Home of the Soaring Hawks

Student/Parent/Guardian
School Handbook
2012 - 2013

Soaring Above and Beyond Expectations

Christine Baeta, Principal
Diane Davis, Vice Principal

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Mission Statement
Elk Grove Unified School District
Adopted by the Board of Education on June 18, 2001

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

Our Core Values
Outcomes for students
Achievement of core academic skills
Confident, effective thinkers and problem solvers
Ethical participants in society

Commitments about how we operate as an organization
Supporting continuous improvements of instruction
Building strong relationships
Finding solutions

High expectations for learning for all students
Instructional excellence
Safe, peaceful, and healthy environment
Enriched learning environment
Collaboration with diverse communities families

District Administrators
Dr. Steven M. Ladd
Superintendent
Mark Cerruti
Associate Superintendent, Education Services
Glen De Graw
Associate Superintendent, Human Resources
Christina Pena
Associate Superintendent, Secondary Education
Donna Cherry
Associate Superintendent PreK-6 Education
Dr. Fawzia Keval
Director, PreK-6 Education
Bob Roe
Director, PreK-6 Education
Mark Vigario
Director, Learning Support Services

BOARD OF EDUCATION
Chet Madison, Sr., President
Jeanette J. Amavisca
Priscilla Cox
William H. Lugg, Jr.
Jacob Rambo
Al Rowlett
Message from the Principal

July 19, 2012

Dear Parents/Guardians,

Welcome to Arlene Hein Elementary School! I am so pleased that you'll be part of our educational community. I hope you will find your child’s experience at our school to be successful as well as challenging.

The teachers are eager to get the 2012 - 2013 school year started. This is our ninth year in existence and we continue to work together with our parent community to strengthen the partnership between home and school. Please welcome our new Vice Principal, Diane Davis. We also welcome four new teachers to our campus (our teachers and support staff are listed on page 8).

During our 2012-2013 school year, we are excited to begin the first stage of implementing the Common Core State Standards, or CCSS. Throughout EGUSD, K-2 classes will implement mathematics through a new math program called “Go Math” and 3-6 classes will implement English Language Arts using our currently adopted materials. Teachers have been attending professional training and are prepared to ensure your child has an exceptional school year.

Our teachers have also been working hard to make everything ready in their classrooms. Research tells us that Direct Instruction is the most effective way to convey new information to students. Teachers will provide Direct Instruction throughout the school day and during “Workshop” time, when they can spend time with individual students or with small groups of students working at their ability levels. Our teachers remain committed to using innovative instructional strategies that help ALL students reach their greatest potential.

We look forward to a great 2012 - 2013 school year and welcome your participation and support.

Sincerely,

Christine Baeta
Principal, Arlene Hein Elementary School
AHES Vision Statement

Arlene Hein Elementary School creates, optimizes and promotes academic excellence, confidence and character in ALL students, and provides them with a safe, positive and equitable learning environment in which to grow.

Our Mission Statement

Arlene Hein Elementary School accomplishes this vision through:

- A rigorous, standards-based academic program, including Visual and Performing Arts
- Culturally relevant learning experiences
- Collaborative learning teams
- Purposeful scheduling to maximize learning opportunities for ALL students
- An active partnership between home, school and community
AHES STAFF MEMBERS
2012 - 2013

PRINCIPAL
CHRISTINE BAETA

OFFICE TEAM
LORI WALLACE, SCHOOL SECRETARY
COLLEEN JONES, SCHOOL OFFICE ASSISTANT

KINDERGARTEN
A Track: ANNE GRAVERT
          JAN RAYMOND
B Track: JUDY MEADE
          KRISTIN MULLARD
C Track: DENISE NAKAMOTO
D Track: LISA CRUMMY

FIRST GRADE
A Track: LISA CHAKERIAN
          DONNA GIDDENS
B Track: NATALIE STROUD
          WILBERT VILLALTA
C Track: SUSAN MCFARLAND
D Track: RENEE ASKINS
          BERNNADETE BEST-GREEN

SECOND GRADE
A Track: RICANNE ROBERTS
          KAREN THORNTON
B Track: VINCENT VALENTE
          SHELLY MOTOYOshi
C Track: LAUREN MUNOZ/LISA FONG
D Track: JILL ALEXANDER

THIRD GRADE
A Track: SUSAN KNOX
          LAURA VIGLIONE
B Track: TOM AKIN
          JULI-ANNE NUSH
C Track: PATTI REIS
D Track: NANCY BERMUDEZ

FOURTH GRADE
A Track: KRISTIN KOLPAOFF
          SHEILA WHITNEY
B Track: LISA FONG
C Track: JOSHUA JOHNSTON
D Track: LINH NGUYEN
C Track 3/4 Combination: STACEY REESE

FIFTH GRADE
A Track: MOLLY BISIGLIA
          JACKI PATTERSON
B Track: TAJUANA BURCH
          BRIAN BAPTISTA
C Track: MARGARET MARTELL
D Track: KARMJEET BINDRA

SIXTH GRADE
A Track: TOM EMMONS
          LEIGH MASON
B Track: MICHELLE FENNELL
          RANDAL LAPPIN
C Track: RUDY BARROS
D Track: SHEREEN SANGUINETTI

COMPUTER TEACHER
RICK KESKEYS

SUPPORTED LIVING SKILLS
ERIN HOWARD
MARIA SCHUMACHER

RESOURCE TEACHERS
CAROLYN COOK-FLORES
PATTI TEALE

SPEECH/LANGUAGE THERAPIST
RADYNE ROUSE-CITRIBAUM

SCHOOL PSYCHOLOGIST
CASEY QUILao

FULL INCLUSION SPECIALIST
LIZ FISHER-FERNANDEZ

SCHOOL NURSE
MARY SUMRALL

CUSTODIAL TEAM
DAVE LOPEZ
MARIA FREITAS & KEN MARTIN

FOOD & NUTRITION LEAD
BILL LANLEY
SCHEDULES:

REGULAR SCHOOL DAY
STUDENTS SHOULD ARRIVE NO EARLIER THAN 7:45 A.M.

