

# **Alice Birney EK-8 School**

Sacramento City Unified School District



## **Parent and Student Information Handbook 2016-2017**

6251 13<sup>th</sup> Street  
Sacramento, CA 95831  
(916) 395-4510  
Principal: Mechelle Horning

## 2016-2017 Calendar

<b>September</b>	1	First Day of School
	2	Opening Ceremony 8:15 Grades 1-8
	5	Labor Day-No School
	12	Picture Day Grades 1-3
	13	Picture Day Grades 4-8
	13	Guild Meeting 5:30-7:30
	13	Picture Day Grade EK/K
	15	Back to School Night Dinner 5:30
	21	
<b>October</b>	7	Dance Through the Decades
	26	Picture Make Up Day All Grades
	28	Harvest Festival 1:00 Enchanted Path 5:30
<b>November</b>	3	Visitation Day
	8	Guild Meeting 5:30-7:30
	11	Veteran's Day No School
	TBD	Family Folk Dance
	21-25	Thanksgiving Break No School

<b>December</b>	1	Visitation Day
	3	Winter Faire 12:00-5:00
	26-January 6	Winter Break No School
<b>January</b>	12	Visitation Day
	10	Guild Meeting 5:30-7:30
	16	MLK Holiday No School
	28	Knit-a-Thon Kick-Off 10:00-12:00
<b>February</b>	13	Washington's Birthday No School
	20	President's Day No School
	24	Family Storytelling Night
<b>March</b>	7	Guild Meeting 5:30-7:30
	25	Earth and Vine Dinner and Auction
<b>April</b>	10-14	Spring Break-No School
	23	Neighborhood Pancake Breakfast and Bike Rodeo
<b>May</b>	7	Whole World Festival 12-3:00
	24	Open House Dinner
	29	Memorial Day No School
<b>June</b>	6	Volunteer Tea
	6	Guild Meeting 5:30-7:30
	14	Grades Closing Ceremony 8:30 Grade 8 Promotion at Alice Birney
	15	Last Day of School Grade 8 Promotion at Alice Birney

**Jose L. Banda, Superintendent SCUSD**

**Tu Moua-Carroz, Area Assistant Superintendent for Alice Birney**

**Darrell Woo, School Board Member for Alice Birney**



**Alice Birney School**

## Mission Statement

The Alice Birney School Mission is to accept children with honor and respect, educate them with love, and prepare them for lives of freedom and responsibility. Children of all capabilities will learn and develop their strengths, master their weaknesses and exit Alice Birney prepared to excel in all subject areas as they apply to the high school of their choice. By graduation, students are expected to be proficient in core academic areas as well as visual and performing arts as demonstrated in their culminating 8<sup>th</sup> grade projects. Alice Birney students will be prepared and motivated to continue as life-long learners. The school community supports this mission through the Vision Plan outlined below.

## School Wide Vision

The school wide vision plan was created by staff, parents, district, and community representatives in August 2014. The vision represents a three to five year goal for the Alice Birney School. Donna Burgess and George Hoffecker facilitated and taught the participants how to create Well-Formed Outcomes. This will be the continued work of the Alice Birney community as we join together to realize our vision.

<b>Strategic Directions</b>	<b>Prioritized Objectives</b>
<b>Strengthening Community</b>	<ul style="list-style-type: none"><li>➤ Broaden and sustain parent involvement at all levels</li><li>➤ School-wide parent and community events that deepen understanding of “what, why, how” of Waldorf education</li></ul>
<b>Facilities that Support and Enrich the Curriculum</b>	<ul style="list-style-type: none"><li>➤ Enlivening the playground</li><li>➤ Improved upkeep of current facilities</li></ul>
<b>Strengthening Comprehensive Waste Management Program</b>	<ul style="list-style-type: none"><li>➤ Reduce garbage output on entire campus</li><li>➤ Increase student responsibility and build appreciation for the effect that actions have on the environment at school and beyond</li></ul>
<b>Improve Food Served in the Cafeteria</b>	<ul style="list-style-type: none"><li>➤ Food grown on site and from local farmers provided in cafeteria</li><li>➤ Food prepared and cooked on site</li></ul>

### **Alice Birney Staff**

Mechelle Horning, Principal  
Trina (Catherine) Chalmers, Office Manager

John Sanchez, Plant Manager  
 Fabiola Ramirez, Food Service Manager  
 Sophia Thomsen, Attendance Clerk  
 Sergio Magana, Custodian

Lea Hartigan, Abigayle Ferrer de Morais, Roberto Romero Campus Supervisors

<b>Teacher</b>	<b>Grade</b>	<b>Room #</b>
<b>Margaret Gillespie</b>	Early Kinder/Kindergarten AM	1
<b>Stephanie Korte</b>	Early Kinder/Kindergarten PM	1
<b>Sandy Allen</b>	Early Kinder/Kindergarten PM	2
<b>Peggy Green</b>	Early Kinder/Kindergarten AM	2
<b>Rochelle Reed</b>	1	4
<b>Rebecca Erickson</b>	1	5
<b>Bryon Soules/Christine Olmsted</b>	2	7
<b>Joanna Gallagher/Amy Elson</b>	2	6
<b>Janaka Stagnaro/Jennifer Snyder</b>	3	12
<b>Erin Darke/Francisco Hurtado</b>	3	11
<b>Jane Marks</b>	4	9
<b>Christopher Whetstone</b>	4	10
<b>Rheanon Sarlis</b>	5	15
<b>Nicole Baradat</b>	5	14
<b>Chandra Vanderklay</b>	6	18
<b>Felipe Ferraz</b>	6	16
<b>Susan Balladares</b>	7	20
<b>Enny Melman</b>	7	21
<b>Beth Lee</b>	8	22
<b>Karen Hall-Sandlund</b>	8	23
<b>Holga Olivares</b>	Spanish	Roving
<b>Alan Cunningham</b>	Music	Roving
<b>Douglas Dopkins, Megan Borchers, Lynette Weaver, Bob Pitts</b>	Resource/ Intervention	Room 13
<b>Katherine Delaney</b>	Speech	Office/Speech
<b>Elizabeth Hernandez</b>	Strings	19
<b>Libby Bowles and Jo Rabbets</b>	Handwork	17
<b>Cynthia Hoven and Donna Burgess</b>	Eurythmy/Folk Dance	3

## Alice Birney Bell Schedule

**AM Kinder 8:00-11:20**

**PM Kinder 10:58-2:30**

**\*Each Thursday, PM Kinder will be dismissed at 1:30**

**Primary (Grades 1-3)**

8:00-9:55	Instruction	115 minutes
9:55-10:15	Recess	(20 minutes)
10:15-11:45	Instruction	90 minutes
11:45-12:40	Lunch/Recess/Prep	(55 minutes)
12:40-2:12	Instruction	92 minutes

Total: 297 instructional minutes

**\*Each Thursday, students will be dismissed at 1:12**

**Intermediate (Grades 4-6)**

8:00-10:15	Instruction	135 minutes
10:15-10:35	Recess	(20 minutes)
10:35-12:05	Instruction	90 minutes
12:05-12:40	Lunch/Recess	(35 minutes)
12:40-2:12	Instruction	92 minutes

Total: 317 instructional minutes

**\*Each Thursday, students will be dismissed at 1:12**

**Middle School Bell Schedule (Grades 7-8)**

8:00-10:15	Instruction	135 minutes
10:15-10:35	Passing/break	(20 minutes)
10:35-12:34	Instruction	119 minutes
12:34-1:10	Lunch/Recess	(36 minutes)
1:10-1:12	Passing period	2 minutes
1:12-2:12	Instruction	60 minutes

Total: 316 instructional minutes

**\*Each Thursday, students will be dismissed at 1:12**

### Short Day Bell Schedule



**AM Kinder 8:00-11:20**

**PM Kinder 10:58-2:30**

\*Each Thursday, PM Kinder will be dismissed at 1:30.

**Primary (Grades 1-3)**

8:00-9:55	Instruction	115 minutes
9:55-10:20	Recess	(25 minutes)
10:20-12:20	Instruction	120 minutes
12:20	Dismissal	
12:20	Lunch	

Total: 235 minutes

**Intermediate (Grades 4-6)**

8:00-10:14	Instruction	135 minutes
10:14-10:30	Recess	(16 minutes)
10:30-12:25	Instruction	114 minutes
12:25	Dismissal	
12:25	Lunch	

Total: 249 minutes

**Short Day Middle School Bell Schedule (Grades 7-8)**

8:00-10:15	Instruction	135 minutes
10:15-10:35	Passing/Break	(20 minutes)
10:35-12:20	Instruction	105 minutes
12:20	Dismissal	
12:20	Lunch	

Total: 240 minutes

## Early Kindergarten - Eighth Grades Curriculum Highlights

## **Lower Grades**

In the lower classes, students develop oral language by repeating and memorizing poems and stories rich in new vocabulary. Students integrate advanced language in songs, puppet plays, role-play, and group recitation. In Early Kinder/Kindergarten, students experience cumulative stories to increase listening skills and comprehension. Oral language is also advanced during handwork and other practical work when multiple instructions are given and practiced by students.

