

Golden Empire Elementary School

Home of the Soaring Golden Eagles

2018—2019 PARENT & STUDENT HANDBOOK



Golden Empire Elementary School

9045 Canberra Drive

Sacramento, CA 95826

Phone: 916.395.4580

Attendance: 916.395.4580, Option 1

www.goldenempire.scusd.edu

Dr. Irene Eister, Principal

Table of Contents

Vision & Mission Statement	1
Letter from the Principal	2
Daily Schedule	3
School Staff	4-5
Arrivals, Departures & Safety	6-8
Arrival	
Departures	
Auto Drop-Off/Pick-Up	
Bicycles/Scooters/Skateboards	
Walking	
Bus Riders	
Safety	
Attendance Policy/Procedures	8-10
Tardies	
Early Dismissals & Appointments	
Independent Study Contracts.....	10
Transferring to Another School.	10
Classroom Interruptions	11
Messages & Deliveries.....	11
Classroom & School Visitations	11
Volunteers & Chaperones	11-12
Field Trips	12
Health	12-14
Illness or Injury	
Medications in School	
Asthma	
Head Lice	
Emergency Cards	
School Insurance	
Custody Disputes	
Mandatory Reporting to Child Protective Services	
Cafeteria Services, Snacks and Birthday Treats	14
Cafeteria	
Cafeteria Rules	
Recess Snacks	
Celebrations, Birthdays and Treats	
Special Programs.....	14-16
General Academic Program	
PE	
GATE & High Achievers	
Library	
Technology	
Student Council	
Band	
Student Support Services & Special Education.....	16-17
Homework Policy	17
Academic Assessments	17-18
Classroom Assessments	
District Assessments	
State Assessments	
Reporting Student Progress.....	18-19
Standards-Based Report Cards	
Family conferences/Report Cards	

Progress Reports/Deficiency Notices	
Student Records	
Back To School Night	
Open House	
Promotion/Retention Policy	19
Textbooks	20
Telephone Use	20-21
Cell Phones	
Office Telephones	
Climate for Learning	21
Discipline Policy	21-24
School-Wide Rules	
Playground Rules	
Progressive Discipline	
Suspension	
Prohibited Items	
Violent Acts	
Anti-Bullying Policy	25
Sexual Harassment Policy	26
Problem-Resolution Guidelines	26-27
Awards & Recognition	27
Dress Code, Clothing & Lost & Found	28-29
School Emergency Procedures	29
Family Participation	29-30
PTO	
Parents as Partners	
School Calendar Summary	31

A
Leader**in****Me**[™]
 School



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.

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 Parent/Guardian:

Welcome to the new school year at Golden Empire Elementary! 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 recently implemented The Leader in Me program. The Leader is 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 21st 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 everyone can contribute 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 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.

We have created this handbook for each family to keep throughout the school year. We will continue to send home the "Eagle Express," our monthly school newsletter. Please refer to the newsletter for information about special dates and events. In addition, please visit the Golden Empire website (www.goldenempire.scusd.edu).

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!!

Sincerely,

Dr. Irene Eister
Principal

Golden Empire Elementary Daily Schedule 2018-2019

		M, T, W, F	Shortened Thursday	Minimum Day
Kindergarten: Extended Day	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	
Primary: Grades 1-3	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
	1 st Grade Lunch	11:55–12:45 pm	11:55–12:45 pm	
	2 nd & 3 rd Grade Lunch	12:05-12:55 pm	12:05-12:55 pm	
	Class Dismissal	2:02 pm	1:02 pm	12:10 pm
Intermediate: Grades 4-6	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 th & 6 th Grade Lunch	11:30–12:10 pm	11:30–12:10 pm	
	4 th Grade Lunch	11:45–12:25 pm	11:45–12:25 pm	
	Class Dismissal	2:07 pm	1:07 pm	12:19 pm