A.M. KINDERGARTEN 8:00-11:31
P.M. KINDERGARTEN 10:59-2:30
1ST-6TH GRADES 8:00-2:30

A.M. RECESS
1ST AND 2ND 9:30-9:50
3RD AND 4TH 9:50-10:10
5TH AND 6TH 10:10-10:30

LUNCH RECESS
1ST 11:00-11:20 11:20-11:45
2ND 11:20-11:40 11:40-12:05
3RD 11:40-12:00 12:00-12:25
4TH 12:00-12:20 12:20-12:45
5TH 12:20-12:40 12:40-1:05
6TH 12:40-1:00 1:00-1:25

MINIMUM DAYS
ALL KINDERGARTEN: 8:00-11:31
1ST-6TH GRADES 8:00-12:30 P.M.

RECESS
1ST AND 2ND 9:30-9:45
3RD AND 4TH 9:45-10:00
5TH AND 6TH 10:00-10:15

MINIMUM DAY LUNCH
1ST 10:30-10:50
2ND 10:50-11:10
3RD 11:10-11:30
4TH 11:30-11:50
5TH 11:50-12:10
6TH 12:10-12:30

DISMISSAL—12:30

Rainy Day/Spare the Air Day:
No recesses—Yard supervisors and administrators will relieve the teachers. The three yard supervisors will provide in-class supervision.

Student Attendance:
One of the most important elements of successful learning is regular, on-time attendance at school. If an absence is necessary, call the school office at 916-714-0654 the morning of the absence or send a note to the school office. The note should include the date and the reason for the absence. When a child’s attendance shows three or more truancies or several tardies, a letter will be sent to you from our district. Absences without valid excuse constitute a TRUANCY report which is reported to the School Attendance Review Board (SARB). You need to write the reasons for the absences on the letter and return it to the school office. If there is no improvement to your child’s attendance, the School Attendance Review Board process will continue with a second letter. With the issuance of the third SARB letter the District will contact you. You can avoid these letters by making sure your child comes to school on time EVERYDAY.

STATE LAW permits the excuse of an absence for the following reasons:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic appointments.
4. For the purpose of attending a funeral service of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside of California.
5. For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance
of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil’s absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

When students arrive late to school they should go through the office to receive a late slip. Absences, tardies, and early dismissals may disqualify the student from receiving a perfect attendance award.

**Tardiness:**
Tardiness can also interfere with success in school. Students are expected to be at school before the tardy bell rings at 7:58 AM.

**Early Dismissal:**
Early dismissal from school disrupts your child’s instructional day, so we encourage you to make appointments for after 2:30 whenever possible. However, this is permitted on a “need basis” only. Students may never leave the school for any reason without first coming to the office. A parent, or someone on the emergency form, will need to sign the student out and complete the “early dismissal” form. A parent/guardian or a person identified by the parent/guardian must sign the student out in the office before the student can leave the campus. **STUDENTS CANNOT SIGN THEMSELVES OUT.** This guideline is for the protection of your child. Three “early dismissals” will equal one “Truancy,” and this may prevent a student from earning a “Perfect Attendance” award.

**Transfer Out Process:**
When you need to transfer your child out of AHES to another school, please come into the school office and complete a “Disenrollment” form. We also ask that all textbooks and library books be returned to your child’s teacher before his/her last day of school.

**Before and After School Day Care:**
Arlene Hein Elementary School has an on campus daycare center called Champions. If you are interested in detailed information, please call 686-4242.

**Lost and Found:**
Please mark your child’s possessions with first and last names in permanent marker. There is a special Lost and Found area (located in the Multi-purpose Room) for students to claim their lost items. Please do this before or after school.

**Parent – Teacher Communication**
We value parents and want to communicate with you as much as necessary. Our first priority, however, is to see that the student’s learning is not interrupted during the day. Typically, messages will not be delivered to students except in cases of an emergency. Please make all arrangements with your child before he/she comes to school. We also ask that you use these guidelines:

- If you wish to speak to the teacher, please email, call or make an appointment to see him/her before or after school. Telephone calls into the classroom during the day will be limited to emergency messages only. Messages can be left on the teacher’s voicemail or email.

- If you would like homework for an absent child, please call the office. Homework is usually available to pick up after 3:00.

- If you need to pick up your child during the school day for a medical appointment, please send a note with your child to inform the teacher of dismissal time. When you come into the office to sign your child out, your child will be called from the classroom at that time.
STUDENT SAFETY AND TRAFFIC INFORMATION

Arrival Information:
We have one lane entering and exiting our school’s parking lot. Please use the inside lane only for dropping off students. If you need to get out of your vehicle for any reason, we ask that you use the outer lane and move into one of our parking spots.

Dismissal Information:
Parents/guardians driving onto campus to pick up their child have 2 options:

1. Staying in your vehicle, and using the inside lane to pull up next to the red curb. However, you MUST remain in your vehicle.
2. Using the outside lane, you may drive around and park in a spot in our parking lot. Then, you may leave your vehicle to walk onto campus and pick up your child.

