

9461 Soaring Oaks Drive
Elk Grove, CA 95758
Telephone: (916) 683-3073
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ELK GROVE UNIFIED SCHOOL DISTRICT MISSION

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

ELK GROVE UNIFIED SCHOOL DISTRICT 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

- Support continuous improvement of instruction
- Build strong relationships
- Find solutions

High expectations for learning for ALL students and staff

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

DISTRICT ADMINISTRATION

Dr. Steven Ladd
Superintendent

Dr. L. Steven Winlock
Associate Superintendent for K-8 Education

Linda Meyerson
Director, Pre-K 6 Education

Bob Roe
Director, Pre-K 6 Education

SCHOOL SITE ADMINISTRATION

Michelle Jenkins
Principal

Jorge Arvizu
Vice Principal

BOARD OF EDUCATION

Pollyanna Cooper-LeVangie
Jeannette J. Amavisca
Priscilla Cox
Pamela A. Irely
William H. Lugg, Jr.
Chet Madison, Sr.
Brian D. Myers

ELITHA DONNER ELEMENTARY

MISSION STATEMENT

Our school will nurture an active partnership with parents and community to enable everyone involved to achieve their optimum potential and desire for life long learning. Communication, mutual respect, and shared leadership are the means by which this vision will be achieved.

Our school will celebrate diversity by encompassing all of the cultures within our community. English learners will experience acceptance, understanding of their second language learning and instruction in interactive classrooms that provide a positive, predictable environment. All of our children will learn, whether or not English is their primary language. Our Bold goals and high expectations are for every Elitha Donner Student.

Our students will show respect to their teachers, their classmates, their school, and most importantly themselves. Students will be taught to value their own education, understand assignments, and complete homework on a regular basis. Crucial to their success is being prepared to learn both mentally and physically. The ultimate priority is to enable our students to become caring, responsible, self-sufficient citizens.

Our parents are encouraged to be actively involved in all aspects of our school. Their responsibilities include, but are not limited to, making sure their children attend school regularly and on time, attending meetings and school functions, participating in parent/student/teacher conferences, and volunteering in the classroom. Through parenting workshops, the importance of the home-school connection will be stressed. Parents will be given techniques for helping their children with homework, everyday learning acquisition, and skills for meeting their specific needs.

Our community will assume its responsibilities to the success of our children. Local businesses will lend their support through financial, educational, and personal means. Field trips, speakers, and special programs, i.e. Asset Building, T.U.P.E, Love and Logic and 'Second Step' skills will enhance our school vision and unify our community.

LA DECLARACION DE LA MISION

Nuestra escuela nutrirá una sociedad activa con los padres y comunidad para lograr su potencial óptimo y una vida de aprendizaje. La comunicación, respeto mutuo, y la cooperación son los medios por que esta visión se logrará. Nuestra escuela celebrará la diversidad abarcando todas las culturas dentro de nuestra comunidad. Los aprendices ingleses experimentarán la aceptación, mientras la enseñanza de su segundo idioma. Los estudiantes de la Escuela Elitha Donner, aprenderán, si o no inglés es su idioma primario. Nuestras metas Intrépidas y las expectativas altas son para cada estudiante de la Escuela Elitha Donner.

Nuestros estudiantes mostrarán el respeto a sus maestros, sus compañeros de clase, su escuela, y lo más importante, a ellos mismos. Se enseñarán los estudiantes a valorar su propia educación, entender y completa sus tareas y metas, regularmente. Lo más importante al éxito será prepararse para aprender mentalmente y físicamente. La última prioridad será el desarrollamiento a ciudadanos afectuosos, responsables, autosuficientes.

Nuestros padres se animaran ser involucados activamente en todos los aspectos de nuestra escuela. Sus responsabilidades incluiran asegurándose sus niños asisten a la escuela, asistiendo a las reuniones y funciones de la escuela, participando en las conferencias de Padres y Maestros, y a ofrecer regularmente ser voluntarios en los salones. A través de los talleres de Padres, se enfatizará la importancia de la conexión a la escuela. Se darán los padres las técnicas por ayudar a sus niños con la tarea, el aprendizaje, y habilidades por satisfacer sus necesidades específicas.

Nuestra comunidad asumirá sus responsabilidades al éxito de nuestros niños. Los negocios locales prestarán su apoyo a través de los medios financieros, educativos, y personales. Los viajes del campo, los portavoces, y los programas especiales encluyendo, Asset Building, T.U.P.E, Amor y Lógica y Segundo Paso aumentaran las habilidades para re-enforzar nuestra visión escolar y para unificar nuestra comunidad.

ELITHA DONNER

Our school is named in honor of Elitha Cumi Donner McCoon Wilder. She lived most of her life here in Elk Grove and around the Cosumnes River, but it is what happened to her as a young child that brought her lasting fame. Elitha, daughter of George Donner, was one of the fortunate survivors of the Donner Party tragedy in the Sierra Nevada Mountains in the winter of 1846-47. Elitha endured social ostracism, a sorrowful marriage, the birth of seven children, poverty, and the epic Donner Party horror. Elitha died July 3, 1923 and was buried in the Wilder plot in the Masonic Cemetery in Elk Grove. Her grave is a State Historical Landmark.

Elitha Donner is Elk Grove's golden link to the early settlement of California and a symbol of hope for children everywhere. Elitha Donner Elementary is one of only a few schools named after a child. Opening as one of Elk Grove Unified School District's "hopscotch" schools, it initially consisted of relocatable classrooms while awaiting construction of permanent buildings. A new permanent set of

buildings was constructed at the Elitha Donner site in 1996 to supplement the portable buildings.

Most recently, nine new classrooms opened in an additional permanent building adjacent to the school's playground. This building was constructed as part of Elk Grove Unified School District's class size reduction plan for students in grades 4 – 6, and allowed for the removal of some of the older portables.

PRINCIPAL'S WELCOME

Dear parents, students, and community members:

Welcome to Elitha Donner Elementary School where we believe our children deserve an educational environment that provides all students with the opportunity to become successful life-long learners.

Our entire Elitha Donner Elementary School staff is committed to providing educational experiences for students that promote a desire and willingness to: work hard to learn; be cooperative; develop self-discipline; be responsible for their own behavior; learn how to solve problems; and demonstrate a respect for and trusting acceptance of self and others.

Acceptance is communicated through actions within an environment that demonstrates sensitivity to differences in gender, learning and communication styles, customs, and ethnic role-model representation. We will provide children with a supportive, caring environment that develops self-esteem, self-motivation, and a sense of responsibility. We strive to provide every opportunity for maximum student achievement and to recognize and stimulate special talents in all students. The educational environment and the teaching strategies are designed to meet the goals and objectives of a strong curriculum.

Parents and families are our partners. Your involvement and participation is needed and valued. Communication is a vital component to the success of our students. School wide communication folders go home each Monday. Each month, you will receive a school newsletter. Weekly information can be found on the marquees on the corner of the school campus and above the Multipurpose Room. For more specific information, please continue to view our Elitha Donner Elementary School web site at: www.egusd.net/donner as it is updated regularly. Our teachers and staff can also be reached by calling our school office at 683-3073.

Each new school year brings new challenges and new accomplishments. We look forward with pride to our community coming together again as we continue to achieve high standards at Elitha Donner Elementary School. Thank you in advance for helping to provide the best education possible for your child. This year we will continue to ask students, staff, and parents to give their best effort so that we can maximize learning for every Elitha Donner student.

Sincerely,
Michelle Jenkins
Principal

LA BIENVENIDA DE PRINCIPAL

Estimados padres, estudiantes, y miembros de la comunidad:

Bienvenido a la Escuela Elitha Donner donde nosotros creemos que nuestros niños merecen un ambiente educativo que proporciona la oportunidad de hacerse los aprendices exitosos por toda la vida. Elitha Donner se compromete a mantener las experiencias educativas que promueven un deseo y buena gana: poner esfuerzo para aprender; ser cooperativo; desarrollar la autodisciplina; ser responsable para su propia conducta; aprende a resolver los problemas; y demostrar un respeto para y aceptación a otros.

La aceptación se comunica a través de las acciones dentro de un ambiente que demuestra la sensibilidad a las diferencias en el género, aprendizaje y estilos de comunicación, y la representación étnica. Nosotros les proporcionaremos un ambiente a favor, afectuoso que desarrolla la autoestima, motivación, y un sentido de responsabilidad a los niños. Nosotros nos esforzamos por mantener cada oportunidad el logro del estudiante máximo y reconocer y estimular los talentos especiales en todos los estudiantes. Se diseñan el ambiente educativo y las estrategias de instrucción para encontrarse las metas y objetivos de un plan de estudios fuerte. Los padres y familias son nuestras compañeras. Su involucramiento y la participación se necesitan y se valoran.

La comunicación es un componente vital al éxito de nuestros estudiantes. Las Comunicaciones Escolares van a casa cada lunes. Cada mes, usted recibirá una hoja informativa escolar. Puede encontrarse la información semanal sobre las marquesinas en la esquina del solar escolar y sobre el Cuarto Multiuso. Para la información más específica, por favor continúe viendo nuestro sitio web Escolar Elemental a: el www.el.egusd.net/donner como él se pone al día regularmente. Nuestros maestros también pueden ser localizados llamando nuestra oficina escolar a las 683-3073.

Cada nuevo año escolar trae nuevos desafíos y los nuevos logros. Nosotros esperamos con el orgullo nuestra comunidad que viene de nuevo cuando nosotros continuamos logrando las normas altas.

Gracias de antemano por ayudar a en la educación mejor posible para su niño. Este año nosotros continuaremos pidiéndoles a los

estudiantes, maestros y padres que dar su esfuerzo mejor para que nosotros podamos aumentar al máximo el aprendizaje por cada estudiante de la Escuela Elitha Donner.