Classroom Teachers

Grade	Teacher	Email
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 st Grade	Mrs. Bone	Jody-Bone@scusd.edu
1 st Grade	Mr. Cox	Alan-Cox@scusd.edu
1 st Grade	Mrs. Smith	Amy-Smith@scusd.edu
2 nd Grade	Mrs. Molyneux	Theresa-Molyneux@scusd.edu
2 nd Grade	Ms. Hutchins	Ingrid-Hutchins@scusd.edu
2 nd Grade	Mrs. Lawson	Shelley-Lawson@scusd.edu
2 nd /3 rd Grade	Mrs. Seto	Jean-Seto@scusd.edu
3 rd Grade	Mrs. Brown	Maryanne-Brown@scusd.edu
3 rd Grade	Ms. Conway	Holly-Conway@scusd.edu
3 rd Grade	Mr. Gardner	Drew-Gardner@scusd.edu
3 rd /4 th Grade	Ms. Macey	Michelle-Macy@scusd.edu
4 th Grade	Mrs. Conklin	Beth-Conklin@scusd.edu
4 th Grade	Mrs. Johnson	Janine-Johnson@scusd.edu
4 th /5 th Grade	Mrs. Kurihara	Heather-Sunahara@scusd.edu
5 th Grade	Mr. Bergeron	Mark-Bergeron@scusd.edu
5 th Grade	Mrs. Witteborg	Audrey-Witteborg@scusd.edu
5 th /6 th Grade	Ms. Reynolds	Lyndsay-Reynolds@scusd.edu
6 th Grade	Ms. Engstrom	Kim-Engstrom@scusd.edu
6 th Grade	Ms. Hogg-Wood	Linda-Hogg-Wood@scusd.edu
RSP	Mrs. Moore	Charnae-Moore@scusd.edu
RSP	Mrs. Colchico	Kate-Colchico@scusd.edu
Inter. LH Class	Mr. DaCastello	Todd-DaCastello@scusd.edu
Computer Prep	Ms. Carapiet	CarapietA@scusd.edu
P.E. Prep	Mrs. Richardson	Susan-Richardson@scusd.edu

Support Staff

Title	Name	Email
Preschool Teacher	Mrs. Avetisov	Maria-Avetisov@scusd.edu
School Psychologist	Ms. Simon	Elyse-simon@scusd.edu
Speech/Language	Ms. De Soto	Audrey-DeSoto@scusd.edu
LH SDC Aide	Mrs. Dasher	Jean-Dasher@scusd.edu
RSP Aide	Mrs. Leou-Dalvi	Linda-Leou-Dalvi@scusd.edu
Library Aide	Mr. Lovrin	Dale-Lovrin@scusd.edu
Bilingual Inst. Aide	Mrs. Razo-Belman	Isabel-Razo-Belman@scusd.edu
Plant Manager	Mr. Stratton	Ron-Stratton@scusd.edu
Custodian	Ms. De Gallardo	Gricelda-De-Gallardo@scusd.edu
Cafeteria Manager	Ms. Gunnels	Stefanie-Gunnels@scusd.edu
Cafeteria	Ms. Desmond	
Cafeteria	Mrs. Young	

Office Staff

Title	Name	Email
Principal	Dr. Eister	Ireneei@scusd.edu
Office Manager	Mrs. Milobar	Alison-Milobar@scusd.edu
Clerk	Mrs. Addobati	Liz-Addobati@scusd.edu
School Community Liaison/Attendance	Mrs. Orr	Joan-Orr@scusd.edu

PROCEDURES AND POLICIES

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 or library. 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, unless supervised by a parent/guardian.

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 walk in with the child.

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

All parents who remain on campus with their children after the start of the school day MUST go to the office, sign in, and wear a Visitor's Badge.

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 classes have begun 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.

- Intermediate students will exit through the east gate, near the playground.
- Primary students will exit through the main hallway, near the school office.
- Primary students waiting for older siblings will wait on the clearly marked grass area near the kindergarten yard for their older sister/brother to pick them up.

- 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, before and 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.
- In addition to the “4th R” and ASES Programs, there are several other childcare facilities in our school community. Should you have questions or need additional information, call the school.
- 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.

Auto Drop Off/Pick-Up

- Students waiting for car pick up will be in line at the front of the school, near the loading zone.
- Students not picked up by 2:20 PM will be brought to the office to contact a parent/guardian.
- Students are not to go into the staff parking lot to meet parents/guardians.
- Do not ask your child to walk between parked cars in order to get in your car.

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.

Bus Riders

Bus rules will be sent home with all bus riders. At all times, students are expected to exercise good manners, caution, and consideration of others while riding the bus. Students are expected to follow the directions of the bus driver; his/her primary concern is for the safety of all of the students. REMEMBER: Riding on the school bus is a PRIVILEGE and not a right. If the student's conduct is such that the health, safety, comfort, or well-being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied or revoked by a district transportation official.

