

# **Student & Parent Handbook 2022-2023**



**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**

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

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### **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  
of Schools Pre—6 Education

Martin Fine,  
Director  
Pre-K-6 Education

Michael Gulden,  
Director  
PreK-6 Education

Elizabeth Rueda,  
Director  
PreK-6 Education

#### **Board of Education**

EGUSD Board of Education  
Beth Albiani  
Nancy Chaires Espinoza  
Carmine S. Forcina  
Gina Jamerson  
Dr. Crystal Martinez-Alire  
Anthony “Tony” Perez  
Sean J. Yang

#### **School Site Administration**

Cheri Sanchez  
Principal

Donna Y. McGee  
Vice Principal

Jorge Leiva  
Academic Program Coordinator

Dr. Tabitha Thompson,  
Director, PreK-6 Education

## Principal's Message

### 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 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***

## Schedules

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### Regular Day

A.M. Kindergarten and TK	8:20 a.m. -11:40 a.m.
P.M. Kindergarten	11:09 a.m.- 1:50 p.m.
Grades 1-6	8:20 a.m. - 2:40 p.m.

### Early Out Thursdays

Grades 1- 6	8:20 a.m. – 1:50 p.m.
AM Kinder & TK	8:00 a.m. – 11:20 a.m.
PM Kindergarten:	11:09 a.m. – 1:50 p.m.

### Minimum Days

Grades 1-6 (only)	8:20 a.m.-12:50 p.m.
All Kinder & TK	8:20 a.m. – 11:40 a.m.



## Drop-off and Pick-up Process

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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 7:50 a.m. and they must be picked up promptly at 2:40 p.m.** (11:40 Kinder AM). All 1<sup>st</sup> -6<sup>th</sup> grade students are to be picked up in the loading zone near the MP room.

**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.

## Student Arrival/Dismissal

For our children's safety, students are not allowed on campus earlier than 15 minutes (7:50 am) before their starting time, unless eating breakfast. Students should leave school promptly upon dismissal. **We do not have supervision** for students who arrive too early or stay late.

## STUDENT CHECK OUT/EARLY DIMISSAL

Any parents, guardian, etc. picking up children before regular dismissal times must first go to the office and sign them out. The office staff will call for the child and the teacher will direct the child to the office for check out. **Any person picking up a child early must be listed on the child's Emergency Card and have proper ID.** In accordance with California Education Code, we ask that you supply the school with your current names,

addresses, email and telephone numbers. In case of emergency, student illness or injury, or other necessity, it is critical that we have accurate contact information on file.

## **School Attendance**

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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.

### **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 non-school days

# Registration of Students

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## 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 is 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.

# Important Policies

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## 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 sent 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 notices.

## Supervision of Students

**Before school:** The campus gate is open to students beginning at **7:50 a.m.** **Please do not bring or send students before 7:50 a.m.** as there is no supervision for students at this time. PM kindergarten students cannot arrive before 11:09 a.m. There is no supervision for them at this time. PM Kinder students may enter the cafeteria and eat lunch starting at 10:50 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 2:40 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 2:40 p.m. at the assigned pick-up area between the two parking lots. Any student not picked up by 2:55 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.*

## 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. To volunteer at a school site, you will need to receive prior approval from the site Administration. Please reach out to the Site Secretary for the volunteer process. ***\*All fingerprinting is by appointment only.***

## Visitors



All visitors visiting students or adults on campus, must sign in at the office and get a visitor's badge before entering any place on the campus...even if only for a few minutes. All volunteers and visitors must sign in

## 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

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 REINFORCEMENT of skills or material already taught in class.
3. 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.
4. Independent reading is assigned by all teachers. Generally no less than 15 minutes per night is required.
5. 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\* (Cont.'s)**

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.

## **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.

# Home/School Communications

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## 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 they do so.

**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. Use of **"talking points"** is encouraged.

School office hours are 7:30 a.m.-3:45 p.m. If you need to talk with someone about a specific problem/concern, then you must call between these hours.