Please, DO NOT pull up in the outside lane, stop and beckon for your child to cross in front of the inside lane of vehicles to enter your vehicle. This is extremely unsafe for your child!

Leaving our Campus:
During the school day, we close off the left-hand lane, and require that all exiting vehicles make a right-hand turn onto Bellaterra Drive. There are no exceptions to this policy.

Walking onto Campus:
All students and adults who walk onto campus are asked to use only the crosswalks that are designated for moving onto campus. We place supervising adults/teachers with Stop signs at crosswalks to ensure that students and adults are kept safe as they arrive or leave our campus. We ask that all adults model safe behavior for our children by complying with this request, and using the crosswalks. We request that you NOT cross from the parking lot into our school campus by walking through both lanes of moving traffic.

Bicycles, Scooters, Skates, & Skateboards:
A bicycle storage area is furnished for students who want to ride bicycles to school. IT IS THE RESPONSIBILITY OF THE STUDENT TO LOCK HIS/HER BICYCLE IN THE STORAGE AREA AT SCHOOL. We do not have sufficient personnel available to monitor this area, and the school cannot assume responsibility for bikes. Please walk all bikes, scooters, skates and skateboards at all times while on the school grounds. Students who ride on campus may have the privilege revoked. Helmets are required for students riding skates, scooters and bikes. Students not wearing a helmet are subject to be ticketed by the police.

EMERGENCY PROCEDURES:
The Elk Grove Unified School District has an emergency plan that specifies action for any emergency situation. Students will discuss and practice these procedures routinely throughout the year. Fire drills are scheduled monthly.

EGUSD will provide information about possible school closures due to inclement weather or dangerous situations by informing Radio Station KFBK (1530 AM) and Television Station KCRA Channel 3.

During an emergency that requires the children to go home, children will be dismissed only by the Superintendent. They will be dismissed ONLY if there is time to return students safely to their homes and parents can be notified. Students of parents who are not contacted will remain the responsibility of school personnel. If evacuation of the school is necessary, students will be transported to a predetermined location. Parents will be advised of the evacuation site by radio announcements and/or a note posted on the front of the school.
MEDICAL INFORMATION

Illness and Attendance:
Children should not come to school with a fever or a rash. Children with a fever should remain at home for 24 hours before returning to school.

Injuries:
Any injury occurring at school is checked by the office or the nurse on the days she is at Arlene Hein Elementary School. If a student has hit his/her head, a "Bumps and Blows" form will be completed and sent home with the student. If the injury is considered a serious one, a parent/guardian will be contacted immediately for advice and to inform him/her of the injury. If a parent cannot be reached, then the emergency person is called. If the emergency person is not available, the principal will make a decision as to how the situation should be resolved. This may include calling 911. However, medical treatment will not be given without parent permission. Sick or injured children are never sent home without parental knowledge and permission.

PARENTS SHOULD MAKE SURE THAT ALL "EMERGENCY" INFORMATION IS ACCURATE AND CURRENT.

Allergic Reactions:
If your child has an identified allergy or reacts violently to bee stings, you should send a note to the office staff and to the teacher to inform them. DO THIS IMMEDIATELY IF YOU HAVE NOT ALREADY DONE SO.
All information should be filed at the beginning of each new school year. If medication for this allergy is necessary, a medical form must be completed.

Prescription and Non-Prescription Medication:
Any pupil who is required to take, during the regular school day, medication (either prescription or non-prescription) must have an updated "Administration of Medication by School Personnel" form on file at school. No medication (prescription or non-prescription) will be dispensed to students or allowed on the school site without this form being completed or updated and on file at school. These forms are available in our school office.

All student medication must be in the original container, clearly labeled with the student's name and will be kept securely locked in the school office. Students may not carry medication on their person, although exception may be made for students who need medication for potentially life threatening conditions. Such exceptions require physician, parent and principal authorization.

Head Lice:
The following information will be sent home to all students in any class where lice have been discovered:

Dear Parents,
We have found several new cases of head lice at Arlene Hein Elementary. We are making an effort to control this problem and need your help. Children who have contacted lice will be sent home. We request that the prescribed treatment be administered and that the child is "nit free" before returning to school. Anyone can get lice. Head lice cannot jump or hop, but are transmitted by combs, brushes, scarves, hats, caps, etc. or very close personal contact. If you suspect head lice in your family, every member of the household should be checked. Unless every head within the family is free from lice or their eggs, the lice will continue to exist and grow.

Pesticides and Herbicides:
The District uses common pesticides and herbicides, as necessary to control weeds and pests at schools. Signs are posted at schools describing the pesticides or herbicides, with the active ingredients listed at least 24 hours prior to application. If you would prefer to be notified by mail at least 72 hours prior to application at your child's school, please call the District's maintenance and Operations Department at (916) 686-7745 to be placed on a notification list.
BREAKFAST/LUNCH PROGRAM:

Our cafeteria is open from 7:20 – 7:50AM each morning for breakfast. Breakfast is served for $1.50. The lunch price is $2.50 at elementary schools.

Families may qualify for free or reduced price breakfast/lunch. Students eligible for free or reduced price meals can eat both breakfast and lunch at no charge. To be eligible for free or reduced price meals, an application must be completed each school year. Once the application is processed, the family will receive notification by mail regarding their eligibility for that school year. Students who are verified as homeless are immediately eligible for free breakfast/lunch.

Your family must have a new application on file to qualify for free and reduced meals for the new school year. During the school year, the charge for reduced price meals will be waived and there will be no cost to eligible students.