In all grades, thematic instruction (main lesson subjects) helps student focus on and connect various skills to a central theme. Listening, speaking, writing and reading are all developed in the course of a balanced main lesson.

Shared stories occur daily in early kindergarten through second grade, while small group or independent reading occurs in grade 3. Pleasure reading is expected and encouraged. Comprehension is assessed by retelling, drawing, sculpting, enacting and otherwise sharing the content of the reading.

**Early Kinder/Kindergarten:** The Early Kinder/Kindergarten is a transition from home to school. Its goals are to help the child master developmental milestones, and to lay a foundation for success in the grades curriculum. Play-based, it provides a rich sensory environment for oral language, artistic and motor activities. These activities include water color painting, beeswax modeling, storytelling, puppet shows, and acting out fairy tales. Practical activities in the kitchen, garden and classroom encourage the child to imitate work done by adults. These activities serve as preparation for the structured academic curriculum in the grades.

**First Grade:** Fairy tales and nature stories are used to introduce the pictorial and phonetic qualities of letters. Reading is approached through writing. Number concepts, form drawing and handwork (knitting) begin. Introduction of the four processes of arithmetic are covered.

**Second Grade:** Language arts blocks include legends and animal fables, stories of inspirational people from around the world and nature stories. Children begin to read and write independently. Math concepts build to include place value of large numbers.

**Third Grade:** Stories of the Hebrew people introduce history. A large block on practical life (farming, housing, clothing, etc.) is integrated into academic work. Language skills include reading, spelling, writing original compositions, grammar, punctuation and parts of speech. Cursive writing is taught, and crocheting begins. Math blocks include higher multiplication tables, weight, measure and money.

## **Upper Grades**

Our teachers use images and feeling in the stories shared with the students. Teachers and students may dramatize stories to add interest and context. All content is retold by students, or expressed by students in an artistic way (clay, beeswax, painting, and drawing). Content is delivered in a three-day rhythm to ensure enough repetition of new vocabulary and concepts.

Reading comprehension is evaluated by using study questions, summaries, class discussions, artistic representation, dramatization, and group presentations. Student writing is frequent and is usually edited for a final copy by the teacher. They sometimes experience peer editing, story sharing and other elements of the writing process. They read pieces to each other to gain a better understanding of grammar, voice, and structure. Grammar and conventions are taught constantly in the context of main lesson writing or in response to literature.

**Fourth Grade:** The language arts curriculum includes Norse mythology and sagas, composition and letter writing. California history, geography and map-making are covered. Science includes the study of the animal kingdom, and mathematics builds to include fractions.

**Fifth Grade:** Ancient civilizations and myths (including Mesopotamia, India, Persia, Egypt and Greece) are covered, as well as American geography and history. Language skills include composition, grammar, spelling and reading. Mathematics includes decimals, ratio and proportion, as well as free-hand geometric drawing. The science focus is botany.

**Sixth Grade:** The history curriculum includes ancient Rome and the Middle Ages. The geography and culture of South America are studied. Mathematics includes geometric drawing with tools, and business math. Astronomy and physics (sound, light, electricity, heat and magnetism) are covered in experiential science work.

**Seventh Grade:** Historical studies include Arthurian legends, voyages of discovery and the Renaissance. African culture and geography are covered. Science includes physics (mechanics), physiology (blood and muscles), astronomy and inorganic chemistry. Instruction continues in composition, grammar, spelling, literature and arithmetic.

**Eighth Grade:** Literature selections include short stories, letters and dramatic contrast in Shakespearean drama. Advanced instruction in composition, grammar and spelling rounds out the language arts curriculum. Mathematics includes arithmetic (review of solids and measurement), algebra and geometry. The geography of Asia, as well as American history is covered in social science. Hard sciences include physics (hydraulics), organic chemistry and physiology.

# Policies and Procedures

## Attendance

Our goal is to educate children and prepare them for life. In order for students to be successful and fully participate in our experiential curriculum, they must be present each day and on time. Being late interrupts the classroom and interferes with the learning environment for all students. Timely arrivals build good habits and help establish a rhythm for the day that includes opening activities. Please make every effort to plan medical appointments after school and plan family vacations during days when school is not in session.

Students absent from school are required to have a parent report the absence by phone, email or written note for every day the student misses. Please call the Alice Birney **Attendance Line** at **395-4510** and **press 1** or **email [alicebirneyattendance@gmail.com](mailto:alicebirneyattendance@gmail.com)**. Leave a message or include in the note the following information:

- Parent's name
- Child's full name
- Teacher's name
- Date(s) of absence
- **Reason for absence**

If a student's absence has not been cleared, office personnel or an automatically generated recorded message will call home.

Being more than 30 minutes late (on three separate days), is considered a truancy.

Students will be dropped from the school's enrollment list if they are absent for a ten day period and the school has not been contacted.

If your child has any contagious disease, such as Whooping Cough or chicken pox, please notify the school so that the proper measures can be taken in regards to your child's classmates.

Children are allowed 10 days during the school year for health related absences. After 10 days of health related absences, each additional health related absence must be cleared by a doctor's note or they will be considered unexcused absences.

The State of California considers a student with 3 or more days of unexcused absences as truant. A tardy of 30 minutes or more, three or more days, are also truants. The 1<sup>st</sup> Truancy Letter will be sent to parents after 3 unexcused absences or 3 tardies of 30 minutes or more or any combination of the two. The 2<sup>nd</sup> Truancy Letter will be sent to parents after 1 additional unexcused absence or tardy over 30 minutes. If attendance issues are not resolved, a 3<sup>rd</sup> Truancy Letter will be sent after 1 additional

unexcused absence or tardy over 30 minutes. The 3<sup>rd</sup> Truancy Letter includes a SART (Student Attendance Review Team) meeting. A contract will be signed at the meeting. If the contract is not upheld, there will be a referral for a SARB (School Attendance Review Board) hearing. Since Alice Birney is a “school of choice”, **poor attendance can result in having to leave the school.**

**Please Note-Excused absences** include: illness of the student, medical appointment, medical absence (absent with medical verification), court appearances, funeral service (1 day in state/3 days out of state), and religious holiday. Arriving late to school due to a medical or dental appointment can be excused with a note from the healthcare provide. **Unexcused absences** include: vacations, going to work with a parent, and transportation issues. Unexcused absences must also be reported to the school to clear an unverified status.

**Absences must be cleared within two weeks.** After two weeks, the school is unable to clear absences or a medically excused tardy.

Students who will be absent 5 or more days, due to extenuating circumstances, may apply for short-term independent study. Please speak with the principal and Attendance Clerk to make arrangements.

## **Before and After School**

The instructional day for students in grades EK-8 begins at 8:00 a.m. Students should arrive no earlier than 7:45 a.m. because staff supervision is not available. The exception is for those participating in the Alice Birney free breakfast program and those registered in a before school program. Students participating in the free breakfast program can go directly to the cafeteria at 7:30 a.m. each morning where they are to remain until dismissed to the playground at 7:45 a.m. Any unsupervised students on campus before 7:45 will be sent to the office and parents will be notified.

If students arrive late to school, they must complete a duplicate, time-stamped tardy slip in the front office before walking to class. One copy remains in the office and the other goes to the classroom teacher.

The instructional day ends at 2:12 p.m. and 1:12 pm on Thursdays. Unless students are participating in an authorized, pre-arranged, school-sponsored activity, students must be picked up daily before 2:30 p.m. School staff are unable to provide supervision after that time. As stated in Penal Code Section 11165.2, it is the responsibility of the parent/guardian of the student to provide care and supervision. If students are continuously left after 2:30 p.m., we will have no choice but to report the concern to law enforcement or Child Protective Services.

Because the City of Sacramento’s 4<sup>th</sup> R and Alice Birney Enrichment provide care on our campus from the time school is dismissed until 6:00 p.m., it is essential that students not enrolled in either program leave the campus immediately upon dismissal. This will allow the staff to clearly identify which

students are under adult care. For more information on enrolling students in the **City's 4<sup>th</sup> R** program, call **433-6318** and contact **Alice Birney Enrichment** by email at [Andrea@scsc.org](mailto:Andrea@scsc.org).