## Facebook/School Website/Newsletter

Facebook and the school website are a very convenient means of communicating information, events and activities in the class and schoolwide. Facebook is a schoolwide way to inform our school community of school and district activities, important information, parenting skills, parent involvement, student and staff recognition, monthly calendar, etc. Please friend us so that we can stay in touch. 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). All report cards can be found on ParentVue.

## Progress Reports

Teachers may 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 2-6):** 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.

### Attendance Recognition

**OUTSTANDING ATTENDANCE 95% Positive Attendance(Grades K-6):** students need to attend school nearly everyday.

## Cafeteria Services

### We are a Universal Lunch Program School.

### All students receive free breakfast and lunch.

We encourage each student to learn their student ID number.

### Breakfast Program

Anna Kirchgater School has a breakfast program before school. Student will eat from 7:50-8:15 a.m. Breakfast closes at 8:15 a.m. Please make sure your child arrives before that time if they are having breakfast.

### Lunch Program

Hot lunches are free to all students. Lunch begins at 11:30am -1:30 pm for grades 1<sup>st</sup> – 6<sup>th</sup>.

## 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 120 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 (facing forward 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.

## 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 800 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 or 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.

# School Curriculum

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## 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 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. Fifth 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

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### 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.

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.

## **Title I Schoolwide Program**

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

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

No two schoolwide programs are alike, but the best are:

- Driven by rigorous standards for upgrading the instructional program for the entire school.
- Flexible, offering a high-quality curriculum geared toward bringing students to the challenging levels of knowledge set for them.
- Comprehensively planned, using available federal program resources to support cohesive instruction.
- 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**

A Speech and Language Specialist is 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 4 days per week. The main function of the Psychologist is:

1. Assess students for special programs.
2. Counsel students/parents who need assistance.
3. Consult with school staff and parents concerning effective teaching techniques and methods of behavior management.
4. 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.

## **Advancement Via Individual Determination (AVID):**

The purpose of the program is to prepare students for college eligibility and success.

## **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 2:40-6:00 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.

# Dress Code

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## **\*DRESS AND GROOMING CODE GUIDELINES FOR STUDENTS (GRADES K-6)**

Parents or guardians have the primary responsibility for appropriate standards of dress and grooming. The purpose of a dress and grooming code is to establish and maintain appropriate standards of dress and grooming that support a positive, wholesome, and safe learning and teaching environment, not to inhibit any person's taste in attire or appearance.

Students should be clean and neatly dressed in a manner that will be decent, not hazardous to the health and safety of the students, and not disruptive or distracting from the educational program of the school. The Elementary Education Division of the Elk Grove Unified School District believes that it is the responsibility of the schools to: \* exercise their legal and ethical responsibility for establishing a classroom and campus atmosphere which creates the appropriate environment for learning and teaching; \* establish and maintain appropriate standards of dress and grooming that support a positive, wholesome and safe learning environment; \* enhance/support the classroom by providing guidance and direction in manners, decency, dress and grooming as elements of good citizenship; \* acknowledge reasonable expression of individual taste or expression in clothing and grooming styles, but restrict dress or grooming which is distracting, dangerous, profane, inciteful/offensive to individuals or groups or simply inappropriate for a school setting; \* support and encourage dress and grooming practices that will enable students to be successful in the world of work.

- Shoes must be worn at all times. (No flip flop, slides are to be worn.)
- Clothing, hats, jewelry, and body markings must be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive, or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol or gang affiliation.
- Students are allowed to wear hats only in outdoor areas during recesses. Billed hats must be worn bill facing forward.
- Students will not be permitted to wear hair rollers, shower caps, hair rags, hair nets, day or night bonnets or other such grooming items to school.
- No sagging pants are permitted. "Saggy" pants are more than one size larger than the waist and cannot stay up without a belt. Pants and bib overalls are to be properly fastened.
- All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing that is disruptive to the learning environment will not be permitted.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, spaghetti straps, short/crop tops, tube tops, muscle shirts, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Students must wear shirts at all times.
- Any apparel, jewelry, accessory, notebook, personal belonging, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute which advocates drug or alcohol use, violence or disruptive behavior is prohibited.
- Any clothing or combination of clothing and/or accessories deemed or identified as gang apparel by the local law enforcement gang task force will not be permitted.