Safety

- Parents and children must use the crosswalk at all times.
- Children will walk on the sidewalk to and from school.
- Students who ride bicycles to school must wear helmets (state law) and park their bikes in the racks provided. Students must take responsibility for locking their bikes since the school is not responsible for lost, stolen or damaged property. For safety reasons, students are not permitted to ride their bikes through the hallways and on the yard at any time during the school day.
- The parking lot is for staff only.
- Please be courteous by turning off radios and not honking for your child so as not to disrupt classes and neighbors.
- Please park on the street (no double parking). Do not block the crosswalk, park/stop at the red curb, or make U-turns in front of the school. Do not call or signal your child to cross the street.
- Model safe, legal behavior. To do otherwise may cause unsafe habits or injury.

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 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 - click "Report an Absence"
 - 24 Hour Voice Mail: 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 the flu 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 (1st truancy letter). The 4th day of unexcused absence = the 2nd truancy letter, and the 5th day of unexcused absence = the 3rd truancy letter. The 3rd 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.

Tardies

It is important that students arrive at school on time. Timely arrival builds good habits. Students entering late often cause an interruption for the entire class. If your child is late, s/he will need to sign in at the office and obtain a late pass before going to class. Students who do not have any tardies are rewarded at our 3rd trimester awards ceremony.

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

Independent Study Contracts

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 and textbooks 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.

Classroom and School Visitations

Parents/guardians and interested members of the community are encouraged to visit the school and observe the educational program. Visits during school hours should be arranged in advance with the teacher or principal. If a conference with the teacher is desired, an appointment should be set with the teacher during non-instructional time. When school is in session, all visitors must go directly to the school office to register (Penal code 627.6) before going into instructional areas. This allows school personnel to be aware of all persons on the school grounds, supporting the safety and wellbeing of our students. Valid visitor passes must be worn on campus during the school day. District policy prohibits children not enrolled in SCUSD from visiting during school hours.

Volunteers/Chaperones

We value the contributions that parents and community members make in our schools. We welcome volunteers in our classrooms and on our campuses.

- All visitors/volunteers must sign in at the school office and wear a visitor badge prior to going onto the campus. Visitors must sign out before leaving the campus. The SCUSD has implemented an extensive volunteer screening program. All volunteers must complete a form allowing a background check before volunteering and a current TB test on file in the office. If a parent/guardian wants to chaperone on field trips, etc., s/he must be first fingerprinted at the district office. There is a fee for this service. Siblings are not allowed in

classrooms, workrooms, common rooms or on field trips. Classroom volunteers are under the direct supervision of teachers and administrators while on campus.

- It is the District policy that cell phones and other personal electronic communication devices may not be used in a manner that interrupts or distracts students or staff members in the performance of assigned duties, except for emergency purposes. Please set phones to “silent” mode while on campus. Phone calls should be made in areas away from instructional activities and outside of the office.
- There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student’s academic progress, a discipline issue or other matter that must be kept confidential. Therefore, we ask volunteers to be aware that individual student information should not be discussed with anyone other than the appropriate school officials.

Field Trips

Throughout the school year, students may occasionally go on field trips. Parent/guardian permission slips **must** be signed and returned to school personnel prior to the trip. All standard rules of conduct and procedures used in the daily transportation of pupils will be observed and enforced on field trips unless otherwise stated by the bus driver. Teachers will develop a method to select parent/guardian chaperones. Chaperones are expected to travel on the bus. Chaperones cannot bring siblings to field trips.

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.

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 may ask for proof of identification before releasing your child.

School Insurance

School district insurance will not cover the student who might suffer an injury while at school. For this reason, we encourage parents to provide their own student accident insurance. Visit the school office for Information about a district-approved low-cost policy or information can be found on the school's website.

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.

Cafeteria Services, Snacks and Birthday Treats

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 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.

Celebrations, Birthdays and Treats

We believe that birthdays are special days for students. As a school district, we are implementing a new Wellness Policy, highlighting procedures to recognize birthdays while promoting a healthy school environment. Many students have food allergies/sensitivities and cannot partake in these treats. Schools can promote a positive learning environment by shifting the focus from food during classroom celebrations, and striving to have non-food celebrations or healthy nonallergenic food. 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.

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.

P.E.