Families are encouraged to purchase meals in advance using the prepayment system, mylunchmoney.com. Parents can use mylunchmoney.com to check balances, and view student’s spending history and place restrictions on their purchases, if desired.

Food substitution accommodations will be considered for students with disabilities or medically documented food allergies. Families should obtain a Medical Statement - Food Substitution and/or Accommodations form from the school cafeteria or office. The form must be signed by a recognized medical authority. Return completed forms to the school cafeteria for review by the district dietician.

For additional information about meal applications, eligibility, breakfast/lunch menus and Nutrition Education, please contact Food and Nutrition Services at 686-7735 or refer to the website at: [www.egusd.net/nutrition/](http://www.egusd.net/nutrition/).

Lunch Time at AHES:

Each grade level has an established 20 - minute period for lunch (please see page 7 for exact times). If your child has forgotten his/her lunch or lunch money, you can drop it off in our front office. We will ensure that it is delivered to the MPR in time for your child’s lunch. If you would like to go down to the MPR, we ask that you sign in on the "Visitor" sheet in our office and put on a Visitor badge first.

Birthday Celebrations:

We know that celebrating a birthday is a special occasion for our students! We ask that you follow these guidelines to ensure that all the students enjoy the celebration:

- Birthday treats should include single-serving items such as cookies and cupcakes. Please check beforehand to see if any students in your child’s class have dietary or medical restrictions from certain food items.
- Birthday treats can be handed out to the children during their lunch time in the cafeteria. Please remember that you need to check in through the office before going to the cafeteria.
- Please do not bring a sheet cake, as we do not have the personnel to cut and serve the cake.
- Helium balloons or balloon bouquets can be a distraction in the classroom, therefore we will hold any balloon items in the office until dismissal time.

Candy, Gum, Soda, Seeds:

We ask that you not send your child to school with these items as a part of his/her daily packed lunch. Our students have a full day of academics and learning, and a nutritious lunch will help them to stay focused and to give their very best efforts through to the end of the school day.
Parent Participation:

**Classroom and School Visitation:**
Parents may visit our school at any time except during testing periods, and when the teacher is on duty, etc. We ask that all parents and volunteers arrange for visits ahead of time with your child’s teacher. All visitors must sign in and sign out in the office. Visitors are also given a “Visitor’s Pass” to wear. If you are visiting your child during his/her recess time, we ask that you allow our Yard Supervisors (who are EGUSD employees) handle all disciplinary actions. If you see or hear something that requires an adult’s attention, please go to the Yard Supervisor, rather than approach another child and attempt to deal with the issue yourself.

Older students who want to visit for “Community Service” must complete the “Community Service” form before visiting.

**School Site Council:**
The primary role of the Arlene Hein Elementary School Site Council is to assist in the planning, implementation, and evaluation of our School’s “Plan to Achieve Bold Goals”. This focuses on enhancing target areas of our curriculum and other key aspects of our school environment. This is done through collaborative decision making. The School Site Council includes the Principal, Staff and Parents. The Council meets regularly to plan, implement, and evaluate school programs. Teachers, support staff, and parents serve for two years. The SSC meeting agendas are posted in our office 72 hours in advance of each meeting.

**English Language Advisory Committee:**
The English Language Advisory Committee is a group of parents of English Language Learners, which meets during the year to discuss ways that their children are learning and to provide information about the school programs.

Parent Teacher Organization (PTO):
http://www.arleneheinpto.com
The PTO is a vital part of the community and is comprised of parents, school personnel, and other community members. Through the PTO, parents, teachers, administrators, and others work for quality education and a true partnership between home and school. Our PTO works to provide funding for programs including Accelerated Reader, Drama Instruction, Library services, school assemblies, and more.

We hope that you support our PTO by joining the PTO, volunteering to help with activities, attending PTO meetings, and by supporting the fund-raisers that give money to school programs. The PTO Board meets at 6:00 P.M. on the 1st Tuesday of the month except where noted in the monthly PTO newsletter.

**PTO Officers for 2012 - 2013**
President: Julie Moriyama
Vice President/Membership: Natasha Price
Vice President: Bonnie Hain-Anderson
Secretary: Maria Bach
Treasurer: Brad Penick
Reporter: Jennifer Grace
Spirit Wear: Lenoare Mays
Box Tops: Tracey Lester
Yearbook: Pam Cogal

A Track Representatives: Monica Kling, Katherine Falter
B Track Representatives: Theresa Amaral, Karen Nowlan, Gabby Smith
C Track Representatives: Steve Anderson, Simon Morris, Daphne Walter
D Track Representative: Leila Hemmings, Suzette Juico

Teacher Representatives: Mrs. Kolpacoff, Mrs. Mullard, Mrs. Roberts
CURRICULUM:

Textbooks:
Each student is issued a numbered copy of the textbooks for his/her grade at the beginning of the school year. He/she is individually responsible for these books during the year. We request that students cover their books to protect them, but do not cover with any sticky covers. It is important that your child and you discuss his/her responsibility for these textbooks, as parents will be asked to pay for the replacement cost for damaged or lost textbooks.

Language Arts (Reading):
The Language Arts program in the Elk Grove Unified School District is a literature and meaning based program, which integrates reading, writing, spelling, listening and speaking. For the 2012-2013 school year, K-2 classrooms in our district will follow the California State Standards for Language Arts while 3-6 grade classrooms will implement the Common Core State Standards. Elk Grove Unified School District has adopted the Open Court reading series to address the state standards. Classroom teachers also use social studies and science textbooks, short stories, poetry, plays, essays, biographies and novels to help all students achieve grade level standards.

