Student & Parent

Handbook

**2020-2021**

****

**ANNA KIRCHGATER ELEMENTARY**

**BE KIND**

**BE SAFE**

**BE RESPECTFUL**

**BE RESPONSIBLE**

**This document is available for download at http://blogs.egusd.net/kirchgater/**

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**Elk Grove Unified School District**

### Our Mission

### Elk Grove Unified School District will provide a learning community that challenges ALL students to realize their greatest potential.

### Core Values

**Outcomes for students**

* Achievement of core academic skills
* Confident, effective thinkers and problem solvers
* Ethical participants in society

**Commitments about how we operate as an organization**

* Supporting continuous improvement of instruction
* Building strong relationships
* Finding solutions

**High expectations for learning for all students and staff**

* Instructional excellence
* Safe, peaceful, and healthy environment
* Enriched learning atmosphere
* Collaboration with diverse communities and families

|  |  |
| --- | --- |
| District Administration  Christopher R. Hoffman Superintendent Bindy Grewal, Ed.D.  Assistant Superintendent  PreK-6 Education  Elizabeth Rueda  Director  Pre-K-6 Education  Janet Anderson  Director  Pre-K-6 Education  Martin Fine  Director  Pre-K-6 Education | Board of Education  EGUSD Board of Education  Beth Albiani  Nancy Chaires Espinoza  Carmine S. Forcina  Chet Madison, Sr.  Dr. Crystal Martinez-Alire  Anthony “Tony” Perez  Bobbie Singh-Allen  School Site Administration  Cheri Sanchez Principal Robyn Fulgham Vice Principal JoAnn Milligan Academic Program Coordinator |

**Dear Parents:**

This packet is developed for your information. It is revised each year. It is important that you take the time to read and discuss the information together with your children. The packet should help you understand what the staff at Anna Kirchgater believes is important for a safe, productive, and healthy learning environment for all students.

Our mission is to create a learning environment that will:

**BUILD** in students a strong sense of self-esteem;

**ENABLE** students to appreciate their own uniqueness and the diversity of others;

**STIMULATE** students’ minds toward learning, and

**TEACH** students to be respectful, responsible, and resourceful.

We have tried to include information in our packet that is pertinent to all students and parents. If there are questions that are more specifically related to your individual child, please take time to call the office, the teacher, or school administration for more specific answers.

When you and your child have discussed the information contained in this packet, please sign and return the attached form (Parent-School Compact) to your teacher to confirm you have completed this important task.

We are looking forward to having a successful year at Anna Kirchgater.

***Cheri Sanchez***

***Principal***

**Parent-Teacher Club**

Anna Kirchgater's PTC supports students, staff, parents, school programs and activities by:

1. advocating and increasing parental involvement and support
2. creating a parent/volunteer network
3. communicating through articles and/or newsletters
4. providing parent education, community awareness and outreach forums
5. assembling a volunteer database
6. being a liaison between home and school

We must constantly reach out to parents and the public to encourage involvement and support. **All parents and family members are encouraged to join Kirchgater’s PTC.**

**Instructional Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Kinder A. M.**  Mrs. Georgia Marasco  Mrs. Michelle Wheaton  **Kinder P. M.**  Mrs. Tracy Wildemann  Mrs. Meghan Williams  **Fourth**  Ms. Kathleen Collins  Mrs. Cindy Carroll  Mrs. Pam Carlton  Ms. Rene Lung  **Resource and School Support**  Learning Center  Nurse  Psychologist  Speech/Language  Intervention  EL Testing Coordinator  ASES Clerk  **Custodial Staff**  Custodian  Custodian  Custodian  Custodian  **Office Staff**  Secretary  Office Assistant  Office Assistant | **First**  Ms. Rebecca Origoni  Mrs. Dallas Whisenant  Ms. Laura Yee  Mr. Joel Johnson  **Fifth**  Ms. Ali Pieplow  Ms. Natalie Pritchard  Mr. Marcus Turner  Ms. Amy Valadez  Mr. Hunter Hill  Gary Dudley  Amanda Madrigal  DeeDee Jones  Dr. Rona Leitner  Mrs. Joyce Chun  Mrs. Rebecca Springer  Mrs. Jan Brozek  Mr. Charles Watson  Ms. Bonnie Parker  Mr. Rong Huang  Mr. Steven Her  Mrs. Suzette Groetsma  Miss Lilian Heredia  Mrs. Juliana Pickens    GREAT SCHOOLS HAVE GREAT PEOPLE WHO DO GREAT THINGS FOR GREAT KIDS! |  | **Second**  Mrs. Patty Kershner  Mrs. Yulri Chong (1/2)  Mrs. Stefani Brown  Mrs. Sarah Peterson  Mrs. Letty Florian  **Sixth**  Mrs. Suzanne Burkhart  Mrs. Jody Hill  Ms. Amber Hespeler  Ms. Dyonna Bloxson  **Instructional Assistants**  Learning Center  Full-Inclusion Mrs. Donna Laird  Full-Inclusion  **Cafeteria Staff**  Lead  Assistant | **Third**  Mrs. Traci Shelp  Mrs. Becky Bollinger  Mr. Todd Filice  Mrs. Ann Villanueva  **Subject Matter Teacher**  Mrs.Brandi Solis  **Computer Resource**  **Library Tech**  Mrs. Linda Seamons  Mr. Dale Paoloni  Mrs. Angie Arcineda |

**Schedules**

**Regular Day**

A.M. Kindergarten 8:00 a.m. -11:20 a.m.

P.M. Kindergarten 10:49 a.m.- 2:20 p.m.

Grades 1-6 8:00 a.m. - 2:20 p.m.

**Early Out Thursdays**

Grades 1- 6:8:00 a.m. – 1:30 p.m.

AM Kindergarten: 8:00 a.m. – 11:20 a.m.

PM Kindergarten: 10:49 a.m. – 1:30 p.m.

**Minimum Days**

Grades 1-6 (only) 8:00 a.m.-12:30 p.m.

AM & PM Kindergarten 8:00 a.m. – 11:20 a.m.

**Drop-off and Pick-up Process**

Students can be dropped off and picked up in the designated areas only. Remember to park in designated parking spaces only. **Students should arrive no earlier than 7:30 a.m. and they must be picked up promptly at 2:20 p.m.** (11:20 Kinder AM). All 1st -6th grade students are to be picked up in the loading zone near the MP room. The front parking lot is for Kinder pick up only. CAUTION: Do not drop off or pick up your child in the front of the school or at the back gate located on Power Inn. **These gates are for walkers only or parents who park and walk over to get their children.**

**NOTE:** Unless you are certified to do so, please **do not** park in or block handicap spaces at any time. Also, please make sure you display your handicap sticker or plates if you park in these spaces.

**School Attendance**

One of the most important elements of successful learning is regular, on-time attendance at school. If an absence is necessary, a note upon return to school is essential. The note should include dates and the reason for the absence. STATE LAW permits the excuse of an absence for the following reasons:

1. Illness
2. Quarantine, as directed by the Health Department
3. Medical, dental, or eye services rendered
4. Attendance at a funeral of an immediate family member to the extent of ONE DAY ONLY in California, and NO MORE THAN THREE DAYS outside of California

The school attendance clerk and other designated office staff have been directed by the principal to contact the home (or workplace of the parent) on a daily basis when necessary to follow-up when students are shown to be absent on the attendance roster. These calls will confirm your notes to the teachers or make you aware of any absence that has occurred without your knowledge.

Tardiness can also interfere with your child’s success in school. The times for the opening of school are printed elsewhere in this booklet. If your child is late to school because of a doctor/dental appointment, please bring an appointment verification note from the doctor/dentist and have your child come to the office for a tardy slip before going to class. Leaving early is sometimes necessary. Students can be released from school early with a note from the parent indicating the reason for early dismissal. However, this is permitted for “need only” reasons and cannot occur on a regular basis. The office staff will not dismiss students during the last 20 minutes of the school day unless an emergency situation is clearly identified (medical note, etc). Parent(s), or a person identified by the parent and on our emergency records, must sign the student out in the office before the student can leave the campus. STUDENTS CANNOT SIGN THEMSELVES OUT. This guideline is for the protection of your child. All sign-in/outs outside of the regular school arrival and dismissal times are done on our Complete Campus Security System Software.