### **Drop off and Pick up Procedures**

We encourage families to carpool, walk, or ride bikes to school whenever possible. If you must drive to and from school, please do not let your vehicle idle. Park your car and enjoy our native plant pollinator path and waiting area.

All students in grades 1-6 will enter through the West gate or be dropped off in the U-shaped driveway facing 13<sup>th</sup> Street and walk directly to the playground. The driveway is wide enough to have a left side passing lane for an easy exit. Please do not let students exit your vehicle from the driver's side of the vehicle. Vehicles dropping students off near the West gate and crosswalk should pull forward into the coned valet area, say a quick goodbye as students exit, and pull out onto 13<sup>th</sup> Street. **Do not park in the white zone.** If you will need to park or need extra time to say goodbye, please do so past the white zone. Those loading and unloading for fieldtrips need to park beyond the white zone. Grade 7 and 8 may use the Northwest gate.

Recently, the City of Sacramento painted solid double lines in front of the school to increase safety. Please remember that you may not make a U-turn in front of the school or through a double line. Moving violation tickets are expensive and it is a safety hazard for our families and our neighbors.

The parking lot is reserved for **STAFF ONLY** and **must not be used for dropping off or picking up** students or parking. Do not drive around, through, or over the cones in the parking lot area. The coned area is used for pedestrian crossing.

If you want to walk your children in, please park along 13<sup>th</sup> Street and use the crosswalk. Do not block our neighbors' driveways, move their garbage cans, park on their piles, or allow children to walk or play on their landscaping.

**The West gate will be locked at 8:00 and will reopen after 2:12. Students picked up late after 2:30 will need to signed out of the front office.**

\*Students in grade 1 will be dismissed near the benches next to the cafeteria. Please speak to your teacher about exact location.

## **Behavior Guidelines**

### **School Rules**

1. Use helping hands
2. Follow directions
3. Respect feelings and differences
4. Play safely inside and out

## 5. Practice kindness

There is a distinct difference between discipline and punishment. The focus at Alice Birney School is on discipline; students will be given the opportunity to learn from their mistake. Students are encouraged to talk to their peer when there is a conflict. If it is not resolved, students are asked to tell a staff member who will then help to facilitate a resolution. Restorative justice practices are used regularly and focus on making amends. Students may be asked to write a letter or make an apology card, participate in community service for their class or the school, or help determine the appropriate next steps for conflict resolution.

When necessary, a consequence will be assigned. This may take the form of being removed from a given situation, loss of privileges, or completing a behavior reflection to be signed by parents and returned.

Individual teachers will share their behavior expectations with their class. Consequences for violating the school or class rules may be any combination of the following:

- Redirection
- Verbal warning
- Restatement of rule violated
- Time out
- Stay after school
- Parent/Teacher/Principal conference
- Formal referral to the principal
- Call home for parent support
- In-house suspension
- Behavior contract
- Formal suspension
- Behavior Hearing
- Expulsion

All students are expected to follow the rules outlined by the Sacramento City Unified School District.

**Please Note**-Bullying (the act of intimidating a weaker person to make them do something) is a serious offense. Bullying includes behavior and actions that are verbal, physical and/or anti-social, such as exclusion, gossip and non-verbal body language. It can occur at school, in transit between home or school, and off-campus. Engaging in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel is prohibited. Sacramento City Unified School District defines bullying behavior as a severe or pervasive aggressive behavior intentionally directed at one or more students. The bullying behavior causes fear of harm to personal property, detrimental effect on



physical or mental health, substantially interferes with academic performance, and substantially interferes with the ability to participate or benefit from school services, privileges or activities. Anyone aware or concerned about bullying should complete the *Bullying Incident Form* and return it to the principal. The site administrator or designee will investigate and determine if the report meets the definition for bullying. If it is determined that bullying behavior has occurred, a *Student Safety and Action Plan* may be created and communicated with parents/guardians or other necessary steps may be taken as outlined by SCUSD.

### **Cafeteria Expectations**

At Alice Birney we are putting the “Café” back into the cafeteria. We know how important it is to a child’s health and learning to eat a nutritious lunch in a calm environment. Children enter with voices off and use walking feet. We use soft lighting, assigned seating by grade level and teacher, and chimes for getting students’ attention. Inside voices and table manners are expected. Once seated, students are to remain until they are dismissed by the adults supervising. If a student needs assistance, they raise their hand. When a child’s class is excused to go outside for recess, they must clean up the area around them. If they are not finished eating, they can move to the back or side table and take as much time as they need.

Students in grades 2-8 are given the option to eat outdoors picnic style when weather permits.

Alice Birney has a comprehensive waste management system. Students are encouraged to reduce garbage by utilizing reusable containers rather than bringing prepackaged, single serving items. Composting and recycling by students is done at the time of disposal with a simple sorting procedure.

\*Only healthy foods are to be brought from home. Please avoid processed foods and those high in sugar, fats, and sodium. Students are not allowed to have candy, gum, sodas or energy drinks. If these or other unhealthy items are found, it will be taken and kept for parents to pick up after school.

Due to a high number of anaphylactic allergies, **DO NOT** bringing **nuts and nut butters**.

### **Cafeteria Rules**

1. Walk in a quiet line to the cafeteria
2. Turn voices off before entering and while waiting in line
3. Enter through the West side door
4. Follow the white line around the cafeteria to get a school lunch
5. If you brought a lunch from home, walk directly to your class table to eat inside or the North door to eat picnic style outside
6. When sitting, move all the way down and fill in all the empty spaces-do not save seats or climb between two other students
7. Use a quiet whisper voice while in the cafeteria
8. If you hear the chimes, come to silence immediately and listen to directions carefully

9. Eat your own food-please do not share food or take food from another person
10. Remain seated at all times and raise your hand if you need assistance or are ready to be excused
11. Practice proper table manners
12. When excused, exit through the North door to the playground using walking feet

## **Recess**

When dismissed to recess, students are to walk until they reach the blacktop. Students must stay out of the halls and out from behind the buildings during recess unless they have a written pass from their teacher. No students are allowed in the classrooms without adult supervision.

The South play structure is for students in grades 1-3 only. The middle school quad area, including the restrooms and drinking fountain, is for 7<sup>th</sup> and 8<sup>th</sup> grade students only. Grade 1 students do not go past the box with the swings. For clear visibility, students are to stay to the East of the large Oak tree on the grass.

The bathrooms are for taking care of personal needs; they are not to be used as a base for playing games. Only one student is allowed in each stall at a time. The large bathroom door is to remain open. Students are not to climb on fixtures, peer over or under doors, or waste paper products and water.

Vegetables, fruits, flowers, sticks, and critters should be left in nature unless an adult gives permission to remove them.

When the bell rings, students should gather their lunch items and line up immediately.

At Alice Birney, competitive team sports are reserved for students in grades 4-8. As developmentally appropriate, teachers will introduce approved recess games. Basketball courts are reserved according to the following schedule:

Monday- 4-6 play half court

Tuesday-Grade 4 gets a full court and grades 5/6 play half court

Wednesday-Grade 5 gets a full court and grades 4/6 play half court

Thursday-Grade 6 gets a full court and grades 4/5 play half court

Friday- 4-6 play half court

Grades 7-8 will have use of the newly installed basketball court.

## **Communication**

Alice Birney School received a new telephone system over the summer. The new system provides teachers with individual voicemail where messages can be left. This will allow you to bypass the office staff. Your teacher will provide you with their extension number. Teachers will not answer calls during the instructional day to preserve the classroom learning environment.

The Alice Birney office will be open from 7:45 a.m. – 3:30 p.m. Monday-Friday. Because there are a high number of calls each day, to report an absence, please use the **Attendance Line** at **916-395-4510** and **press 1** or email at **alicebirneyattendance@gmail.com**.

Use 916-395-4510 for all communication. Before 7:45 a.m. and after 3:30 p.m. a message can be left on the school voicemail. Please allow 24-48 hours to receive a return call. Because students, teachers, and parents on campus take first priority and there may only be one person on duty, you may reach the voicemail during regular office hours.

Written messages can be left for the principal or teachers. There are designated forms available on the front counter of the office. After the note is written, please hand it to the office manager who will place it in the appropriate mailbox.

If you prefer to communicate with the principal by email, please use [mehelle-horning@scusd.edu](mailto:mehelle-horning@scusd.edu). Every attempt will be made to respond to messages within 24 hours. While students are on campus, the principal's main objective is to be outside, in the cafeteria, or in classrooms with the children. Meetings and returned messages will most likely occur after the students leave campus.

