

# Golden Empire Elementary School

Home of the Soaring Golden Eagles



**2022—2023**

## **PARENT & STUDENT HANDBOOK**

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[www.goldenempire.scusd.edu](http://www.goldenempire.scusd.edu)

*Azarel Iniguez, Principal*

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## Golden Empire's Vision Statement

We inspire and provide opportunities for all students to achieve high standards of performance for success in life and work.

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## Golden Empire's Mission Statement

We believe in educating the whole student and emphasizing high academic standards, quality teaching, strong relationships, collaboration, acceptance and respect. We believe in preparing students to be active and involved citizens who work to improve themselves and their community. Our school is a place of curiosity, enthusiasm, and safety where students can learn in a caring, dynamic environment.



Golden Empire is a United States Blue Ribbon School, a California Distinguished School and a California Title I Achieving School.

Golden Empire is recognized as an Exemplary School by the Sacramento City Unified School District.

**We Believe in High Expectations for All.  
We Care About Your Child!**

# Welcome to Golden Empire Elementary School

*A National Blue Ribbon School, California Distinguished School & Title I Achieving School*

Dear Golden Empire Students and Families:

I am pleased to welcome our families to the 2022-2023 school year. I hope that you had an enjoyable summer break. I am honored and deeply privileged to be beginning my first year as your proud principal. At our school, we strive to conscientiously prepare each child for the challenges of the future. Our staff is committed to the development of a safe and caring community, in addition to educational excellence that will inspire a life-long love of learning. Our skilled, experienced, and dedicated staff believes strongly in the success of each child at the highest levels.

Golden Empire is a Leader in Me school. The Leader in Me, based on Steven Covey's 7 Habits of Highly Effective People, is a whole school transformation process that provides opportunities for students to develop their full potential. With a focus on leadership for everyone, Golden Empire students, families, and staff learn 21<sup>st</sup> century principles and skills and apply those skills to enhance campus culture and improve academic achievement. At Golden Empire, we develop the whole person and empower students to lead their own learning. We believe that everyone has genius and therefore contributes to the greatness of Golden Empire Elementary School.

The Sacramento City Unified School District uses the California Common Core Standards at each grade level, as well as ongoing assessments, to communicate academic growth. Our team works diligently to meet the diverse needs of our students through UDL and small group instruction across grade levels, school-wide implementation of Social Emotional Learning (SEL) and the Multi-tiered System of Supports (MTSS) framework to view student data. Our standards-based report card supports the reporting of student achievement for each of the three trimesters during the school year.

Parent involvement is a critical component of the Golden Empire success story. There are many opportunities to become involved at Golden Empire. We value your support as a parent and partner in educating your child. We encourage you to be involved with your child's school and education. From making sure your child is well-rested and nourished, to getting your child to school every day on time, to attending parent/student/teacher conferences, to volunteering at our school, to being an active member of our PTO, your involvement sets the stage for your child's academic success. Please join us in creating and developing a positive, respectful, engaging, and challenging learning environment for your child.

We are about the "ABC's" – **A**cademic Achievement, **B**e at School, **C**itizenship, and a sense of school spirit and community. We take pride in what we do and who we are. Please join us in making this school year the BEST EVER for our students!

Thank you for choosing Golden Empire Elementary, home of the Soaring Golden Eagles!!

In partnership,

Azarel Iniguez, Principal

# Golden Empire Elementary Daily Schedule

## 2022-2023

		M, T, W, F	Shortened Thursday	Minimum Day
<b>Kindergarten: Extended Day</b>	Class Begins	8:00 am	8:00 am	8:00 am
	Class Dismissed	12:00 pm	12:00pm	11:35 am
	Lunch (if desired)	12:05 pm	12:05 pm	

<b>Primary: Grades 1-3</b>	Class Begins	8:00 am	8:00 am	8:00 am
	Recess	9:55-10:10 am	9:55-10:10 am	9:55-10:10 am
	3 <sup>rd</sup> Grade Lunch	11:50am-12:40pm	11:50am-12:40pm	
	1 <sup>st</sup> & 2 <sup>nd</sup> Grade Lunch	12:05-12:55 pm	12:05-12:55 pm	
	Class Dismissal	2:02 pm	1:02 pm	12:10 pm

<b>Intermediate: Grades 4-6</b>	Class Begins	8:00 am	8:00 am	8:00 am
	Recess	10:15-10:25 am	10:15-10:25 am	10:15-10:25 am
	5 <sup>th</sup> & 6 <sup>th</sup> Grade Lunch	11:30am-12:10 pm	11:30am-12:10 pm	
	4 <sup>th</sup> Grade Lunch	11:50am-12:30 pm	11:50am-12:30 pm	
	Class Dismissal	2:07 pm	1:07 pm	12:19 pm

