

GARDEN ROAD ELEMENTARY SCHOOL
Parent/Student Handbook
2026 – 2027 rev. 7/30/2026



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Principal's Message

Dear Eagle Students and Families,

Welcome to the 2026-27 school year at 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. If you are returning, welcome back! If you are new here, I extend a warm welcome!

This year promises to be filled with exciting opportunities to explore, make friends, and enjoy exciting activities as you learn! Our school is a Leader in Me School, and we believe every one has genius! Together, we synergize our efforts to create a positive environment with leadership opportunities for all students. Each day as you come to school, I ask that you bring your positive attitude, work hard and be kind every day. The Garden Road staff is here to support each learner's journey and to empower students to achieve and grow. This handbook is a reference of our procedures and expectations to create a safe learning environment for all students. Please take a moment to review this handbook and refer to it during the school year. Each classroom will go over expectations for students at the start of the year.

I am proud to be the principal at Garden Road Elementary School, and my door is always open to discuss your ideas and concerns, and to share in our school's accomplishments (858-748-0230 x2205)! We have a strong history of community involvement in our school, and I look forward to partnering with you this school year!

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 Chantal Anderson or Foundation Chairman Alyssa Longeuay. We would love to have you join our volunteers. Your time will be an investment that could change a life! I am excited for the 2026-27 school year!

Sincerely,

Sue Melnick, Principal
Garden Road Elementary School

GARDEN ROAD ELEMENTARY SCHOOL MISSION STATEMENT

Mission: At Garden Road we are **empowered learners** who **lead ourselves 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**.



**EAGLES
RISE!**

Choose **RESPONSIBILITY**
Lead with **INTEGRITY**
Create **SYNERGY**
We're **EMPOWERED** to achieve

Positive Behavior Core Values: *Choose Responsibility, Lead with Integrity, Create Synergy, We're Empowered to Achieve*

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

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

SCHOOL HOURS & SCHEDULES

School Office Hours:

Office hours are from 7:15 AM to 2:35 PM on Monday, Tuesday, Wednesday, and Friday and from 7:15 AM to 1:00 PM on Thursday, excluding holidays.

School Hours:

Breakfast is served daily from 7:25 AM to 7:40 AM

Playground opens at 7:30 AM

Warning bell at 7:40 AM

Class starts at 7:45 AM

!! GATES: Students should not arrive on campus earlier than 7:25 AM as there is no student supervision on campus until after 7:25 AM.

ACADEMIC HONESTY POLICY

In support of the District's Academic Honesty Policy 3.40, students are expected to demonstrate acts of honesty at all times. Teachers and staff members will support and enforce all District rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty. Any student who violates the rules of the Academic Honesty policy will be subject to disciplinary action.

AFTER SCHOOL ENRICHMENT PROGRAM

A variety of activities and enrichment classes are offered each semester to Creekside students. Classes are held after school on school grounds and a fee is charged for each class. Watch for flyers throughout the year announcing the course offerings.

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.

ARRIVAL AND DISMISSAL

The Garden Road playground opens each morning at 7:25 a.m. Students having breakfast may enter at 7:25 a.m. In order to ensure student safety, we ask that parents do not send students to school until supervision begins. The first bell, signifying that it is time to line up at the beginning of each day, is at 7:40 AM. Students are expected to be in class when the bell rings at 7:45 AM.

Dismissal will be at 2:05 PM every day except Thursday, with Thursday dismissal at 12:25 PM. The early release on Thursdays is intended to offer staff development and planning time and after-school enrichment opportunities for students. For safety reasons, if your student is not picked up by 2:15 PM (or 12:35 PM on Thursdays) or enrolled in ESS, they will be taken to the office.

BACK-TO-SCHOOL NIGHT

A special night for parents to meet their child's teacher and learn about the curriculum will be held at the beginning of the school year. It is a time when teachers will explain their programs and expectations. Parents are encouraged to make babysitting arrangements on Back-To-School Night.

BRINGING THINGS TO SCHOOL

- Gum is not permitted at school.
- Playthings such as balls, marbles, cards, toys, radios, computer games, skateboards, roller shoes, rollerblades, etc. are not to be brought to school without prior teacher approval.
- Weapons, including squirt guns, knives, air-powered guns (BB, pellet, paintball), and other dangerous objects, are not to be brought to school.
- To avoid the many complications which may arise, there is to be no selling, trading, buying or giving away of items at school.