Atentamente,

Michelle Jenkins, Directora

ELITHA DONNER ELEMENTARY SCHOOL HOURS

KINDERGARTEN

Morning 7:40am - 11:11am

Afternoon 10:59am - 2:30pm

FIRST THROUGH SIXTH GRADES

8:10am-2:30pm

MORNING RECESS:

3rd and 4th 9:40am - 9:55am

1st and 2nd grade 10:00am - 10:15am

5th and 6th grade 10:20am - 10:35am

Lunch:

2nd grade 11:10am - 11:30am

3rd grade 11:30am - 11:50am

4th grade 11:50am - 12:10pm

1st grade 12:10pm - 12:30pm

6th grade 12:30pm - 12:50pm

5th grade 12:50pm - 1:10pm

Lunch Recess:

2nd grade 11:30am - 11:50am

3rd grade 11:10am - 11:30am

4th grade 12:10pm - 12:30pm

1st grade 11:50am - 12:10 pm

6th grade 12:50pm - 1:10pm

5th grade 12:30pm - 12:50pm

Afternoon Recess: (1st – 3rd grades)

2nd and 3rd grades 1:15pm - 1:30pm

1st grade 1:30pm - 1:45pm

Minimum Day Schedule

Kindergarten: All kindergarten students are on the Morning Schedule

7:40am - 11:11am

First through Sixth Grades:

8:10am – 12:40pm

ACADEMIC CODE OF CONDUCT

The staff of Elitha Donner Elementary School expects the highest standards of honesty and fairness from all students. Promoting the ideals of responsibility and self-discipline are essential. Therefore, to protect everyone's right to a fair and meaningful education, this ACADEMIC CODE OF CONDUCT has been adopted.

- A student who exhibits any behavior that, in the judgment of the teacher, indicates dishonesty while taking an examination or quiz shall receive a zero for that exercise and it may not be made up.
- A student who copies an assignment from another student shall receive a zero for that assignment, and the student who allows an assignment to be copied shall also receive a zero.
- A student who, for the purpose of cheating on an examination, enters a classroom carrying evidence of premeditation – such as aids or notes not allowed – shall receive a zero for that examination.
- A student who is apprehended for taking, without permission, another student's written assignment or project for personal use or academic credit shall receive a zero for that assignment and will be further disciplined under the provisions for theft in the student

discipline policy.

- A student who displays unethical behavior and/or is involved in any other activity for the purpose of cheating, altering, or falsifying records, removing or copying of any materials (student, teacher, or other), etc. shall be disciplined as follows: The student shall receive a grade of "F" for the assignment/examination for which the infraction takes place. Also, the infraction, may affect any awards or honors the student may receive.

CITIZENSHIP STANDARDS:

The following grades are issued for the evaluation of citizenship: E, S and U. Good citizenship evaluation is required and promoted by all teachers.

E = EXCELLENT

A student who enthusiastically comes to class each day prepared and motivated to independently learn, leads class discussion and initiates a leadership role in group work. He/she consistently models class rules, is an optimistic and constructive role model for other students to follow, and seeks to surpass class expectations.

S = SATISFACTORY

A student who comes to class each day prepared, takes responsibility for his/her own learning, participates in classroom discussions and group work, follows class and school rules, and is a positive and constructive role model for other students.

U = UNSATISFACTORY

A student who is minimally prepared for class, inadequately participates in classroom discussions, and rarely participates in group work. He/she may have an irregular attendance record. This student's behavior may be disruptive and warrant behavior consequences. This student fails to follow class, school rules, and/or teacher directives.

ANIMALS/PETS

Please refrain from bringing animals or pets onto the school campus without prior administrative approval. This includes arrival and dismissal times. Students who desire to bring an animal or pet for class projects or to share must check with their classroom teacher followed by administration. Please allow time for this to occur as immediate requests may be denied.

ACCIDENTS OR ILLNESS

Students are to immediately report any accidents or illnesses to a yard supervisor or their teachers or to the main office. Students who are ill must first obtain a pass from their teacher to leave the classroom. All health information should be updated annually or as needed. Any changes in address, parent home and work phone numbers, and emergency contact names and phone numbers should be reported immediately so that the school can make immediate contact if the student is injured or becomes ill.

ADDRESS CHANGES

Parent/guardians are to notify the office immediately of any change in address, telephone number, or change in guardianship. In order to change an address, proof of new residence is required, i.e. current utility bill (SMUD, PG&E or county utilities bills only, no phone or cable bills will be accepted). New rental agreement or closing papers on a newly purchased home can be accepted initially; however final proof of residency as stated above is required within 2 months.

ARRIVAL AND DISMISSAL

Our school safety team has worked closely with the Elk Grove Unified School District Police Services and local law enforcement to develop arrival and dismissal procedures that will enhance the safety of ALL of our students. Please obey all crossing guards' directions and those of administration directing traffic. Refrain from making U-Turns during arrival and dismissal. Please be reminded that the law prohibits the making of U-Turns on any street within 200 feet of traffic coming from either direction. But most importantly U-turns place our children at greater risk.

CRITICAL SAFETY CONCERNS:

Please support our efforts to keep your children safe!

1. Teach your children to walk across the street ONLY in a crosswalk.
2. Never, NEVER allow your child to walk between parked/stopped cars or parked school buses!
3. Park your cars ONLY in marked parking spaces, even if only for a minute.

Your cooperation is greatly appreciated. Please understand when we ask you to adhere to these safety measures that the safety and well being of our students is one of our highest priorities.

BEFORE SCHOOL SUPERVISION:

Students who participate in the breakfast program, may arrive between 7:30am and 8:00am. and report immediately to the Multipurpose Room where they will remain in until 7:55am. Only students who are eating a school provided breakfast will be allowed to participate in the breakfast program.

All other students may be on campus and will be supervised beginning at 7:55am. The safety of our children is important to us. There is no supervision before 7:55am unless your children are enrolled in a child care program on site. For additional information about the Child Development Center, please call 683-5526.

On 'rainy' or 'below freezing' days, students are to report directly to their classroom upon arrival after 7:55am.

WALKERS:

Under no circumstances are children to walk through the parking lot. Children are to cross the streets in the painted crosswalks only, even if they are walking with a parent or adult. Help us teach our children to obey the law and be safe.

BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS/HEELYS:

All riders are expected to WALK their bikes along the main walkway in front of the school. Students must lock their bikes in the bike area. **All students riding their bike to school are required by law to wear a helmet. Proper fitting helmets save lives as well as help prevent serious trauma to the head. Please take a strong stance with your child if he or she desires to ride their bicycle to and from school without wearing a helmet.** Skateboards, scooters, and rollerblades should be clearly labeled with student name and must remain in the classroom or student back pack throughout the school day. Students who wear rollerblades or Heelys to school will need to change into proper shoes or remove rollers before coming onto campus. The riding of bikes, skateboards, rollerblades, scooters, or Heelys on campus is prohibited at all times. The school is NOT responsible for lost, stolen, or damaged bicycles, skateboards, rollerblades, or scooters.

ARRIVAL BY CAR:

Students arriving in cars are to be dropped off in one of two 'Yellow Zone' drop-off areas, either inside the parking lot or at the Kindergarten entrance on Soaring Oaks Drive. Those using the drop-off zones must pull forward as far as possible before letting their children exit the car. Please ensure that children exit the cars on the passenger (curb) side only.

Please do not double park, or stop next to any red painted curb, designated No Parking Area, or in any handicapped zone. **This is a traffic violation and you may be cited.**

Student valets will assist by opening car doors. Designated Kindergarten escorts will walk Kindergarteners to their classrooms. Once children have safely exited the car drivers are to pull into the drive thru lane and proceed to the exit. Please note: if your child must exit from the driver's side of the car, you may not use the drop-off service. You must park your car in a marked parking space and escort your child to the sidewalk.

Parents/guardians needing to attend to business on campus or who wish to walk their children in must park in a marked parking space and escort their children to the sidewalk.

- Kindergarten drop off and pick up is located on Soaring Oaks Drive near the Kindergarten entrance. Students walking Kindergarten siblings to class must walk onto the campus using the crosswalks and then walk their sibling to their kindergarten room. **No students will be allowed to walk through the parking lot.**

DISMISSAL:

At dismissal, students waiting for a ride will line up along the sidewalk parallel to the yellow curb. As you drive in, continue to pull forward as far as you can. Your child will walk to you once you pull forward and stop.

- When picking up your child, please do not block other cars. If your child is not waiting for you at the designated pick up point, please pull all the way forward and/or park in a designated parking place.
- **Please do not leave your vehicle parked or unattended in the student loading/unloading zone during arrival and departure times.**

Students are expected to go directly home at dismissal unless they are enrolled in one of the after-school programs or they are participating in organized after-school activities. Siblings are not allowed to remain with students participating in these activities unless prior arrangements have been made with the acting supervisor. All students remaining on campus or in the park adjacent to the school 15 minutes following dismissal will be escorted to the school office. Parents will be contacted and are required to sign student out when picking them up.

ASSEMBLIES

Students will have the opportunity to attend assemblies throughout the school year, both at school and while on field trips. During assemblies, students are expected to be attentive and courteous. Anyone failing to follow the standards of good behavior during an assembly will be removed and disciplinary action will be taken.

ATTENDANCE

Elitha Donner Elementary School and the Elk Grove Unified School District firmly believe that a strong home and school partnership will enable our students achieve in a positive and effective academic environment. To that end, your assistance is critical in ensuring that your child attends school. There is great academic value in a student being present in class, in hearing the lessons and explanations of teachers, and regularly discussing subjects with other students. While there may be instances when extenuating circumstances require absences, please make every effort to plan appointments and any family vacations during off track times whenever possible.

HOW TO CLEAR ABSENCES:

Parents may call the school to report absences on the day the absence occurs or provide a written note stating the reason for the student absence when the student returns. Parents can also clear an absence by sending an e-mail to Donner Office. There is a direct link to this e-mail address through the information link on the school website, www.egusd.net/donner. The school attendance clerk and other designated office staff have been directed by the principal to contact the home (or workplace of the parent) on a daily basis when necessary to follow-up when students are shown to be absent on the attendance roster. These calls will confirm your e-mails or notes to the teachers or make you aware of any absence that has occurred without your knowledge.