## ***Classroom Teachers***

<b>Grade</b>	<b>Teacher</b>	<b>Email</b>
Kindergarten X-Day	Mr. Mitchell	Michael-Mitchell@scusd.edu
Kindergarten X-Day	Mrs. Randazzo	Carla-Randazzo@scusd.edu
Kindergarten X-Day	Ms. Stadel	Margaret-Stadel@scusd.edu
1 <sup>st</sup> Grade	Mrs. Bone	Jody-Bone@scusd.edu
1 <sup>st</sup> Grade	Mr. Cox	Alan-Cox@scusd.edu
1 <sup>st</sup> Grade	Mrs. Smith	Amy-Smith@scusd.edu
2 <sup>nd</sup> Grade	Mr. Bergeron	Mark-Bergeron@scusd.edu
2 <sup>nd</sup> Grade	Mrs. Lawson	Shelley-Lawson@scusd.edu
2 <sup>nd</sup> Grade	Mrs. Seto	Jean-Seto@scusd.edu
3 <sup>rd</sup> Grade	Ms. Conway	Holly-Conway@scusd.edu
3 <sup>rd</sup> Grade	Ms. Macey	Michelle-Macy@scusd.edu
3 <sup>rd</sup> /4 <sup>th</sup> Grade	Mrs. Ridenour	Cristina-Bautista@scusd.edu
4 <sup>th</sup> Grade	Mrs. Brown	Maryanne-Brown@scusd.edu
4 <sup>th</sup> /5 <sup>th</sup> Grade	Mrs. Johnson	Janine-Johnson@scusd.edu
5 <sup>th</sup> Grade	Mrs. Kurihara	Heather-Kurihara@scusd.edu
5 <sup>th</sup> Grade	Ms. Scinto	Karen-Scinto@scusd.edu
5 <sup>th</sup> /6 <sup>th</sup> Grade	Ms. Alison Simes	Alison-Simes@scusd.edu
6 <sup>th</sup> Grade	Ms. Lee	Sarah-Lee@scusd.edu
6 <sup>th</sup> Grade	Vacant	
RSP	Mrs. Moore	Charnae-Moore@scusd.edu
Inter. LH Class	Mr. DaCastello	Todd-DaCastello@scusd.edu
P.E. Prep	Mrs. Richardson	Susan-Richardson@scusd.edu
P.E. Prep	Vacant	

## ***Support Staff***

<b>Title</b>	<b>Name</b>	<b>Email</b>
Preschool Teacher	Mrs. Avetisov	Maria-Avetisov@scusd.edu
School Psychologist	Mrs. Stark	Sarah-Stark@scusd.edu
Speech/Language	Ms. Clayton	Abigail-Clayton-NPA@scusd.edu
LH SDC Aide	Vacant	
RSP Aide	Mrs. Leou-Dalvi	Linda-Leou-Dalvi@scusd.edu
Library Aide	Mr. Lovrin	Dale-Lovrin@scusd.edu
Bilingual Inst. Aide	Vacant	
Plant Manager	Mr. Stratton	Ron-Stratton@scusd.edu
Custodian	Ms. De Gallardo	Gricelda-De-Gallardo@scusd.edu
Cafeteria Manager	Mrs. Young	Kali-Young@scusd.edu
Cafeteria	Ms. Desmond	Sharon-Desmond@scusd.edu
Cafeteria	Ms. Herrera	Elisabeth-Herrera@scusd.edu

## ***Office Staff***

<b>Title</b>	<b>Name</b>	<b>Email</b>
Principal	Mrs. Iniguez	Azarel-Iniguez@scusd.edu
Office Manager	Mrs. Milobar	Alison-Milobar@scusd.edu
Clerk	Mrs. Wilson	Robin-Wilson@scusd.edu
School Community Liaison/Attendance Clerk	Vacant	



# PROCEDURES AND POLICIES

(subject to change based on COVID protocols)

## ***Arrivals, Departures & Safety***

### **Arrival**

**Students may not be on campus until 7:30 a.m. There is no adult supervision before that time;** so we cannot guarantee students' safety. All students should report to the cafeteria. Students may sit at the tables until 7:50. At that time, students are dismissed to the playground area. Kindergarten students go to the Kindergarten playground. All students arriving after the bell at 8:00 must proceed to the office for a tardy slip.

- Students who eat breakfast at school should arrive at the cafeteria no earlier than 7:30 AM.
- No students shall be on the school playground before 7:50 AM.

**It is important that parents do not park and leave their vehicles unattended in the loading zone or the red bus zones.** If parents wish to watch their child go to class, they must park on the street and watch their child walk through the gate.

**Do not park and/or drop students off in the staff parking lot.**

Parents should make every effort to ensure daily on-time school attendance. We encourage all families to walk together to and from school. Students who arrive at school after the 8:00am bell has rung are considered tardy and must get a tardy slip from the office before going to class. On rainy days, all students report to the cafeteria and will be dismissed at 7:50 AM to report to their classrooms.

### **Departures**

Dismissal time can be chaotic and very busy. Parents/guardians must help staff ensure student safety. Children are to leave immediately after school. Please have a back-up plan with your child if you are running late or are unable to pick them up. Messages will not be delivered to students during the day. Children not picked up at dismissal time will wait near the office until picked up by a parent/guardian or alternate.

- All students will exit through the east gate, near the playground.
- Students picked up by an adult, will wait in line on the playground with staff supervision.
- Parents/guardians who fail to pick up their children on time can expect the following steps:
  - Phone call to parent/guardian
  - Letter to parent/guardian
  - If a parent or someone on the emergency card cannot be reached, Child Protective Services (CPS) or Sheriffs will be called for K-3 grade students after 30 minutes and 4-6 grade students after 45 minutes.

- One childcare option available to our parents is the on-campus, after school “4th R” Program. This is a sliding scale, fee-based program. The “4th R” Program is a Sacramento City-run program.
- The ASES Program is a free, after-school childcare program and is available immediately after school until 6 PM. This program operates on school-days only.
- Children are not allowed to return to the school until after 6 PM unless they are attending a school activity. Children should be accompanied by an adult.

### **Bicycles/Scooters/Skateboards**

Any student who chooses to ride their bicycle/scooter/skateboard to school must abide by the following rules:

- Students shall ride bicycles/scooters/skateboards in a safe and sane manner at all times.
- Students shall observe all traffic rules and laws.
- By law, students must wear a helmet.
- Bicycles/scooters/skateboards are not permitted on campus except for the bicycle storage area.
- When leaving, bicycles/scooters/skateboards must be walked across crosswalks and off campus.