Wednesday is our school to home paperwork day.

The Alice Birney Monthly Calendar/Wednesday Reminder is intended to keep parents informed about the important dates, activities and programs. This will be sent home **digitally** so please make sure that you have updated your email address with the parent guild. The calendar will also be posted on the school web page for easy access.

Monthly or bimonthly parent meetings are scheduled by the class teacher. These meetings are educational and essential to stay connected to your child's teacher and solidify the sense of class community.

Communication is an essential part of the education program. It is important for parents to keep in close contact with their child's teacher concerning his/her progress. The teacher schedules conferences at the end of the first trimester, but parents are encouraged to contact the teacher at any time during the school year. You will receive a schedule prior to the conference period. Report cards are prepared at the end of each trimester/semester. In addition, your child's teacher may request a home visit with your family.

We ask that you make arrangements for carpools, play dates and other appointments in advance. This relieves stress on your child and in the office. There are times when parents need to communicate with

their children during the school day. In order to facilitate communication while also protecting instructional time, we ask that you use the following procedures to help us in minimizing classroom interruptions:

- IF YOU NEED TO GET IN TOUCH WITH YOUR CHILD: Please call the school office at and leave a message. We make every effort to not disrupt classroom activities.
- IF YOU NEED TO PICK UP YOUR CHILD EARLY OR LEAVE SOMETHING FOR YOUR CHILD: Please come to the school office. The office staff will help you. To protect each child's safety, you must sign your child out before leaving. Please make every effort to schedule appointments for after school. Once children have arrived at school, they are not permitted to leave the school grounds without parent permission. For your child's safety, the teacher will not release a child to anyone who has not obtained permission from the office.
- IF YOU WISH TO COMMUNICATE WITH YOUR CHILD'S TEACHER: Please don't interrupt teachers before class unless it's really an emergency. Please send a note to the teacher with your child. Each teacher will notify you of the best ways to reach her/him. The office staff will take emergency messages and the teacher will contact you as soon as possible. Ask your child's teacher about their policy regarding receiving calls at home.
- IF STUDENTS NEED TO CALL HOME: Students will only be allowed to call home for health reasons, emergencies or upon teacher request. Children should not expect to call home to arrange for play dates, homework or lunch money. Please help them to organize their day to avoid wasting class or office time. Students who are picked up late will be allowed to use the phone only after supervision ends.
- IF YOU HAVE A CONCERN: The Alice Birney staff is interested in effective communication for problem solving. Should you have any kind of problem or concern related to your child and school, please discuss it with your child's **teacher first**. If there is not resolution, let the teacher know. If necessary, talk with the Principal after the first steps have been taken. If appropriate, a follow-up meeting and/or student study team meeting will be scheduled with the teacher, parent and administrator.
- IF YOU HAVE A COMPLIMENT: If your child has a particularly good school experience, be sure to let us know. We would like to share your joy.

## Dress Code

Students are actively involved in their learning both inside and outside of the classroom. Clothes worn to school must be comfortable, properly fitted, and simple. Although Alice Birney does not have a uniform policy, clothes and shoes must be free of brand-name labels, cartoons, graphics, distracting designs, and corporate logos. At Alice Birney, the focus is on the child, not the clothes. Students will get dirty, so plan accordingly.

Often, shoes are removed in the classroom and comfortable slippers are worn. Students may also change into rubber rain boots for outdoor play, wet weather, or nature walks. Raincoats are a must have. Alice Birney students love to play in the rain.

Students are prohibited from having the following on campus:

- Shoes with flashing lights, cartoons, or high heels
- Sandals with **exposed toes** or no back strap
- Nail polish (EK-6)
- Distracting hairstyles
- Writing, pictures or graphics that depict crude, profane, gang-related, sexually suggestive, or violence on clothing, jewelry, or any other body markings
- Improperly fitted or fastened pants or overalls
- Outfits that show undergarments
- Miniskirts or shorts that are above the fingertips when arms are extended to the side
- See-through fabrics, exposed midriffs, low cut tops, halter or off-shoulder tops, thin straps on tops

Students who violate the dress code will be counseled. Teachers may request that students turn their garment inside out. If the violations continue, parents will be notified and may be asked to bring appropriate clothing for students to change. Students may be given “Loaner” clothes to cover the problem temporarily. Repeated inappropriate behavior will result in more serious consequences.

Friday is Tie-Dye school spirit day. Students, parents, and faculty are invited to show their unity by wearing appropriate tie-dye or school spirit clothing.

## Emergency Cards

Each child must have a **current** emergency card on file in the school office. If at any time your emergency card information changes, please notify the office immediately.

In addition to the parent phone number, each card must have **at least two** different numbers listed in case of an emergency.

If your child is seriously ill or injured at school, you will be called immediately. If you cannot be reached, attempts will be made to contact another number that is listed on the emergency card. In case of an accident requiring medical services, 911 will be notified first and then parents called. For this reason, it is important that parents inform us immediately if there is a change in address or phone number.

School district insurance will not cover any student who might suffer an injury while at school. For this reason, parents are encouraged to provide their own student accident insurance.

For their protection, your child will only be released to someone listed on his/her emergency card. The office staff will ask for proof of identification before releasing your child.

## Emergency Procedures

Although safety is our number one concern for students while on our campus, natural disasters and other emergencies may arise. In the event of a whole school emergency on campus, parents will be notified by an automated telephone system. If your telephone number has changed since registration, please update in the front office. Unless instructed to do so by first responders, please do not walk on school grounds during an emergency situation or during a drill. This includes 4<sup>th</sup> R and the Enrichment program.

If you arrive at school for drop off and the school is locked down, do not leave students. Wait in a safe designated area off campus until the school is cleared. If you arrive for pick up and the school is locked down, please wait off campus in a safe designated area. Students will only be released when the situation has cleared.

School personnel are trained and have responsibilities during emergency situations. Please allow them to do their job and keep students safe.

## Enrollment

Alice Birney is a school without neighborhood boundaries, meaning that all students enter through the Sacramento City Unified School District Open Enrollment process. The school district sets a date when **parents must register students online through the district site ([www.scusd.edu](http://www.scusd.edu))** or by walk-in at **Open Enrollment Center** (5735 47<sup>th</sup> Avenue). All specifics around the Open Enrollment process are available on the district web site.

Because our school curriculum and methods of teaching are unique, in addition to participating in the district Open Enrollment process, Alice Birney has **criteria** that needs to be met to be included in the district lottery. The first step is to schedule and participate in a school visitation. School visits are scheduled for the first Thursday of: November, December, and January. To **schedule a visit**, please call **395-4510**. Visits are limited to 50 participants. Plan on spending two hours at the school. Visitations are for adults only. Because we will be visiting classrooms during the regular school day, do not bring children.

At the conclusion of the visitation, there is a question/answer session and the opportunity to complete an interest form. Once the interest form is complete, a copy of the birth certificate, proof of address, immunization record, current IEP or 504 Plan, most recent report card and assessment scores may be collected. Incoming students are expected to have excellent attendance, positive behavior, and a strong academic history. Once district registration **AND** the Alice Birney criteria are met, the child can

be entered into the lottery. Families will be notified by the district when and where the child is placed on the list for enrollment. Students may also be invited to attend a day at Alice Birney.

Please note that although **siblings** living in district boundaries have priority in lottery placement, participation in the **district Open Enrollment** process is required for attending Alice Birney.

Enrollment at Alice Birney is not complete until registration occurs at the site level. Specific dates and times will be communicated for registration at the school.

## **Fieldtrips**

Volunteers must have a TB Test clearance and clear Fingerprints.

Alice Birney School relies on volunteer drivers for field trips throughout the school year. All volunteer drivers must be registered, have the proper insurance (\$50,000 - \$100,000 liability and \$25,000 personal property). A completed Release of Driver Record Information form must also be submitted. Volunteer driver forms are available in the office. This information must be updated annually.

Special permission is required to drive your own child on a fieldtrip separate from the class transportation.

School age siblings are not allowed on field trips. Siblings who are not yet in school may come on field trips if the individual class teacher gives permission.

There will be no fieldtrip transportation funded by the school district this school year.

All fieldtrips must originate and return to Alice Birney. No unauthorized stops (food meals or treats, play parks, souvenir shopping, etc.) are to be made on the way to or from the destination (mechanical, medical, or bathroom emergencies are the exception). If an emergency arises while in route, please notify the classroom teacher and the front office immediately. While on fieldtrips, watching or playing movies or other media is prohibited.