CELL PHONES, SMART WATCHES, TABLETS

At the elementary and middle school levels, students shall not use smartphones or other mobile communication devices while at a school site or under the supervision and control of a district employee, including during non-instructional time.

We realize some parents may choose to have their child carry a cell phone or wear a smartwatch to school for before/after school communication. To ensure these devices are not disruptive to teaching and learning, mobile communication devices shall be turned off during instructional time. Smartwatches may be worn and shall be turned off or placed in “school mode” during the instructional day. In addition, cell phones, smartwatches, and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person. When a student uses a mobile communication device or smartwatch in an unauthorized manner, the student may be disciplined, and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. If the student repeatedly uses the device in an unauthorized manner, the student may not be able to bring the device to school for a period of time as designated by the principal. If a class is having repeated issues with smart devices, students may be asked to store them in their backpacks for the school day.

The district will not be responsible for a student’s mobile communication device or smartwatch which is brought on campus or to a school activity and is lost, stolen, or damaged. If your child needs to communicate with you during the school day, they will be given access to a school phone at an appropriate time.

CLASSROOM PLACEMENT

The primary purpose of the placement process is to create equitable classroom environments that allow teachers to meet the academic, social and emotional needs of every student. The placement teams ensure a balance of variables in each classroom setting through careful consideration of each student’s individual needs and strengths. These variables include, but are not limited to:

- Levels of academic progress and student needs
- Degrees of self-directness and independence
- Class size as it relates to state and district guidelines

We kindly ask parents to understand that requests for specific teachers are not allowed. It would be highly unlikely that the staff could successfully build the most productive, balanced class groups on the basis of parent requests (rather than the information and criteria previously outlined).

Once classroom rosters are created, students are not moved to another classroom unless student enrollment numbers dictate the necessity to do so. We strive to keep changes to classrooms to a bare minimum. However, it is hard to predict the exact growth patterns in our community and which grade levels will be affected. In the event changes do become necessary, we hope that we may count on your cooperation and understanding.

CLASSROOM PROGRAMS

Each classroom teacher provides a variety of rewards and incentives for reinforcing appropriate classroom and playground behavior. Repeated or serious violations of classroom, playground, or school rules can result in a referral to the principal.

COMMUNICATION WITH TEACHERS

The involvement and communication of parents in their student's education are key indicators of student success. Your student's teachers are committed to keeping you informed about any academic or behavioral challenges your student may face early in the year. In most cases, your student's teacher will be the first point of contact for any concerns regarding behavior or academics at school.

CONNECTING WITH THE PRINCIPAL

The school principal maintains an open-door policy for all parents and guardians, recognizing the importance of a transparent and accessible line of communication. To facilitate meaningful dialogue, we encourage parents to email the principal directly at smelnick@powayusd.com or schedule appointments through the school's main office. This ensures that the principal can dedicate uninterrupted time to discuss any concerns, suggestions, or thoughts you may wish to share.

For urgent matters that require immediate attention, parents and guardians are welcome to drop by the school without an appointment. However, please be mindful that due to the nature of the principal's responsibilities, there may be times when the principal is not immediately available. In such instances, our administrative staff will assist you in scheduling a prompt meeting or in addressing your concerns.

Garden Road also hosts regular "Coffee with the Principal" sessions—an informal gathering where parents can engage directly with the principal, a forum for discussing educational strategies, school policies, and community-building activities.

Our goal is to ensure that every parent feels heard and valued as part of our school community. We believe that open and consistent communication between home and school is vital to fostering a supportive environment where students thrive.

DRESSING FOR SUCCESS

Dressing for success applies to all school activities. In an effort to maintain our primary purpose at Garden Road, the education of our students, the staff will address new fads that occur during the school year.

- Clothing should fit properly.
- Clothing that is offensive or advertises, promotes or glamorizes drugs, alcohol or tobacco products, is not permitted.

- Tops that are strapless, see-through, or low-cut are not permitted.
- Shorts or skirts that are revealing are not permitted. We encourage all students to wear shorts underneath their skirts.
- Pants and shorts must fit at the waist and not sag.
- Hats may be worn in the common outdoor areas on campus: lunch tables, hallways and playground. Hats may not be worn indoors without the permission of the teacher.
- We prefer that students wear closed-toe shoes suitable for running club, PE and recess. For the safety of our students, flip-flops or beach shoes are not permitted.