Students in 1st—6th 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 2nd—6th grade GATE and high achieving students. Additionally, Golden Empire provides the On-site Enrichment Program (OSEP) for GATE identified 2nd-6th 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 included in the first day packet 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 Lab. Each class will visit the computer lab for at least 45 minutes/week. Our site is also wireless, enabling teachers to use technology in their classrooms. All classrooms at Golden Empire are connected to the Internet through a district filter which screens out inappropriate web sites. An Internet permission slip, included in your first day of school packet, is required in order for the student to use the Internet. Most of our classrooms have SMART interactive whiteboards. The teachers in those classrooms have committed to learn how to use this wonderful technology to enhance learning in their classrooms. They have attended training on how to best use this technology to benefit their instruction. All teachers and staff have email access. All teachers have laptops and LCD projectors in their classrooms to enhance student learning.

Student Leadership

Golden Empire's Student Leadership is composed of representatives from all 4th—6th 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.

Band

If funding allows, band will be provided for students in 4th – 6th grades. Band is taught by a music teacher and meets after school.

Student Support Services & Special Education

Title I Program (No Child Left Behind) provides additional funding to assist students in reading, language arts, and mathematics.

English Language Program (EL) provides special instruction and program services 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.

Interventions

At Golden Empire, we try to make as many academic interventions available to our students as we can to assist our students who are not meeting grade level standards. Some interventions are available in reading and math, depending on the grade level. Because Golden Empire does not qualify for additional state or federal funds for this purpose, we have to try to make those services available to the best of our ability using current staff and parent volunteers. We also try to make good use of some of the interventions available through technology. Please ask your child's teacher about what interventions might be available to assist in meeting your child's needs.

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.

The Speech and Language Specialist identifies language and speech problems and designs remediation programs for the students.

The Resource Specialist Program (RSP) provides instruction to students with identified learning disabilities.

The Special Day Class (SDC) provides instruction for students specifically designed to meet their individual learning needs.

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 ability of the child but should not exceed 1 hour per day, plus 20-30 minutes of reading. These recommended times are based on the assumption that students will be "on task" during the entire homework period. 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.

Academic Assessments

Improving student achievement is a goal of the Sacramento City Unified School District. To monitor student learning, students are given classroom, district and state assessments. Assessments are used to recommend student placements in various school programs and to plan how to increase student achievement at the school and across the district. The following is a description of the different types of academic assessments.

Classroom Assessments

Teachers check for student understanding of grade level standards using classroom assessments. Each trimester teachers complete a series of assessments to report student progress on the standards-based report card.

District Assessments

Students are given a variety of district benchmark assessments throughout the school year. Students are also given writing assessments. Teachers use information from these assessments to plan instruction and monitor student progress on meeting district standards.

State Assessments

In the spring, students in grades three through six take tests in English language arts, mathematics and science (5th grade only) via the state's assessment system, the California Assessment of Student Performance and Progress (CAASPP). Our goal is to have students score at the "exceeding" or "meeting" levels. Test results are mailed during the summer. Contact your child's current teacher if you have any questions about interpreting these test results. To help your child do well on this test, and in their normal school work, please ensure that your child gets plenty of sleep and has a healthy breakfast each day.

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 1st and 2nd 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.

Back to School Night

The group meeting with parents at Back to School Night is the first important contact that parent and teachers have. Vital information is dispensed at this meeting. Parents often find that the school year gets off to a very positive start when they attend Back to School Night. This is not an evening for an individual conference, but rather an opportunity for the teacher to inform the parent about what will be happening in the classroom, curriculum, rules, etc. It's also an ideal opportunity for parents to ask questions and for the teacher and the parent to begin to establish the relationship that will lead to student success.

Leadership Showcase

Golden Empire's Leadership Showcase is held in the spring. The purpose of Leadership Showcase is to provide our students an opportunity to demonstrate their leadership skills they have developed throughout the year. Families may also view students' "work in progress" in their classroom and visit other classrooms. Students are so excited to show parents and families what they have been learning and how their leadership has grown!

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.

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost/damaged. Students/parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 & CA Education Code 48904)
3. Payment can be made by cashier's check or cash. Cashier's checks for lost or severely damaged books are made out to Golden Empire School.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable the student will be charged as follows:

Damages	Cost
Torn pages, ink or pencil marks	\$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book
Missing bar codes	\$5.00

6. All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

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 by a staff member during school hours it will be taken to the office and may be picked up after school (first offense). If a cell phone is taken for the second time, a parent must pick up the phone. Further phone violations will result in a behavioral citation. A cell phone ringing during instructional time will be confiscated by a school employee and taken to the office for the parent to pick up. No photos 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. Students must have a note from their teacher to use the phone. Cell phones are not to be turned on, used or displayed while on campus.