## **Homework**

The Alice Birney staff views homework as an extension of the classroom. It gives students practice in using what they are learning in class and allows them to develop skills. It provides students with an opportunity to work independently and develop a sense of responsibility. Homework can take many forms beyond traditional assignments. Homework may include taking a walk and making observations, helping to chop vegetables for dinner, or retelling a story.

Homework is expected in grades 3<sup>nd</sup> – 8<sup>th</sup>. The rigor of homework increases as students progress through the grades. The amount of time a child spends on homework depends on the difficulty of a particular assignment and the individual ability of the child.

Parents are encouraged to read to or listen to their child read a minimum of 20 minutes per day.

Students in grades 4-8 are required to practice their string instrument each week and turn in a practice log detailing their work. The strings teacher will post and discuss due dates with students. Practicing is a large portion of a student's grade.

### **Concert Attendance**

Attendance and participation at two strings concerts a school year is mandatory for middle school students. Not participating will negatively impact a student's grade. Only under medically verified prearranged circumstances will an alternate assignment be provided. Please **contact the strings teacher** ([Elizabeth-hernandez@scusd.edu](mailto:Elizabeth-hernandez@scusd.edu)) and the principal if your child has a medical emergency that will require them to miss the performance.

Students in grades 4-6 will perform at assemblies during the school day for their peers.

### **Small Group Ensembles**

Playing in the additional small orchestra ensembles for festivals, ceremonies, or celebrations is a privilege. Appropriate behavior, attendance, and academic standing in all classes, including other specialties, will be considered in determining student participation in ensembles. It is at the discretion of the classroom teacher and strings teacher to determine if a student will participate or not. If a student misses two rehearsals, they will not be allowed to participate in the ensemble performance.

## **Items Brought to School**

Except with prior principal approval for extenuating circumstance, students are **not** to bring personal items or valuables including but not limited to: electronic devices, large sums of money, jewelry, cell phones, toys, or family keepsakes to school (see Cell Phone and Electronic Device Policy below). Many tears are shed each year when things disappear that should not have been brought to school in the first place. The school is NOT responsible for items brought to school under ANY circumstances.

### **Cell Phone and Electronic Device Policy:**

- If a student has obtained permission from the principal and has brought a cell phone or electronic device on campus, it must remain in a secured location and in the off position
- Students are not authorized to use cell phones or other electronic devices while on campus. If a student has a cell phone ring or electronic device is in use while on campus, it will be taken by school personnel. The cell phone or electronic device can be picked up by the parent at the end of the day.
- If the cell phone or electronic device is used on campus again, it will remain with the principal and be picked up at the end of the next semester.



- If there is a third cell phone violation, the phone or electronic device will be kept in the school safe until the end of the school year.
- Only for official business, will authorized school personnel use cell phones in the presence of students
- Parents should refrain from using electronic devices in the presence of students as well
- Students must be on the public sidewalk to be considered “off-campus.”

### **Toys and Games**

If a student has obtained permission from their classroom teacher and the principal, students can bring a ball (no baseballs, softballs, footballs, golf or tennis balls are allowed), developmentally appropriate game, or jump rope to school. All items should be clearly labeled with the child’s name and they must be willing to share. Students and parents assume the risk that the object may be lost or broken.

### **Lost and Found**

Please clearly label clothing, backpacks, lunch boxes, hats and gloves, boots, slippers and other items brought to school. Adding the child’s teacher’s name is helpful as well. Each year literally hundreds of articles are unclaimed and periodically donated to charity. **Please check the lost and found rack, container and the hooks on the playground regularly.**

Other Lost and Found items such as jewelry, purses and wallets may be kept in the office. Students are encouraged to turn in items found in the schoolyard. The student’s name and the date are placed on the item and if it is unclaimed for a period of one month it will be returned to the student who found it. If claimed, the owner will be given the name of the student who found it so he/she can be thanked.

### **Meals**

Our cafeteria is open daily 7:30 a.m. – 8:00 a.m. to serve breakfast. Breakfast is free for all students.

Lunch is served daily in our cafeteria for the price of \$2.00 (K-6) or \$2.50 (7-8).

Many students choose to bring their own lunch from home. Please label lunch baskets, bags, and boxes as well as containers with the child’s name. For health reasons, students are not permitted to share food from their lunches. Healthy nutrition is promoted at Alice Birney. Students are not allowed to have junk foods, candy, gum, energy drinks or soda. Please refrain from sending sugary treats and packaged foods with high fats. Because there are a high number of students with nut allergies that are airborne, **Do NOT** send nuts or nut butters.

Classroom snacks are to include fruits and vegetables only. This encourages lifelong healthy eating habits and reduces concerns for allergies. Please help us reduce waste by providing prepared fruits and vegetables in labeled reusable containers.

## **Medications**

All medications, including aspirin, cough drops, over the counter, and vitamins, require a signed medical consent on file to be administered at school. If a student is required to take prescription medication during school hours, a medication permit signed by both the physician and the parent is required. The medication, along with the form, will remain in the office. Students are not allowed to have any form of medication with them to self-medicate. Please do not send medication in lunches. All medication should be carried into the front office by an adult.

## **Parent Participation**

The participation of **ALL** parents is essential for Alice Birney School to provide the many opportunities and activities for students that make the school unique and students successful. An important aspect of our education is that children see parents and teachers working together in the classroom, the gardens, at school festivals and in the home. Children learn directly the value of group cooperation, dedication, problem-solving and hard work. School staff and parents work together to be worthy of imitation and to set the example for children to follow. Parent participation develops and maintains a naturally beautiful environment for the children inside and outside of the school.

Parent participation is not limited to being present on campus. There are several ways that parents can be involved: laundering rags, purchasing and sending snack for the class, making telephone calls or sending emails, helping to plan and organize fieldtrips, soliciting donations of funds or materials, building, gardening, and much more. If you are struggling with how to be involved, please speak with a teacher. They always have wonderful opportunities and ideas.

## **Photographs and Taping**

Each year, photographs and videos are taken of students at school and events. Some of these pictures may be used outside of school for promotional purposes. Please notify your child's teacher and the principal in writing if you do not want your child's image used.

Parents and other volunteers must obtain permission from the classroom teacher and other school personnel before photographing or taping on campus.

## **Specialty Programs**

Alice Birney School offers several specialty classes that are embedded into the students' regular school day. The specialty classes contribute to building a balance in students' capacities of intellect, imagination, and will. This balance is achieved through stimulating academic studies, challenging activities in the arts, and the development of physical and practical skills as part of the experiential curriculum. Some are taught by our classroom teachers, parent or community volunteers, and others by specialists in each area. These may include: Strings (Violin, Viola, Cello), Handwork (knitting,

crocheting, needlework, sewing), Spanish Cultural Study, Movement/Eurhythm, Multicultural Dance, Woodworking, Gardening, Athletics (basketball and track), Games, and Music/Flutes.

### **Handwork**

In Handwork class, knitting, crocheting, and sewing in various forms are taught in two sessions per week by the Handwork specialty teachers. The curriculum is designed with the same important developmental considerations that inform the grades curriculum.

The purpose of handwork class is to develop and strengthen the will forces of the child. To begin a project, work to one's best ability, and finish beautifully brings the love of work into the child's nature. But beyond what we can outwardly observe, Handwork is building brain development in physiological ways.

What the fingers explore the mind must ponder. Neural pathways are built and thinking is enhanced. The balance between precision work and creativity integrates the left and right hemispheres of the brain which supports reading comprehension. Spatial awareness, counting, tracking and problem solving, all work to improve understanding in mathematics.

Ultimately a strong will leads to expansion of thinking capacities.

The students are engaged in this important work through the beauty, creativity and joy of accomplishment.

### **Eurhythm/Movement**

Alice Birney students typically receive one session of Eurhythm/Movement per week taught by a specialist beginning in grade 1 and continuing through grade 4. Structured artistic movement is important in helping students develop their capacity for focus and attention by connecting language centers using spoken word, poetry, and gesture. Mathematical understanding is enhanced by connecting abstract geometrical forms with physical movement and by combining step patterns, rhythm and beat. Spatial awareness and connection with the other are fostered as dynamic forms emerge.

### **Multicultural Folk Dance**

Beginning in grade 3, Alice Birney students typically receive a 16 week block of Multicultural Folk Dance taught by an expert. Folk Dance supports sensory-motor learning, visual and auditory tracking and processing, balance and coordination, cooperative learning, physical fitness, social awareness and courteous behavior (Donna Burgess, 2010). Knowledge about other cultures is brought in a developmentally appropriate approach that is infused with language, music, and movement. Bringing an awareness to and understanding the meaning behind traditions and festivities, contributes to promoting global consciousness.