Students who violate any of the above rules may be subject to a disciplinary consequence or have the bicycle, scooter, or skateboard taken away and returned only to a parent/guardian. The bicycle storage area is not locked, so students are responsible for securing their equipment.

### **Walking**

Students who walk to school must do so in a safe and orderly fashion following directions of the crossing attendants. Students must walk directly to school and home and not stop along the way. Students will be held accountable to the school for their behavior while walking to and from school.

## ***Attendance Policy/Procedures***

Parents should make every effort to ensure daily school attendance. Whenever a child is absent from school, the school must receive an explanation from the parent/guardian. Parents may send notes, use the online Report an Absence link, or they may call the school office. An automated phone message will be sent to parents/guardians of all students who are absent to alert the parent that the student was not at school, if a phone call, note, or online report has not been received.

To assist in reporting absences, there are several ways to notify the office of an absence.

- School Website: [www.goldenempire.scusd.edu](http://www.goldenempire.scusd.edu) - click "Report an Absence"
- 24 Hour Voicemail: 916.395.4580 – press 1 for the Attendance Line
- Office Phone: 916.395.4580
- Note
- When you call the 24-hour attendance line or send a note the day s/he returns, include the following information:
  - Child's full name
  - Room number or Teacher's name
  - Date(s) of absence
  - Reason for absence
  - Parent/Guardian Signature (on note)
- If a student's absence has not been cleared by a note, online report, or phone call by the parent, an automated phone message will be sent to the parents/guardians requesting the reason for the absence.
- If your child has any contagious disease, such as strep or chicken pox, inform the school so proper measures will be taken to notify your child's classmates.
- If your child is absent due to head lice, inform the school. After treatment, the child must be checked by school personnel before returning to class.
- When your child returns to school after an illness, please do not ask that s/he be kept indoors during recess or lunch. If a student is not well enough to go outdoors, the student should not be in school.
- All absences must be cleared by a parent/guardian within 5 business days; after that time, the absence becomes a truancy. Attendance letters are computer-generated and automatically sent by the District Attendance Office. Letters are sent for the equivalent of 3 days unexcused absences (1<sup>st</sup> truancy letter). The 4<sup>th</sup> day of unexcused absence = the 2<sup>nd</sup> truancy letter, and the 5<sup>th</sup> day of unexcused absence = the 3<sup>rd</sup> truancy letter. The 3<sup>rd</sup> letter results in the student being identified as a "habitual truant."
- The district allows 10 days of excused absences without verification of illness from a medical professional. A letter will be mailed from the Attendance Office after 5 days of excused absences, as a reminder of the 10-day rule. After 10 absences, a second letter requiring verification of illness (doctor's note) will be mailed. Without verification, absences exceeding 10 days will be considered unexcused.
- Arriving more than 30 minutes late to school without a legitimate excuse, such as a doctor's appointment, is considered truancy.

- School districts are required to review the cases of students who develop a record of frequent tardiness or questionable attendance patterns. At the school level, we are required to refer those students whose attendance and tardy records place them at risk.
- Steps to School Attendance Review Board (SARB) are:
  - School communication will occur identifying a concern as soon as attendance or tardy patterns indicate a problem.
  - If attendance does not improve, a SART (School Attendance Review Team) meeting will be held.
  - If there is still no improvement with attendance or tardiness, the school refers the case to SARB (School Attendance Review Board).
  - If the SARB contract is not adhered to, the family will be referred to the District Attorney's Office.
- A two-week absence without parent notification will result in dis-enrollment. If a parent must take a child out of school for 10 or more days, s/he should contact the school at least a week ahead to determine eligibility for independent study. Parents will be required to meet with the teacher to make a home study plan. The child's space at the school will be saved.

### **Early Dismissals and Appointments**

Early dismissals cause a general disturbance and loss of class time for your child. Please make an effort to schedule appointments after school. Once children have arrived at school, they are not permitted to leave the school grounds without parent permission. Parent authorization is required for any student leaving school at times other than the normal dismissal time. Persons picking up a student during the school day must report to the office and sign out the student; they may not go directly to the classroom. For your child's safety, the teacher will not release a child to anyone who has not obtained permission from the office. Only persons who are listed on the school emergency card may sign out a student. Persons who may be unfamiliar to the office staff may be asked to provide identification before signing out the student. The school should always have an up-to-date home address, home phone number, cell phone numbers, and emergency numbers on file. Please keep the office informed of all changes during the school year. If parents desire to have someone else sign out their child, they must send a written note along with the person who is signing out the student, and the adult signing out the student must provide identification to the office staff. If students return to school following an appointment, or if they arrive late because of an appointment, they must check in with the office before going to class. A note from the medical or dental office following an appointment will excuse the student's tardy.

## ***Short-term Independent Study Contract***

Students who are going to be out of school for 10 or more days for reasons other than illness or injury may be eligible for independent study. There is a specific set of district criteria for independent study. The criteria for approval include an acceptable reason for requesting the independent study and evidence that the student will work independently to complete assignments. This program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher and how the work will be evaluated. An independent study contract must be requested at least one week prior to a planned absence so that teachers can prepare materials for the student. An independent study contract will not be issued for the first week of school. The contract must be completed **BEFORE** the student is out of school. Therefore an independent study contract will not be issued during the last week of school. Independent study contract forms are available in the school office. Students who use independent study contracts are not eligible for trimester attendance awards.