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. Instruction and counseling are provided to promote positive racial and ethnic identity and to help students understand diverse cultures.

Discipline Policy

The safety and welfare of students is the primary consideration in the implementation of a discipline policy. It is each teacher's goal to provide maximum learning for each student. Each teacher encourages and rewards proper student conduct through a classroom behavior and incentive plan. Classroom standards are clearly posted and are discussed with students early in the school year. Student violations result in loss of recess, detention or loss of other privileges. If student misbehavior persists, parent/guardian contact is made or a conference is scheduled. A conference with a school administrator may also occur. Classroom problems are usually solved at this level, however, serious/chronic misbehavior may result in further action, including suspension. Each teacher's classroom plan may vary. Attend Back-to-School Night and communicate openly with your child's teacher to become more aware of the program in your child's classroom. Staff will encourage appropriate behavior and will assist each student in correcting inappropriate behavior. Parents can assist by reviewing and discussing with their student these behavior policies.

School-Wide Rules

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.
- Balls may be kicked on the grass only; alert an adult if a ball goes over a fence.

Progressive Discipline

The Golden Empire staff fairly and consistently enforces all school rules. If a rule is broken, the student may receive a citation (see sample) and face the following consequences:

- | | |
|------------------------------|---|
| 1. Warning | 6. Detention |
| 2. Conference | 7. Behavior Contract |
| 3. Time-out | 8. Suspension |
| 4. Loss of privilege | 9. District Behavior Hearing |
| 5. Parent contact/conference | 10. 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

Student is assigned to 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 the appropriate and logical 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.

Detention

Students may receive detention from their teacher. Families will be notified if a student is required to serve detention.

Citations

When a student, despite efforts to correct his/her behavior, is found to be in violation of the school rules, citations may be issued. If your child receives a citation, please be sure to return a signed yellow copy. After 4 citations, an in-school suspension will be applied as the next level of consequence. If a student does not receive a citation for the entire school year, s/he is invited to the prestigious No Citation BBQ, held every June, in recognition of the student's great behavior and good citizenship.

**GOLDEN EMPIRE ELEMENTARY SCHOOL
BEHAVIOR CITATION**

NAME: _____ GRADE: _____ TEACHER/ROOM: _____

ISSUED BY: _____ DATE: _____ TIME: _____

SITE OF OFFENSE: ☐ CLASSROOM ☐ YARD/HALL ☐ CAFETERIA ☐ OTHER _____

OFFENSE:

<input type="checkbox"/> Weapon	<input type="checkbox"/> Intimidation	<input type="checkbox"/> Rough Play	<input type="checkbox"/> Harassment	<input type="checkbox"/> Make-up, tattoos, ect.
<input type="checkbox"/> Littering/Spitting	<input type="checkbox"/> Toys	<input type="checkbox"/> Food, candy, gum	<input type="checkbox"/> Defiance	<input type="checkbox"/> Taking food out of cafeteria
<input type="checkbox"/> Theft	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Fighting	<input type="checkbox"/> Disruption	<input type="checkbox"/> Leaving without permission
<input type="checkbox"/> Freeze bell	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Offensive language	<input type="checkbox"/> Offensive gesture	<input type="checkbox"/> Dress Code _____
	<input type="checkbox"/> Line up	<input type="checkbox"/> Other _____		

DESCRIPTION OF INCIDENT: _____

CONSEQUENCE: Given by: _____

☐ Confrence ☐ Time out ☐ Loss of Privilege ☐ In-house Suspension ☐ Suspension

☐ Parent Contact: Date _____ Time _____ ☐ Other: _____

☐ Behavior Contract ☐ Classroom Detention: Date _____ Time _____ Room# _____

Parent/Guardian Signature: _____ Date: _____

DISTRIBUTION OF COPIES WHITE - OFFICE YELLOW - TEACHER PINK - PARENT

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 from the classroom for the following reasons:

- Creating an intimidating or hostile environment (bullying, cyber-bullying, etc.)
- Sexual harassment
- Fighting and/or battery
- Possession of a weapon
- Possession of alcohol/intoxicant/controlled substances
- Possession of a look alike controlled substance
- Robbery/extortion
- Damage to school/private property
- Tobacco/e-cigarette/vaping
- Obscenity or habitual profanity
- Unlawful drug paraphernalia
- Disruption; insubordination

- Received stolen property
- Possession of a imitation firearm
- Sexual assault/battery
- Harassing a witness
- Unlawful traffic/possession of drug “Soma”
- Hazing
- Aiding and or abetting
- Attempted, threatened, caused hate violence
- Made a terrorist threat

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. An alternative program may need to be set up to provide the best possible environment for students choosing not to follow the school rules. 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.