EMERGENCY INFORMATION

In case of an earthquake or other disaster, the staff will stay at school until the emergency is over and all children are safely returned to their parents. The staff has been trained in emergency procedures. We feel the safest place for children in an emergency during the school day is on the school campus, under supervision of trained personnel. We will NOT release students in an emergency unless dismissal can be conducted with complete safety. A parent, guardian, or designee of the parent must sign the student out and a record will be kept of the time the child was taken and by whom. The students will be practicing Duck, Cover, and Hold and Intruder exercises throughout the year.

- **FIRE DRILLS:** Once a month a fire drill will be held, at which time all students, teachers, volunteers, and other employees shall be required to leave the buildings. Children are to file out of their classroom silently and orderly in a single file line and walk to their assigned area. The principal will dismiss classes to return to their classrooms, or the office will ring an “All Clear” bell.
- **DUCK, COVER, AND HOLD DRILL:** Duck, Cover, and Hold Drills will be held a minimum of four times each year. In case of an earthquake, should you be inside the building, get under the desk or table. Drop to your knees and keep knees together. Clasp both hands firmly behind the head, covering the neck. Bury face in arms, protecting the head. Close eyes tightly. Stay in this position until instructed to leave. The instructions will depend upon circumstances and the extent of damage to buildings, and will come from an adult. If outside of a building during an earthquake, get clear of all buildings, sit down on the ground and remain there until further instructions are provided.
- **LOCK DOWN/SECURE CAMPUS DRILL:** Lock Down or Secure Campus Drills will be held a minimum of twice each year. Students and staff will secure in a safe location and remain secure until altered otherwise by the principal or law enforcement.
- **PARENT DRILL PARTICIPATION:** Parents who are on campus at the time of any safety drill are expected to follow all procedures.

EXTENDED STUDENT SERVICES (ESS)

Our ESS program is available after school until 6:00 p.m. For additional information, please contact enrollment-ess@powayusd.com. More information is also available online at [PUSD Extended Student Services \(ESS\)](#).

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. 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.

FORGOTTEN ITEMS

To encourage student responsibility, any forgotten items dropped off at the front office will be placed on the Forgotten Item Table in the office. Please inform the classroom teacher via email regarding the item. The classroom teacher will let the student know to retrieve the item from the office. The only exceptions to this policy are eyeglasses.

HARASSMENT

The District recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws as well as District Policy and Administrative Procedures. The District is committed to providing students with an academic environment free from sexual harassment, and will not tolerate such conduct on the part of any District employee or student.

Any student with a complaint of sexual harassment should report it immediately to the principal who will implement the complaint process contained in Administrative Procedure 5.24.1, which is available at each school site. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints. The District will promptly and thoroughly investigate any complaints of sexual harassment and will take immediate action to resolve such complaints.

HOMEWORK/MAKEUP WORK *Instruction BP 6154(a)*

The Governing Board recognizes current research showing that the benefits of homework are age dependent, only correlating with academic benefit in high school. The Board further recognizes that for elementary-aged students, research suggests that, in contrast to homework, reading at home has significant benefits, including promoting a love of school and an interest in learning. The Board recognizes the importance of after-school time for developing positive attitudes toward school, participating in extracurricular activities, and fostering healthy personal and family relationships. With this in mind, the Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians. Homework assignments shall be meaningful, reasonable in length and appropriate to the grade level and course. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction.

Grade level teams require reading homework for students. At the primary grade levels, this includes Guided Reading Books, 1st grade red word lists, and 2nd grade spelling words. In grades 3-5, students read each night from their independent reading books or other literature/articles assigned by classroom teachers. Spelling homework to support ELA skills may also be assigned.

INVITATIONS

If students are planning to distribute party invitations to all or all of the same gender classmates, they may distribute them via classroom mailboxes. Students planning to invite only a few classmates should distribute invitations outside of the school setting. Birthday functions are not allowed to begin on campus at the end of a school day.