**Please Note:**

*A student will not be permitted to leave school with a person other than his/her own parent or guardian unless we receive a note signed by the parent or guardian. A student cannot go home with another student without written parent permission from both parents, and approval from the principal. The school will verify such requests by contacting parents.*

##### **Vacation Requests**

Calendars are established and distributed at school and posted online at [www.egusd.net](http://www.egusd.net) each school year to assist you in coordinating family vacations. Days missed for vacation are unexcused. We strongly recommend you plan vacations during off track times.

**Registration of Students**

**Kindergarten**

A child must be at least 5 years old on or before September 1 of the current school year for which the child is being registered.

The following items are required to complete the registration:

1. Evidence of age (birth certificate, official notification of birth, passport, or affidavit of parent, Baptismal Certificate with seal)
2. Immunization (DPT: 5 doses total or 4 doses if the fourth dose is after the fourth birthday; POLIO: 4 doses at any age or 3 doses if third dose id after the fourth birthday; MMR: 2 doses, both after the first birthday; Hepatitis B: 3 doses total; Varicella: 1 dose or proof /history of disease.)
3. Proof of residence (copy of current SMUD or P,G&E bill, which shows address and parent name; copy of home purchase or rental agreement).

**Physical Examination**

At first grade entry, all students must provide the district with written evidence of physical examination (by a licensed physician, surgeon, or clinic), completed no sooner than 18 months prior to first grade entry.

**New Students from Within EGUSD**

Parents are required to register children who have been attending other Elk Grove schools. Registration occurs in the school office. Proof of residence (within our school attendance area) must be presented at the time of registration. Please note that Anna Kirchgater is closed to inter district transfers and that students living outside of our attendance area will be directed back to their home school.

**Important Policies**

**Promotion/Retention**

Assembly Bill 1626 defines the requirements of promotion and retention. Children who meet grade level standards are promoted to the next grade level. Parents of children who are “at risk” of retention are informed through the following process: Parents receive a letter from the Superintendent stating that their child is at risk of failure due to standardized test scores. A Principal’s letter is then mailed out detailing intervention programs offered by the school. Teachers focus on teaching and assessing the standards that need to be met by the students. Teachers contact parents whenever students’ test scores and/or grades indicate that they are not meeting the standards. This contact may be through phone conversations, conferences, letters, and various progress reports, which may include formal deficiency notice.

**Supervision of Students**

**Before school:** The campus gate is open to students beginning at **7:30 a.m.** **Please do not bring or send students before 7:30 a.m**. as there is no supervision for students at this time. PM kindergarten students cannot arrive before 10:49 a.m. There is no supervision for them at this time. PM Kinder students may enter the cafeteria and eat lunch starting at 10:30 only if they are accompanied by an adult. There is no school staff available to supervise students that are dropped off early or eating alone. It is important to the safety of your child that you adhere to this schedule.

**During school:** Yard supervisors are on the playground during morning and lunch recess. Teachers are responsible for all other supervision during the school day either by an assigned schedule or by teacher selection.

**After school:** Students are dismissed at 2:20 p.m. All students will be walked by their teacher to the bus line or dismissal areas.

Any student who walks home is required to leave campus immediately and go directly home.

For car-riders, parents are asked to pick up their child at 2:20 p.m. at the assigned pick-up area between the two parking lots. Any student not picked up by 2:45 p.m., will be taken by the adult supervisor to the front office. Parents will need to park and come in to get their child.

**Please Note**: *We do not have after-school supervision available to monitor children who are not picked up on time. In the event that a parent is aware that they will be late for pick-up (i.e. emergency), we ask that they contact the office as soon as possible and notify the school of the situation and the time the student will be picked up. For any student not picked up on time (parent did not contact the school), we will attempt to contact the parent or emergency contact listed on the child’s registration information.*

*Parents are asked to make every effort to have their child picked up on time.*

Please do not pick up your child in front of the school or at the back gate. These are no stopping/no parking areas and are not safe. The Sacramento County Sheriff’s Department monitors areas and will give tickets to those who violate this code.

## Field Trip Supervision

Field trips: All parents and guardians that wish to volunteer for a field trip must have fingerprints cleared through the Elk Grove Unified School District.

**Fingerprints of Volunteers**

Volunteers who chaperone a field trip or regularly visit classrooms are required to have their fingerprints cleared through the Elk Grove Unified School District. Free Fingerprinting for volunteers is offered at the Elk Grove Unified School District Office on Elk Grove-Florin Road from 8:30am-10:30am on Mondays and Wednesdays and 2:30pm-4:30pm on Tuesdays and Thursdays. The fingerprinting office is closed on Fridays. Student safety is the Board of Education's top priority, and the board wants to take every precaution to ensure schools are safe.

**Student Volunteers**

Students (5th grade or higher) who are off-track and have volunteered to work during this time must have a signed permission form from the requested teacher, school administration, and their parent/guardian. These arrangements need to be made before the student goes off track. The teacher will notify the office about the students who are permitted to be on campus. Off-track students should not be on campus without permission. A Visitor’s Badge must be worn while on campus. The student volunteers must also adhere to our school dress code and school rules. Any student volunteer who does not adhere to this policy will not be allowed to volunteer.

**Visitors**

All visitors, visiting students or adults on campus, must sign in at the office and get a visitors badge before entering any place on the campus...even if only for a few minutes. All volunteers and visitors must sign in daily using our Complete Campus Security System Software. You will be photographed and provided a badge to wear. All visitors must be pre-approved and must not interfere with the student’s instructional day.

**Parent Meeting Guidelines**

Parents are invited to visit classrooms. However, as a courtesy to teachers who may be testing, on duty, etc., we ask that parents try to arrange a time for visits (24 hour notice). If you need to discuss some other arrangement, this should be done with the classroom teacher.

**Homework Policy**

Every grade level, K-6, has a HOMEWORK POLICY. Homework is assigned Monday through Thursday. The following items are basic to all policies:

1. Length of time will vary from 15 to 90 minutes, depending on the grade. The higher the grade, the more time is required to complete it. Students’ own pace will also determine the time for completion.
2. Homework is part of the overall grade assigned to each subject/content area.
3. Homework is REINFORCEMENT of skills or material already taught in class.
4. Homework is generally not assigned on weekends. If a student has been assigned a large project or report, students may indeed use a weekend to complete their tasks.
5. Independent reading is assigned by all teachers. Generally no less than 15 minutes per night is required.
6. Homework will not be sent home automatically by a neighbor or friend. Parents should give a teacher advance notice for requested homework if the parent expects a child to be absent for any extended illness.

Please contact your child’s teacher for any clarifications or concerns.

## Uniform Complaint Procedure\*

It is the goal of the district to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district follows the Uniform Complaint Procedures when addressing complaints alleging unlawful discrimination on the basis of actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, age, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any program or activity that receives or benefits from state financial assistance. The district also follows the Uniform Complaint Procedures when addressing complaints alleging the failure to comply with state or federal law relative to adult basic education, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, special education programs, and federal safety planning requirements. More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district’s Parent & Student Handbook. If you have questions regarding the Uniform Complaint Procedures, you can contact the district’s Legal compliance Specialist in Human Resources at (916) 686-7795.

*\*The foregoing statement regarding the district’s Uniform Complaint Procedures was current as of the date of the publication of this School Handbook. However, Assembly Bill 9 was approved by the Governor on October 9, 2011 and requires that effective July 1, 2012, all school districts must have adopted a policy that prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Section 422.55 of the Penal Code and Section 220 of the Education Code, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The Elk Grove Unified School District will review and amend or supplement, if necessary, its existing nondiscrimination policy and Uniform Complaint Procedures on or before July 1, 2012 to comply with Assembly Bill 9.*

**PROHIBITION OF DISCRIMINATION OR HARASSMENT AND RELATED COMPLAINT PROCEDURES**\*

The district does not discriminate or tolerate discrimination against any district student on the basis of his or her actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, age, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any of its policies, practices, procedures, programs or activities. The district has a policy of nondiscrimination in accordance with federal law and Title IX, and also prohibits sexual harassment of or by any student or by anyone in or from the district. More detailed information regarding the district’s prohibition of discrimination, harassment or sexual harassment is contained in the district’s Parent & Student Handbook and is also available on the district’s website.