Mathematics:
In K-2 classrooms, throughout EGUSD, teachers will implement the Common Core State Standards using a new math program called "Go Math". In grades 3-6, EGUSD uses the state-adopted Scott Foresman mathematics series, which is aligned with the State and Elk Grove District standards for mathematics. Both the "Go Math" and "Scott Foresman" materials are "teacher and parent friendly" which means that communication about skills and assignments can be easily communicated between home and school. The materials have excellent support for students to reinforce instruction.

Science:
Our recently adopted science curriculum is California Science (in grades K-5) and Earth Science (grade 6). These materials will be an integral piece of ELA instruction in 3-6 grades where we begin implementing the CCSS. The Science program is a comprehensive California Science Content Standards-based program. The programs will help students to develop their inquiry thinking skills and will provide the context for students to learn to read informational text. The California Science program for grades K-5 includes instruction in Physical Sciences, Life Sciences, and Earth Sciences. The 6th grade program, Earth Science, provides instruction in Earth Sciences, with Life Sciences, and Physical Sciences to be taught in the 7th and 8th grades.

Physical Education:
Arlene Hein Elementary School offers standards-based instruction in PE through our SPARK program. Students in grades 1-6 will receive 100 minutes per week of Physical Education. For grade level specifics, please speak to your child's teacher.

History/Social Studies:
The History/Social Science program in the Elk Grove Unified School District is standards-based with an emphasis on both subject content and historical and social science analysis skills. Both the Grade K-5 (Harcourt Publishing Co.) and the Grade 6-8 (Holt Publishers) programs contain strategies for writing, note-taking, critical thinking, vocabulary development, and building success in comprehending expository text. These materials will also be used, in grades 3-6, for instruction in the CCSS for ELA. The text is available on CD and online for the convenience of students accessing information at home.

Technology:
EGUSD has adopted an Elementary School Technology Literacy Curriculum. This curriculum is supported by instruction in our Computer Labs as well as by the classroom teacher. The intent of the curriculum is to establish a minimum level of computer competency that every student will attain by the time of his or her sixth grade.
The knowledge is defined as keyboarding, word processing, and critical problem solving. Technology supports classroom instruction.

**ACADEMIC SUPPORT:**

**Field Trips:**
Field trips are planned to coordinate with and enhance our basic curriculum while providing students with an exciting opportunity to visit interesting locations. Only district-approved transportation will be used for trips. If behavior problems develop with a child, the parent will be asked to accompany their child on a trip. Otherwise the student may have to remain at school. The Elk Grove Unified School District requires the use of chaperones on all field trips.

If, for any reason, a scheduled field trip does not have the sufficient number of chaperones, the field trip may be canceled. In order to attend a field trip, students must return a correctly completed field trip permission form to their classroom teacher or the teacher sponsor by the deadline stated on the form. School attendance is required on field trip days. Classroom instruction will be provided for students who are not permitted to attend the field trip.

While on school field trips, students are required to behave in a safe and responsible manner and follow adult directions at all times. The same rules that apply at school also apply on field trips. Students choosing to behave inappropriately may lose other field trip privileges and may be returned to school by a teacher or administrator. The classroom teacher and/or administrator will notify parents if this should occur.

**Grading Criteria/Progress/Report Cards:**
Student progress is reported to parents at the end of each 12 week (or trimester) grading period. Teachers will also send home a "Progress Report" at the end of 6 weeks. Grades provide parents with information about how your child is progressing toward mastering his/her grade level standards.

**Grade Key:**
- A-----(90-100%) 4.0 = Outstanding Achievement
- B-----(80-89%) 3.0-3.9= Above Average Achievement
- C-----(70-79%) 2.0-2.9= Average Achievement
- D----- (60-69%) 1.0-1.9= Below Average Achievement
- F-----(0-59%) 0= Little to No Achievement

**Standard Key**
- + Above grade level standards
- ✓ Meets grade level standards
- - Does not meet grade level standards
- NA Indicates not introduced and/or not formally assessed

**Progress Reports:**
At mid-trimester, teachers send official reports to parents about the progress of students. "Deficiency Reports" are sent home if the student is not making appropriate progress. However, teachers also send reports home on all students. Check with your child’s teacher as to his/her policy. If parents receive a Deficiency Report because their child is falling below expected goals (earning a D or F), then a follow-up conference is encouraged.

**Homework:**
Homework is an important means of improving learning. It is an opportunity for students to practice independently and to enrich what they have learned. Every grade level, K-6, has a HOMEWORK POLICY. EACH INDIVIDUAL TEACHER sends home his/her policy with all the other information at the beginning of the year. If a child does not bring home information that you are expecting, please contact your child’s teacher.

1. Homework is assigned weekly.
2. Length of time will vary from 20 - 75 minutes, depending on the grade. The higher the grade, the more time is required to complete it. Students' own pace will determine the time for completion.
3. Homework is REINFORCEMENT of skills or material already taught in class.
4. Homework is generally not assigned on weekends. If a student has been assigned a large project or report, students may indeed use a weekend to complete their tasks.

5. All teachers assign independent reading. Generally no less than 15 minutes per night is required.

6. In the event of an absence, please speak with your child’s teacher to make arrangements to pick up homework.

7. For every day out ill, (with an illness note submitted by the parent or a telephone call into the office), the student has the same number of days to make up the missed work.