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

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.

Excessive absences, Truancy (absences of more than 3 days without a valid excuse constitute TRUANCY) and excessive tardies are reported to the School Attendance Review Board (SARB).

TARDIES:

Tardiness can also interfere with success in school. Students in Kindergarten are expected to be at school prior to their designated start time. Students in 1st through 6th grades are expected to be at school before the first bell rings at 8:07. Students will be marked late if they are not in their classroom or in line by 8:10am. Students arriving after 8:10am must report to the office for a tardy slip in order to be admitted to class. *Please do not send or take your child to class without stopping by the office if you arrive after the second bell. The teacher cannot admit any student without an entrance slip.*

EARLY DISMISSAL:

Leaving early is sometimes necessary. Students can be released from school early; however, this is permitted on a "need basis" only and cannot occur regularly. Parent(s) or a person over the age of 18 identified by the parent must sign the student out in the office before the student can leave the campus. All persons signing students out for early dismissal are required to show valid identification and must be named on the student's emergency form. **STUDENTS CANNOT SIGN THEMSELVES OUT.** This guideline is for the protection of your child.

BACK TO SCHOOL NIGHT (FALL)

Elitha Donner Elementary School sponsors a night for parents to visit the school and meet their child's teacher. A brief presentation will take place in the Multipurpose Room. Each teacher will then make two separate presentations in their classroom. Teachers will discuss curriculum, standards, expectations, homework, and other topics relating to the grade level and the year's activities.

Tracks

B, C, & D

Date

July 24, 2008

Time

5:45 - 7:30 p.m.

BIRTHDAYS

Celebrations of students' birthdays must remain positive, appropriate, and safe. Flowers, balloons, or candy, other than those available at school-sponsored events, will not be delivered to a student to acknowledge a special occasion. These items disrupt the educational process. If these items are delivered to school they will be kept in the office until the end of the school day at which time they can be picked up by the student. As more and more of our children must adhere to strict dietary needs, please make arrangements with your child's teacher prior to bringing treats to the classroom.

CAFETERIA

Elitha Donner Elementary School participates in the National School Lunch and Breakfast Programs through Food and Nutrition Services. The FNS department is committed to improving the health and academic success of students and offers breakfast and lunch daily. Breakfast is offered before the start of the school day from 7:30am-8:00am. Students may select from a variety of hot items or cereals, fruit or juice, and milk to make a complete nutritious breakfast. A healthy school breakfast is a great way to begin a day of learning.

Lunches are analyzed to ensure that meals meet the nutritional needs of students and the Dietary Guidelines for Americans (<http://www.mypyramid.gov>). The selection of a la carté lunch items offered has also been revised to meet the new Wellness Policy Guidelines. Food and Nutrition Services also provides nutrition education materials and training to students, parents, and teachers through the SHAPE (Shaping Health as Partners in Education) Program. School lunch and breakfast menus are posted on the district website, www.equsd.net.

During breakfast and lunch times, students will be expected to follow the criteria below:

1. All food and drink must be consumed in the cafeteria; any food/drink consumed outside will be confiscated and thrown away. Students will deposit all litter in wastebaskets.
2. Students will be seated upon receiving their lunch. Students will raise their hands to be excused from the cafeteria. The tables and floor are to be left in clean condition. Failure to do so may result in the loss of privileges and/or assignment of school consequences.

PRICES:

BREAKFAST \$1.25

LUNCH \$2.25.

Milk (white or chocolate) is \$0.35 cents.

CHARGED MEALS:

Elementary students are only allowed two charged lunches. The FNS Lead will provide a lunch and give the student a "charge reminder" note to take home to the parent the first time a lunch is charged. If a student forgets to bring money for lunch a second time, the FNS Lead will give the student a second charge reminder note. This note will inform the parent of the total amount owed and that the student will not be able to charge additional meals until the FNS Lead receives payment in full. **Children are not allowed to charge breakfast.** Children who have money on their account may use the money to purchase breakfast or lunch.

LUNCH PAYMENTS:

We encourage parents to make arrangements for their children to eat lunch daily by making advance payments, sending a lunch from home, or completing an application to receive free or reduced priced meals through the National School Lunch or the School Breakfast programs.

To reduce the need for sending cash on a daily basis, families are encouraged to purchase meals in advance. Putting money into your child's lunch account is a convenient way to assure that your child always has money available when needed. Advance payments by check should be made out to "Food and Nutrition Services." Please include your child's name and pin number. Advance payments will automatically be credited to your child's school meal account.

Additional purchases of a la carte items such as milk, yogurt or fruit juice can be deducted from your child's advance payment balance. If you do not want your child to have access to a la carte items, please let the site Food and Nutrition Services Lead know.

There is a \$15.00 returned check processing fee for all checks returned for insufficient funds or stop payment.

The lunchroom is equipped with the CAFS (Computer Assisted Food Service) system. All students at Donner have been assigned a four-digit PIN (Personal ID number). This number is ONLY for internal, departmental use and is used strictly for tracking meal count information.

If you have any questions, please feel free to contact Tanya Raines, Food and Nutrition Lead in the cafeteria.

APPLICATIONS FOR FREE AND REDUCED PRICED MEALS:

Families interested in applying for free and reduced price meals must complete a new application each school year. New applications must be turned in as soon as possible for the 2008/09 school year. The application approval process could take 3-5 days. Please provide your child with a lunch from home or lunch money until you receive written notification that your meal application had been approved. If you have any questions, please contact Tanya Raines in the cafeteria.

CD PLAYERS/WALKMANS/RADIOS/ELECTRONIC DEVICES/ CELL PHONES/IPODS

CD players, walkmans, radios, pagers, games (including cards) or any other electronic devices are not permitted at school. These items disrupt the learning environment and are often stolen or lost. **Cell phones must be turned off, kept in the student's backpack, and may not be used during the school day or on the school campus.** When cell phones or any other prohibited items are found on campus, they will be confiscated and turned in to the office. Eliitha Donner Elementary School is NOT responsible for lost, stolen, or damaged items. Parents/guardians must make arrangements to recover the items from the office. **These confiscated items will not be released to students.**

CLASSROOM ASSIGNMENTS

Due to class size reduction and the number of students enrolled at our school, each school year some involuntary track changes may have to be implemented. These track changes are instituted based on registration dates. Although we do not like to change the tracks of students, it is sometimes required so that we are able to maintain as many students as possible on our campus. Every effort is made to not "offload" students to other campuses. In addition, all reasonable attempts are made to keep siblings placed on the same track.

If you do not receive the desired track, please complete a 'Track Change Request' form available in our office. Completed requests will be date and time stamped and changes will be made throughout the year as space becomes available to match the request. We are available to assist with this process.

However, due to the size of our school, requests for specific teacher cannot be honored.

CLASSROOM VISITATIONS

Parents/guardians and authorized guests are welcome to visit the school except during periods of testing. Appointments are preferred so that parents/guardians may confer with teachers at a mutually convenient time. All visitors must check in with office personnel before entering the school grounds or before going to a classroom. A "pass" will be provided for approved visitors. This is required for the protection of all of our students. Visitors are not to bring unauthorized guests or young children to school during school hours. The school administration does have the right to deny classroom visitation if the visitation is deemed a disruption to the learning environment.

COMMUNICATION - HOME & SCHOOL

CONTACTING A TEACHER:

Parent/Teacher communication is extremely important in the success of our children. Teachers welcome your notes, e-mails, and calls. Conferences can be easily arranged. Teachers are usually available to accept phone calls from 7:50 – 8:00 a.m. or immediately after school. The office will take messages, and the teacher will return the call as soon as possible. We also have e-mail for parent/teacher communication. The e-mail addresses of all teachers can be located on our school web page at www.egusd.net/donner. Please allow time for teachers to return your messages outside of the instructional day.

IF YOU ARE CONCERNED ABOUT SOMETHING:

1. **Talk to the teacher first.** Besides you, the teacher has the most direct contact with your child.
2. If the situation is still not resolved, please feel free to talk with an administrator.
3. You may also utilize the Elk Grove Unified School District Uniform Complaint procedures. More information can be found under the specific section in this handbook.

COMMUNICATION FOLDERS:

Every student will receive an Eliitha Donner Elementary School Communication folder. These folders will be used to aid in the communication between home, your child's teacher, and school. Important communication will be placed in these folders, including notices to inform you of all changes in the school day such as minimum days, holidays, progress reports, field trip information, etc. Your interest in school notices helps your child to understand their importance.

Folders that are lost or destroyed will not be replaced. Students may purchase an additional folder for \$1.00 at the student store. All students will receive new folders at the beginning of each school year.