LUNCHROOM EXPECTATIONS

1. Use walking feet when coming to and from the lunch area.

2. Remain seated at the tables while in the lunch area.
3. Raise your hand to get help from a character coach, be dismissed to the bathroom or to throw away trash.
4. Food is for eating. Sharing is not permitted. Use good table manners.
5. When finished eating, clean up your area, take a seat, **wait to be dismissed from the table by a Character Coach or other adult.**
6. ALL PUSD students may enjoy a free breakfast and free lunch from the cafeteria. Lunch menus are available online with Food and Nutrition.

LUNCHTIME VISITS

We have scheduled three school days this year for family members to eat lunch with their child. During the rest of the school year, if there's a special occasion where you would like to have lunch with your student during school hours, *we kindly ask that parents do not join lunch on campus.* Instead, we request that you check your student out during lunchtime and check them back in at school when lunch is over. Your understanding and cooperation are greatly appreciated.

MEDICATION

Any pupil who is required to take medicine during the regular school day (prescribed for him/her by a physician) may be assisted by the health attendant or other designated school personnel if the school receives: (1) a written statement from the physician detailing the method, amount, and time schedules by which such medication is to be taken, and; 2) a written statement from the parent or guardian indicating your desire for the school to assist the pupil. Forms are available at the school office.

Over the counter medication (cough drops, aspirin, etc.) and herbal remedies are considered medicines and treated as a prescribed drug. This precaution is taken for the protection and safety of all students. Students are **NOT** permitted to carry any medications to the school office or have them in their possession while at school. Medications must be brought to school by a parent or guardian in their original container and given to health office staff.

NO PLACE FOR HATE

Garden Road students learn to develop tolerance, empathy, and understanding through ADL No Place For Hate Lessons. There are a number of school-wide and classroom activities planned to reinforce the importance of being a kid for character.

PERMISSION FOR STUDENTS TO LEAVE SCHOOL

Once a student arrives at school, he/she may NOT leave the campus or playground during school hours without permission from the office. Parents must verify release of all students.

PROGRESS REPORTS AND PARENT CONFERENCES

Progress Reports indicate achievement in relation to the PUSD academic exit standards for that grade level. Progress Reports are issued three times a year and parent conferences are scheduled in November. Parents requesting additional conferences are encouraged to contact their child's teacher for a convenient time to meet.

PUPIL ABSENCES

All absences from school must be accounted for by a telephone call, a note to the office, or direct contact with a parent. You may **call our special "ABSENCE HOT LINE", 858-486-6273**, any time day or

night. Please include in your message your child's first and last name, teacher name, date of the absence, reason for absence, and relationship to the student. Students absent for "religious holidays" will be allowed time to complete class assignments. Students absent from school due to a contagious disease may need to obtain a release from a physician, public health department, or our school health attendant before returning to school.

- **OCIS:** Should your child need to be absent for any reason other than illness, doctor/dental appointment, or funeral, it is important that you request an Off Campus Independent Study Contract (OCIS).
- A contract changes the designation of the student's absence from "Unexcused" to "Excused". Please request the OCIS at least 5 days in advance from the office and notify your child's teacher. OCIS contracts may be used for 3-14 days cumulatively in a given school year.

PUPIL TARDINESS

Students who are late must check in through the office before going to class. The Education Code specifies that any student who is tardy in excess of 30 minutes on each of more than three days, consecutive or non-consecutive, in one school year is truant and shall be reported to the District attendance official and a letter of truancy will be sent to the parents. Please make every effort to arrive at school on time. Tardiness is disruptive to your child as well as their classroom.

Students who arrive after 7:45 a.m. must get a tardy slip in the front office. Students in grades K to 5 can walk themselves to the classroom. Students in TK or in special day classes will be walked to the classroom by staff. Student medical appointments are considered excused tardies. Please provide a note from the doctor stating the time of the appointment. All other tardies are unexcused.

RAINY DAY/SEVERE WEATHER PROCEDURES

- **MORNING LINE-UP:** In event of an early morning rain, students will report to the MPR.
- **RAINY DAY/EXCESSIVE HEAT DAY RECESS:** Recess times will remain the same during rainy days/excessive heat days. An announcement will be made just before the first recess to inform everyone as to whether recess will be "Blacktop Only" or in the MPR. The grass areas and halls are off limits for safety reasons.
- **RAINY DAY/EXCESSIVE HEAT DAY LUNCH:** The rainy day/excessive heat day lunch period will remain the same during rainy days/excessive heat days. All students will eat lunch in the covered lunch area or MPR. When finished eating, students will remain in the MPR for quiet activities and will be picked up by their teacher when lunch is over. Children may be allowed outside to play if the weather clears.