All students are expected to follow the rules. **However, a serious violation may result in an office referral or immediate suspension of a student.** Failure to complete an assigned consequence will result in the child being moved to the next step.

Prohibited/Illegal and/or Dangerous Items

Because of student safety and/or possible classroom disruption, the following items are prohibited from this school. Pupils who bring such items to school are subject to confiscation of those items, disciplinary action, and probable arrest:

- All firearms
- All explosive and/or flammable devices, including firecrackers, fireworks and matches
- All knives, razors, or other items of the type including folding lock blade knives and switchblades
- Any controlled substance as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, intoxicant of any kind
- All alcohol or drug related paraphernalia
- All martial arts implements
- Any and all other items which the school administrator deems dangerous to student safety and welfare (hard balls, baseball bats, etc.)

Violent Acts—Required Principal Action

State law makes it mandatory that the school principal must request a district behavior hearing or must submit a letter to the district Hearing Officer requesting that a hearing be held and give the reasons for the following actions related to student assaults and batteries on campus:

- If a student physically injures another student due to a fight or aggressive actions
- If a student uses a weapon in a fight
- If a student physically injures a member of the school staff

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 is 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. Below are some insights we think are operating, followed by some guidelines that may help solve communication issues.

It is very natural for a parent to believe their child's version of a problem. Complicating matters is the fact that children often perceive themselves as not responsible for problems that they have created. They frequently do not see the cause and effect nature of peer problems and classroom misbehavior. What is more likely, is that they remember vividly the LAST event in a long chain of interactions. Typically, they remember that the teacher was mad at them or they remember that another child hit them. They "forget" their long string of classroom interruptions or their taunting of another student. This is normal and part of the child's developmental process.

When a parents' desire to believe their child's description of a problem is combined with the child's selective memory of the incident, communications between parents and staff can become strained. Further complicating matters once parents commit themselves to the child's perception of a problem, is the difficulty hearing staff members' explanations. These conditions, when in operation, make for very difficult school/home communication.

As a general rule, we recommend that parents carefully listen to their child's description of a problem, but strongly encourage you not to commit to their version until you've heard all the facts.

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. Please call the teacher to explain your concern. 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. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
- 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.
- Principal's Award: Students will be selected to share their successes with the Principal.
- Lunch with the Principal: Students will be selected by the teacher to have lunch with the principal for demonstrating excellent leadership, effort and/or improvement in the areas of behavior, academics and/or attendance.
- Trimester Awards Ceremonies: Each trimester, eligible students will receive certificates for academics, academic improvement, attendance, and citizenship.
- Achievement Award Ceremony: Students in grades 3-6 demonstrating standards mastery and/or show growth from one level to the next on the CAASPP tests will be presented with an award and invited to an Achievement Celebration.

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.
- Hairstyles that are distracting (cut, style, and/or color) will be monitored by school personnel and will be reviewed if deemed to be too distracting and/or disruptive to the school's academic environment.

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.

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.
- Please contact the school if you would like to 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.

Involved families = successful students!



2018—2019 Elementary School Calendar Summary

Trimester and Holiday Schedule

FIRST TRIMESTER 60 Teaching Days

SCHOOLS OPEN	Thursday, August 30, 2018
Labor Day Holiday	Monday, September 3, 2018
Veterans' Day Holiday	Monday, November 12, 2018
Thanksgiving Holidays	Saturday, November 17—Sunday, November 25, 2018
First Trimester Ends	Friday, November 30, 2018

SECOND TRIMESTER 62 Teaching Days

Second Trimester Begins	Monday, December 3, 2018
Winter Holidays	Saturday, December 22— Sunday, January 6, 2019
Martin L. King, Jr. Holiday	Monday, January 21, 2019
Lincoln's Day Holiday	Monday, February 11, 2019
Washington's Day Holiday	Monday, February 18, 2019
Second Trimester Ends	Friday, March 15, 2019

THIRD TRIMESTER 58 Teaching Days

Third Trimester Begins	Monday, March 18, 2019
Spring Holidays	Saturday, April 13—Sunday, April 21, 2019
Memorial Holiday	Monday, May 27, 2019
Last Day of Instruction	Thursday, June 13, 2019
Third Trimester Ends	Thursday, June 13, 2019