Parents, students and staff should immediately report incidents of alleged discrimination or harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a

**PROHIBITION OF DISCRIMINATION OR HARASSMENT AND RELATED COMPLAINT PROCEDURES**\* **(Con’t)**

district employee. You may contact the Associate Superintendent for Pre-K-6 Education, at (916) 686-7704 regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a potential complaint or concern related to a student (or students) in grades 7-12. No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants’ identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination or harassment.

*\*The foregoing statement regarding the district’s nondiscrimination policy was current as of the date of the publication of this School Handbook. However, Assembly Bill 9 was approved by the Governor on October 9, 2011 and requires that effective July 1, 2012, all school districts must have adopted a policy that prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Section 422.55 of the Penal Code and Section 220 of the Education Code, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The Elk Grove Unified School District will review and amend or supplement, if necessary, its existing nondiscrimination policy and Uniform Complaint Procedures on or before July 1, 2012 to comply with Assembly Bill 9.*

**Personal Property**

The Elk Grove Unified School District is not responsible for any loss, through act of vandalism or theft, of students’ personal property, including property stored in lockers or vehicles, left at school, or confiscated from students. If students bring personal property to school **they do so at their own risk.**

**Financial Liability**

Parents are responsible and financially liable for acts of vandalism by their children. Students known to be involved may be suspended and/or expelled and subject to criminal charges. In addition, the district may withhold a student’s grades, diploma and transcript until restitution for damage is made.

**Cell Phones**

Anna Kirchgater students are discouraged from carrying cell phones on campus.

* The cell phones must remain in the off position throughout the instructional day in class, recess, or any other location on campus.
* The school is not responsible for loss or theft including if such device is confiscated pursuant

to District/school policies and procedures..

* Cell phones may not be used in any way that is disruptive to instruction or to normal school activities.
* Students are permitted to use their phones only before and after school unless they have the explicit permission of the site administration to use it at other times such as lunch (i.e., medical reasons).

## Textbooks

Each student is issued a numbered copy of the textbooks for his/her grade at the beginning of the school year. He/she is individually responsible for these books for the year. If a book is lost or damaged, the book needs to be replaced for the full or partial price, depending on the condition of the book when issued to the student.

It is very important that you discuss student responsibility for these textbooks. We recommend that children be told to check at the end of each day for their textbooks. If a book is missing at that time, it should be reported to the teacher. Remember, all students are responsible for their own books. We suggest that students cover their books to protect them.

**Library Books**

Children are given the privilege of checking out books from our library. Talk with your child about how important it is to take care of their book and returning it on time. Books should be protected from food and liquids. When not reading their books, children should place them where animals and toddlers cannot reach them. Parents are asked to sign a permission form before students may check out books. Lost or damaged books must be replaced and this is the responsibility of the parent/guardian. The amount for replacement is based on the actual price of the book.

**School privileges may be revoked until the library is reimbursed for the cost of the lost material.**

**Home/School Communications**

**Phone Messages/Use of Phone**

**Student Use:** We are unable to provide messages to students except when there is an emergency. All students should leave home with an understanding of what they are to do during or after school. We do our best to conserve as much instructional time as possible.

Students can call home **only for an emergency.** Students cannot call home for homework, discipline, etc., unless a teacher has requested that he/she do so. We have only one extra phone for outgoing calls.

**Contacting Teachers:** To keep in touch with teachers between conferences, use the telephone for occasional 5-10 minute "catch-up" conversations, before or after school. You may also leave a message with the office staff and your call will be returned within 24 hours. Our website also has email addresses information for all teachers.

School office hours are 7:00 a.m.-3:30 p.m. If you need to talk with someone about a specific problem/concern, then you must call between these hours.

**Newsletters**

Newsletters are a very convenient means of communicating information, events and activities in the class and schoolwide. Teachers may send at least one monthly, either individually or as grade levels. At the beginning of each month, a newsletter is sent home. This is a schoolwide publication to inform our school community of school and district activities, important information**,** parenting skills, parent involvement, student and staff recognition, monthly calendar, etc. Take time to read all these publications to stay informed. Also, please check Anna Kirchgater’s website ([www.egusd.net/kirchgater](http://www.egusd.net/kirchgater)) for monthly calendars and updates.

**Report Cards**

Report cards are issued three times during the year. This occurs approximately every three months. Dates are published on the EGUSD Website. The first report card may be discussed at Parent/Teacher Conferences and given to the parent to take home and review with their child(ren). The following two report cards are sent home with the student for the parent(s) to review, sign and return the following day. Whenever necessary, parent conferences will be arranged.

**Progress Reports**

Teachers send home progress reports to communicate students' academic progress weekly, bi-weekly, or monthly.The reports may also give information on behavior and homework and convey special messages. These usually need to be signed and returned the next school day.

Teachers send official reports called Deficiency Notices to parents about the progress of students who are not meeting grade level standards and/or are receiving D’s or F’s in a specific subject. The Deficiency Notice is sent home midway through each trimester. If a parent receives a deficiency report, it should necessitate a call to the teacher to discuss the student’s lack of progress.

**Parent/Teacher Conferences**

Parent teacher conferences will take place when the need arises and/or during predesignated parent conference days. ***A parent or a teacher may request a conference any time during the year.*** Parents are asked to attend all scheduled conferences.

**Student Recognition**

Every student has the opportunity to participate in the school plan for recognizing exemplary students.

**Honor Roll:**

**GOLD (Grades 3-6)**: Students must achieve all A’s (4.0 GPA) in academic areas.

**SILVER (Grades 3-6)**: Students must achieve all A’s and B’s (averaging 3.5-3.9 GPA) in academic areas.

**BRONZE (Grades 3-6)**: Students must achieve A’s, B’s and C’s (NO D’s, F’s or N/A) (3.0-3.49 GPA) in academic areas (Language Arts and Mathematics).

**PRINCIPAL’S EFFORT AWARD (Grades 3-6)**: Students who have shown great improvement in academics and/or in effort and conduct can be selected by the teacher to receive this special recognition. Grades do not have to be A’s and B’s.

**DISTRICT HONOR ROLL (Grades 4-6):** Students receive this recognition from the Elk Grove Unified School District when they have a GPA of 3.5 and above in all academic areas.

**Attendance Recognition**

**PERFECT ATTENDANCE (Grades K-6)**: Students need to attend school every day of the school year and no tardies per month/trimester to qualify for this award. If a student is suspended, **this counts as an absence** and will disqualify a student for perfect attendance. Special recognition is given at the end of each trimester and for the total school year.

**Student of the Month (Grades 1-6)**

Special recognition is given each month to students in grades 1 through 6. Each month a theme is selected to emphasize priority values from our schoolwide student expectations: Be Kind, Be Safe, Be Respectful, and Be Responsible. Student of the month winners are announced during morning announcements on the blacktop.

[](http://worldofblackheroes.files.wordpress.com/2011/03/congratulations.jpg)

**Cafeteria Services**

**We are a Universal Lunch Program School. All students receive free breakfast and lunch.**

**Breakfast Program**

Anna Kirchgater School has a breakfast program before school. Students will eat from 7:30-8:00 a.m. Breakfast closes at 7:55 a. m. Please make sure your child arrives before that time if they are having breakfast. Breakfast costs $1.75 or at no cost if you are taking advantage of the Universal Lunch Program.

**Lunch Program**

Hot lunches are available to students in 2 ways:

1. Full purchase, paid entirely by parent(s) ($2.75)
2. Full assistance from the federal government (free)

Lunch item prices:

|  |  |
| --- | --- |
| Lunch $2.75  Milk (white & flavored) .50 |  |

Lunches can be bought with cash or a lunch ticket. Cash must be presented on a daily basis as a student moves through the line. All money for lunches must be placed in an envelope with the number of days being purchased, the student’s name, and the amount of money enclosed.

**Cafeteria Behavior**

Lunch time should be an enjoyable time of the day. It is a time to eat a balanced lunch and to relax. Because approximately 150 students are gathered in one place at one time, certain behaviors are expected.