Reference: Education Code Section 48907 Elk Grove Unified School District BP 5145(a) and (b) Students violating the Dress and Grooming Code Guidelines will be issued a warning, may be provided appropriate clothing from the school's clothes closet or may be sent home to change into appropriate clothing, if necessary.

Confiscated items will not be released to the students. Anna Kirchgater Elementary School is not responsible for loss or damage to any items worn to school.

Parents must make arrangements to claim the item from the office. Repeated violations may result in disciplinary action according to Education Code 48900.

# Transportation

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## 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 than 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.***

## 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 always wear a helmet 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.

## Positive, Behavior, Intervention & Support (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.

### 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.

- a) Be Kind
- b) Be Safe
- c) Be Respectful
- d) 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.).

- a) No gum chewing/ No spitting
- b) No littering/ No writing, coloring, or marking on school property
- c) Care for balls, nets, and all school equipment
- d) Be on your best behavior in the restrooms
  - No filling sinks or toilets with paper
  - 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 a whistle is blown during any recess (morning, or lunch recess). When the whistle is blown, all students are to stop/freeze where they are and discontinue playing. When students are ready, the yard supervisors will blow a whistle again, 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
  - Before school, during recess, or after school
- c) Walk to the outside of designated playground areas
- d) No bicycle riding or skate boarding on campus
- e) When using parallel bars always use two hands
  - No student is to be at the top
  - Always take turns
- f) Walking up, or going down backwards on the slide is not permitted
- g) Tag is not permitted.
- 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:

- Receive a warning
- Time-out from activity
- Loss of recess
- Loss of school activity
- Receive a referral to school administration (Minor or Major)
- Loss of school and/or class privileges (free-time, parties)
- On-campus suspension
- Parent Contact
- Suspension from school



Incidental Violations Staff managed & not recorded	Minor Violations Teacher managed, parent contact made, should be recorded in Synergy	Major Violations Office Managed, parent contact made and recorded in Synergy
Running	Minor defiance/off task/non-compliance	Physical aggression
Loud voices / yelling	Minor disrespect	Major abusive language /Profanity
Off-task behavior	Minor disruption	Harassment
Disruptive sounds/behaviors	Dress code violation	Bullying
Insubordination	Minor inappropriate language	Fighting
Out of seat	Minor physical contact	Major theft
Missing homework	Pattern of Tardiness	Property damage or vandalism
Not being prepared for class	Minor technology violation	Major defiance/insubordination
Disruption	Lying or cheating	Major disrespect
Breaking cafeteria or playground expectations	Minor theft	Major disruption
Inappropriate behavior in the restrooms	Teasing, Name calling	Use or possession of drugs, alcohol, tobacco
Off task use of electronic devices	Property Misuse	Use or possession of weapons

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/>

### **Behavior Management Process**

**Minor/Teacher Managed**

**Major/ Office Managed**

- Off task, defiance
- Property misuse
- Technology violation
- Non-Compliance
- Disrespect
- Physical Contact
- Teasing, Name calling
- Disruption
- Inappropriate language
- Lying/cheating/Minor theft
- \* Abusive language/profanity
- \* Multiple minors
- \* Defiance/disrespect/insubordination
- \* Disruption
- \* Fighting /Physical Aggression
- \* Harassment/Bullying
- \* Vandalism/Property Damage
- \* Major Technology Violation
- \* Ed Code Violation (weapons, use/possession of drugs, alcohol, Tobacco, robbery)

### **Alternative, Interventions, and progressive Discipline**

- Parent contacted—verbal, written communication with the parent/guardian
- Counseling –individual/group meetings of the students/teacher/counselors/administrators and parent
- Personal Responsibility –students participate in directed activities such as written apologies, restitution/school/community service and conflict resolution skills.
- Detention— will be served during a morning recess or lunch recess.
- Parent conference –a formal meeting between the parents/guardian and school personal to discuss the student’s needs.