## ***Transferring to Another School***

Transfers should be obtained before you move. A day or two prior to your move, inform the school office regarding your last day of attendance and your destination. All library books, textbooks, and district issued technology need to be returned or you will be charged for them.

## ***Classroom Interruptions***

If your child is at school and you need to leave a message concerning his/her welfare, please contact the office and we will do our best to contact your child's teacher during recess or lunch with the message. Of course, the message will be relayed in the case of an emergency. Classroom instructional time is sacred and we will not interrupt instruction with phone calls unless your call has been prearranged with the teacher and we have been asked to put it through. We will also be glad to put your call through to the teacher's voicemail. Another excellent way to contact teachers is to use their school email account. All email addresses can be found on Golden Empire's website or in this handbook.

## ***Messages and Deliveries***

Due to multiple classroom interruptions, the office staff will not deliver personal messages or items to students during the school day. Messages about change of plans, transportation and other non-emergency matters will not be delivered during instructional time. Please make all arrangements with your child prior to the start of school. The office cannot be held responsible for delivering messages to students unless it is an actual emergency. Families are encouraged to let students assume responsibility for remembering lunches, school items, homework, etc. Items that may be distracting to the learning environment (balloons, flowers, etc.) will not be delivered to the classrooms.

## ***Parent/Guardian Communication with Staff***

If a conference with the teacher or any staff member is desired, an appointment needs to be set during non-instructional time via email, phone, or virtual.

## ***Health***

### **Illness or Injury**

Parents will be promptly notified of any serious injury or illness that occurs on the school grounds. The school has the responsibility for the health and welfare of all students. School district policy mandates that students with a contagious disease or those suspected of having a contagious disease are excluded from school as outlined in the State's health standards practices. School personnel can request a doctor's verification prior to the re-admittance of a student to school, if there is a suspicion of a communicable disease.

School personnel will attend to minor scrapes and bruises, but parents will be called and students will likely be sent home if:

- They have vomited.
- They have had a head or other serious injury.
- They are running a temperature of 100° or more.
- We cannot determine the cause of a student's sudden physical or emotional distress.

It is important that the school knows who to call. It is critical to keep up-to-date information on your child's emergency card, which is on file in the school office. If you cannot be reached, we will attempt to contact a person that is listed on the emergency card. Parents are asked to pick up their child for their own observation or examination by their family physician. If the accident or injury warrants, the school will call 911 and notify the parents immediately. The school does not have a nurse.

While our school will have a Care Room, this room can only be accessed by students who have been sent by a staff member with a hall pass. Students are not allowed to enter the Care Room without staff permission. Parents/Guardians will be contacted if students go to the Care Room without staff permission. If it is determined by staff that the student should go home, Parents/Guardians will be notified.

### **Medications in School**

The District recognizes that students may have special medical needs. The Education Code (49407) outlines conditions for administering medications at school during the time the student is under the supervision of school personnel. Medication prescribed may be administered during the school day by designated school personnel. Medications, both prescription and over-the-counter, can only be given if there are written instructions from a health care provider and written permission from the parent/guardian. Upon request, a form will be provided to the parent for completion by the attending doctor and parent. Written instructions must be renewed at the start of each school year.

### **All prescription medications must:**

- Be brought to school by the parent.
- Come in the original container with the prescription label attached.

### **Asthma**

If your child requires use of an inhaler at school, whether it is used for emergencies or on a daily basis, it must be left in the office. This allows school personnel to monitor and supervise all inhaler treatments and prevents the transporting of medication on the school bus or use in the classroom HOWEVER, if your doctor states that your child may keep the inhaler on his/her person, then we will accommodate this request.. All inhalers require a **medical authorization form**.

### **Head Lice**

Head lice can be a recurring health problem. Parents are advised to contact the school if they find head lice on their child's head. School staff will provide specific instructions for treatment, and these instructions must be followed. Students must be rechecked before re-admittance to the classroom will be permitted.

### **Emergency Cards**

Each child must have an emergency card on file in the school office. In addition to the home phone number, each card must have at least two different numbers listed in case of an emergency. If at any time your emergency card information changes, please notify the office immediately. Your child will only be released to someone listed on his/her emergency card. The office staff will ask for proof of identification before releasing your child.

### **Custody Disputes**

If there is a court order stipulating that one parent may not have access to a student at Golden Empire, a parent **MUST** notify the teacher and the office and provide the office with a current court order. Otherwise, both biological parents (with appropriate identification) have equal rights to participate in the education of their child, including the right to come to school to see their child, pick up the child from school, and obtain the child's school records.

### **Mandatory Reporting to Child Protective Services**

The purpose of the child abuse and neglect reporting law is to protect children whose health and well-being may be affected through the infliction, by other than accidental means, of harm through "physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment." School personnel who have "**reasonable cause to suspect**" that a child is being abused or neglected **MUST** report that suspicion to Child Protective Services (CPS). **This is the law.** CPS workers have full legal authority to see and speak with children at school without prior parental notification.

## ***Wellness Policy, Cafeteria Services and Snacks***

### **District Wellness Policy (Celebrations, Birthdays and Treats)**

The District has implemented a Wellness Policy to promote student wellness, prevent and reduce childhood obesity, and assure that school meal nutrition guidelines meet the minimum federal school meals standards. We believe that birthdays are special days for students. We encourage our families to celebrate a birthday by bringing a nonfood item to share with the class (stickers, pencils, bubbles, etc.) or as an alternative, a book or a rainy day game may be donated to the class. Homemade items will not be distributed to students.

### **Cafeteria**

Our cafeteria is open daily to serve breakfast and lunch (milk included) to all students in grades K-6. Breakfast and lunch are free for all students.