## **Foreign Language Spanish/Cultural Perspective**

Alice Birney School's approach to Foreign Language studies centers on a Spanish cultural perspective and is taught by a credentialed teacher. Beginning in grade 1, studying cultures opens children up so they may learn about and accept the uniqueness of others in the world for a more peaceful co-existence. Through the Spanish curriculum, they begin to develop an ear for a second language so as they progress into high school they have a stronger aptitude. In the younger grades, students are taught through songs, stories, and rhymes. Throughout the upper grades, students hear poetry, practice dialogue, study grammar, and are introduced to reading and writing in Spanish.

For the first three years of instruction, the students are taught through the use of Spanish songs, finger plays, games, stories and poems. The "shower of language" is needed for the students to feel the character of the language. The students create their own texts by making entries into their Spanish lesson books as a keepsake of what has been presented in each grade.

In grades four through six, students are introduced to the study of Spanish grammar. There are whole class activities that require student participation. These include verb games, skits, riddles, and tongue twisters. At this time the students are ready for the reading of the Spanish word. The student created Spanish lesson book now becomes a resource for the student where the accuracy of information is stressed. In grade six, homework in Spanish is first introduced with the beginning of the study of the ancient Aztec civilization.

Grade 7 is a continuation of the study of ancient cultures with the focus on Maya and Inca civilizations. It is also a time for students to express their Spanish voice. At this point, the student is asked to speak as an individual through a Spanish interview and a biographical report on a person who influenced the Latin Culture. The preterite and imperfect past verb tenses are explored through these activities.

Grade 8 begins with a review of previous years' Spanish lessons. Future verb tenses and a classical reading selection, "Don Quixote de la Mancha" are introduced. Although participation/effort marks are provided for grades 1-6 students at the trimester, only 7<sup>th</sup> and 8<sup>th</sup> grades are provided with letter grade for each quarter.

## **Strings/Orchestra Instruments**

Music is an important element of the Alice Birney curriculum. Because every child has the innate capacity to sing and to make music, this is developed as much as it can be by the classroom teacher in the younger grades and at least two additional periods a week with a strings music teacher beginning in grade 4 and continuing through grade 8.

According to Rudolf Steiner, the human being is a musical being, and the making of music is essential in experiencing what it is to be fully human. Music in the curriculum awakens and nurtures the deep inner life of the child. Engaging the soul activities of thinking, feeling, and willing in the child, the study

and experience of the various elements in music arouse and cultivate the very forces necessary to be able to meet the challenges of the world with enthusiasm and confidence.

Beginning in grade 4, children start to play a stringed instrument with a credentialed teacher at least twice a week. Music notation blends with the main lesson block on fractions nicely complementing the learning of the time signatures. Various meters are experienced and studied. Children begin to sight-read simple melodies. As students progress through the upper grades, deeper work with an instrument begins. The music curriculum in the upper grades brings the children ever more sophisticated and challenging musical experiences that are appropriate to their stages of development. Playing an instrument helps develop memory and fine motor skills, builds self-esteem, fosters self-discipline, and calls the children to a greater awareness of others as they work together to create something beautiful for the listener. Performing at a Winter and Spring concert gives the students the opportunity to celebrate their hours of practice with an audience of family and community members.

Students strengthen responsibility by caring for a district instrument. A liability contract must be signed by parents prior to distribution. Parents are liable for any lost or damaged instruments. Students are welcome to bring their personal rented or owned instrument to school. Instruments are only brought to school on the days their strings class is scheduled. The instrument remains at home for practice on all other days.

Students wanting a more advanced Strings experience may join the Advanced Orchestra that will meet Tuesday after school in Room 19 from 2:30-3:15. The Sunrise Orchestra will provide additional opportunities and will meet Monday from 2:30-3:00. We will also encourage participation in the All City Orchestra in the winter. Contact Ms. Elizabeth Hernandez for more details at [Elizabeth-Hernandez@scusd.edu](mailto:Elizabeth-Hernandez@scusd.edu).

### **Concert Attendance**

Attendance and participation at two strings concerts a school year is mandatory for middle school students. Not participating will negatively impact a student's grade. Only under medically verified prearranged circumstances will an alternate assignment be provided. Please **contact the strings teacher** ([Elizabeth-hernandez@scusd.edu](mailto:Elizabeth-hernandez@scusd.edu)) and the principal if your child has a medical emergency that will require them to miss the performance.

Grades 4-6 will perform in a school assembly for their peers.

## **Small Group Ensembles**

Playing in the additional small orchestra ensembles for festivals, ceremonies, or celebrations is a privilege. Appropriate behavior, attendance, and academic standing in all classes, including other specialties, will be considered in determining student participation in ensembles. If a student misses two rehearsals, they will not be allowed to participate in the ensemble performance.

## **Athletics**

At Alice Birney, we save competitive sports until grade 4 (soccer, basketball, baseball, etc.). We believe this is healthy because it allows children to stay in the world of imagination and practice skills using their whole body before the confines of rules, teams, and scores. After grade 4, children are more developmentally ready to play competitive games when referees/umpires are not present and they must self-regulate. Playground rules are followed for all games.

## **District Team Sports**

Competitive team sports are played in middle school, grades 7 and 8. Students must be able to manage the demands of an extra-curricular activity while maintaining all of their class work. This will be monitored by having students take the responsibility to:

- Obtain each teacher's signature for each class, each week, the Friday before the following week of practice and competitions. Grades and behavior must be acceptable, including specialty classes.
- Students must maintain 70% or better in every class or have teacher's permission for the following week to play in the games and participate in the competitions. Failure to achieve 70% for 3 weeks consecutively will result in being dropped for the team.
- Students must attend Study Hall supervised by the coaches before each practice for 30-45 minutes (Advanced Orchestra students are excused from the study hall).

## **Teachers**

### **Looping**

Alice Birney teachers loop with their children (Early Kinder to Kindergarten and 1<sup>st</sup>- 8<sup>th</sup> grade) whenever possible. Looping means that students will have the same teacher that will journey with them through each grade level. Students will not be permitted to swap teachers within a given grade level. The classroom is a community and conflicts are bound to arise. Modeling commitment, loyalty, and dedication is a gift for our children.

## **Preferences**

Teacher preference will not be considered in placing students. School administration makes the decisions on student placement.

Parents' preference for AM or PM Kindergarten will be honored whenever possible. Once a student is placed for Early Kinder, they will continue on that same schedule with the same teacher for their Kindergarten year. Requests for change will not be honored.

Parents, teachers, and administration will work together to place twins or multiples in the most developmentally appropriate classroom configuration as possible. Once a decision is reached, twins and multiples will remain in that classroom(s) to minimize the disruption in both communities. The recommendation of the Alice Birney College of Teachers is to have same gender twins or multiples in different classes.

## **Visitors**

All parents/visitors must check in at the office. Please do not go directly to a teacher's classroom.

Because of the requirements of our curriculum, preparation and set up for a lesson are lengthy. Often, this needs to be done the morning of the lesson right before students enter class. Please avoid disturbing teachers before school starts unless a meeting has been scheduled. A note or email is preferred.

Do not bring younger children when visiting in a teacher's classroom.

Thank you for choosing Alice Birney School for your child. Welcome to our family.

# Alice Birney Parent Guild

## Executive Committee

Tiffanie Simpson, Chair  
Danielle Bath, Co-Chair  
Lea Hartigan, Treasurer  
Andrea Zarate, Secretary  
Lorna Miller, Volunteer Coordinator  
Andrea Cunningham, Social Activities Coordinator

Any and all questions for the Executive Committee can be sent to [alicebirneywaldorf@gmail.com](mailto:alicebirneywaldorf@gmail.com) and it will be forwarded to the appropriate contact.

The Alice Birney Parent Guild is a nonprofit organization governed by parents. Teachers and administrators are also members of the Guild. The purpose of the Guild is to form a strong and nurturing community around Alice Birney students and to support the educational and social goals of the school. One of the Guild's main functions is fundraising. While public funds from federal and state sources cover the school's basic operating costs, specialty classes are funded entirely by the Guild. In addition to paying for the specialty programs, the Guild funds classroom and campus upgrades as well as Waldorf lesson materials.

Each year the Guild sponsors a variety of fundraising activities and supports school festivals including: the Annual Giving Campaign, the Winter Faire, Knit-A-Thon, and Earth and Vine Dinner and Auction.

The Guild Steering Committee consists of the Executive Committee, Staff Liaisons, Committee Coordinators, Principal and one Parent Representative per class.