RUNNING CLUB

Parents can sign up 1st through 5th graders can for running club through the PTA. Students can come on campus at 7:25 through the gate by the MPR for running club once it has started during the school year. Students can achieve awards for running different levels of mileage for running club. TK and K students will participate with their classes during the school day.

SCHOOL SITE COUNCIL (SSC)

The Garden Road School Site Council is made up of elected representatives of parents, teachers, and other school employees who meet during the school year to plan and review school goals and

programs. Parent representatives are elected by the parent community at large and serve a two-year term.

SCHOOL VISITORS AND VOLUNTEERS

For the security of students and other safety reasons, all visitors to the school, including volunteers, must sign in and sign out at the office. All visitors will be provided with identification badges to wear while on school grounds. Our gates will be closed from 7:45 a.m. -2:05 p.m. each day (12:25 p.m. Thursdays) requiring visitors to come to the office to sign in and sign out.

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.

In order to participate in a volunteer capacity, the following requirements must be met. You must be cleared through the front office prior to any volunteer activity. Paperwork is available online or in the front office. There are two types of volunteers:

- Level 1—This is the most common type of volunteer. Level I volunteers are allowed to work with students under the supervision of staff and are not allowed to be left alone with students.
- Level 2—For volunteers who will work in isolation with students, e.g., Safety Patrol Coordinators, Robotics Coaches, **Field Trip Chaperones** supervising a group away from the classroom teacher. Level II volunteers will have significant unsupervised contact with students. Level 2 volunteers must first be cleared as a Level 1 volunteer before submitting paperwork for Level 2. ***The front office will determine if a Level 2 volunteer clearance is needed prior to providing paperwork for Level 2.***

[See PUSD Volunteer Process for more information](#)

STUDENT LEADERSHIP OPPORTUNITIES

- **GRTV:** Garden Road TV creates video announcements and celebrations for our school. Fifth graders have the opportunity to apply to be part of the GRTV team.
- **HOPE SQUAD:** Fourth and fifth grade students are identified by their peers and teachers to support students on campus with social emotional needs. These students participate in monthly training designed to promote listening skills, empathy, understanding, and problem solving.
- **SAFETY PATROL:** Each year, a select group of responsible 5th 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.
- **STUDENT LEADERSHIP TEAM:** Students in 5th grade have the leadership opportunity to represent the school as Student Leadership Team Officers. They work with our 5th grade teachers each month and help plan special events and activities and lead the morning announcements. Students also have the opportunity to apply and be student service leaders working with younger students on the playground and in the classroom.
- **FRIDAY FLAG:** Each grade level will organize and create a Friday Flag ceremony throughout the year.

TRAVELING TO AND FROM GARDEN ROAD

Safety is our greatest concern, so it is important that parents and students follow these safety rules. Students are to arrive between 7:30 am and 7:40 am and leave school after the school dismissal bell rings at 2:05 pm. Monday, Tuesday, Wednesday and Friday and 12:25 on Thursdays. 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 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, parking in front of corners/crosswalks, 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.

Children who walk to school should obey traffic rules. Use marked crosswalks wherever possible. If you must cross where you do not have any help, make sure it is safe to cross. Drivers approaching school should slow down and use caution. Little people don't always behave predictably around traffic. The traffic along neighboring streets and the school driveways are heaviest on rainy days and in the minutes near the beginning and end of the school day. Please allow extra time and remember that driver courtesy goes hand in hand with driver safety.

- **CARS - CAR POOLS:** Most accidents occur as students are entering or leaving the car. Parents should stop in an area that allows for maximum safety – along a curb and never while “double parked.” Discourage children from crossing through the parking lot except at crosswalks or when

accompanied by an adult. Dropping off is permitted only in our loading and unloading zones in the MPR driveway.