#### **Cafeteria Rules**

- Use quiet, inside voices.
- Walk in an orderly manner.
- Remain seated until dismissed.
- Leave the area clean.
- Sharing of food and/or removing food from the cafeteria is not permitted.

### **Recess Snacks**

Students may bring a healthy snack from home to eat during recess in a designated school area or as determined by the teacher. Students are **not** permitted to share their snack due to food allergies.

### ***Special Programs***

### **General Academic Program**

The general education program at Golden Empire is based on the California State Content Standards. For a complete listing of all grade level standards, see [www.cde.ca.gov](http://www.cde.ca.gov).

### **P.E.**

Students in 1<sup>st</sup>—6<sup>th</sup> grades receive physical education each week. Classroom teachers provide PE instruction for their classes in order to meet the state requirement for physical education.



## **GATE and High Achievers**

GATE (Gifted and Talented Education) students are identified by the District GATE Office.

Golden Empire implements the GATE Cluster Model approach for our 3rd—6<sup>th</sup> grade GATE and high achieving students. Additionally, Golden Empire provides the On-site Enrichment Program (OSEP) for GATE identified 3rd-6<sup>th</sup> grade students after regular school hours, one day a week. Sadly, state funds for GATE have been cut, so parents may be asked to support the cost of this program.

## **Library**

In order to check out books from the library, students must return a signed parent permission slip, which is sent home with all students. Students are charged for lost or damaged library books. Library visitations are regularly scheduled for all classes. Golden Empire's School Library houses over 12,000 books, including a video collection used by the staff for instruction. The library is used for multiple purposes at Golden Empire: meetings, tutoring, after-school programs and class library visits. Each class visits the library each week on a designated library day. (Please check with your child's teacher regarding your child's library day.) Our goal is to assist students to seek and find information independently with the knowledge of various genres, subject areas and the Dewey Decimal Classification. This knowledge enables students to use public libraries and other libraries with confidence.

Throughout the school year, students of all grade levels learn and review proper library book care, receive guidance of selecting books appropriate for the students' reading level, subject matter and curriculum of respective grades.

### **A few suggestions for parents/guardians:**

- Review the school library policies, procedures and rules with your student.
- Read to your student daily (grades K-3+).
- Encourage your student to read 20 minutes or more each day.
- Remind your student to return his/her library book(s) promptly.
- Visit the local public library with your student.
- Help your student to apply for a public library card and use it.

## **Technology**

Golden Empire has a fully functional Computer cart for each primary grade level and all students in the intermediate grades have been issued or been offered a district owned chromebook. An Internet permission slip, included in your first day of school packet, is required in order for the student to use the Internet. We do ask that you review the permission slip with your child and talk to them about digital citizenship.

## **Student Leadership**

Golden Empire's Student Leadership is composed of representatives from all 4<sup>th</sup>—6<sup>th</sup> grade classes. Student Leadership Officers are elected by all upper grades students each year. Student Leadership meetings are conducted regularly with support and assistance provided by faculty advisors.

## ***Student Support Services & Special Education***

**Title I Program** provides additional funding to assist students in reading, language arts, and mathematics.

**English Language Development (ELD)** is a federally mandated protected time during the school day that provides special instruction to our limited English speaking students, whose first language is other than English.

**Tutoring Program** provides after-school tutoring to students after regular school hours, based on individual need and teacher referrals.

### **Special Education (Resource, Speech/Language, Special Day Class/Learning Handicapped)**

The District strives to provide an educational program to meet the needs of all children within the district. A student shall be referred for special educational eligibility only after the resources of the general education program have been considered and modified in an attempt to meet the student's needs. If a student is referred to special education, parents will receive a notification of parental safeguards and an explanation of the proposed assessments. Following the completion of the assessments, a written report will be compiled. The results of the assessment will be discussed at an Individual Educational Program (IEP) meeting. At the IEP meeting, the team will determine if the student meets eligibility for special education. If the student meets eligibility, a plan will be developed, which will be reviewed at least annually. The district provides special education services, as described in Education Code 56000-56001. Special education programs within the district include the special day classes, the resource specialist program and other support services.

**The Student Success Team (SST)** is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, behavioral, medical or other concerns. The SST process is a collaborative process between the school and the parents on behalf of the student. The parent, teacher or other staff member may make requests for assistance from the Student Success Team through the teacher, SST coordinator or the principal. The SST meeting will include the parent, the student (if appropriate), the student's teacher, administrator, team coordinator, and other support staff as needed.

## ***Homework Policy***

Our teaching staff views homework as an extension of classroom instruction. It gives students practice in using what they are learning in class and allows them to develop skills. It provides students with an opportunity to work independently, and develop a sense of responsibility. Homework is expected in grades Kindergarten—6th grade. Parents should read to or listen to their child read each day.

Parents/guardians are encouraged to provide a specific time and place each evening for students to complete homework assignments. This pattern of behavior should begin as soon as a child begins Kindergarten. Parents/guardians are also encouraged to review completed homework assignments for accuracy, completeness, and neatness.

The amount of time a child spends on homework depends on the difficulty of a particular assignment and the individual child. Please be advised that your child may spend more than the allotted time daily completing schoolwork, as time at home may be spent doing assigned homework and completing unfinished classroom assignments.

Make-up homework for a sick child should be requested from the office by 9 AM and then picked up after 3:00 PM. This enables the teacher to have ample time to prepare the work.