DRESS AND GROOMING CODE GUIDELINES FOR STUDENTS IN ELEMENTARY EDUCATION DIVISION (GRADES K-6)

Parents or guardians have the primary responsibility for appropriate standards of dress and grooming. The purpose of a dress and grooming code is to establish and maintain appropriate standards of dress and grooming that support a positive, wholesome, and safe learning and teaching environment, not to inhibit any person's taste in attire or appearance. Students should be clean and neatly dressed in a manner that will be decent, not hazardous to the health and safety of the students, and not disruptive or distracting from the educational program of the school. The Elementary Education Division of the Elk Grove Unified School District believes that it is the responsibility of the schools to:

- * exercise their legal and ethical responsibility for establishing a classroom and campus atmosphere which creates the appropriate environment for learning and teaching;
 - * establish and maintain appropriate standards of dress and grooming that support a positive, wholesome and safe learning environment;
 - * enhance/support the classroom by providing guidance and direction in manners, decency, dress and grooming as elements of good citizenship;
 - * acknowledge reasonable expression of individual taste or expression in clothing and grooming styles, but restrict dress or grooming which is distracting, dangerous, profane, inciteful/offensive to individuals or groups or simply inappropriate for a school setting;
 - * support and encourage dress and grooming practices that will enable students to be successful in the world of work.
1. Shoes must be worn at all times. Shoes must match and be securely fastened to the foot.
 2. Clothing, hats, jewelry, and body markings must be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive, or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol or gang affiliation.
 3. Students are allowed to wear hats only in outdoor areas during recesses. Billed hats must be worn bill facing forward.
 4. Students will not be permitted to wear hair rollers, shower caps, hair rags, hair nets, or other such grooming items to school.
 5. No sagging pants are permitted. "Saggy" pants are more than one size larger than the waist and cannot stay up without a belt. Pants and bib overalls are to be properly fastened.
 6. All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing that is disruptive to the learning environment will not be permitted.
 - a. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, spaghetti straps, short/crop tops, tube tops, muscle shirts, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
 - b. Students must wear shirts at all times.
 7. Any apparel, jewelry, accessory, notebook, personal belonging, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute which advocates drug or alcohol use, violence or disruptive behavior is prohibited.
 8. Any clothing or combination of clothing and/or accessories deemed or identified as gang apparel by the local law enforcement gang task force will not be permitted.

Students violating the Dress and Grooming Code Guidelines will be issued a warning and may be sent home to change into appropriate clothing, if necessary. Repeated violations will result in the student being referred to the administration for discipline, which may include loss of recess, after school detention, or suspension

Reference: Education Code Section 48907
Elk Grove Unified School District BP 5145(a) and (b)

Confiscated items will not be released to the students. Elitha Donner Elementary School is not responsible for loss or damage to any items worn to school. Parents must make arrangements to claim the item from the office.

COMPREHENSIVE SAFE SCHOOL PLAN

As part of the Comprehensive Safe School Plan, the Elitha Donner Elementary School Preparedness Team has crafted a plan to deal with any unforeseen emergency. A crisis response box is located in the school's office and is updated every year.

Articles relating to the safety of our children can be found in the school's newsletter. In July of 2007, our staff updated and reviewed our School Safety Plan. An "Emergency Handbook", outlining a plan of action for emergencies such as earthquakes, fires, floods, and

chemical spills, is kept in the office of our school. In addition, an 'Emergency Procedures' flip chart is located on the wall in every classroom for immediate access. Students and staff participate in monthly fire drills and quarterly lock down and earthquake drills. Random school safety inspections are conducted by the County of Sacramento. The district's Police Services Department also works closely with our school site to provide a safe, secure environment for all.

FIRE DRILL INSTRUCTIONS:

Students are to follow these procedures when the fire signal sounds:

1. Evacuate all buildings. Quietly exit the school according to the directions posted in the classroom and remain with their teacher.
2. Do not run or loiter.
3. If you are not in a classroom, move immediately with other students to the nearest designated area.
4. Stay at least fifty (50) feet away from all buildings.
5. When the all-clear signal is given, return to class immediately.

LOCK DOWN INSTRUCTIONS:

When the Lock Down alert is given, students and teachers are to do the following:

1. Remain seated on the floor in the classroom away from doors and windows.
2. Lock classroom doors, close windows and blinds, and turn off lights.
3. Reserve classroom phone for emergency use only.
4. If outside, go immediately to the nearest classroom or building.
5. Remain quiet and await further instructions from school officials.

Note: During a Lock Down situation, students will not be released to parents/guardians. Parents are asked to stay away from the school and roads leading to the school to allow access to emergency and law enforcement personnel.

EARTHQUAKE DRILLS:

When the Earthquake alert is given, students and teachers are to do the following:

1. Inside: Duck and Cover
2. Outside: Stay away from buildings, utility poles, trees, and other objects which may fall.
3. Leave building after "All Clear" or when directed to do so.
4. Do not enter any building unless directed.

FIELD TRIPS

Field trips are planned to coordinate with the regular instructional program. Teachers will provide detailed information regarding field trips throughout the school year. Families are asked to pay the actual cost of entrance fees for the trip, in addition to donations for transportation costs. Please contact your child's teacher if the cost of these trips will pose a financial burden for your family. No child will be prohibited from participating in field trips that are a required part of the curriculum. Students who have violated school behavior expectations must be accompanied by a parent or adult to attend field trips.

To attend a school field trip, students must return a correctly completed field trip permission form. Because attendance is required at school for students who are not going on the field trip, instruction will be provided in a guest classroom for students who are unable to attend.

Parent volunteers are needed on most school field trips to ensure an adult to student ratio of at least 1:17. In addition, parents may be required to act as a chaperone for their child to ensure that their child behaves in a safe, responsible manner while on the field trip. Students with significant school behavior problems may not be allowed to participate on field trips.

While on school field trips, students are expected to behave in a safe and responsible manner and follow all adult directions. Students who exhibit poor behavior will receive school discipline consequences.

TRANSPORTATION POLICIES REGARDING BUS RIDERS:

This includes students who ride the bus during field trips.

Riding the Bus & Bus Safety:

Bus safety includes the time the student goes to the bus stop and returns home from a bus stop after school. The rules also apply at the bus stop.

According to state law, the bus driver has absolute jurisdiction over the conduct of all students on the bus. Students who do not follow

the driver's directions and the district's Code of Conduct are subject to discipline, including not being allowed to ride the bus for the remainder of the year, as well as administrative action by the child's school.

Riders should also be aware of the following guidelines:

1. Stand in lines, facing traffic so you can see the bus approaching. Stand back 10 feet from where the bus will stop. Do not approach the bus until the driver opens the bus door.
2. Students must show a current bus pass in order to ride the bus and only the person whose name is on the pass may use it.
3. Be courteous and respectful to the bus driver, other students and adults at all times. When loading at a school, follow the directions of the driver and/or teacher on bus duty.
4. Make sure you are getting on the right bus.
5. Never go under or stoop down in front of any bus to retrieve papers or other items. The bus driver cannot see you in the "danger zone: under the bus.
6. Destroying property, playing in or running across the street or any type of horseplay or fighting at a bus stop or on the bus is dangerous and prohibited.
7. Profane language, obscene gestures, and excessive or unnecessary noise are not tolerated.
8. Large school projects, large band instruments, scooters, and skateboards cannot be transported on the bus unless contained in a backpack. Pets and hazardous or destructive objects of any kind are prohibited on the bus.
9. School buses can only stop at designated bus stops. If you miss the bus, have a parent/guardian take you to another bus stop or directly to school. Never run after your bus once it leaves.
10. A written request from the parent/guardian and signed by the school administrator will allow for the use of an occasional alternate bus stop.

CONSEQUENCES FOR INFRACTIONS OF BUS RULES:

Citations are issued by the bus driver if rules are not followed. The Principal supports the bus drivers in their attempts to provide the safest environment. In cases of severe misconduct, students may be assigned penalties more severe than provided for in the normal process. Parent may also be required to transport student to all remaining school field trips.

The normal progression of penalties for violations of the rules and regulations on the bus is:

First Violation - warning by principal, notification of parent.

Second Violation - 1-day suspension from riding bus, notification of parent.

Third Violation - 5-day suspension from riding bus, notification of parent.

Fourth Violation - 10-day suspension from riding bus, notification of parent.

Fifth Violation - suspension from riding bus for the remainder of the year, notification of parent.

HEALTH

The health of your child is important to all of us. Students who have definite signs of a cold or other illness should not be sent to school. The parent of a student with a communicable disease should notify the school by telephone as soon as the illness is diagnosed. The school telephone number is 683-3073.

In case of serious injury, the normal procedure is to contact the parent first unless the child is unconscious, seriously bleeding, not breathing, or in danger of paralysis or other wise in danger as determined by school personnel. In the aforementioned instances, 9-1-1 will be called along with the parent.

MEDICATION:

State law and district policies strictly regulate the use or administration of medications at school. No medication (prescription or non-prescription) may be dispensed to students or allowed on the school site without appropriate forms being completed and on file in the school office. A new form must be completed at the beginning of each school year. Please contact the office for a copy of the district's policy and required authorization forms.

A parent must bring the medication to the school, in its original container, with the physician's instructions for administering the medication along with the authorization sheet. The medication and/or a reserve supply should be kept in the office at all times and will be kept securely locked. Students may not carry medication on campus. Failure to follow this procedure may result in school consequences.

First Grade Physical Examinations: At first grade entry, all students must provide the district with written evidence of a physical examination (by a licensed physician or clinic), completed no later than 18 months prior to first grade entry. (Health and Safety Code 323.5;

324.2; 324.3)

SCHOOL NURSE:

The health program at Elitha Donner Elementary School is administered by a qualified school nurse who provides the following services: vision and hearing screening for all kindergarteners, 2nd and 5th graders and referred students; obtaining medical information and keeping records of each student; providing nutritional and dental health education; and acting as a Special Education team member. Please note that the school nurse is only on campus one day per month.

LIBRARY

Students and staff use the library for research, class projects, accelerated reader, and pleasure reading throughout the school day. Quiet and polite behavior is expected. Items are checked out for one week at a time and may be renewed if brought back to the library. Students with overdue or lost books or damaged materials will not be allowed to check out additional materials until the book is returned or payment is made. A school library use form must be completed and signed at the beginning of each school year.

LOST AND FOUND

Found items are kept in large containers in the multi-purpose room. All lost and found items not claimed by each track change day will be donated to a local organization. Volunteers will sort clothing and display items for students and parents to look through in the school multipurpose room from 7:30am-8:00am and again from 2:30pm-3:00pm on track change days. Items still remaining after 3:00pm will be removed. Students are offered the opportunity to look through the lost and found for items they are missing before and after school as well as during recesses. **Please write your child's name on jackets and other appropriate clothing items so they may be positively identified and returned if found.**

OPEN HOUSE (SPRING)

Open House occurs in the spring. This is a time when parents and students come together to visit the classrooms to view work and visit with the teachers. This is not conference time. Conferences should be scheduled individually with teachers at other times.