1. Proceed in a line quietly and responsibly (through the food area and to the assigned tables).
2. Remain seated at all times (with feet under the table).
3. Talk in quiet voices.
4. Stop talking when supervisory staff is talking.
5. Leave the cafeteria in an orderly fashion.

If students fail to comply with these reasonable expectations, the following consequences will be assigned

1. Removal to an isolated table.
2. Removal to sideline area during play.
3. Issuance of a Behavior Citation.
4. Referral to see an administrator.

\*Note – The last 5 minutes of lunch will be designated as a “silent time” to allow students to finish eating prior to going to recess.

**Candy, Gum, and Sodas**

It is not the aim of the school to infringe upon personal belief systems of families. However, because we manage almost 900 students, we must have food policy guidelines that we believe help decrease the amount of time spent on student safety and student behavior management as well as promoting healthy eating habits. We do not sell the following items to students at school, and we ask that you NOT put CANDY, GUM AND SODAS in your child’s home packed lunches.

**Parties at School**

Parties are kept at a minimum. Teacher notes are sent to parents to inform them of a celebration. We do not celebrate student or teacher birthdays during instructional time. If a student has a birthday, a parent may choose to send a healthy snack. We ask that parents not send any item that has ingredients that children with allergies may be exposed to (i.e. peanuts). We suggest that parents donate a book to their child’s classroom library instead of sending sugary treats. Flowers and balloons should be delivered to the home rather than to the school. Although they are fun and exciting for children, they are distracting to the learning environment and a safety concern.

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**School Curriculum**

**Reading/Language Arts (California Wonders)**

California Wonders is a comprehensive K-6 ELA/ELD program built on the California ELA/ELD Framework and the CA Common Core State Standards. Through its connected pathways, intentional instruction, and inspiring content, *CA Wonders* prepares all students for college and career in the 21st century.  To learn more about what your student is learning, log in to your student’s portal using their username and password at [Connected.mcgraw-hill.com](http://connected.mcgraw-hill.com).

California Go Math!™ is a K–8 program written specifically to support the Common Core State Standards for Mathematics with an emphasis on developing 21st-century skills. The Standards for Mathematical Practice are integrated into the content, along with an equal emphasis on conceptual fluency. The program provides rigor, depth of understanding through interactive lessons, research-based instructional approaches, best practices, English learner support, and differentiated instructional resources to ensure success for all students. The comprehensive digital resources promote college and career readiness and support students, teachers, administrators, and parents.

The staff at our school has been trained and prepared to teach this program. We are looking forward to using these materials and we are confident that your children will both enjoy and benefit greatly from their Wonders experiences as they prepare to become productive members of society.

**Mathematics**

Mathematics is taught with California Go Math (K-6). This program was developed exclusively for California and is based on our new Common Core Standards. They have solid content development, with universal access and intervention. There are standard-based lessons; problem solving skills; daily progress monitoring activities; and a variety of assessments.

**History/Social Studies**

The History /Social Science program in the Elk Grove Unified School District is standards-based with an emphasis on both subject content and historical and social science analysis skills. Both the Grade K-5 (Harcourt Publishing Co.) and the Grade 6-8 (Holt Publishers) programs contain strategies for writing, note-taking, critical thinking, vocabulary development, and building success in comprehending expository text. Primary source materials, both written and through media, are included to enhance student engagement in learning about events of the past. The text is available on CD and online for the convenience of students accessing information at home. The online interactive text supports student reading comprehension.

**Science**

The State Framework for Science is taught through Macmillan/McGraw-Hill. Grades K-5 will use the McMillan/McGraw Science. Grade 6 will use Holt Science.

**Computers**

The Educational Technology program will provide leveled instruction for grades first through sixth. The curriculum will instill two basic concepts: (1) education technology as a curriculum and (2) the computer as a tool. The computer technology, content areas of instruction will include: touch typing, keyboarding, word processing, data base and spreadsheet application, power point presentation and publishing.

**Visual and Performing Arts**

Throughout the year teachers incorporate music and art into their subject areas. In addition, school-wide opportunities are available for students.

**Physical Education**

**Physical Education Requirements**

*Ed Code section 51210(g) for Grades 1 – 6 specify the number of minutes of P.E. provided each* ***ten*** *days*:

**200 minutes** every 10 days

Each classroom teacher works with his/her class to emphasize the Elk Grove Unified School District’s Physical Education Standards and Benchmarks with objectives posted in lesson plans.  Materials and equipment have been purchased to assist teachers with the teaching of skills at each grade level.  5th Grade students will also participate in a Physical Fitness Test compiled by the Elk Grove Unified School District’s Physical Education Steering Committee.  This test is very similar to the Presidential Physical Fitness challenge.

Students must wear appropriate clothing and lace-up or Velcro fastened type shoes, preferably rubber-soled, to provide for safer participation in the physical education program.

PE is scheduled by grade level teachers according to their daily schedule. This information is available from the teacher and in the office.

**School Programs**

**Gifted and Talented Education (GATE)**

*The EGUSD program for gifted, talented, and high potential students will discover and nurture students with an exceptional level of performance in diverse areas of expression.  The program will equitably and collaboratively engage students and their families to access rigorous instruction with support for intellectual, social, and emotional needs.*  
**GATE Identification Criteria**  
GATE identification will be based on students exhibiting exceptional ability in one of the following areas:

* Creative Ability
* Leadership Ability
* Visual and Performing Arts Ability
* Academic Ability
* Cognitive Ability

**Accelerated Instruction**

Accelerated Instruction is to provide many of our students a more challenging way to learn at a faster pace, with greater depth in curriculum that is beyond that of a normal grade level. The criteria for such a program is grades, test scores, and some or all of the following characteristics:

##### Desire Shows strong desire and readiness to improve what is already good.

##### Work Habits Completes class work and homework on time.

##### Interest Thinks beyond what is required and searches for more.

##### Curiosity Asks questions that lead to broader ideas and seeks to solve problems.

Optimism Shows self-confidence, enthusiasm, and takes constructive criticism.

##### Cooperation Demonstrates willingness to share ideas.

##### Perseverance Works harder rather than giving up when confronted with difficult materials/tasks.

Accelerated Instruction is provided in each classroom for all students who meet the eligibility requirements. We also have an accelerated emphasis extended day opportunities.

**Response to Intervention (RTI)**

RTI is an Intervention/Prevention Model that incorporates all available resources to support student and family success in their educational experience. These resources may include: city and county agencies, the community, general education programs, categorical program services and special education. These agencies collaborate to provide the student and family a comprehensive, seamless educational model to prevent school failure. Students need not qualify for special education or categorical support, but merely demonstrate a need for intervention/prevention services. The need for these services is determined by a collaborative conference involving parents and school staff. The goal of RTI is to provide students and families deemed "at risk" of school failure immediate access to intervention and prevention services in a proactive delivery model.

**Learning Center**

Anna Kirchgater has a Learning Center that provides additional assistance and support to students with an IEP (Individual Educational Plan) and other identified students. Any student who qualifies for special services receives Learning Center support. Special assessments are used to determine if a student qualifies. It has since then been fully implemented and proven to be very successful throughout the District.

If a student qualifies for Special Education, he/she may spend from thirty minutes to over fifty percent of their instructional time in the Center determined by their Individualized Educational Plan (IEP) team. The needs of the student determine the amount of time served in the Learning Center. Each student is a part of the general classroom at any time he/she is not in the Learning Center.

**Problem Solving Team (PST)**

A PST is regularly scheduled conferences of general education teachers, special education teachers, the psychologist, and a site administrator to discuss the progress of individual students. When individual student concerns are recognized, the teacher conferences or Problem Solving Team (PST) meetings are scheduled. Parents are notified of a student’s needs, then invited to attend the meeting where they participate in the discussion and decision making process concerning a child’s behavior or academic needs.

**Title I School wide Program**

Anna Kirchgater is identified as a Title I School wide Program effective July 1, 1998.

School wide programs focus on the needs of all students ensuring that every student succeeds. School wide programs are built on research indicating that students are most successful when the entire school supports the education of all.

No two school wide programs are alike, but the best are:

1. Driven by rigorous standards for upgrading the instructional program for the entire school.
2. Flexible, offering a high-quality curriculum geared toward bringing students to the challenging levels of knowledge set for them.
3. Comprehensively planned, using available federal program resources to support cohesive instruction.
4. Results-oriented, increasing the achievement of children in the targeted groups that federal education programs were intended to serve (Pechman & Fiester, 1994)

Our Title I program is designed to mirror the criteria listed above.