## ***Reporting Student Progress***

### **Standards Based Report Cards**

Report cards are issued each trimester in December, March and June. Progress towards meeting state standards is shown on report cards as follows:

Excels at Standards:	4
Consistently Meets Standards:	3
Approaching Standards:	2
Minimal Progress to Standards:	1

### **Family Conferences/Report Cards**

Communication is an essential part of the education program. It is important for parents to keep in close contact with their child's teacher concerning his/her progress. The teacher schedules conferences at the end of the 1<sup>st</sup> and 2<sup>nd</sup> trimester, but parents/guardians are encouraged to contact the teacher at any time during the school year. Your child's teacher will contact you prior to the conference period. Parents/guardians should feel free to contact the principal and the teacher at any time for a conference.

## **Progress Reports/Deficiency Notices**

Parents of students showing unsatisfactory progress in any subject area, work habits, or citizenship are notified through the district's standard Progress Reports no later than 20 school days before the end of each trimester. Receipt of the progress report by the parents/guardians is verified when a signed and dated copy is returned to the teacher by a specified date. You are encouraged to meet with the teacher to discuss your child's progress.

## **Student Records**

Parents/guardians have a right to all student records related to their children, according to California Education Code 49069. In order to review the records, parents/guardians need to appear in person, during regular school hours, and show identification. Parents should notify the school office in advance, as qualified school staff have 5 days to abide by the request. Staff are required to be present while school records are reviewed by the parent/guardian.

## ***Promotion/Retention Policy***

Students progress from grade to grade by meeting the District's standards for promotion. If a student is at risk of retention due to academic achievement, the parent/guardian will be notified early in the school year and school staff will meet with the parent/guardian to develop and implement an intervention plan to help the student meet the standards for promotion. It is the district's intent to identify struggling students early in the school year so that interventions can be provided during the school year that will enable the student to meet the promotion criteria by the end of the school year. Intervention opportunities will be provided for students who are at risk of retention.

The District has a clear process and schedule for informing parents/guardians about their child's progress toward meeting promotion criteria. The intervention process includes written notices and multiple meetings between the parents/guardians and teacher(s). It is the district's intent to work collaboratively with parents/guardians to help a student gain the skills needed for promotion to the next grade level. Ultimately, state law (Education Code 48070.5) identifies that school professionals have the authority to retain a child.

## ***Textbooks***

The school provides all the basic textbooks. These are issued free of charge to all students. Students are expected to be fully responsible for their care, and will be required to pay for lost or damaged books not returned in good condition. Student records will be retained until all fees are paid. Students should cover all textbooks. All textbooks must be returned by students at the end of every school year.

## ***Telephone Use***

### **Cell Phones**

All student cell phones must remain in the student's backpack and turned off during school hours. If a cell phone is seen or on the student's person during school hours it will be taken

First Offense: If a cell phone is seen or on the student's person during school hours it will be taken to the office and may be picked up after school.

Second Offense: A parent must pick up the phone. Notes, phone calls, or another party are not accepted in lieu of the parents' presence to obtain the phone.

- Further phone violations will result in a behavioral citation.
- No photos, videos or recordings may be taken and/or texting/messaging may occur using cell phones while on campus.

### **Office Telephones**

The office telephones are used to conduct school business. Students will be allowed to use the telephone for emergency situations, i.e. an illness or injury. Students who wish to visit a friend, want a ride home, etc., are requested to make arrangements with their parents before they come to school in the morning. During school hours, students must have a note from their teacher to use the phone.

## ***Climate for Learning***

The school staff is committed to providing a safe, orderly and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate and take pride in their school and their achievements. As a school, we encourage attitudes and behaviors that promote mutual respect and harmonious relations. One of the ways the school promotes conflict resolution is by providing students with opportunities to voice their opinions about school policies and practices. Students are not allowed to bully other students or provoke conflicts.

### **School-Wide Rules**

The following information is Golden Empire specific and is in addition to the SCUSD Annual Parent and Student Right Notification and Standards of Behavior document (<https://www.scusd.edu/parent-and-student-rights-handbook>). The following rules will be enforced, supported and modeled by all adults and students on the Golden Empire campus:

## **School Rules**

Golden Empire Eagles Are...

**Safe, Inside & Out**

**On Time & Ready to Learn**

**Acting Responsibly**

**Respectful of Self, Others & Property**

**Involved in Their Learning**

**Not Bringing Gum, Candy, Soda & Toys to School**

**Great Citizens!**

**Do Not Bring To School: Toys, electronic equipment and games, candy, gum, soda, dangerous items (guns, knives, sharp objects, lighters, matches, fireworks), money, medicine, make-up, tattoos, fake fingernails, or any items that may be considered disruptive to the school environment. These items will be taken from students and must be picked up by parents in the office.**

## **Playground Rules**

- Follow directions when given by adults.
- Play only in playground areas. Students are not to play between buildings or in restrooms.
- Share facilities and equipment.
- Play safely at all times, following safety rules for playground equipment. No body contact games, such as tackle football, wrestling, martial arts, etc.
- Throwing of wood chips is not permitted.

## **Progressive Discipline**

The Golden Empire staff fairly and consistently enforces all school rules. If a student does not follow the rules, s/he may face the following consequences:

1. Warning
2. Conference
3. Time-out
4. Loss of privilege
5. Parent contact/conference
6. Behavior Contract
7. Suspension
8. District Behavior Hearing
9. Referral to the District Office for Expulsion

## **Classroom Management Cards**

Classroom behavior management cards may be used by teachers to communicate and enforce student expectations.

### **“Time Out”**

- Students may receive a “time out” in another classroom
- Students will report to their “time out” room
- Parents will be contacted when a student receives a “time out”

### **Loss of Recess/Privilege**

Students will sit out of recess activities or lose a privilege.