<u>Tracks</u>	<u>Date</u>	<u>Time</u>
B & D	March 26, 2009	6:00-7:00 p.m.
A & C	June 11, 2009	6:00-7:00 p.m.

PARENT & FAMILY INVOLVEMENT

Elitha Donner Elementary School recognizes the vital connection between home and school. Parents are a child's first and most important teachers. When parents participate in their children's education, students are more successful in school. Parental involvement is more important for student achievement than income, social standing, or a parent's education level. All families can help their children succeed by creating a home environment that encourages learning, sharing high but reasonable expectations, and getting involved with their children's education through school and community programs.

Parent involvement helps schools, too. The support for education works both ways: from school to home and home to school. We know that when parents are welcome partners in education, the quality of our schools increases greatly. Elitha Donner Elementary School is pleased to welcome you as a partner in the education of your child. We want your involvement, communication, and feedback. Our partnership with parents increases and sustains our school's sense of community. Here are just a few ways families can provide meaningful support to their children and help build stronger school communities.

VISIT THE SCHOOL REGULARLY – Don't just wait for a special occasion or Parents on Campus Days! Get to know your child's teachers and other school staff any time. Come by for lunch. Visit the classrooms. We want to get to know you. Quality learning requires meaningful two-way communication. Please sign in at the front office when you visit.

CREATE LEARNING OPPORTUNITIES AT HOME –ADVOCATE FOR YOUR CHILD – You know your child better than anyone. Make sure the teachers, counselors and staff knows of any special needs your child may have. Contact school staff by telephone, in person or through a note, anytime you have a question or concern.

The following are a couple of tips to help your child succeed in school:

- Read to your child every day, or encourage your child to read independently.
- Carefully review your child's report cards, school newsletters, and other information from school.

ATTEND PARENT/TEACHER CONFERENCES – This gives parents and teachers a chance to discuss how children can do their best work. Parents may request a conference at any time. For example:

- Anytime they would like to share information about their child.
- When they have a concern or want information about their child's progress.
- When family needs may be having an impact on their child's progress.

During a parent conference, parents may want to discuss:

- Information about their child such as hobbies, talents, and study habits.
- Ways they can work with the teacher to help the child be successful.
- An outline of subjects covered by the grade level.
- How the child will be evaluated or graded.

VOLUNTEER – Share your talent, time, and treasure with us! Serve as a tutor, a mentor, or a lunch buddy. Visit your child's class to talk about your career or your hobbies. CPR (Classroom Parent Representative) opportunities are available for all parents. If you would like to volunteer to be a CPR for your child(ren)'s class, please look for information sent home the first week of school. Our CPR's provide a tremendous service to our school and our children. Through the organizing of school events, to helping with administration and teacher activities, our CPR's provide that extra special touch. CPR meetings are held monthly, alternating between morning and evening meetings to meet the needs of our parent's schedules. Please consider spending some time with us bringing various opportunities to our children and staff that they would not be a part of without your help.

PARENT LEARNING OPPORTUNITIES - Classes for parents of children from preschool through teenage years are offered through the district's Always Learning program with Adult Education. Some of these classes are offered at Elitha Donner. Please call our school office for additional information.

JOIN THE PARENT TEACHER ASSOCIATION (PTA):

Goals of PTA

- To promote parent and public involvement in schools and communities
- To purchase additional school supplies and equipment, and fund special programs
- To assist parents through educational trainings, workshops, and opportunities to increase student development and success in the home and educational environment.

Parents are an important part of the Elitha Donner Elementary School family. Parents, grandparents, and other interested community members are strongly urged to join our Association. Dues help support the school in many ways including: additional teacher materials needed for special projects, computer programs, library books and needed library materials, custodial equipment, incentives, safety materials, communication folders and student agendas.

This Association cannot operate without parental support. **You are needed!** Please share your talents!!! Parents can learn more about the California PTA at www.CAPTA.org.

ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC):

The Elk Grove Unified School District has an English Learners Advisory Committee that consists of representatives from schools in the district. A majority of members of the committee are parents of students who are English Learners. The ELAC annually approves the plans for English Learners, both at the district level and at the school site. They also approve the annual census of LEP students and participate in the annual needs assessment. Information regarding student performance, student services, and site level needs for EL students is gathered throughout the year. The priority for all schools is focused on the identified site level needs such as after school assistance with homework, tutoring and additional materials, instructional supplies and books that reflect the culturally related academic needs of students. We welcome any parents of English Learners to be a part of the Elitha Donner Elementary School English Learners Advisory Committee.

SCHOOL SITE COUNCIL:

The primary role of the School Site Council is to assist in the planning, implementation and evaluation of our School Improvement Plan (SIP). The School Improvement Plan focuses on enhancing targeted areas of our curriculum and other key aspects of our school environment. This is done through collaborative decision making on the allocation of SIP funds received annually from the state. The School Improvement Program is supported at our school by a joint committee of teachers and parents as the School Site Council (SSC). Parents are elected to act as representatives for the school and teachers volunteer to serve on the School Site Council. The primary purpose of the SSC is to assist the Principal in the development of the school improvement plan. The SSC helps to identify the needs of the school and prepare goals and objectives using that plan to prepare a budget on available funding. Elitha Donner Elementary School completes its Program Quality Review every three years. The School Site Council meetings are open to the public. Meet-

ing dates and times are listed in the school newsletter and posted in the school office.

REPORTING TO PARENTS

There is a minimum of three report card reporting periods during the school year. Parent/teacher conferences are scheduled throughout the year, rather than during a designated parent conference week. Conferences may be held in person, or you may be contacted by phone. If you have a question or concern regarding your child's progress, please do not hesitate to contact your child's teacher.

PROGRESS REPORTS:

Six weeks before report cards are issued teachers will send reports to parents about the progress of students who are falling below expected goals. If your child receives a progress report, please make an appointment with the teacher to create an action plan that will support your student in reaching his/her goals. During Back-To-School Night, your child's teacher will review procedures for communicating your child's progress throughout the school year.

SCHOOL ASSIGNMENTS

MAKE-UP WORK:

Nothing can replace the learning and experience that takes place in the classroom; therefore, it is important that students attend class every day. In those instances when students must be absent, they may collect missed assignments or an alternative assignment approved by the teacher. Parents/guardians may call in to request homework when a student is absent. Requests for homework made before 11:00am will be available for pick up in the school office at 3:00pm the same day. Requests made after 11:00am will be available for pick up the following day. On excused absences, students have the same number of days to complete the work as they were absent. Example: if a student is absent three days, he/she has three days to complete and return the make-up work after they return from their absence.

HOMEWORK POLICY:

The District homework policy states that homework is an integral and meaningful part of the total program for all students, K-12. Homework is defined as subject related assignments by the teacher, which will require time and effort outside of the regular classroom for successful completion. Information is sent home regarding grade level and specific classroom homework policies.

The purpose of homework is to:

- Reinforce concepts already taught
- Provide additional independent practice
- Promote student responsibility and independence
- Extend and enrich concepts
- Strengthen skills
- Promote parental awareness of school work
- Build effective study skills

SCHOOL RULES AND GUIDELINES

CORE BELIEFS GUIDE THE ENFORCEMENT OF SCHOOL RULES AND EXPECTATIONS:

Each student is a unique individual with distinctive personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the individual student and specific situation. The odds for learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The Elitha Donner Elementary School staff dedicates itself to following a set of Core Beliefs which provides a guide for dealing with student discipline. The Core Beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these Core Beliefs provide the guidance for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these Core Beliefs.

ELITHA DONNER ELEMENTARY SCHOOL CORE BELIEFS:

The following list of Core Beliefs outlines the professional actions and attitudes of all staff members in this school:

- 1) Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.

- 2) Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
- 3) Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- 4) Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
- 5) Behavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- 6) School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

ORDERLY OPERATION OF THE SCHOOL AND THE EDUCATIONAL PROCESS:

Rules and expectations covered in this section are designed to meet the following goals:

- 1) Maintain an orderly school operation.
- 2) Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
- 3) Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
- 4) Help students learn how their decisions affect the quality of their lives and others.
- 5) Help students develop responsibility and character.

RULES AND EXPECTATIONS:

- 1) Treat others with the same respect you are treated with by the adults in this school.
- 2) Your actions, dress, possessions, etc. may not cause a problem for anyone else.
- 3) If your actions, dress, possessions, etc. cause a problem for others, you will be asked to solve that problem.
- 4) If you cannot solve the problem, or choose not to, staff members will impose upon you an appropriate consequence. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
- 5) If students and/or parents feel that the consequences are unfair, they should request a meeting with the teacher and/or administration.

DISCIPLINARY CONSEQUENCES FOR BEHAVIORAL VIOLATIONS:

Consequences will be determined by the severity of the offense or the number of disciplinary violations. Consequences may progress with each successive violation. Unsatisfactory citizenship grades will be given at the discretion of the teacher.

1. **Recess Recovery** – after contacting the parent/guardian, teacher, or administration may assign morning or lunchtime recess recovery in the MP Room.
2. **On Campus Suspension** –an on campus disciplinary measure used to establish and maintain an orderly school atmosphere which is conducive to learning. Students may be assigned OCS for infractions of the discipline policy. Students will report promptly to the OCS room and remain there for the duration of time assigned.
3. **Suspension/Expulsion** – students violating the Education Code may be suspended or expelled. The Board of Education believes that an educational opportunity is the right of every student and that the school system will seek to provide an atmosphere conducive to the orderly pursuit of this right. ELITHA DONNER ELEMENTARY SCHOOL attempts to foster the learning process for every child through reasonable means; however, there are occasions when administrators must take extreme measures to deal with behaviors that are not acceptable at school. Out-of-school suspension is a measure taken for the protection of the student and his/her peers and to help the student deal with his/her problems. The number of days for suspension is determined by the education code. Students and parents will be informed of the violation and the consequences.