## **School Activities**

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### **Back to School Presentations**

Parents are invited to Back-to-School Presentations to meet their child(ren’s) 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 school 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.

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 not be accepted for any field trip).



- 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. Chaperones must be fingerprinted and be approved to attend as a chaperone.

## 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.

## 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. Also like on Facebook.

# Medical Information

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**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 (BP5141.33)**

District Head Lice Policy:

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.

**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.
2. 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 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.

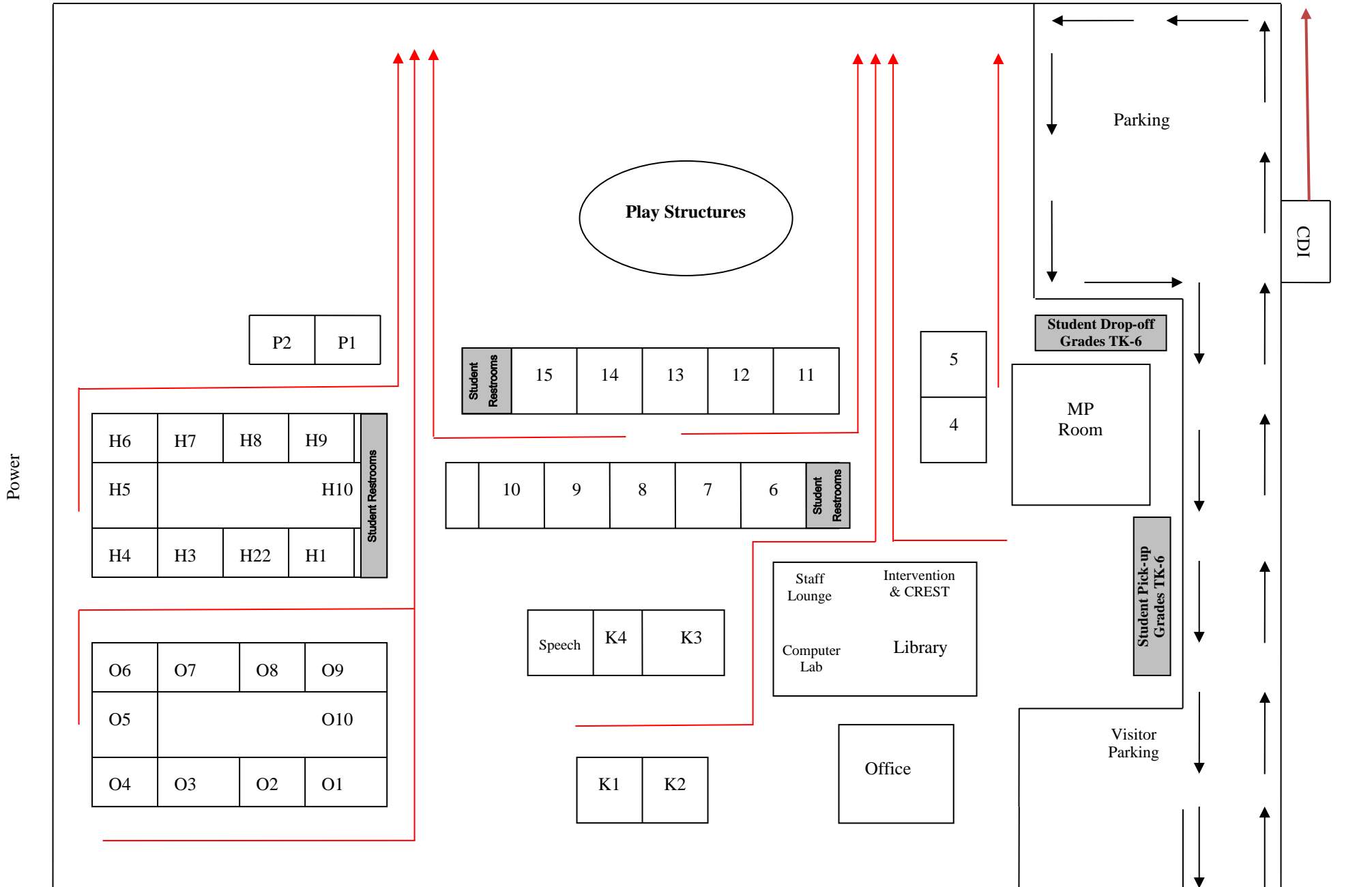
Following are some tips to help your child succeed in school:

- 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.



# Anna Kirchgater Elementary School Map



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

The school-level parent and family engagement policy shall describe the means for how each school shall carry out the following requirements. (20 U.S.C. Section 6318[b][1])

Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation in the Title I, Part A program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. Section 6318[c][1])

- The annual meeting will be held at the beginning of the school year and parents are 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

Offer a flexible number of meetings, such as meetings in the morning or evening, and the school may provide, with Title I funds, transportation, childcare, or home visits, as such services relate to parental involvement. (20 U.S.C. Section 6318[c][2])

- Bilingual Teaching Associates will make phone calls home to ELL families
- Notes and surveys will be sent home from the school office regarding the time and dates of meetings
- Parent sessions such as Literacy Sessions and Science Evenings 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

Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 U.S.C. Section 6318[c][3])

- The school will hold an annual Title I meeting where they will develop and/or review their family engagement policy. In addition, this policy will also be reviewed annually by our School Site Council (SSC).
- 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, English Language Acquisition Committee (ELAC) Meetings, Parent Science Evening, Family Literacy Sessions and through electronic surveys throughout the school year.

Provide parents of participating children with timely information about the Title I programs. (20 U.S.C. Section 6318[c][4][A])

- Title I information will be included on our school's website

- Title I information will be sent home on school fliers or emailed 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
- The school holds a minimum of 5 School Site Council (SSC) meetings each year

A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards. (20 U.S.C. Section 6318[c][4][B])

- Curriculum and assessments 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 progress

If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 U.S.C. Section 6318[c][4][C])

The following are regular, ongoing opportunities for parents to formulate suggestions and to participate in our school decision making processes:

- School Site Council Meetings
- English Language Advisory Committee (ELAC) Meetings
- Gifted and Talented Education (GATE) Parent Advisory
- Teacher-Parent Conferences
- Individualized Education Plan (IEP) Meetings
- 504 Accommodation Meetings
- Student Study Team (SST) Meetings

If the Title I schoolwide plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district. (20 U.S.C. Section 6318[c][5])

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. This policy was adopted by Anna Kirchgater Elementary School on **October 20, 2022, and** will be in effect for the period of the 2022-2023 school year.

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before: **October 25, 2022.**

— *Cheri Sanchez* —

*Signature of Administrator*  
 October 20, 2022  
 \_\_\_\_\_  
*Date*

\_\_\_\_\_

*Signature Parent, SSC Representative*  
 \_\_\_\_\_  
*Date*

**Anna Kirchgater Elementary School**  
**School-Parent Compact**



As a component of the school-level parent and family engagement policy, each school served under Title I, Part A shall jointly develop with parents for all children served under this part a school-parent compact. The compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the following requirements. (20 U.S.C. Section 6318[d])

Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. (20 U.S.C. Section 6318[d][1])

### **Responsibilities of the School:**

In carrying out the parent and family engagement requirements of Title I, Part A, districts and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under Section 1111 of the ESEA, as amended by the ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. Section 6318[f])

All information will be distributed in English and Spanish as well as other needed languages. Parents have the opportunity to participate in our After-School Education & Safety (ASES) Program, Parent Meetings, School Site Council Meetings as well as English Learner Advisory Committee (ELAC) Meetings.