### **Parent Contact/Conference/Office Referral**

- A student may be sent to the office with an office referral for a serious offense.
- Teachers will fill out a referral form and send it with the student to the office.
- Students will be asked to call home with the assistance of the principal or office assistant to explain the circumstances to a parent/guardian. This may be the second phone call home since a student usually will have been to “time out.”
- The administrator will discuss the problem with the child and assign a restorative and appropriate consequence.
- The student may or may not be sent back to class.
- Arrangements for a parent/teacher/administrator/child conference will be made if deemed necessary.

### **Behavior Contract**

A child may be placed on a behavior contract if an undesired behavior is repeated frequently and other attempts to correct the behavior have been unsuccessful.

### **Suspension**

A child may be suspended for violating the SCUSD policy found in the Annual Parent and Student Rights Notification and Standards of Behavior.

Students referred to the office for suspension will be sent to the office with an office referral. The administrator or teacher and student will contact the parent/guardian. Students suspended from class may be required to have a conference with a parent/guardian, the teacher and an administrator before re-entering class. Suspensions are effective immediately upon being assigned. Suspended students are not allowed to be on school property or participate in school activities for the duration of the suspension.

## ***Golden Empire Anti-Bullying Policy***

Golden Empire Elementary is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying.

Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Acts of bullying are strictly prohibited. The school administration will promptly and fully investigate all acts of bullying. Students have the right to attend a bully-free school.

### **Definition of Bullying**

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly over time and has an imbalance of power. Bullying behaviors normally fall into three categories: physical, emotional, and verbal and may include, but are not limited to: intimidation; assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures or actions; rumors; false accusations; hazing; social isolation; and cyber-bullying.

### **Scope**

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on or off school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school and district staff, students, parents and volunteers. (GLSEN, 2014)

### **Response Procedures**

- The designated site administrator will investigate all reports of bullying and determine if bullying occurred.
- If the report meets the SCUSD's definition for bullying, the administrator will investigate the bullying complaint. Depending upon the extent and complexity of the complaint, investigations into alleged bullying may take up to 30 calendar days.
- A written student safety plan will be created for the targeted student.
- A written student action plan will be created for the student who engaged in bullying behavior.
- Parents/guardians of the students involved will be notified.
- The safety and action plan are placed in the student's cumulative folder and a copy of all paperwork is sent to the district's bullying prevention specialist.



## ***Sexual Harassment Policy***

The District prohibits sexual harassment at school and at school-sponsored or school-related activities. Anyone who engages in sexual harassment will be subject to disciplinary action. Staff will clearly communicate to students, specifically in grades 4-6, that sexual harassment is prohibited and advise students to report any sexual harassment that they experience or observe. The district's sexual harassment policy contains specific steps and assurances. This policy is available in the school office.

## ***Problem-Resolution Guidelines***

Occasionally, there may be a problem or conflict that develops between school staff and parents over misbehavior incidents. We think that the vast majority of parent/staff misunderstandings can be prevented by understanding some of the dynamics that happen when a child communicates his/her version of a problem to the parent.

### **Suggestions**

We offer some practical suggestions which should help solve your concerns:

- Find a mutually agreeable time and place to meet.
  - Avoid trying to meet with staff members when they have direct supervision duties with children as the quality of communication AND supervision suffers.
  - The staff member may be contacted via note, e-mail, voice mail, or telephone. Explain concerns and ask for a written response, a return phone call, or a meeting.
  - Most problems will be able to be solved in one meeting. More serious or complicated problems may require several meetings.
- Keep the children out of the dispute.
  - When there is a dispute between a staff member and a parent, please keep the children out of the discussion. Making negative comments about staff members in the presence of your child can cause great harm. It is very difficult for a staff member to build a positive relationship with your child after negative remarks have been made.
- Hear both sides of a story before making a judgment.

The District has adopted a clear set of procedures to address concerns and complaints. Please use the following steps when you have a concern.

- Classroom concerns should first be brought to the attention of your child's teacher. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
- If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, please call the school administrator.
- If the concern is not satisfactorily addressed with the administrator, a meeting should be scheduled with a district representative. The district representative will address the issue based on the Uniform Complaint Procedure. A copy of this procedure is available in the school office.

## ***Awards and Recognition***

Golden Empire makes every effort to recognize positive behavior. Students are acknowledged for excellent classroom behavior, work habits and attendance at the end of each trimester. Students may be recognized in more than one area. Some examples of awards:

- Leader of the Week: Each classroom will select a student of the week who demonstrates excellent leadership traits (trustworthiness, respect, responsibility, fairness, caring and citizenship) or an effort to improve behaviorally or academically. The teacher will establish criteria for this weekly recognition.
- Trimester Awards Ceremonies: Each trimester, eligible students will receive certificates for academics, academic improvement, attendance, and citizenship.

## ***Dress Code, Clothing, and Lost & Found***

### **Dress Code**

Appropriate dress and grooming contributes to a productive learning environment. Student appearance at school should be appropriate. Clothes must be clean, in good repair, and the appropriate size. Student dress and grooming must not present a health or safety hazard to themselves or others or a distraction that would interfere with the education process. Personal appearance standards for students are defined in the dress code. A student who violates the dress code may be subject to disciplinary action. Students' attire must adhere to the following:

- Shoes must be worn at all times. Appropriate shoes for play (no heels, backless shoes, flip-flops). Sandals are discouraged because of inadequate support for Physical Education activities.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or which advocate prejudice or incite violence or the use of drugs or alcohol.
- No mid-torso shirts, blouses or sweaters, tube tops, see-through tops or spaghetti straps.
- Shorts should not be "short-shorts" and should be hemmed. Shorts must be longer than the student's hands held at their sides. Mid-thigh is generally defined as the point where fingertips touch when a student is standing upright with arms straight down. Revealing trousers or shorts worn too low are not allowed.
- No cut-off pants, pants with chains or overalls with unfastened straps.
- No make-up, fake nails, or tattoos.
- Jewelry of all kinds is discouraged but large hoop and/or long dangling earrings are prohibited.
- Hats are permitted but may not be worn inside buildings.
- Other articles or apparel, which may be considered objectionable or dangerous, may be prohibited by the site administration.