**Speech/Language/Hearing**

Speech and Language Specialists are assigned to our school to assist students with identified needs in regular education. Students must be assessed by the specialist and meet certain qualifying criteria. This special program also works very closely with the Learning Center whenever the needs are both academic and language related.

## Psychologist

The school psychologist is assigned to schools based on enrollment. Our psychologist is on campus approximately 2.5 days per week. The main functions of the Psychologist are:

1. Assess students for special programs.
2. Serve on the COOP Team to assist with program planning.
3. Counsel students/parents who need assistance.
4. Consult with school staff and parents concerning effective teaching techniques and methods of behavior management.
5. Staff Development.

The School Psychologist can be contacted through the school office during regular school hours.

**English Learner Programs**

Designated English Learners are supported through federally funded programs designed to assist students with English language acquisition and to improve the academic performance of limited English speaking students. Students have access to bilingual teaching associates and teachers who assist students in English Language Development (ELD) and in their primary language. Parents are invited to participate in our English Language Learner Advisory Committee (ELAC), which meets periodically throughout the year. We also provide Parent English as a Second Language classes through EGUSD Adult Education.

**GATOR XL (After-School Education and Safety/ASES Program)**

GATOR XL is a safe and supervised literacy focused after-school program. The program is open from 2:30-6:00 p.m. on all school days. ASES staff incorporates homework assistance, literacy activities, and enrichment. Snack is also served daily to participants.

GATOR XL is a fully funded grant program. Meaning that there is no fee charged to parents. For additional information contact the school office at (916) 689-9150.

**Testing Schedule**

Students in the Elk Grove Unified School District take mandated tests each year to provide baseline information on students, school and district academic progress. This information is used continually to improve our instructional programs. Results are reported to parents annually.

|  |  |
| --- | --- |
| *Grades 3-6* |  |
| **SBAC-Smarter Balance Assessment Corsortium** |  |
| Test Dates: May |  |
|  |  |
| |  | | --- | | *Grade 5* | | **Science CST – California Standards Tests** | | Test Dates: May | |  |
|  |  |
|  |  |
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**Dress Code**

A committee of parents, teachers, and the principal met to discuss and formulate a dress code policy that would provide the most positive and safe learning environment possible. We believe the policy is reasonable and appropriate for all children, kindergarten through grade six. The District provides support for the school’s adoption of a dress policy through State and local policies.

(CAC, Title 5, Section 302; EGUSD Policy #5132; and Education Code 35291.5.)

**General Guidelines**

All clothing must be neat, clean, and appropriate for a regular instructional day at school. Clothing must be safe and worn in an appropriate safe manner.

**Dress Code Guidelines**

**Pants and Shorts:**

Shorts may be worn if they follow these guidelines:

**Acceptable**:

1. Mid-thigh or longer

**Unacceptable:**

1. Cut-offs or torn bottoms
2. Jogging-type or gym type
3. Bicycle or workouts
4. Purposely cut or ripped into strips
5. Pants worn below the waist/purposely sagging
6. Oversized pants

**Tops:**

Appropriate tops must cover the upper body so that no underwear or body parts are exposed on boys and girls.

**Unacceptable:**

1. Fishnet tops
2. Halters
3. Midriff or half-shirts
4. Tube or tank tops (low-cut around the neck and under arms)
5. Shirts with inappropriate messages, drugs, violence, profane language, gang symbols or degrading statements
6. Oversized tops

**Footwear:**

Safe shoes are necessary at all times. Lace-up or tennis shoes are the best for the daily program or during PE.

**Unacceptable:**

1. Thongs or slippers
2. Unsafe styles such as high heels
3. Shoes with wheels

**Hats or Head Coverings:**

Hats or head coverings are acceptable in certain places and for special reasons on special occasions.

1. If hats are worn to school, they must be removed before entering the classroom or building. They should be placed in the clothing storage area or backpacks. They must be worn neatly (i.e. not off to the side or backwards).

**Consequences For Not Following Dress Code**

1. The teacher or principal will notify the parent the same day of the violation to discuss future follow-through and support. (Teacher or principal will also discuss it with the student while at school.)
2. If a violation occurs, the parent(s) may be called immediately to bring or send appropriate clothing so that the student can remain in class. If the parent cannot be contacted, the student may be provided with a school top from our clothes closet or asked to turn clothing inside out.

**Distracting Materials or Items:**

Materials or objects that distract from instruction must be left at home. Teacher permission can be given for special occasions.

**Unacceptable:**

1. Pictures, trading cards, comic books
2. Sunglasses worn inside any building
3. Headphones or CD players
4. Sports equipment (school furnishes all equipment)
5. Spray cans or spray containers of any type
6. Toys of any type (video games, fidget spinners, squirt guns, trading cards, etc.)
7. Make-up, tattoos or colored hair
8. Modes of transportation that are not street legal (i.e. motorized or electric bikes or scooters)

Distracting items will be confiscated and retained for pick-up by the parent only.

**Transportation**

**Riding the Bus & Bus Safety**

Any student who rides an EGUSD school bus must abide by the guidelines set by the District. At the opening of school, all students are given copies of the bus rules (see next section). These should be discussed together, then the signature portion returned to the bus driver. Citations are issued by the bus driver if rules are not followed. The principal supports the bus drivers in their attempts to provide the safest environment.

Bus safety includes the time the student goes to the bus stop and returns home after school. The rules on the bus citation apply at the bus stop. If a problem occurs at the bus stop, and after appropriate follow-through from school administration, a student can be suspended from school in addition to suspension from the bus.

**Bus Rules**

Your child will have the responsibility of observing all rules and regulations when he/she rides the school bus. The rules and regulations will be strictly enforced. Please review the following with your child.

**Students are required to:**

1. Keep in their possession a current bus pass.
2. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
3. Use only his/her assigned bus stop.
4. Arrange for the transport of live animals, insects, reptiles, to and from school, by other means than on the bus.
5. Refrain from transporting hazardous or destructive objects of any kind such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skate boards or ball bats.
6. Respect the rights and property of others on the bus and at the bus stop.
7. Avoid all fighting and rough play while at the bus stop, on the bus or when getting on or off the bus.
8. Always enter and leave the bus through the entrance door, except in emergencies.
9. Remain seated, facing forward with feet, legs and other objects clear of the aisle while the bus is in motion.
10. Keep all parts of the body inside the bus.
11. Keep windows closed unless otherwise instructed by the bus operator.
12. Remain quiet at railroad crossings.
13. Not use profane language, obscene gestures, create excessive or unnecessary noise.
14. Not damage or deface any part of the bus, tamper with the radio, controls, emergency exits or other equipment, shoot or throw any objects inside/outside or at the bus or in any way endanger the safety of others.
15. Help keep the bus safe and free from litter by not eating, drinking, or smoking on the bus.
16. Be courteous and respectful to the bus operator, give proper identification when requested.
17. Obey the request of the bus operator, give proper identification when requested.
18. Give the bus operator a written request when leaving the bus at other that the student’s assigned bus stop. The request must be signed by the parent/guardian and approved by the site administrator and/or his/her designee.
19. Always cross in front of the bus when it is necessary to cross the street.

***If you have any questions pertaining to the Rules and Regulations listed above, please call transportation at 686-7733.***

**Foggy Day Policy**

Under current law, the California Highway Patrol will not allow a school bus to pick up students when visibility is limited and the bus cannot pull off the road.

To comply with this law, the Elk Grove Unified School District Board of Education adopted the following policy, which may result in the delay, or in rare cases, the cancellation of school buses.

1. On foggy mornings, parents are advised to listen to the following radio stations for bulletins regarding bus delays: KRAK 1140 AM; KSFM 102 FM; KROY 97 FM; KWOD 106 FM; and KFBK 1530 AM.
2. These stations have agreed to broadcast bulletins whenever heavy fog affects all or part of the district’s bus routes. If only part of the district is affected, however, the stations will not broadcast the information.
3. If information is not broadcast prior to the student leaving home, he/she should not stand at the bus stop longer than 30 minutes beyond the usual bus arrival time. After 30 minutes, the student should return home and listen to one of the radio stations listed above.
4. If information is not available on the radio, call the school district’s Transportation Department at 686-7733. The department has a limited number of phone lines, so it may be necessary to call more than once. The district appreciates parents’ patience and cooperation in dealing with this difficult situation.