Provide assistance to parents of children served by the school or district, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. Section 6318[e][1])

Provide parents with frequent reports on their children's progress through goal monitoring, goal reporting, assessment scores, and classroom communication. Teachers will share grade level content standards with parents at Back to School Night and parent conferences.

Provide materials and training to help parents to work with their children to improve their children's achievement, as appropriate, to foster parental involvement. (20 U.S.C. Section 6318[e][2])

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

Educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (20 U.S.C. Section 6318[e][3])

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

To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. Section 6318[e][4])

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities. Staff will provide opportunities for parents to observe provided a 24-hour notice. Teachers can collaborate with the Family and Community Engagement department in order to make home visits.

Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. Section 6318[e][5])

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

Provide such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. Section 6318[e][14])

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

### **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, English Language Advisory Committee, and district level committees.

### **Responsibilities of the Teachers:**

The school shall address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following (20 U.S.C. Section 6318[d][2]):

Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement. (20 U.S.C. Section 6318[d][2][A])

In the 2022-2023 school year, parent-teacher conferences will be held on the following dates: November 14-18, 2022, and February 28-March 3, 2023. Parents may request additional meetings outside the district scheduled timeline provided a 24-hour notice.

Frequent reports to parents on their children’s progress. (20 U.S.C. Section 6318[d][2][B])

In the 2022-2023 school year, parents will receive progress reports and deficiency notices by the following dates: September 23, 2022; November 18, 2022; December 16, 2022; March 3, 2023; April 14, 2023, and June 9, 2023. Additional reports may be provided to parents upon request.

Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities. (20 U.S.C. Section 6318[d][2][C])

Staff will provide information about volunteering at Back-to-School-Night. In addition, the staff will provide opportunities for parents to observe a classroom provided a 24-hour notice.

Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (20 U.S.C. Section 6318[d][2][D])

Teachers can communicate through email, in-person, or through language apps. The language app automatically translates into the parent’s language. If a translator is needed, one can be requested through the teacher or the office staff.

This compact was adopted by Anna Kirchgater Elementary on October 20, 2022 and will be in effect for the period of the 2022-2023 school year.

The school will distribute the compact to all parents of students participating in the Title I, Part A program on, or before: November 1, 2021.

Cheri Sanchez, Principal

Cheri Sanchez October 20, 2022

**Administrator Name**

**Administrator Signature Date**

\_\_\_\_\_

\_\_\_\_\_

**Parent Name**

**Parent Signature**

**Date**

August 2022

## Program and Services

**Students with Disabilities**

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 are sure to have everything prepared for you.

### **LGBTQIA+ Programs and Services**

The Youth Develop Office provides district-wide support to EGUSD's LGBTQ students, staff and families.

### **Licensed childcare and child development**

Catalyst Kids (formally Child Development, Inc.) 916-286-7865 [www.catalystkids.org](http://www.catalystkids.org) offered here at Anna Kirchgater before and after school. Families should inquire about subsidized childcare at the on-site childcare center on our campus. All centers can provide information about subsidized slots available through the Sacramento County Centralized Eligibility List managed by Child Action.



The Anna Kirchgater Elementary Parent/Student Handbook is available on the school website at      Hard copies of the handbook are available in the front office.

I have read and discussed with my child(ren) the Anna Kirchgater Elementary School Parent/Student Handbook. We understand all stated policies, procedures, and behavior expectation and agree to abide by them, acting and dressing appropriately for school activities, on the way to school, at school, and on the way home from school.

Date \_\_\_\_\_

Parent /Guardian Signature: \_\_\_\_\_

Parent/Guardian Print Name: \_\_\_\_\_

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Student Signature: \_\_\_\_\_

Student Print Name: \_\_\_\_\_ Teacher \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Print Name: \_\_\_\_\_ Teacher \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Print Name: \_\_\_\_\_ Teacher \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Print Name: \_\_\_\_\_ Teacher \_\_\_\_\_

Please sign and return to the classroom teacher or school office.