- **BICYCLES & NON-MOTORIZED SCOOTERS:** Students in grades 3-5 are permitted to ride bicycles and scooters to school. All students should be aware of and follow the law and a safe route to school in order to ride their bike and/or scooter. Helmets are required by state law. All bike and scooter riders must have signed permission slips turned in to the school office before bringing their bike/scooter.
 - All bikes and scooters must be parked and locked securely at the bike rack.
 - The school is not responsible for damage or loss of bicycles or scooters.
 - Bicycles and scooters are never ridden on the school sidewalk, school parking lot, crosswalks (street intersections and school campus), or on the playground. They must be walked to the bicycle/scooter rack area. "Walked" means the rider has dismounted and both feet are touching the pavement on the same side of the bike.
 - Students less than grade 3 may ride bikes or scooters to school under the supervision of their parents/guardians. Parents assuming responsibility for their child's safety may sign the bicycle/scooter permit.
- **SKATEBOARDS:** Skateboards are NOT permitted on campus.

PUSD E-BIKE/E-SCOOTER SAFETY

In response to community requests and a desire to address a student safety need, PUSD has partnered with local law enforcement to create a mandatory safety training video and implemented an e-bike permit process utilized by all secondary sites for students riding e-bikes to school.

To ensure the safety of our youngest students, PUSD guidelines strictly prohibit the use of e-bikes and e-scooters on all elementary school campuses. This policy aligns with the City of Poway and City of San Diego regulations, which state that children under the age of 12 are **not** permitted to operate e-bikes or e-scooters.

UP-TO-DATE INFORMATION

Please keep your child's emergency information up-to-date in the school office. (i.e. parent work numbers, emergency numbers, etc.). You can also log into ParentVue and update all information there as well.

USE OF FACILITIES

Parents and youth group leaders wishing to use the school facilities, classrooms or playground areas must call the Facilities Dept. at (858) 748-0010 ext. 2661, if you have any questions. All facilities usage requires both school and district approval and may require a fee. Facilities use requests must be made through the PUSD reservation system <https://www.facilitron.com/pusd92128>

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.

SPECIAL INSTRUCTIONAL PROGRAMS

LEADER IN ME: Garden Road is continuing the Leader in Me program for the fourth 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 –The Garden Road Elementary School Foundation provides art instruction for all grade levels. Tarina Carter provides art instruction during the specials rotations. The students will produce art pieces each month representing the skills and knowledge they have learned. We have an end of the year Art Show 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.

GENERAL PLAYGROUND RULES

The Character Coaches will monitor expected behavior and enforce proper usage of the playground equipment. Students who repeatedly violate classroom or playground rules will be referred to the principal. Character Coaches may refer students to the principal if they engage in severe misbehavior on the playground during recess or lunch. Willful disrespect, fighting, profanity, physical or verbal abuse of others are examples of severe misbehavior that is never acceptable.

The following rules apply specifically to the playground:

1. Play by Garden Road rules. Show good sportsmanship. Follow the Golden Rule.
2. Play fair: If you are out, go to the end of the line. Everyone plays.
3. Fix SMALL problems/disagreements yourself with:
 - a. Rock, Paper, Scissors (best 2-out-of-3 settles it)
 - b. Make A Deal
 - c. Take Turns
 - d. Talk It Out
 - e. Go to Another Game
 - f. Tell Them to Stop
 - g. Apologize
 - h. Wait and Cool Off
 - i. Walk Away/Ignore It
4. For BIG problems you can't settle yourselves, find a grown-up you trust (like a Character Coach) to help you problem solve.
5. Wait your turn. No cuts in line.
6. Play the same on everybody. (No playing easy on your friends)
7. Count to 30 (when feet come forward) when waiting for bars or swings. If a swing is open, use that swing instead of counting.

8. When the playground bell rings, students need to put playground items away before walking to their line.

PLAYGROUND EQUIPMENT RULES

- Rock Climbing Wall - No sitting on top, no jumping, and only one student at a time.
- Grasshoppers - No sitting or standing on bars, one student per seat, 20 turns and switch.
- Teeter Totters - Stay off of the top, remain seated, feet on the ground, beware of your partner's seat and 20 turns.
- Swings - no jumping, swing from front to back only, sit up at all times and hold on with two hands. Count to 30 (when feet come forward) when waiting for bars or swings. If a swing is open, use that swing instead of counting. Do not count back on the swing you just left.
- Monkey Bars -no sitting on top and no crawling through. Move in one direction on the monkey bars.
- Slides- walk up stairs and go down the slide in a sitting position.
- Pull Up Bars - 2 hands must stay on bar at all times.
- Balance Beam - No pushing anyone off and one direction only. Limit to two people on the balance beam at a team. No jumping on the beam.
- Bells - One person at a time. Keep one or two hands on the bells at all times.
- Balls - Do not bounce balls on walls. Return balls at the end of recess.
- Hula Hoops and Jump Ropes - must be used in the designated area and used in the manner that they were designed for.
- Wall Ball - Wait in line for your turn.

NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES

Reference: 5 CCR 4900 *et seq.*; EC 200 *et seq.*

BP/AR: 0410 – Nondiscrimination in District Programs and Activities

Poway Unified School District is committed to providing equal opportunity for all individuals in its programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; parental, marital, and family status; and veteran or military status; a perception of one or more of such characteristics; association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. The District assures that lack of English language skills shall not be a barrier to admission or participation in district programs. When 15 percent or more of a school's students speak a single primary language other than English, all notices, reports, statements, or records sent to parents by the school shall be translated into that other language; parents may respond in English or the primary language.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. The Superintendent or designee shall ensure that the District's web and mobile applications comply with technical standards prescribed by law, and that the District provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services

may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved through the [Uniform Complaint Procedures](#). Associate Superintendent, Personnel Support Services, (858)521-2800 Ext. 2121, PersonnelSupportServ@powayusd.com; Director of Attendance and Student Engagement, (858)521-2800 Ext. 2840, jpineda@powayusd.com, 15250 Avenue of Science San Diego, CA 92128.

TITLE IX: SEX EQUITY IN EDUCATION ACT

Reference: 34 CFR 106.8; EC 221.61, 221.8

BP/AR: 5145.7 – Sexual Harassment; 5145.71 – Title IX Sexual Harassment Complaint Procedures

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including sexual harassment. California law further provides that all students (as well as other persons) are protected by Title IX – regardless of their sex, gender, gender expression, gender identity, sexual orientation, disability, race, or national origin – in all aspects of the District’s educational programs and activities. It also provides that students may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting students may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. The essence of Title IX is to ensure that students (as well as other persons) are not excluded, separated, denied benefits to, or otherwise treated differently on the basis of sex unless expressly authorized to do so under state or federal law in areas including, but not limited to: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment.

Under Title IX, students have the right to:

1. Fair and equitable treatment that is free from discrimination based on sex.
2. Be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
3. Inquire of the school’s athletic director as to the athletic opportunities offered by the school.
4. Apply for athletic scholarships.
5. Receive equitable treatment and benefits in the provision of all the following: equipment and supplies; scheduling of games and practices; transportation and daily allowances; access to tutoring; coaching; locker rooms; practice and competitive facilities; medical and training facilities and services; and publicity.
6. Access to a gender equity coordinator to answer questions regarding gender equity laws.
7. Contact the California Department of Education (CDE) and the California Interscholastic Federation (CIF) to access information on gender equity laws.
8. File a confidential discrimination complaint with the United States Office of Civil Rights (OCR) or CDE if there is belief that discrimination, or unequal treatment, on the basis of sex has occurred.
9. Pursue civil remedies as a result of discrimination.
10. Be protected against retaliation for filing a discrimination complaint.

The District has designated the following personnel to address questions and complaints regarding its nondiscrimination policies specific to Title IX: Jessica Pineda, Director of Attendance & Student Engagement, 15250 Avenue of Science, San Diego, CA 92128, jpineda@powayousd.com, 858-521-2800.

Any complaint alleging noncompliance with Title IX will be investigated and resolved through the Uniform Complaint Procedures. For more information regarding Title IX, please visit the PUSD [Title IX website](#).

UNIFORM COMPLAINT PROCEDURES

Reference: 5 CCR 4600-4670; EC 33315

BP/AR: 1312.3 – Uniform Complaint Procedures

Poway Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the Uniform Complaint Procedures (UCP).

The Uniform Complaint Procedures apply to complaints involving programs and activities identified in state and federal law, including unlawful discrimination, harassment, intimidation, bullying, educational rights, student fees, LCAP, accommodations for pregnant and parenting students, and other programs identified in 5 CCR 4600-4670.