**Walking to School/Riding Bicycles/Skateboards/Scooters**

We participate in the National Safe Routes to School Program and encourage students to walk or ride their bikes to school. These are great ways to increase opportunities for physical fitness and to decrease traffic around schools. We do require that all students wear helmets if riding a bike, skateboard or scooter.

Bicycle storage is available for students who want to ride bicycles to school. It is the responsibility of the student to lock his/her bicycle in the storage area at the school. There are not sufficient personnel available to monitor this area, and the school cannot assume responsibility for bikes or any other item placed in this location. The school and/or district are not responsible for lost or stolen bikes.

**REMINDER:** Students must wear a helmet at all times while riding a bike to and from school. We also do not allow any modes of transportation that are not street legal for elementary age students.

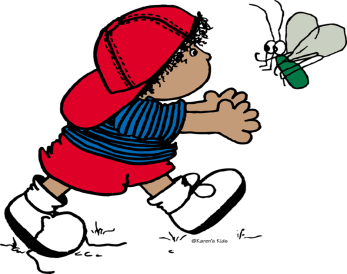
**All-School Positive Behavior and Intervention System (PBIS) *Be Kind,* *Be Safe, Be Respectful, Be Responsible***

The goal of this program is to improve the campus environment and develop responsible students. The focus of this program is to recognize students through positive reinforcement. Students will be expected to meet the school standard monthly, which is to receive no behavior citations, referrals, or suspensions. Students who have met the standard for the month will be recognized at the Student of the Month/Behavior Incentive Assembly and participate in a special activity. At the beginning of each month, each student begins with a clean slate and becomes eligible for all incentives. Students eligibility is based on the following sound principles:

1. Demonstrate ***safety*** in their actions.
2. Show ***respect*** for all individuals and their property.
3. ***Responsibly*** acknowledge and follow school rules.

**Behavior Expectations**

The purpose of any safety rule is to protect the children and staff during both play and classroom situations. The Anna Kirchgater staff values and models positive interaction among individuals and peers. We demonstrate respect through our actions, body language, and communication with students and adults. In order to promote a warm and caring environment and insure positive interactions, we expect all students to behave in a respectful manner.



1. Be Kind
2. Be Safe
3. Be Respectful
4. Be Responsible

**Respect School Property**

Part of our responsibility as a school and community is to value the earth’s limited resources. To encourage a sense of community and instill pride in our school, students are expected to protect school property and use equipment appropriately throughout the campus (playground, restrooms, office, hallways, classrooms, etc.).

1. No gum chewing
2. No spitting
3. No littering
4. No writing, coloring, or marking school property
5. Care for balls, nets, and all school equipment
6. No misbehavior in the rest-rooms
7. No filling sinks or toilets with paper
8. No throwing paper on the ceiling

**Playground Rules**

**Freeze in Your Tracks**

To prevent accidents caused by students running, we are continuing the policy in which students are to "freeze" when the bell rings during any recess (morning, or lunch recess). When the bell rings, all students are to stop/freeze where they are and discontinue playing. When students are ready, the yard supervisors will blow a whistle, and students are to follow assigned line-up procedures.

The purpose of any safety rule is to protect the children and staff during both play and classroom situations.

**Respect Playground Rules**

a) No personal toys or balls on the playground

b) No crossing the designated boundaries

1. Before school, during recess, or after school

c) No running outside of designated playground areas

d) No bicycle riding or skate boarding on campus

e) When using parallel bars always use two hands

1. No student is to be at the top
2. Always take turns

f) Do not walk up, or go down backwards on the slide

g) Do not play tag on or around any of the playground equipment

h) No play-fighting, kick-fighting or wrestling

I) No throwing sand, rocks, or any objects

j) No playing in the rest-rooms

k) No pushing others off the playground equipment

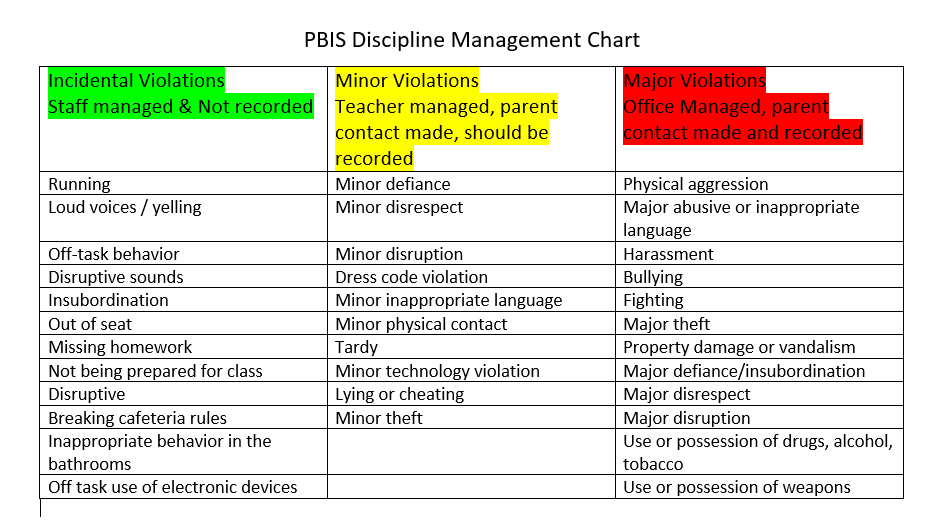
l) No object may be brought to school which might endanger others or themselves

m) No fighting on school grounds at any time

**Consequences**

Students who choose to break school rules may receive the following consequences, depending on the infraction:

1. Receive a warning
2. Time-out from activity
3. Loss of recess
4. Loss of school activity
5. Receive a referral to school administration (Minor or Major)
6. Loss of school and/or class privileges (free-time, parties, field trips)
7. On-campus suspension
8. Suspension from school



For More Information on Student Discipline and ed code violations, please refer to the EGUSD Student and Parent Handbook at <http://www.egusd.net/students-families/district-handbook/>

**School Activities**

**Back to School Presentations**

Parents are invited to Back-to-School Presentations to meet their child(rens) teacher for a presentation on grade level curriculum, rules and expectations, special activities, etc. for the new year. This is a formal presentation for parents. It is preferred that students not attend. Back-to-School Night is not an appropriate time for a conference. If a conference is deemed necessary, call to schedule one at the earliest convenience.

**Open House**

Open House occurs during the second half of the school year. This is a time when parents and students can come together to visit the classrooms to view work and visit with the teachers. This too is not conference time. Conferences should be scheduled individually with teachers at other times.

**Field Trips**

Field trips are planned to coordinate with the regular instructional program. However, at the end of the school year, many of the classes do plan a fun trip together to celebrate the end-of-the-year.

Field trips are paid for by the parents/students, and/or fund-raisers. Bus fare and entrance fees are included in the charge for each student. Permission forms are essential for any student to participate. These must be returned by the designated deadline. Students will not be permitted to go on a field trip without permission and will have to remain at school in an assigned classroom. (Telephone permission will no longer be accepted for any field trip).

* Continued willful defiance, behavior referrals and suspensions are grounds for loss of field trip privileges.
* NO CHILD WILL BE DENIED ACCESS TO A FIELD TRIP DUE TO INABILITY TO PAY

**Chaperones**

In order to ensure the safety of the students and to gain the most from the activities, parents are invited along as chaperones/guides. Parents/chaperones attending the field trip may not bring along other siblings. It is your responsibility to escort, guide and explain to a group of 5 or more students what they are experiencing to extend their learning.

**Community Service**

We feel we should teach children to care about the needs of others. The school participates throughout the year in food and clothing drives. These drives assist those who have been in a flood, fire, or earthquake, or other disasters throughout the world. This past year we participated in a Can Food Drive Pennies for Leukemia and a toy drive. Fund raisers also support our less fortunate students with field trip fees.