SAFETY AND SECURITY:

All district rules related to safety and security rules are in effect at all times at the local school level.

EDUCATION CODE 48900 – CONDITIONS FOR SUSPENSION/EXPULSION:

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the student is enrolled determines that the pupil has committed one or more of the following offenses:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold, or otherwise furnished any firearms, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.

- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid substance, or materials and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.
 - e) Committed or attempted to commit robbery or extortion.
 - f) Caused or attempted to cause damage to school property or private property.
 - g) Stole or attempted to steal school or private property.
 - h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
 - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j) Unlawful possession of, unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - l) Knowingly received stolen school or private property.
 - m) Possessed an imitation firearm (replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).
 - n) Committed or attempted to commit sexual assault or battery.
 - o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
 - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - q) Aided or abetted in the infliction or attempted infliction of physical injury to another person, but does not authorize expulsion until juvenile court proceedings are completed and the juvenile has been convicted.
- (.2) Students in grades 4-12: engaged in sexual harassment against school personnel or other pupils.
- (.3) Students in grades 4-12: caused, attempted to cause, threatened to or participated in an act of hate violence.
- (.4) Students in grades 4-12: intentionally engaged in harassment, threats or intimidation which is (a) directed against one or more students; (b) severe and pervasive; and (c) has the actual and expected effect of materially disrupting classes, creating substantial disorder, and created an intimidating or hostile education environment.
- (.7) Terroristic threats against school officials, school property, or both.

48915

- (a) Mandatory Recommendation for Expulsion: (1) causing serious physical injury to another person, except in self-defense; (2) possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil at school; (3) unlawful possession of any controlled substance except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; (4) robbery or extortion; and (5) assault or battery upon a school employee.
- (c) Mandatory Expulsion Requirement: (1) possessing, selling, or otherwise furnishing a firearm (verified by an employee of a school district); (2) brandishing a knife at another person; (3) unlawfully selling a controlled substance; (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; and (5) possession of an explosive.

Note: Pupils shall not be suspended or expelled for any acts enumerated unless that act is related to school activity or school attendance

- (1) While on school grounds
- (2) While going to or coming from school
- (3) During the lunch period whether on or off the campus
- (4) During, or while going to, or coming from a school sponsored activity

Please note: Any repeated offenses of the education code 48900 violations may result in a recommendation for expulsion

SECOND STEP VIOLENCE PREVENTION PROGRAM

Second Step is a program used at Elitha Donner Elementary that teaches social and emotional skills for violence prevention. It is a highly effective anti-bullying program that focuses on developing essential competencies – empathy, impulse control, problem solving, and anger management. This program has been available for 15 years, has been heavily researched and validated. It has won numerous awards for effectiveness. Our teachers participate in the Second Step program in grades Kindergarten through 6th. We also utilize this program in our social skills groups and with students who need the additional support this program offers. Please look for our parent information nights to learn more about the program and how you can support your child at home.

SEXUAL HARASSMENT

The Governing Board of Elk Grove Unified School District prohibits sexual harassment of or by students. Any student who engages in the sexual harassment of another person may be subject to disciplinary action up to and including expulsion. The Board of Education expects students or staff to contact the principal or designee immediately in order to file a complaint. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature (Education Code 212.5).

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by and individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors programs, or activities available at or through the school.

OTHER TYPES OF CONDUCT WHICH ARE PROHIBITED IN THE DISTRICT AND WHICH MAY CONSTITUTE SEXUAL HARASSMENT INCLUDE:

1. Unwelcome leering, sexual flirtations or proposition.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects, writing, or clothing.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

SCHOOL/PRIVATE PROPERTY

Your children, our students, deserve a clean, well-maintained learning environment that reflects and promotes respect. It is everyone's responsibility to help maintain a clean and safe campus. Students are expected to assist the custodial staff in keeping the building clean by not littering in the classrooms or on campus grounds. Writing and/or carving on walls, desks, or chairs is inconsiderate to the many other students who use the facilities. Those responsible will be charged for all damages or losses occurring to school buildings, books, or equipment. Students will also be responsible for monetary losses suffered by another student as the direct result of their inappropriate actions. Vandalism is a violation of the Education Code 48900f and at Elitha Donner Elementary School will not be tolerated. Students will receive severe disciplinary consequences as a result of these actions.

SPECIAL EDUCATION SUPPORT

SCHOOL PSYCHOLOGIST:

The school psychologist administers psychological tests, consults with teachers and parents on learning disabilities and/or social/emotional problems and counsels students. He/she is also a resource for counseling and support services that are available in the community. The school psychologist has written, phone, or personal contact with parents whenever direct services are provided.

RESOURCE SPECIALIST:

The Resource Specialist (RSP) provides instruction and services to students who have been identified by the Student Study Team. To qualify, these students must exhibit learning disabilities in one or more of the academic skill and/or psychomotor areas. The instructional plans based upon individual testing/evaluation and Student Study Team input are reviewed yearly or as needed with parent(s) and staff to insure that the goals are appropriate and that maximum progress is being made. The main goal is to make the necessary progress for the student to return full time to the regular classroom.

SPEECH/LANGUAGE SPECIALIST:

The Language, Speech & Hearing Specialist (LSH Specialist) screens all children referred by teachers, parents and/or the Student Study Team. Students who qualify for LSH services work with the specialist and classroom teacher on communication disorders that interfere with a student's ability to access the core curriculum. Speech-Language sessions address the areas of receptive/expressive/pragmatic language, articulation/speech intelligibility, fluency (stuttering), voice, and hearing. In addition, the specialist assists teachers with students whose primary disability may be in the auditory comprehension or processing areas. All testing and evaluations are individualized and begin only with prior parental consent.

STUDENT STUDY TEAM:

The Student Study Team (SST) is a collaborative effort to provide resources to support students having either academic or social difficulties in regular classes. The goal of the Student Study Team is for every child to succeed to his/her greatest potential in the regular classroom. The team meets at the request of a teacher or parent for a concentrated problem-solving meeting. During the Student Study Team meeting, either recommendations and/or a comprehensive action plan will be formulated in an effort to resolve concerns about student progress. A brief follow-up meeting may be scheduled to assess progress, make further recommendations, and evaluate success and resolution.

SPECIAL PROGRAMS

ACCELERATED READER:

Accelerated Reader (AR) is a computer program that facilitates reading practice by providing students and teachers feedback from quizzes based on the books students read. The program gives students in 2nd through 6th grades the opportunity to practice reading books at their level, provides feedback on student comprehension of books, and helps student establish goals for their reading. Students are given an initial quiz to determine their independent reading level. Students should choose books to read that are within their "Reading Zone". Based on their percentage of correct answers they will be awarded a designated number of points for the book. These points are then accrued throughout the year for incentives. These points may also be included as part of a student's classroom grade.

Throughout the trimester and upon request you will be notified as to the number of books your child(ren) have read, number of points earned and percentage of answers correct. All of our books are labeled as to grade level of difficulty. **A link to the Accelerated Reading website which includes available book titles is located on our school website for your convenience.**

KINDERGARTEN READING CLUB:

Our Kindergarten students have the opportunity to become a member of the BEAR – Be Excited About Reading – Club. To qualify for a membership, students must be able to do the following:

- Identify Letter Names
- Identify Letter Sounds
- Read Kindergarten Sight Words

Students will receive rewards as they reach each level. Students who complete all 3 levels and become a member of the BEAR club will be invited to an ice cream celebration at the end of the school year.

ENGLISH LEARNERS:

English Learners Advisory Committee (ELAC):

The Elk Grove Unified School District has an English Learners Advisory Committee that consists of representatives from schools in the district. A majority of members of the committee are parents of students who are English Learners. The ELAC annually approves the plans for English Learners, both at the district level and at the school site. They also approve the annual census of LEP students and participate in the annual needs assessment. Information regarding student performance, student services, and site level needs for EL students is gathered throughout the year. The priority for all schools is focused on the identified site level needs such as after school assistance with homework, tutoring and additional materials, instructional supplies and books that reflect the culturally related academic needs of students. Additionally, the Elitha Donner ELAC Committee has designated as priority to (1) Meet monthly to Increase parent participation, and (2) to provide support to the adult learners through such activities as Parenting and Adult and Community Education classes. We welcome any parents of English Learners to participate in the Elitha Donner Elementary School English Learners Advisory Committee.

GATE/ACCELERATED:

The GATE/Accelerated learning program is designed for pupils demonstrating a willingness to be challenged to learn at a faster pace, with greater depth in curriculum and above that of his/her grade level standards. GATE/Accelerated includes projects such as boards, dioramas, power point presentations, and demonstrations. It also means activities such as Oral Language Faire, Spelling Bee, Student Leadership, and band. It is the intent of the program to have students take an active role in determining WHAT they want to learn and HOW they will learn it! The topic and the form may be determined by grade level curriculum, teacher assignments, and/or student interest.

Students participating in the GATE/Accelerated program participate in three levels of acceleration:

1. Accelerate yourself and your assignments.
2. Choose from a menu of activities
Teacher directed/Student Choice
3. Independent Learning – Student pursues his own interests and determines how to present his learning.

Program Results (Intrinsic and Extrinsic Rewards):

1. Become more knowledgeable
2. Receive self satisfaction
3. Feel a sense of accomplishment
4. Become aware of one's own capabilities
5. Become more self-sufficient
6. Prepare for future academic and personal challenges
7. Collect a pin and certificate
8. Have breakfast with and be served by the principal
9. Have opportunities to "take the stage" by presenting to peers

ORAL LANGUAGE FAIRE:

All students, individuals and classes are encouraged to participate in the Oral Language Faire which occurs each year. Student groups and individuals compete to deliver the best oral presentations (such as poetry, choral reading, etc.) Parents are informed if a child has been selected to represent his/her class in the district competition. Please look for additional information as to specific dates and times. School site competitions are held in December and January each school year.