**Independent Study (Traveling Student)**
When students need to be away from school during the instructional year for ten or more days, an independent study program can be worked out with the teacher and the district. Parents/guardians must meet with Mrs. Westermann at least two weeks prior to travel before “Traveling Student” status can be approved.

**Learning Center:**
Arlene Hein Elementary School’s Learning Center supports the classroom teachers and specialists to provide special education services on campus when appropriate. We focus on meeting children’s special needs while supporting social and academic participation in the regular classroom. Our program allows us to provide extra support to struggling students before they fall too far behind.

**Library:**
Arlene Hein Elementary has a beautiful library containing hundreds of fiction, nonfiction and reference books. Students will be required to have signed permission from parents/guardians before checking out library books.

**School/District-Wide Tests:**
Certain tests are administered to the students throughout the school year.
*California English Language Development Test (CELDT) is given to English Learners.
*Mid-Year Progress Assessment of Standards (MYPAS) is given to students in grades 2-6.
*Kindergarten/1st Grade “Benchmark Assessments” will be given 3 times yearly, with dates to be shared through each teacher.

**STAR Testing:**
*California Standards Test (“CST”) is given to students in grades 2-6.
*Physical Fitness Test is given to 5th graders.
*Writing CST is given to 4th graders.
In the fall, individual student scores are sent to parents and may be discussed with teachers during conference times. Tests are an important part of our on-going assessment program. Students are taught test-taking skills. Parents can help in this important effort by providing encouragement (without pressure) to their child to do their best.

**2012-2013 State Testing Schedule:**
12/3-12/7: 2nd-6th C/D track MYPAS testing
1/14-1/18: 2nd-6th A/B track MYPAS testing
2/1-5/31: 5th grade Physical Fitness testing
3/5: 4th grade ABC tracks CST Writing test
4/15 - 4/26: 2nd-6th grades CD tracks CST testing
5/7: 4th grade D track CST Writing test
5/13 - 5/24: 2nd-6th grades AB tracks CST testing

**School Psychologist:**
The school psychologist is primarily responsible for identifying students with learning disabilities or special educational needs and determining eligibility for Special Education programs. Additional psychological services include student groups, individual counseling, parent education, crisis intervention and teacher consultation. The school psychologist is available by appointment. Referrals to appropriate district and community resources are made as needed.

**Severely Handicapped:**
EGUSD houses severely handicapped classes throughout the district. Arlene Hein Elementary School is home to two “Supported Living Skills”
classes for students with special needs. Each class has a teacher and three para-educators. Students are mainstreamed into regular educational classrooms wherever appropriate and whenever possible.

Speech Therapist:
This specialist teacher provides individual or small group instruction to students who have identified needs in these areas:
- Articulation (the ability to formulate sounds and words correctly)
- Fluency (smooth flow of speech)
- Voice (pitch, loudness, hoarseness)
- Delayed language
- Aphasia (difficulty speaking or remembering words)
- Auditory functioning (difficulty understanding others’ speaking)

Student Recognition:
We love to celebrate our students’ achievements with our families and community! Students are recognized for demonstrating qualities taught in our school-wide character education program, maintaining good attendance, academic achievement, and special recognition:

1. **Perfect Attendance**
   (trimester)... No absences or no more than three excused tardies or three “early dismissals” per trimester.

2. **Perfect Attendance (Year-long)...**
   No absences and no more than three excused tardies or three “early dismissals” all year.

3. **Academic Achievement...**
   *Grade 3-Academic Achievement (All A’s and B’s)*
   *Grades 4-6-Principal’s List (All A’s)*
   *District Honor Roll—3.5 GPA or better*

4. **Student of the Month...**
   Students are recognized monthly for exemplifying that month’s school-wide Character theme.

5. **Special Recognition...**
   K-6th grades-for Effort, Behavior, and Citizenship

6. **The President’s Award for Educational Excellence...**
   To be eligible for this award (beginning in the 2011-2012 school year), students must earn a grade point average of A- (or 3.5 on a 4.0 scale) for each trimester in fourth through sixth grade. This award is presented to eligible students during their 6th grade promotion ceremony.

**Student Study Team:**
The Student Study Team (SST) is an effective way to bring together many resources to support students. The team, which meets at the request of the parent/guardian or classroom teacher, is composed of the parents/guardians, regular education teachers, special education teachers, school psychologist, speech/language specialist, and site administrator(s) who meet to study, discuss, and decide about appropriate programs for:
- Students who are accelerated and beyond their grade level standards
- Students with behavior problems
- Students with possible learning difficulties
- Students who have been recommended for retention or accelerated

Parents are first notified of a student’s needs, then invited to attend the SST meeting where they participate in the discussion along with the SST members.


AHES Discipline Policy:

Our primary mission is to develop a structure of school wide consistency in discipline using a proactive, preventative approach where students develop respect for others, themselves and for their learning. We utilize the “Setting Limits” disciplinary approach, which helps our students to manage their behavior through firm, fair and logical consequences.

Loss of Privilege/Time Out:
Under the Setting Limits program, after a student has been offered a limited choice, a student could then receive a time out. While serving a time out, or loss of privilege, students are expected to follow all directions from the supervising adult, sit quietly during the period or recess and complete any assignments without any assistance from others. The purpose of “Time Out” is to allow the student the opportunity to think about his/her behavior, communicate with his/her parent about the problems, and to think about ways to improve behavior before returning to his/her desk.

Administrative Consequences:
When a student is referred to the office, parents will be notified via a phone call and a referral report will be sent home with the student. Our goal is always to help a student to learn from her or his behavior, and to successfully return to the classroom and to learning.