Filing a UCP Complaint

A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the District.

A student enrolled in any public school shall not be required to pay a student fee for participation in an educational activity. A student fee complaint may be filed with the principal or the Superintendent or designee.

A student fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

Copies of the UCP process are available free of charge. To obtain a copy of the complaint form and review additional UCP-related information, go to [Uniform Complaint Policies & Procedures - Personnel Support Services - Poway Unified School District](#).

Compliance Officer

Complaints within the scope of the UCP are to be filed with the department responsible for processing complaints: Associate Superintendent Personnel Support Services, 15250 Avenue of Science, San Diego, CA 92128, 858-521-2800 ext 2121, personnelsupportserv@powayusd.com

The compliance officer is knowledgeable about the laws and programs that they are assigned to investigate.

Notification

The District's UCP policy and regulations are posted in all schools and offices, including staff lounges and student government meeting rooms. Written notification of the District's UCP is provided annually to students and their parents, employees, district and school advisory committee members, appropriate private school officials, and other interested parties.

The District also posts the standardized notice of the educational rights of foster youth, homeless students, former juvenile court students now enrolled in the District, children of military families, migrant students, and newcomer students, as specified in EC 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process on its website.

The District has a notice posted to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, students, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations that apply to California state preschool programs pursuant to HSC 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Appeal

The District's decision will be provided to the complainant through an investigation report within 60 calendar days of receiving the complaint, unless this time period is extended by written agreement of the complainant. A complainant may appeal the District's investigation report to the CDE by filing a written appeal within 30 calendar days after receiving the District's decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of the investigation report for that complaint. A complainant may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

EXCUSED ABSENCES

Reference: EC 48205, 48980

BP/AR: 5113 – Absences and Excuses

In order for an absence to be excused, the reason for such absence must meet the criteria specified under EC 48205, as provided below. A student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

EC 48205. (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purposes of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purposes of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
- (5) For the purposes of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
- (7) For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
- (8) For the purposes of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purposes of attending the pupil's naturalization ceremony to become a United States citizen.
- (11) For the purposes of participating in a cultural ceremony or event.
- (12) (A) For the purposes of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
(B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.

- (ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (13) (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.
- (i) To access services from a victim services organization or agency.
- (ii) To access grief support services.
- (iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.
- (B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.
- (14) Due to the pupil's participation in military entrance processing.
- (15) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed one school day per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) For purposes of this section, the following definitions apply:
- (1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
- (2) "Cultural" means relating to the practices, habits, beliefs, and traditions of a certain group of people.
- (3) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
- (4) "Victim services organization or agency" has the same meaning as defined in subdivision (j) of Section 12945.8 of the Government Code.

GROUNDINGS FOR SUSPENSION AND EXPULSION

Reference: EC 35291, 48900, 48900.2, 48900.3, 48900.4, 48900.7, 48915, 48980

BP/AR: 5144.1 – Suspension and Expulsion/Due Process

A student at any grade level may be suspended from school or recommended for expulsion for committing any of the following acts that are related to a school activity or school attendance: (EC 48900, 48900.7)

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon another person, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco, or products containing tobacco or nicotine products.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.

11. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm. *Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.*
14. Committed or attempted to commit a sexual assault or committed a sexual battery.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in, hazing. *Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student.*
18. Engaged in an act of bullying. *Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to the student's person or property; cause the student to experience a substantially detrimental effect on the student's physical or mental health; or cause the student to experience substantial interferences with the student's academic performance or ability to participate in or benefit from the services, activities, or privileges provided by the school. Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.*
19. Aided or abetted the infliction or attempted infliction of physical injury on another person.
20. Made terrorist threats against school officials and/or school property. *A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.*

Additional grounds for suspension and expulsion for students in grades 4 through 12 include: (EC 48900.2, 48900.3, 48900.4)

1. Committed sexual harassment. *Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.*
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. *Hate violence includes injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.*
3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment.

Recommendation to Expel

As required law, a student found to have committed any of the following acts at school or at a school activity off school grounds shall be immediately suspended and recommended for expulsion: (EC 48915(c))

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.

3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possessing an explosive.

For all other acts committed at school or at a school activity off school grounds, a student may be recommended for expulsion based on a finding of one or both of the following: (EC 48915(b) and (e))

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.