SCIENCE FAIRE:

Each year a Science Faire is sponsored by the Elk Grove Unified School District. Students are invited to organize and set up science faire projects which can be entered in the school site competition. School site winners then advance to the District competition. Winners from the school and district are presented awards.

STUDENT LEADERSHIP:

We believe that developing the leadership potential of all our students will help create productive, responsible citizens, both now and in the future. At Elitha Donner Elementary, we rely on our leadership students to provide a range of services to the school. Our leaders not only provide services for the school but prove to be exemplary role models for the younger students at our campus. We are proud of the services they provide and the example they set. Elitha Donner Student Leadership is a group of 4th – 6th grade students who have applied and been appointed to represent Elitha Donner in a variety of ways. Once a student has applied and is appointed to a position, they may remain in Student Leadership as long as they are a member in "good standing" and wish to continue in the program. Members are given the expected qualities of participating members when they join student leadership.

GOALS AND GUIDING PRINCIPLES OF OUR STUDENT LEADERSHIP PROGRAM

1. Our faculty seeks to identify students with leadership skills and assist them to develop and promote this leadership growth.
2. Our student leadership program helps develop strong communication skills between our leadership students and adults, both on campus and off.
3. Our student leadership program develops and encourages school spirit and personal pride.
4. Our leadership members gain a degree of understanding of simple and complex organizations and work together as a team to problem solve and make decisions which will affect many students outside of their immediate group.

WRITING COMPETITIONS:

Elitha Donner Elementary school has the opportunity to submit one third grade and one sixth grade selection to represent our school. A panel of judges scores the school's entries, using the same scoring rubric that is made available for student use during writing. Students are invited to write on a theme selected for their grade level. Genre of the writing (e.g. story, essay, poem, diary, letter) is the student's choice. Contest purposes include support for continuing improvement in the quality of student writing and recognition of commendable student work. Though only the winning selections will be released to local newspapers, our school recognizes class and school site writing in conjunction with contest themes and scoring rubrics at all grades. Student use of scoring rubrics to evaluate and revise their own writing is an important component of this contest.

STUDENT ACADEMIC PROGRAMS

In California the educational program is based on district and state standards. Standards for each grade level are found on the district website at www.egusd.net. It is our desire that you thoroughly understand your child's educational program. In July and August a "Back to School" night will be scheduled to better acquaint you with the year's program. A summary of some of the student programs follows:

COMPUTER TECHNOLOGY:

All of our students are given the opportunity to develop technology skills that support learning, personal productivity, decision making, and daily life. Our standards provide a framework for preparing students to be lifelong learners who make informed decisions about the role of technology in their life. We base our technology curriculum and lessons on the NETS (National Technology Standards for Students) for Students. All of our children in grades 1 - 6 will receive computer instruction with a computer resource teacher. There are also other opportunities for students to work with computer and multimedia equipment in their classroom or in the computer lab under the direction of the classroom teacher.

- For additional information go to the EGUSD website at www.egusd.net
- All students who attend the computer lab will need to sign and return the "Application for Use of the Internet" prior to being able to participate in internet related activities. (The form is located at the end of the handbook section.)

ENGLISH-LANGUAGE ARTS:

The Elk Grove Unified School District has adopted the Open Court Collections for Young Scholars series for kindergarten through sixth grades. *Open Court Reading* is a research-based language arts curriculum. Open Court is directly aligned with both State and District Reading/Language Arts Standards. The program is grounded in the systematic and explicit instruction of:

- Phonemic awareness – the ability to recognize that words in English are composed of individual sounds.
- Phonics – the ability to connect letters and sounds
- Spelling
- Word knowledge – vocabulary skills
- Comprehension strategies and skills
- Inquiry, investigation, and research strategies and skills
- Writing skills
- Grammar and punctuation skills
- Handwriting
- Speaking/listening

Through *Open Court Reading*, students will read a wide variety of texts, including both literature and real world informational text. The program materials are designed to meet the needs of all students as they learn to read and comprehend all selections. Teachers are provided with specially-designed lessons and materials to use with students who:

- need extra support with a particular phonics, comprehension, or language arts skills
- are working below grade level and need more intense support
- are working above level and need accelerated instruction
- are learning English and need additional support

SPELLING:

The Open Court Spelling program will be used in grades 1-6. Logical word lists teach strategies to help students identify patterns in words and apply generalizations to new words. Developmental instruction begins with simple phonetically regular patterns, then progresses to word structure and finally to more complex forms.

MATHEMATICS:

The Scott Foresman California Mathematics is the mathematics program used in grades K-6. The program reflects current thinking by national, state and local math groups and is developed around the California Mathematics Content Standards. Guided by District Benchmarks, which emphasize a balance between number facts and problem solving, these materials are intended to best prepare students for the challenges and careers of tomorrow.

HISTORY/SOCIAL SCIENCE:

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

SCIENCE:

The Board of Education recently adopted new science textbooks to be used by teachers in to teach the science standards. All students are instructed in physical science, life science, earth science and investigation and experimentation. Students will receive science instruction by their classroom teacher or other grade level instructor. Please look for additional information from your child's teacher and the school.

PHYSICAL EDUCATION:

This school year, Eliitha Donner has adopted the SPARK program. The **SPARK** (Sports, Play, and Active Recreation for Kids) Programs began studying elementary physical education in 1989, and today, the name SPARK represents a collection of exemplary, research-based physical activity/nutrition programs. The original SPARK study was initially supported by the Heart, Lung and Blood Institute of the National Institutes. SPARK is dedicated to improving the quantity and quality of physical activity for children and teachers everywhere and countering our nation's growing epidemic of childhood obesity. SPARK hopes to accomplish these goals by disseminating materials and services created during and after our seven-year study to schools and organizations throughout the world.

SPARK elementary physical education has been selected as the intervention program in many important research studies and cited in the Surgeon General's Report as a "school-based solution to our nation's health care crisis." SPARK PE was validated by the National Diffusion Network of the U.S. Department of Education in 1993 and earned "Exemplary Program" status. Physical Education instruction consists of a program providing for student participation in psychomotor activities, gymnastics, individual games and group games. Good sportsmanship and positive attitude are stressed throughout the year.

FINE ARTS:

VAPA (Visual and Performing Arts) program is provided for all participating teachers of students in K-6. Students are also engaged in fine arts performances throughout the year with their class taught by their teacher. Our music program, consisting mainly of classroom music, is under the supervision of each classroom teacher. Private band lessons may also be offered after school for students in grades 4, 5, and 6.

STUDENT RECOGNITION

Students receive positive feedback and special recognition in their classrooms, as well as at our schools "Track Off" Assemblies. These awards are intended to promote and recognize a variety of achievements including academic accomplishments and citizenship. Parents are invited to attend. These assemblies take place on each track change minimum day for the track that is going off. The assemblies begin at 8:30am in our school multipurpose room.

Accelerated Reader awards are given at each of 3 levels - bronze, silver, and gold. All students who reach the gold level are invited to participate in the AR barbecue at the end of the school year. One student from each track who earns the highest number of points will

receive a \$50 Border's gift card.

TELEPHONES

The office telephone is a business phone to be used by students for emergencies and only with permission from the office staff. Teachers allow students to use classroom phones on a limited basis during school hours. **Though students are permitted to carry their cell phones in their backpacks during the school day, cell phones must be turned off and their use is prohibited on the school campus during school hours. Use of cell phones during the school day (receiving or sending calls and/or text messages, taking pictures or videos) will result in the cell phone being confiscated for parent pickup. Any cell phone use that is deemed disruptive to the learning environment may result in disciplinary action** according to Education Code 48900.

TESTING

Each spring, students in grades 2-6 participate in the state's official assessment system, the Standardized Testing and Reporting (STAR) program. The STAR testing consists of The California Standards Test (CST) aligned to the rigorous and challenging California curriculum standards in language arts, science, history/social science, and mathematics.

While our school is not judged solely on its standardized test scores, these tests help teachers, administrators, and parents evaluate the academic performance of individual students as well as each school's academic success. Scores are also used as an early indicator that a child might be in danger of retention the following year without remedial help. State, district, and school scores are posted on the California Department of Education's website: www.cde.ca.gov.

Students in Kindergarten participate in the Kindergarten Curriculum Standards Review Exam (CSRE). This exam is given at the end of the kindergarten year and assesses student's progress on core standards. Students in first grade also take the Curriculum Standards Review Exam (CSRE) for first graders. Students are given this exam at the end of their first grade year to assess current performance levels and progress toward meeting or exceeding standards.

Working hard in class and completing homework on a regular basis are the best means of preparing for standardized tests. If your child is having trouble in a particular subject, ask the teacher for help well before the test if possible. Without making your child feel stressed, discuss upcoming tests, and mention that it is important for the child to do his or her best. Make sure your child gets a good night's sleep and eats a nutritious breakfast on the day of the test. Please feel free to contact your child's teacher or Mrs. Jenkins, Principal, if you have questions regarding the STAR program or your child's results.

TEXTBOOKS

Elitha Donner is committed to providing the necessary textbooks. Having textbooks that align with the instructional program is an inherent component of the teaching and learning process. Each student is issued a numbered copy of the textbooks for his/her grade at the beginning of the school year. She/he is individually responsible for these books for the year. Students and parents will be held accountable for lost and damaged textbooks. ELITHA DONNER ELEMENTARY SCHOOL provides textbooks on loan to students. Each student is responsible for the textbooks issued to him/her. Students are expected to return textbooks in good condition, allowing for wear occurring from normal use. Textbooks are to be returned at the end of the school year or when a student withdraws from school. We recommend that you tell your child to check at the end of each day for his/her textbooks. If a book is missing at that time, the class and the teacher can assist in locating the book. If a student waits until several weeks later, the chances of finding the book are poor.