Dress Code and Guidelines:
Students at Arlene Hein Elementary School are expected to wear appropriate clothing at all times. Students need to wear clothing and footwear, which are safe, conducive to physical education or recess activities and are not distracting to instruction.

Dress Code includes:
1. Shoes must be worn at all times. All sandals must have a back strap for safety reasons. No open-toe shoes are allowed.
2. Clothing and jewelry must be free of writing, pictures, or any insignia which are offensive to any race, ethnicity, religion, gender, or which advocates the use of drugs or alcohol.
3. No sagging pants are permitted. Students should use a belt.
4. See-through or fishnet fabrics, halter tops, off the shoulder or low cut tops, spaghetti straps, short/crop tops, tube tops, muscle shirts, or tank tops are not permitted.
5. Shorts and skirts must be mid-thigh or longer.
6. Hats shall be worn with bill forward and will not be worn inside buildings. Sunglasses are not allowed at school except for medical reasons.
7. Parents/guardians will be notified to bring a change of clothing if the child is dressed inappropriately.

Personal Items:
Materials or objects that distract from instruction must be left at home. Toys, cameras, portable CD/tape players, i pods, video games or any objects, which are not requested by the teacher or school personnel, are not permitted on the school grounds. These items can create problems of distraction, loss and damage. School personnel have the right to confiscate inappropriate items that have been brought to school. Staff will secure such items until parents claim them.

Cell Phones:
Students’ cell phones must be turned off as soon as the student arrives to school and can be turned back on after dismissal. They should be placed in a secured section of their backpack and not taken out in class on the playground, or MPR. If there is misuse of a cell phone, the phone will be taken and given to the teacher or administrator. Parents will be notified of the misuse of the phone and ask that parents come pick up the phone.
EDUCATION CODES RELATED TO DISCIPLINE:

SUSPENSION
If a student’s behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and district policy. Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code section 48900(a)-(e) or if the student’s presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code section 48900.5)

Reasons for Suspension*
State law allows for the suspension of a student if a student commits or engages in any of the acts listed below, where such conduct or acts relate to school activities or attendance, such as, but not limited to when such acts or conduct take place--while on school grounds, going to or from school, during lunch period (on or off campus), or during, or while going to or from, a school-sponsored activity:

- **Assault/Battery {E.C. 48900(a)}**
  Causing, attempting to cause, or threatening to cause physical injury to another person. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

- **Weapons {E.C. 48900(b)}**
  Possessing, selling, or otherwise providing any weapon--including firearms, knives, explosives, or other dangerous object.

- **Alcohol/Intoxicants/Controlled Substances {E.C. 48900(c)}**
  Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants or controlled substances, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.

- **Substance in Lieu of Alcohol/Intoxicants/Controlled Substances {E.C. 48900(d)}**
  Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but were not such items.

- **Robbery or Extortion {E.C. 48900(e)}**
  Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

- **Property Damage** {E.C. 48900(f)}
  Causing or attempting to cause damage to school property or private property.

- **Property Theft** {E.C. 48900(g)}
  Stealing or attempting to steal school or private property.

- **Tobacco or Nicotine Products {E.C. 48900(h)}**
  Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

- **Obscenity {E.C. 48900(i)}**
  Committing an obscene act or engaging in regular profanity, swearing or vulgarity.

- **Drug Paraphernalia {E.C. 48900(j)}**
  Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

- **Disruption or Defiance {E.C. 48900(k)}**
  Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.

“Disruption of school activities” is defined as follows: when a student’s conduct, presence or actions disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district or school property, or causes or threatens to cause damage to district property or to any property on school grounds.

Examples of disruption of school activities under subdivision (k) of Education Code section 48900, as defined above, which may subject a student to discipline, include but are not limited to:

- Classroom behavior that impedes a teacher’s ability to teach and other students’ ability to learn, such as a student talking loudly or making other distracting noises or gestures while a teacher is speaking to and instructing the class and when students are expected to be silent and attentive; or

- The intentional activation of the fire alarm causing the temporary evacuation of the school and/or causing emergency personnel to respond.

“Willful defiance of valid authority” is defined as follows: when a student defies the valid authority of a district or school official or district or school staff in a manner that has an impact on the effective or safe functioning of district or school operations, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told
to stop the subject behavior; repeated disobedience to or defiance of school personnel when other interventions have not been successful in modifying the misbehavior; or in the proper instance one-time or first-time disobedience to or defiance of school personnel that has an impact on the effective or safe functioning of district or school operations.

Examples of willful defiance of valid authority under subdivision (k) of Education Code section 48900, as defined above, which may subject a student to discipline, include but are not limited to:

- Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight; or
- Repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or other district staff intended to change and correct the student’s misbehavior.