Students wearing inappropriate attire or footwear will be sent to the office and will call their parent/guardian. Students will be given the opportunity to change into appropriate clothing, if available at the site, or request the parent/guardian to bring a change of clothing or footwear. Students will return to class upon meeting dress code standards. If you have any questions regarding dress and grooming, please call the school office.

### **Lost and Found**

All items of clothing should be marked so they may be identified if lost. The school has a "Lost and Found" rack in the cafeteria where items may be claimed by children and parents. Labeling of clothes, lunch boxes, and backpacks should be done for your child so that articles found may be returned.

### **District PTA Clothes Closet**

If your child is in need of clothing, please notify the office immediately. We will assist you in scheduling information so that you may get free clothing from the District's Clothes Closet. Clothing will be issued by appointment.

### ***School Emergency Procedures***

In the event of an emergency, the following procedures are followed:

#### **Earthquake/Duck and Cover Drill:**

During an earthquake, severe wind storm, and other defined emergencies, children duck for cover under desks. If classroom evacuation is necessary, children leave as for a fire drill.

#### **Fire and Evacuation:**

Under close supervision, classes evacuate the entire school and only return when it is deemed safe. A monthly fire drill is conducted in accordance with California State Law.

#### **Intruder:**

A school alarm alerts staff an intruder is on campus or nearby. Children remain in their classrooms, doors are locked, and curtains are closed to provide further security. The principal and/or police determine when it is safe to resume normal operations.

#### **Other School-Wide Emergencies:**

Comprehensive school plans exist to deal with a full spectrum of emergency conditions which may arise. In the case of a critical incident, a lock down will occur. Once the school site has been established to be safe, parents and students may then be reunited. A parent or other authorized adult must sign a student out of the site. Parents should come to the cafeteria and NOT the student's classroom. Students will not be checked out of their classrooms.

## ***Family Participation***

Our staff welcomes and encourages family involvement at Golden Empire. These are some of the ways in which your family can be involved and support our school:

- Know what your child is learning at school.
- Know the state's content standards for your child's grade level.
- Provide a daily time and regular place for completion of homework.
- Limit TV viewing and video games.
- Encourage reading at home—listen to and read with your child, at least 20 minutes/day.
- Attend meetings; help the staff to continually improve the school.
- Join the PTO and participate in school committees, such as the School Site Council, English Learner Advisory Council, and the PTO Board.
- Participate on a school committee, assist in classrooms, or volunteer at the school in any way. We value our parents!

## **Parent/Teacher Organization (PTO)**

Golden Empire's PTO is a highly valued component of our school. Our PTO provides important support and additional resources for your child's education. Every September a sponsorship drive is held to help support our school's extra programs. As a member of our school's community, you are already a PTO member and are invited to attend the general board meetings.

## **Parents As Partners**

The Sacramento City USD believes in working with parents/guardians as partners in their child's education. Parents are strongly encouraged to be actively involved. Following are some suggestions for how to support your student:

- Ensure that your child attends school regularly.
- Talk with your child about what they are learning in school.
- Ensure that homework is completed and turned in on time.
- Involve your child in reading. This could involve reading to your child, having your child read to you or discussing what you and your child are reading together.
- Encourage your child to participate in extra-curricular and co-curricular activities.
- Monitor and regulate the television your child watches.
- Work with your child at home on learning activities that extend classroom learning.
- Become familiar with the standards for your child's grade level by reviewing the district standards brochure and the grade level report card. Work with your child to practice skills they have not yet met.
- Attend parent conferences and school sponsored events.
- Volunteer in your child's classroom or for other school activities.
- Participate in parent/guardian groups at your child's school.
- Participate in site and district decision-making groups such as the School Site Council, the English Learner Advisory Council and/or the Parent-Teacher Organization.



# 2022—2023 Elementary School Calendar Summary

## Trimester and Holiday Schedule

### **FIRST TRIMESTER** ..... **60 Teaching Days**

SCHOOLS OPEN	Thursday, September 1, 2022
Labor Day Holiday	Monday, September 5, 2022
Veterans Day Holiday	Friday, November 11, 2022
Thanksgiving Holidays	Saturday, November 19 — Sunday, November 27, 2022
First Trimester Ends	Friday, December 2, 2022

### **SECOND TRIMESTER** ..... **62 Teaching Days**

Second Trimester Begins	Monday, December 5, 2022
Winter Holidays	Saturday, December 24, 2022 — Sunday, January 8, 2023
Martin L. King, Jr. Holiday	Monday, January 16, 2023
Lincoln's Day Holiday	Monday, February 13, 2023
Washington's Day Holiday	Monday, February 20, 2023
Second Trimester Ends	Friday, March 17, 2023

### **THIRD TRIMESTER** ..... **58 Teaching Days**

Third Trimester Begins	Monday, March 20, 2023
Spring Holidays	Saturday, April 1 — Sunday, April 9, 2023
Memorial Holiday	Monday, May 29, 2023
Last Day of Instruction	Thursday, June 15, 2023
Third Trimester Ends	Thursday, June 15, 2023