**Anna Kirchgater Website**

Please visit the Anna Kirchgater website at <http://www.egusd.net/kirchgater>/for more information on our school, upcoming events, and the programs offered to our students and families.

**Medical Information**

**Medication** – Medicine (prescription, over-the-counter, etc.) cannot be administered to students unless a DISTRICT MEDICAL RELEASE FORM is signed by the parent and the family physician. This form can be obtained from the school office, and **it must be renewed each new school year**.

**Illness and Attendance** - Children should not come to school if they are vomiting, have diarrhea, or a communicable disease.

**Injuries** - Any injury occurring at school is checked by the office or school nurse on the days he/she is at the school site. An injury report is always filed with the District Office for more severe injuries, i.e. broken body parts; severe head injury.

If the injury is considered a serious one, parents are contacted immediately. In case of an emergency, if a parent cannot be reached, then the emergency person named on your child's emergency card is called. If that person is not available, the principal will make a decision as to how the situation should be

resolved. This can include calling an ambulance. **However, medical treatment will not be given without parent permission to the doctor.**

**Allergic Reactions** - If your child has an identified allergy or reacts violently to insect bites, you should send a note to the office and to the teacher to inform them. DO SO IMMEDIATELY. The office and the teacher can react wisely only when this information is available. All information should be filed at the beginning of each new school year. If medication for this allergy is necessary, a medical form must be completed as stated under **“Medication”** above.

**Aspirin or other non-prescription medicines** - *We cannot administer non-prescription medicine to* *children without a medical form from you and your doctor.* Children should NOT BRING MEDICINE to school, not even aspirin or cough drops. We need to be very careful that children do not share medicines with each other.

**Head Lice Policy**

District Head Lice Policy: Effective as of July 1, 2015

A suspected case of head lice will be individually screened. If students are identified with live lice by the presence of a live louse or lice the student’s parent will be called to come and pick up the student from school. No classroom checks will be done. A notification letter will be sent home with the student. When a student is sent home families will be provided with instructions for treatment. Pharmacists and physicians can assist in recommending over-the-counter medication. Directions from the treatment labels should be followed exactly regarding application and any repeat treatments. Readmission occurs if and when the student is free of live lice. Students that have nits (eggs) present in their hair are not excluded from school. Our head lice policy/procedure is in line with evidence based practice and is based on the recommendation from the Center for Disease Control, the American Academy of Pediatrics, the Sacramento County Public Health Department, and the National Association of School Nurses.

SS &HS

**What are Head Lice?**

Head lice are tiny bugs (1/8 inch long) that live on the hair and scalp. They are transmitted from one person to another by direct contact or on shared combs, hair brushes, or hats. They can also be acquired from upholstered furniture and bedding. Head lice require frequent meals of human blood: lice that have fallen off the person will die at room temperature (68 to 70 degrees) usually in three days.

**How Can I Tell if I Have Head Lice?**

People can have head lice for a period of time and not know it. It takes about ten days for the nits (eggs) to hatch. If you think you or your child has been in contact with a person who has head lice, check their head for about 10 days. Check around the base of the neckline and ears. It is easier to see the nits in sunlight (nits are about 1/16th of an inch in size).

**Treatment and Care of Household and Personal Items**

There are several products available at your local pharmacy that do not require a prescription, such as RID, BARC, and TRIPLEX. Whether you buy over-the-counter medication or go to your physician be sure to follow the directions closely as to the length of time the medicine should stay on the scalp.

It is usually not recommended that other family members receive treatment unless they sleep in the same bed or same room. However, all family members should be checked to see if they have head lice or their eggs.

After using the medication as directed, you will probably notice that nits (eggs) are still attached. There is no easy way to remove nits. A vinegar solution rinse of one quart water to two tablespoons of vinegar may be helpful. Also a fine-tooth comb has been found to be effective. The combs are available at drug stores.

After treatment, lice will be dead but their eggs may not be. Therefore, it is advisable to repeat the treatment ten days later. It is important that you do the following things after you have treated your hair:

1. Put on clean clothing.
2. Machine wash and dry all washable clothing and bed linen with which you had contact during the WEEK BEFORE treatment, using the hot water cycle in your washing machine. also, use the Hot cycle on your dryer when drying the clothes. You do not have to boil clothing.
3. Vacuum carpets and furniture. The lice and nits will be trapped in the vacuum bag where they cannot survive. There is no need to spend money to have the home fumigated, nor is it necessary to disinfect the home.
4. It is best for parents not to keep their child’s condition a secret from parents of playmates, friends and school. Secrecy increases chances for the lice to spread too many people, making the condition more difficult to control.

If you have additional questions about head lice, please contact the school.

Anna Kirchgater Elementary School

Parent Involvement Guidelines

The Elk Grove Unified School District recognizes that parents are the most important educators in their children’s lives. The Board of Education recognizes the necessity and value of parent involvement to support student success and academic achievement (B.P. 6020). Studies have proven that children whose parents are involved in their education perform better in school than children whose parents are not. That is why we encourage parents to be active with their children at all grade levels — even high school when parent participation drops off dramatically.

We encourage parents to work with their school PTC, volunteer in the classroom, and to be active with their children’s learning at home. We also offer classes for parents of children from preschool through teenage years through our Always Learning program with Adult Education.

Following are some tips to help your child succeed in school:

* Visit your child’s school. You are always welcome!
* Make sure your child gets enough sleep, eats breakfast every day, wears appropriate clothes, and arrives at school on time.
* Read to your child every day, or encourage your child to read independently.
* Insist that children treat school staff members with respect and obey school rules.
* Call a teacher or write a note when you have a question, a compliment, or a concern.
* Volunteer your time. Many volunteer tasks can be done at home.
* Participate in the PTC, or parent club.
* Attend site council meetings at your child’s school.
* Attend parent-teacher conferences to discuss your child’s progress and any potential problems.
* Carefully review your child’s report cards, school newsletters, and other information from school.
* Encourage your child to prepare for tests by working hard in class and completing homework on a regular basis.
* Ask the teacher for help well before the test if your child is having difficulty in a particular area.
* Without making your child feel stressed, discuss upcoming tests and mention that it is important for the child to do his or her best.
* Check our school’s newsletter for opportunities to be involved at our school.

For more information, contact your school office at 689-9150.

Stevenson Avenue

Anna Kirchgater Elementary School

Evacuation Map

Visitor Parking

Parking

CDI

MP

Room

Library

Office

**Play Structures**

15

14

13

12

11

5

4

10

9

8

7

6

K1

K2

Learning Center

H6

H7

H8

H9

H5

H4

H3

H22

H1

H10

O6

O7

O8

O9

O5

O4

O3

O2

O1

O10

K3

Staff

Lounge

Computer Lab

Speech

**Kindergarten Drop-off & Pick-up**

**Student Drop-off**

**Grades 1-6**

**Student Pick-up**

**Grades 1-6**

P2

P1

**Student Restrooms**

**Student Restrooms**

**Student Restrooms**

Power Inn Road

Anna Kirchgater Elementary School

# Title I, Part A School-Level Parent and Family Engagement Policy

This policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).

To **involve parents** in the Title I, Part A programs, the following practices have been established:

* The school and the parents will jointly develop a Parent and Family Engagement Policy for distribution to parents of participating students.
* The school will distribute the Parent and Family Engagement Policy in an understandable and uniform format, and, to the extent practical, in a language the parents can understand.
* The school will make the Parent and Family Engagement Policy available to the local community.
* The school will periodically update the Parent and Family Engagement Policy to meet the changing needs of the parents and the school.
* The school will adopt the School-Parent Compact as a component of its Parent and Family Engagement Policy.
* In carrying out the Title I, Part A parental involvement requirements, to the extent practical, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school’s Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]).

* The school will hold open elections for parent members of its School Site Council (SSC). The SSC at prescribed times reviews the progress of the Local Control and Accountability Plan (LCAP).
* Feedback regarding our programs is solicited from parents during our Title I Parent Meetings, ELAC Meetings, Parent Science Evening and Family Literacy Sessions.

The school convenes an **annual meeting** to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).