## A Message from the Guild

### Supporting your child at Alice Birney

You have chosen to give your child the gift of attending Alice Birney School. As you know, our education focuses on the whole child and encourages them to reach their full creative potential. Alice Birney is a nurturing and loving environment with a team of teachers, staff and volunteers that focus on the healthy development of each child. Alice Birney School offers a balanced curriculum which includes activities of the head, heart, and hands. The cognitive, artistic, and practical lessons are designed to develop the capacities that reflect individual students' experiences. The children's wills and temperaments are honored as the whole child is educated. This environment comes with a time and financial cost. Read below to find out how you can support your child's education at Alice Birney.



## **Alice Birney Parent Guild Annual Giving Campaign**

The Annual Giving Campaign is the foundation of Alice Birney Parent Guild's fundraising effort. Every year we ask that families donate a tax deductible lump sum or a tax deductible payment plan to the Guild. This amount is \$250 per child. These funds directly pay for Alice Birney's specialty programs such as: Movement, Music, Handwork, Woodwork and Athletics. This funding also provides classroom and campus upgrades. The goal of the Annual Giving Campaign is 100% participation, so our Specialty Programs can be fully funded. We realize that families in our community have different financial situations. If the suggested amount does not work for you, give what you can. Our goal is to have 100% of our families participate at whatever level that works with your financial situation. Families are always welcome to sponsor another child attending Alice Birney by donating extra funds, with the knowledge that it is also tax deductible.

### **Materials Donation**

Each family is asked to contribute toward the materials fund by donating \$100 per child which is tax deductible. This covers materials such as: main lesson books, beeswax block and stick crayons, modeling beeswax and clay, colored pencils, watercolor paints, brushes, calligraphy pens and paper. These supplies are an integral part of a curriculum. These materials are of high quality, and help your child to create beautiful work that they can take pride in. (Please note that the Materials Donation is separate from the Annual Giving Campaign.)

### **Class Parent Representatives**

It is mandatory for each class to have one parent representative. The Parent Representative will attend Guild meetings to report on class events, receive information and then share gathered information with the class via email, hardcopy, and/or at parent class meetings. In addition, parent representatives will help with and attend fundraisers, festivals, assist at mandatory meetings, and participate in Annual Giving Week. They should also act as a buddy or mentor to any new families joining your classroom. Choose your parent representative carefully with commitment, communication, and leadership qualities.

\*Guild meetings are held the 2nd Tuesday of given months from 5:30 to 7:00. Please refer to the calendar for specific dates. All Guild meetings are open to all members of the school community. Please join us to learn how the Guild supports our programs and school events.

## Ways to support your child's education at Alice Birney

Here are some examples of how you can support our school:

### Volunteer

The participation of ALL parents is essential for Alice Birney School to provide the many opportunities and activities for students that make the school unique and students successful. An important aspect of our education is that children see parents and teachers working together in the classroom, the gardens, at school festivals and in the home. Children learn directly the value of group cooperation, dedication, problem-solving and hard work. School staff and parents work together to be worthy of imitation and to set the example for children to follow. Parent participation develops and maintains a naturally beautiful environment for the children inside and outside of the school.

We are asking each parent to volunteer for three things this year. If everyone would help with three things, we would have the support needed for EVERYTHING at our school. This can mean anything from helping at a Friday market (donating goods and/or helping sell), taking home the laundry for the class, helping take care of a small patch of the landscape, picking up something for a teacher while you are out shopping, helping at a fundraising or community event (Winter Faire, Earth and Vine, Knit-a-thon) or taking a lead position for an event or festival. There are HUNDREDS of opportunities at our school. Some are classroom-based and can be done from home, some are on campus but can be done on your own time, some are larger in scope and require more commitment and time. The thing to remember is that no matter what your schedule, there are three things you can do for your community here. Studies have shown there is a great benefit to children who have parents that are actively involved in school. Let us help you find the three ways that you can help out. Feel free to email [alicebirneywaldorf@gmail.com](mailto:alicebirneywaldorf@gmail.com) or talk with your teacher if you have any questions about how to get involved.

### Shop at Alice Birney's "Little Shop"

The "Little Shop" is located in the front office of our school. The store offers a wide array of hand crafted goods and gift items made by parents of our school community and other local artisans. You will also find a nice selection of art and knitting supplies for your child to bring Waldorf into the home. Proceeds directly support our school. Parents are encouraged to donate handmade items to support the Little Shop. Reach out to talented friends and family and help us keep this amazing resource well stocked. Please contact the guild at [alicebirneywaldorf@gmail.com](mailto:alicebirneywaldorf@gmail.com) for more information.

### Fundraising

Because of its 501c3 status, **ALL** school/classroom funds must, by law, go through the Guild. Each class will have a Class Treasurer that will work with the Guild Treasurers. Each classroom Treasurer is responsible for recording and submitting all deposits and expenses. This includes money from school-based fundraisers, off-campus fundraisers, Friday Marketplace funds, classroom donations, field-trip payments, etc.

## Grade Level Fundraising

Currently, grade levels are scheduled for the following fundraisers that have already been pre-approved by the Alice Birney Fundraising Committee.

Grade Level	Fundraiser
Third Grade	Family Folk Dance and Carnival
Fourth Grade	Calendar Sales
Fifth Grade	Back to School Night Dinner
Sixth Grade	Open House Dinner and T-Shirt Sales
Seventh Grade	Starlight Café at Winter Faire
Eighth Grade	Parent Student Dance

In addition to the listed grade level fundraisers, each class is allowed one additional fundraiser per semester and summer.

Fundraising takes a tremendous amount of time and energy. After many years of trial and error, our fundraising is currently structured to protect our families most limited and precious resource — time together. Instead of sending your children door-to-door selling items to fundraise for our school, we have developed fundraising opportunities that incorporate more of the community and involve spending time together, crafting, gathering at the school to celebrate seasons and festivals, and many other fun opportunities.

With the exception of the Friday Marketplace, all grade level fundraising begins in the 3<sup>rd</sup> Grade. The Alice Birney Staff has decided that our youngest students and their families should spend their time and energy on getting to know each other and taking in the Waldorf experience. Therefore, 1<sup>st</sup> and 2<sup>nd</sup> grade families can conserve their fundraising energies until the 3<sup>rd</sup> grade.

## Fundraising Approval Process

All fundraisers on or off campus must be approved by the Alice Birney Fundraising Committee. The Fundraising Committee meets regularly. Fundraiser Proposal forms are located in the front office and on our school web page. All Fundraising Proposal forms must include a class teacher's signature for submission. Drop paperwork into the safe located in the office. Approval or denial of the proposal will be submitted to the appropriate teacher.

## Advertising for Fundraisers

The pre-approved grade level fundraisers may be advertised on campus. Advertisements must be appropriate and approved by school staff. Students may not approach vehicles while selling tickets or advertising for a fundraiser. Students advertising or selling on campus must be chaperoned by a responsible adult. Selling of tickets or advertising can only be done before or after school and must not

interfere with the regular instructional day. All fundraising outside your pre-approved grade level fundraisers **CANNOT** be advertised on school campus or through any school communication. All promotion of these events must be done through personal e-mail or your personal social media.

### **Passive Fundraising**

Passive Fundraising allows families, relatives, and friends to financially support Alice Birney while doing their everyday shopping. This can be done by registering with programs including E-scrip, Good Search, Box Tops for Education, Raley's/Bel Air Something Extra, Nugget Markets, etc. Check our school's website under the Fundraising tab for more information about these great fundraising opportunities. You can also contact Erika Hedglin (erika2@surewest.net) for more information. Last year alone, Passive Fundraising made \$10,000 of our overall fundraising goal! If you are out shopping and not registered, we are losing money!

### **Guild Class Fund Policy**

The Alice Birney Guild bank account has sub accounts for each classroom. Due to the time constraints of our volunteer treasurer, and the 501c non-profit guidelines that we have to adhere to, the Alice Birney Guild must enforce the following class fund policy.

These class sub accounts are used to deposit and disperse funds for field trips and special classroom items as well as hold funds from classroom fundraisers. To have an Alice Birney Guild Classroom fund you **must** have a classroom treasurer. District employees are not allowed to handle any money. The classroom treasurer works closely with the Guild treasurer and is responsible for keeping class fund records. Classroom treasurers also collect field trip payments from parents. PLEASE NOTE: We cannot give refunds from class accounts under any circumstances.