- **Receiving Stolen Property** {E.C. 48900(l)}
  Receiving stolen property.
- **Possessing Imitation Firearm** {E.C. 48900(m)}
  Possessing an imitation firearm or simulated firearm that is substantially similar in physical properties to an existing firearm.
- **Sexual Harassment** {E.C. 48900(n)}
  Committing or attempting to commit a sexual assault or committing a sexual battery.
- **Threats and Intimidation** {E.C. 48900(o)}
  Harassing, intimidating, or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
- **Prescription Drug Soma** {E.C. 48900(p)}
  Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- **Hazing** {E.C. 48900(q)}
  Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.
- **Bullying** {E.C. 48900(r)}
  Engaging in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel. Bullying is defined as the deliberate antagonistic action or creation of a situation with intent of inflicting emotional, physical, or psychological distress.
- **Aided or Abetted to Inflict Physical Injury** {E.C. 48900(t)}
  Aiding or abetting in the infliction or attempted infliction of physical injury to another student, but does not authorize expulsion until juvenile court proceedings are completed and the juvenile has been convicted.
- **Sexual Harassment (Grades 4-12)** {E.C. 48900.2}
  Engaging in prohibited sexual harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.
- **Hate Violence (Grades 4-12)** {E.C. 48900.3}
  Causing, threatening to cause, attempting to cause, or participating in acts of hate against people or property. This includes, but is not limited to, negative behaviors that target members of a particular gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged.
- **Other Harassment (Grades 4-12)** {E.C. 48900.4}
  Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work, or creating substantial disorder, or creating a hostile educational environment.
- **Terrorist Threats** {E.C. 48900.7}
  Making terrorist threats against school officials and/or property, or both.

* The superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion to address student misconduct, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline pursuant to Education Code section 48900(v).

**School property includes, but is not limited to, electronic files.
EXPULSION

Expulsion, as ordered by the Elk Grove Unified School District Board of Education, is the removal of a student from all schools in the district for violating the California Education Code at school or at a school activity off school grounds. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. State law provides for full due process and rights to appeal any order of expulsion.

A student shall be recommended for expulsion for violation of any of the acts set forth in Education Code section 48915(a)(1)-(5), unless the Superintendent, Superintendent’s designee, principal or principal’s designee finds that expulsion is inappropriate, due to particular circumstances.

- **Serious Physical Injury** {E.C. 48915(a)(1)}
  Causing serious physical injury to another person, except in self-defense.

- **Possession of Knife or Dangerous Object** {E.C. 48915(a)(2)}
  Possessing a knife or other dangerous object of no reasonable use to the student.

- **Unlawful Possession of Drug** {E.C. 48915(a)(3)}
  Unlawful possession of any drug except for the first time offense of possession of not more than one ounce of marijuana.

- **Robbery or Extortion** {E.C. 48915(a)(4)}

- **Assault or Battery on a School Employee** {E.C. 48915(a)(5)}

State law requires a school administrator to recommend expulsion if a student commits certain violations of the Education Code. A student shall immediately be recommended for expulsion for violation of any of the acts set forth in Education Code section 48915(c)(1)-(5).

- **Possession, Selling, or Furnishing a Firearm** {E.C. 48915(c)(1)}
  Possessing, selling, or otherwise furnishing a firearm (verified by an employee of the school district).

- **Brandishing a Knife** {E.C. 48915(c)(2)}
  Brandishing a knife at another person.

- **Selling a Drug** {E.C. 48915(c)(3)}
  Unlawfully selling a controlled substance.

- **Sexual Assault or Battery** {E.C. 48915(c)(4)}
  Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

- **Possession of an Explosive** {E.C. 48915(c)(5)}

For all other acts and conduct for which a student is subject to discipline under Education Code sections 48900 through 48900.7 and which are not specifically listed or addressed under Education Code section 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student’s conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. {E.C. 48915(b) and 48915(e)}
Soaring Above and Beyond Expectations

Arlene Hein Elementary School
Professional Student Standards

Professional Student Standards

In order to develop the skills of an Arlene Hein Elementary School Professional Student – the following standards must be maintained at all times.

1. Show Respect for Self and Others and treat all property with respect.
   a. Students shall be courteous by speaking politely to adults and other students.
   b. Students shall not harass, tease, bully or put each other down.
   c. Students shall not instigate other students into fighting.
   d. Students shall take responsibility for their behavior.
   e. Students shall respect the school, school property and the property of all others.

2. Always act in a safe and appropriate manner (Hands Free).
   a. Students shall not fight or play fight; this includes karate, pushing, kicking, tripping, playing tag, biting, hitting, grabbing or holding other students. This also includes rough play in athletic games during recess or SPARK

3. Follow Directions of all School Adults – the first time given
   a. Be courteous and respectful to all adults.

4. Maintain Responsible Student Behavior
   a. Maintain a positive attitude:
      ➢ believe in yourself
      ➢ try your best
      ➢ raise your hand and ask questions when you don’t understand.
   b. Come to school prepared to learn:
      ➢ do your homework and read every night,
      ➢ learning materials you need shall be ready (pencils, paper, rulers, etc.)

STUDENTS’ GOAL

The students at Arlene Hein Elementary School will understand and model the meaning of kindness and mutual respect for each person in our school community. Our students will recognize and follow through with their personal roles in building a stronger sense of community on our campus.
The Creed of a Hawk

I am a Winner!

A winner never quits and a quitter never wins.
I am always polite and friendly.
I am a success in my schoolwork and on the playground.
I say only good things about others.
I pay no attention to things that others say about my family or me.
When I believe in myself,
I know I can:
Do what I want to do,
Be what I want to be,
Have what I want, and
Want what I have.

My attitude affects my learning,
My learning brings me knowledge,
and
That knowledge gives me the

"Power to Soar"

Composed by Mable Hawkins
Dear Arlene Hein Elementary School Students /Parents and Guardians:

The 2012/2013 Arlene Hein Elementary School handbook is written to provide pertinent information to you and your child. Please review and discuss the handbook and school rules with your child. After reading the handbook, please complete the bottom portion of this page and return it to your child’s teacher.

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I have read and discussed the 2012/2013 Student/Parent Handbook with my child.

Student’s signature_______________________________________

Parent/Guardian’s signature_________________________________

Teacher ________________________________Grade______Room_____

Date___________________Track__________