* The annual meeting will be held and parents will be encouraged to attend
* The school will inform parents about the requirements of Title I
* The curriculum, assessments, and proficiency levels students are expected to attain will be discussed
* The services available to eligible students and parents will be explained
* The school will seek input in **Title I** services, our School-Parent Compact, and Site LCAP
* The school will seek suggestions for improving student academic achievement, annual progress, and parent involvement at our school
* The school will explain your right to be involved in classrooms, and/or to be represented on the School Site Council, and to partner with other organizations
* The school will explain that their child’s school participates in Title I

The school offers a **flexible number of meetings** for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]).

* Bilingual Teaching Associates will make phone calls home to ELL families
* Notes will be sent home from the school office regarding the time and dates of meetings
* Parent sessions such as Literacy Sessions and Science Evening will be held at various times though out the school year and offer parents an opportunity to be involved in our school and gain knowledge of how their children learn

The school provides parents of Title I, Part A students with **timely information** about Title I, Part A programs (ESSA Section 1116[c)(4][A]).

* Title I information will be included on our school’s website
* Title I information will be sent home on school fliers throughout the school year
* Back to School Night will be held to inform parents of our programs and progress
* Open House will be held in the Spring
* English Language Advisory Committee (ELAC) Meetings will be held throughout the school year

The school provides parents of Title I, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet (ESSA Section 1116[c][4][B]).

* Curriculum and assessment will be reviewed during Back to School Night
* Parents will learn more about student expectations during Back to School Night
* Parents will have the opportunity to learn about what their children need to know during Math, Science & Literacy Nights for Parents
* Parent Conferences will be held to inform parents of student progress and proficiency

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]).

* School Site Council Meetings
* English Language Advisory Committee (ELAC)
* GATE Parent Advisory
* Teacher-Parent Conferences
* IEP Meetings
* 504 Accommodation Meetings
* Student Study Team (SST) Meetings

This School-Level Parent and Family Engagement Policy has been developed jointly with, updated periodically, and agreed on with parents of children participating in Title I, Part A programs, as evidenced by:

* Parental input on this policy at our annual Title I meeting
* Our School Site Council assists in the joint development of this policy and reviews it periodically.
* This policy is distributed to parents of participating Title I children at the beginning of each school year in the parent handbook. This handbook is also posted on our school’s website.

If the schoolwide program plan is not satisfactory to the parents of the participating children, submit any parent comments on the plan when the school makes the plan available to the LEA. To assist you, a complete version of the Title I, Part A School-Level Parent and Family Engagement Policy will be e-mailed you to.  If you have any questions or concerns, please let us know.

This policy was adopted by Anna Kirchgater Elementary School on September 17, 2020 and will be in effect for the period of the 2020-2021 school year.

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before: September 30, 2020.

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***(Signature of Administrator) (Signature of Parent Representative)***

September 17, 2020 September 17, 2020

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Anna Kirchgater Elementary School

**School-Parent Compact**

The school distributes to parents of Title I, Part A students, a school-parent compact (Compact). The Compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The Compact describes specific ways the school and families will partner to help children achieve the state’s high academic standards. The Compact addresses the following legally required items, as well as other items suggested by parents of Title I, Part A students:

* The school’s responsibility to provide high-quality curriculum and instruction (ESSA Section 1116[d][1]).
* The ways parents will be responsible for supporting their children’s learning (ESSA Section 1116[d][1]).
* The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child’s class; and opportunities to observe classroom activities (ESSA Section 1116[d][2]).

In the 2020-2021 school year, parent-teacher conferences will be held on the following dates:

November 16-20, 2020 and March 2-5, 2021. Parents may request for additional meetings outside the district scheduled timeline provided a 24-hour notice.

In the 2020-20201 school year, parents will receive progress reports and deficiency notices by the following dates: September 25, 2020, December 17, 2020, and by April 16, 2021. Additional reports may be provided to parents upon request.

- Parents may request for conferences before and after school provided a 24-hour notice.

- Parents may request telephone conference before and after school provided a 24-hour notice.

- Parent may request for additional meetings to address the following: IEP, 504, Speech, and Student Study Team meetings.

- Staff emails will be available on the school website and via Synergy for parents.

The school engages Title I, Part A parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides Title I, Part A parents with assistance in understanding the state’s academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]).

Provide parents with frequent reports on their children’s progress through goal monitoring, goal reporting, assessment scores, classroom newsletters and communication.

The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement (ESSA Section 1116[e][2]).

The school holds Parent University Workshops, “We Both Read” Home Reading Series Workshop, parent conferences, Family Science Night. Provide materials to help parents with homework and monitoring.

With the assistance of Title I, Part A parents, the school educates staff members in the value of parent contributions, and in how to work with parents as equal partners (ESSA Section 1116[e][3]).

Provide staff members with professional development in the area of working with parents individually and in groups.

The school coordinates and integrates the Title I, Part A parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children (ESSA Section 1116[e][4]).

Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities. Staff will provide information about volunteering at Back-to-School-Night. Staff will provide opportunities for parents to observe provided a 24-hour notice.

The school distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand (ESSA Section 1116[e][5]).

Distribution of all information to parents in English, Spanish or any needed language that is requested.

The school provides support for parental involvement activities requested by Title I, Part A parents (ESSA Section 1116[e][14]).

Inform parents of our parent involvement activities such as our annual Harvest Festival, Parent Picnics and Glow Dances.

The school provides opportunities for the participation of all Title I, Part A parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand (ESSA Section 1116[f]).

All information will be distributed in English and Spanish as well as other needed languages. Parents have the opportunity to participate in ASES Parent Meetings as well as ELAC Meetings.

**Responsibilities of the Teachers:**

The teachers agree to the following responsibilities to increase parent engagement and address the importance of communication between teachers and parents on an ongoing basis through:

* At a minimum, parent teacher conferences at least annually, during which the compact will be discussed as it relates to the individual child’s achievement. In the 2020-2021 school year, parent-teacher conferences will be held on the following dates: November 16-20, 2020 and March 2-5, 2021. Parents may request for additional meetings outside the district scheduled timeline provided a 24-hour notice.
* Frequent reports to parent on their children’s progress. In 2020-2021 school year, parents will receive progress reports and deficiency notices by the following dates: September 25, 2020, December 17, 2020, and by April 16, 2021. Additional reports may be provided to parents upon request.
* Reasonable access to staff, and opportunities to volunteer and participate in their child’s class, and observation of class activities. Staff will provide information about volunteering at Back-to-School-Night. In addition, the staff will provide opportunities for parents to observe provided a 24-hour notice.
* Ensuring regular two-way communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. If a translator is needed, one can be requested through the teacher or the office staff.

**Responsibilities of the Parents:**

The Parents/Guardians agree to the following responsibilities to increase their student’s academic success:

* Monitor attendance
* Make sure homework is completed
* Become a volunteer partner with the school, when possible
* Participate in decisions relating to their children’s education
* Stay informed about their child’s education and communicate with the school by reading all notices from the school or the district and responding when requested
* Serve, when possible, on parent advisory groups such as the School Site Council, Parent Teacher Committee, English Language Advisory Committee, and district level committees.

**Responsibilities of the Students:**

The students agree to the following responsibilities to increase parent engagement:

* Do homework every day and ask for help when needed
* Give parents/guardians all notices received from the school each day
* Comply with standards of expected behavior at school, to and from school, and on the bus.

This Compact was adopted by Anna Kirchgater Elementary School on September 17, 2020 and will be in effect for the period of the 2020 - 2021 school year.

The school will distribute the Compact to all parents of students participating in the Title I, Part A program on, or before: September 30, 2020.

Cheri Sanchez

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***Signature of Administrator, Date Signature of Parent, Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Signature of Student, Date Teacher’s Name***

Date Approved: September 17, 2020

California Department of Education, March 2018

**Letter for Parents’ Right to Know Regarding Teacher Qualifications**

**Anna Kirchgater Elementary School**

To Parents/Guardians:

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum:

1. Whether the student’s teacher:

* Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
* Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
* Is teaching in the field of discipline of the certification of the teacher.

1. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact ***the school principal*** at **916-689-9150.**

Sincerely,



**Cheri Sanchez**

**Principal, Anna Kirchgater Elementary School**

**Anna Kirchgater Elementary** welcomes those with disabilities to participate fully in the programs, services and activities offered to students, parents, guardians and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you, please contact the school principal at 916-689-9150 at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. [Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C. Section 12132).]