Fees will be charged for books not returned, lost, and/or damaged. Most textbooks cost at least \$66-\$80 to replace. It is important that students cover textbooks, handle them with care, and keep them in a secure location. They will be charged for books that are damaged or not returned promptly at the end of the year.

TRANSPORTATION

To qualify for busing, a student must live within the eligible service area. Inter-district/intra-district and grandparented students are not eligible for transportation. Students who are 'off loaded' due to overcrowding, may qualify for transportation depending on the school of attendance and home address. You will be notified at the time of off load if you qualify.

TRAVELING STUDENT

It may become necessary for families to travel for emergency reasons during the period of time when school is in session. In order to provide on-going education for students whose families must travel, the Elk Grove Unified School District offers "K-6 Independent Study for Traveling Students" to all elementary sites; administered through Las Flores High School – Independent Study. Independent study is available for students who will be gone from school for a period of two to four weeks. Independent study provides structured

and accountability for learning during family travel.

Independent study is a "privilege" whereby unique partnership is formed between the school, the student, and the parent. Its success depends on the commitment and cooperation of the parents and student while away from school. The site administrator will determine the eligibility of the student/parent partnership to participate in the Traveling Student program. All requests must be made at least 2 weeks prior to the scheduled time of the trip. Approved requests require a Master Agreement to be completed by the parent. **If a student does not fulfill the agreed upon goals, and/or does not return at the agreed upon time, his/her space at the school may be filled by a waiting student. In addition, all future requests will be denied.**

UNIFORM COMPLAINT PROCEDURES

Elk Grove Unified School District

(Board Policy and Administrative Regulation 1312.3)

PURPOSE

The governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620) Uniform complaint procedures shall be used when addressing complaints alleging:

Unlawful discrimination against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610); or

Failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs and special education programs. (5CCR 4610)

PROCEDURE

The following uniform complaint procedures shall be used to address all complaints that allege that the district has violated federal and state laws or regulations governing educational programs:

- 1) Any individual, public agency, organization or private school official or representative alleging a violation of state or federal statutes may file a complaint with the district. The written complaint is to be submitted to: Elk Grove Unified School District, 9510 Elk Grove-Florin Road, Elk Grove, CA 95624 and should be addressed to the appropriate compliance officer listed below. Discrimination complaints must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.
- 2) The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

RESPONSIBILITIES

The district has identified the following compliance officers, who will be responsible for receiving and investigating complaints for specific programs:

Adult Education Programs - *Director, Adult & Community Education*; (916) 686-7717

Consolidated Categorical Aid Programs - *Director, Learning Support Services*; (916) 686-7712

Migrant Education - *Director, Learning Support Services*; (916) 686-7712

Career Technical and Technical Education and Career Technical and Technical Training Programs -
Director, Alternative Education; (916) 686-7709

Child Care & Development Programs - *Associate Superintendent, Pre K-6 Education*; (916) 686-7704

Child Nutrition Programs - *Director, Food & Nutritional Services*; Telephone 686-7735

Special Education Programs - *Director, Special Education*; (916) 686-7780

Homeless Education - *Homeless Liaison*; (916) 686-7568

Foster Youth Education - *Foster Youth Liaison*; (916) 686-7568

Discrimination Complaints

Involving District Employee(s) - *Associate Superintendent, Human Resources*; (916) 686-7795

Involving Student(s) – *Associate Superintendent, Education Services*; (916) 686-7780

APPEAL

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education (CDE) within 15 days of receiving the district's decision. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision. (5 CCR 4632).

CIVIL LAW REMEDIES

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4632.

QUESTIONS

For more information regarding the district's uniform complaint procedures or assistance with the process, please contact the Legal Compliance Office in Human Resources at (916) 686-7795.

(12/04/06)

VOLUNTEER FINGERPRINTING POLICY

To provide for the safety of students, Elk Grove requires volunteers who work unsupervised with students to be fingerprinted for a criminal background check. This is a small percent of the volunteers who are so critical to the operation of our schools.

Those who volunteer in their child's classroom or office, for example, will not need to be fingerprinted. Unsupervised volunteers who need to be fingerprinted include assistant coaches, mentors at businesses, and chaperones on field trips who will be alone with students.

The fingerprint check by the Department of Justice looks for the same thing employees are checked for - convictions for drug crimes, sexual crimes, or violent felonies.

Volunteers will not be charged to be fingerprinted. To make it as convenient as possible, fingerprinting is available in Room 104 at the Robert L. Trigg Education Center, 9510 Elk Grove-Florin Road, Elk Grove, from 8:30 to 10:30 a.m., and from 2:30 to 4:30 p.m. Monday through Friday. Hours are subject to change. For more information, call 916.686.7797. Ext. 7238 during the hours listed above.

WEBSITE

www.egusd.net/donner

The ELITHA DONNER ELEMENTARY SCHOOL Website offers up-to-date information and provides daily bulletins, as well as departmental information, club and athletic information, testing information, calendars, staff profiles, bell schedules, newsletters and much more.

ELITHA DONNER ELEMENTARY SCHOOL
ACKNOWLEDGEMENT OF 2008-2009 STUDENT HANDBOOK

In accordance with Section 35291 of the Education Code, the district will notify the parent or guardian of every pupil enrolled in grades K -6th of the fact the district's regulations concerning student discipline are available by request at the principal's office in any district school. The principal of each school shall ensure that every pupil enrolled at the beginning of each school year will be advised of all the student discipline regulations of the district and school. Transfer students will also be advised at their time of enrollment.

PLEASE PRINT

Student's Last Name _____ Student's First Name _____

Grade _____ Teacher's Name _____ Date _____

I HAVE READ AND UNDERSTAND THE ELITHA DONNER ELEMENTARY SCHOOL 2008-2009 STUDENT HANDBOOK

Parent/Guardian Signature _____

Student Signature _____

Home Phone _____ Work Phone _____

ELK GROVE UNIFIED SCHOOL DISTRICT
9510 ELK GROVE-FLORIN ROAD
ELK GROVE, CA 95624

YEARBOOK PHOTO RELEASE FORM

I, _____, do hereby consent for the photograph of my child, _____, to appear in the Elitha Donner Elementary School yearbook.

Signature of Parent/Guardian

Date

WEBSITE/DVD/VIDEO RELEASE FORM

I, _____, do hereby consent for the photograph of my child, _____, to be posted on the Elitha Donner Elementary School website located at: www.egusd.net/Donner and/or included in classroom or school DVD productions. **NO STUDENT NAMES WILL APPEAR ON THE WEBSITE.** The purpose of posting pictures on the website or including them in DVD productions would be to represent student life and activities on campus.

Signature of Parent/Guardian

Date

APPLICATION FOR USE OF THE INTERNET

The completion of this form is mandatory for all EGUSD students who use the Internet at school

- Use of the Internet is considered a privilege
- It will be the option of ELITHA DONNER ELEMENTARY SCHOOL to revoke the use of the Internet by any student not abiding by the application articles. Parents will be notified of any infractions.

INTERNET: TERMS AND CONDITIONS

- 1) **Acceptable Use** -The use of your access/account must be in support of education and research and consistent with the educational objectives of your school.
- 2) **Unacceptable Use** -Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. ***Any transmission or reception of pornographic material is expressly prohibited and will result in the cancellation of all information technology access and privileges.***
- 3) **Privileges** -The use of information technology is a privilege and unacceptable use will result in a cancellation of those privileges.
- 4) **Network Etiquette** -You are expected to abide by the generally accepted rules of network etiquette. They include (but are not limited) to the following:
 - Be polite.
 - Use appropriate language.
 - Do not reveal your personal address or phone numbers or those of students or colleagues.
 - Note that e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
 - Do not use the network in such a way that you would disrupt the use of the network by other users.
 - All communications and information accessible via the network should be assumed to be private property.
- 5) **The EGUSD makes no guarantees of any kind**, whether expressed or implied, for the service it is providing. The EGUSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the INTERNET is at your own risk.
- 6) **Security** -Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem, notify Information Systems at 686-7710. Do not use another individual's account without written permission from that individual. Attempts to login to any network server as a system administrator will result in cancellation of user privileges.
- 7) **Vandalism** -Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or any of the above listed agencies or other networks that are connected to the INTERNET. This includes, but is not limited to, the uploading or creation of computer viruses.

I understand and will abide by the above Terms and Conditions for use of information technologies. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

USER NAME _____ ID# _____ Grade _____

Student Signature _____

Parent Signature _____ Date: _____



Elitha Donner Elementary

9461 Soaring Oaks Drive ■ Elk Grove, CA 95758
Telephone: (916) 683-3073 ■ FAX: (916) 683-3136

Michelle Jenkins
Principal

Jorge Arvizu
Vice Principal

Unified School District

July 21, 2008

Dear Parents:

With your permission, your child will be able to check out books from our school library. Students will be instructed on library use and procedures.

Please assist us by reviewing the following guidelines with your child.

1. Students in grades K, 1st and 2nd may have one book checked out at a time for one week. Students in grades 3rd, 4th, 5th and 6th, may check out two books at a time for one week. This enables students to always have a book for pleasure reading, as well as a book needed for class reports and assignments. If a book is needed for a longer time, the book must be brought to the library for renewal.
2. Intermediate students may check out certain encyclopedias and reference books.
3. Students who lose or damage a book will be expected to pay for the replacement cost of the book. Most books cost between \$9.00 and \$20.00. Please help your child care for books at home by providing a safe place away from toddlers, pets, and food. Encourage your child to turn pages carefully with clean hands.
4. When books have been lost or severely damaged, written notification of the loss will be sent to the parent alerting the parent that a report card will not be issued until the book is paid for or returned.

We are proud of our recently expanded library! You are invited to come and visit anytime.

Thank you,
School & Library Staff

Please complete and return to your child's teacher.

I give my child permission to check out books through the Elitha Donner School Library, recognizing that I will need to pay for lost or damaged books.

Child's Name _____

Classroom Teacher _____ Grade/Track _____

Parent's Signature _____