It is not a recommended practice to collect monthly payments for "supplies and field trips" for classroom accounts. The guild cannot issue refunds and if students leave a class, their money from previous years cannot be refunded. This has caused problems in the past. Best practice is to set the entire field trip budget (per child) for the year and allow parents to make payments toward that amount (example: Our three field trips, including gas and food, for the year are \$175, please contribute that amount or make payments to equal that). In addition, if you have classroom expenditures such as cooking, crafting (above and beyond curriculum based projects), gardening, etc., set a specific budget for that and allow parents to give toward that (example: we will have weekly crafts and supplies with cost \$40 per student for the year). To be clear, payments for field trips and classroom supplies made on behalf of a child are NOT tax deductible. Contributions to the annual giving and materials fund (that are not child specific) are tax deductible. Classroom donations are considered to be tax deductible if they are to the class as a whole and are not tied to field trips or classroom supplies.

Guild funds cannot be used for teacher training, teacher workshops, etc. This includes classroom funds.

Classroom funds must be used for supplies, items, etc, that go DIRECTLY to students. The funds are held on behalf of the entire class. Best practices are to communicate needs with parents and get

approval for expenditures for the classroom (special project supplies, tea pots, etc.). Field trips are the main focus of classroom funds but classroom funds can be used for incidentals used in the classroom (with approval from the group).

After all expenses for 8<sup>th</sup> grade have been met (field trips, graduation, end of the year party, etc.), if there is a balance left in the class fund:

1. If your class would like to have a get together or other celebration, you may use your class fund until up to 3 weeks after the last day of school.
2. The funds can be gifted to another grade level. In the past, funds have been donated to incoming 7th, a small gift to incoming 1st, or can be gifted to general fund to benefit entire school. Funds do not follow the classroom teacher. They belong to the classroom group as a whole, but are administered by the guild. Again, no refunds are made from class accounts.

**PLEASE NOTE** Classrooms cannot share sub accounts. Each class must have their own sub account. We understand that there are grade level joint fundraisers. When there is a joint grade fundraiser, the profits will be split 50/50 and deposited into their respective classroom accounts.

## Check Writing Policy

The Alice Birney banking system is complex, consisting of many sub accounts. All checks written to the Alice Birney Guild must be properly labeled so the funds get to the appropriate sub account. Prior to your check being deposited into the Alice Birney Guild Account, the check must have the memo portion filled out. If the memo line is left blank, and we do not know which account/sub account the funds need to be deposited into, the check will be returned to you. Here are examples of memo information:

Material Donation write: "School Material Donation"

Annual Giving Donation write: "Annual Giving Donation"

Field trip payment write: "Field trip-Teacher name - Grade of student"

General School Donation write: "Guild Donation"

Special Classroom Donation write "donation-grade-teacher name"

Please use this this space to leave detailed information describing what this check is for.

## Field Trip Payments

Field trip payments can be collected in the following manner and should be handled by the classroom treasurer.

- Teachers can estimate the cost of the school year's field trips and parents can make a lump sum payment at the beginning of the school year.
- Parents can pay per field trip.

*Please note that if a family needs special arrangements made for field trip payments, contact the Guild Treasurer for assistance. All students will have the opportunity to attend field trips regardless of their ability to pay.*

## **Checks and Reimbursements**

Any returned checks for insufficient funds will be assessed the bank's returned check fee along with the amount of the check. Once a family has had one returned check, they forfeit the right to write a personal check for the remainder of the year. Credit cards, money orders, cashier's checks or cash will be accepted. You will be notified by a Guild Treasurer upon the receipt of a returned check.

All checks submitted to the Guild must have name, address and telephone number preprinted.

Checks should be made to the Alice Birney Parent Guild.

## **Reimbursement Policy**

Fund Request Forms for reimbursement for class or event expenses must have a class teacher or event coordinator signature prior to submission. All requests must include copies of original receipts.

**REQUESTS WITHOUT SUPPORTING DOCUMENTATION WILL BE RETURNED AND NO REIMBURSEMENT WILL BE ISSUED.** As a non-profit organization we are required, by law, to have that documentation on file. Please allow one week for reimbursement from time of submission.

Reimbursement forms are in the office above the safe and on our web page. Completed Reimbursement Forms are turned into the Guild inbox above the Guild safe in the front office.

## **Fund Requests**

Fund Requests for third party payees for field trips or event expenses must have class teacher, event coordinator, or fund coordinator signature prior to submission and **MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS PRIOR TO PRINTING THE PAYMENT.** Any payments will be delivered to your teacher's box. All third-party payee requests **MUST INCLUDE RECEIPTS AND/OR DOCUMENTATION.** **REQUESTS WITHOUT SUPPORTING DOCUMENTATION WILL BE RETURNED.**

Fund Request forms are in the office above the safe and on our web page. Completed forms are turned into the Guild inbox above the Guild safe in the front office.

Banking hours will be established and posted by the Guild Treasurers. Please allow 10 days for reimbursements or third-party check requests.

## Deposits

ALL funds collected on behalf of students enrolled at Alice Birney must be deposited into the Guild bank account BY THE CLASSROOM TREASURER. TEACHERS ARE NOT ALLOWED TO COLLECT CLASSROOM FUNDS. No separate class or teacher bank accounts are permitted.

At times, parents assist with class and general Guild deposits. All deposits must be accompanied by a Special Fund Deposit or a General Guild Deposit form, located both on our web page and in the office above the safe. A signature from the person submitting the deposit along with the class teacher's name or coordinator name must be on the form for the deposit to be accepted. All deposits should be placed in the Guild safe located in the front office. Annual Giving Funds and Material Donations should be placed in the Guild Safe in the front office.

ALL CHECKS ARE MADE PAYABLE TO ALICE BIRNEY PARENT GUILD. TO ENSURE YOUR PAYMENT IS RECORDED CORRECTLY, PLEASE USE THE "MEMO" LINE TO DESIGNATE WHERE THE FUNDS SHOULD BE DEPOSITED.

## Friday Market Regulations

Based on Alice Birney's Vision Plan from August 2014, one of the community's goals was to improve the food quality on campus. With new Federal Food regulations that started that July, it gave Alice Birney staff and parents the opportunity to set the example and raise the standards of what is provided to students. Healthy Food rules for all school fundraising is listed below. These apply to food on campus during the day and within fifteen minutes of the start or end of the school day, including class fundraising for Friday Markets established by the Alice Birney staff.

- Seasonal and locally grown produce are to be the prominent feature each week along with handmade crafts. Here are some ideas that have sold well in the past:
  - Fruit or veggie kabob
  - Veggies and salsa
  - Fruit with sunflower butter
  - Baked potato or sweet potato (salsa, cinnamon, nutmeg, etc.)
  - Home popped popcorn (cayenne, cinnamon, etc.)
  - Plants or flowers
  - Hot tea or iced tea infused with: mint, apple slices, lemon, honey, etc.
  - Spa waters (cucumber, lemon, mint, etc.)
  - Corn on the cob with variety of spices
  - Baked kale, potato, sweet potato chips or fries with herbs
  - Frozen fruit bites, purees, or skewers
  - Pumpkin or sunflower seeds with various herbs or seasonings
  - Homemade beans or soups
  - Nonfat cheeses or yogurts

- Home cooked beans or soups
- No candy, cupcakes, cookies, brownies, cakes, pies, soda/soft drinks, or the like.
- Food that is permissible to sell must meet certain nutritional requirements (e.g. no trans fats, low sodium, whole grains only, limited sugar content, etc.). Failure to comply could result in the federal government withholding reimbursement for the cost of our school lunch program.

Please make sure that your class adheres to them.

Friday Market is a great opportunity to raise class funds but classes who do not comply with the rules will lose their privilege to take advantage of this method of fundraising.

All food, drinks, snacks must be placed in the office in the designated “Friday Market cart” by 1 PM on the Friday of the sale. Food should not go to classrooms.

Food that needs to stay cold must be placed in its own container. There is no refrigerator or freezer space available.

All prepared items MUST have a 3x5 card with the recipe attached to the container of the items. Any prepared items without the recipe attached will not be allowed to be offered at Friday market.

Fresh vegetables, fruits, etc. do not require a recipe.

ALL items must pass through the office to be approved by Alice Birney staff. If an item is brought after the 1 PM deadline, they need to go to the office to get approval before placing items out for sale. That means a bit more planning on everyone’s part to get everything out in time to start at 2:12 PM. Items that have not gone through the office will be pulled from Friday market.

Note: Crafts and non-edible items do not need to go through the office and can be brought straight to the tables to sell.

### **Friday Market Tables & Paper Goods**

Folding tables and paper goods are located in the costume closet inside the multi-purpose room. The key can be obtained from office staff. The tables are located inside the door, to the right. There is also a rack with paper goods i.e. napkins, bowls plates and cutlery on it. These are typically left-overs from other events and Friday markets. Have a look there before you go out and purchase them. If you have any left paper goods consider leaving them on the shelf for others. The tables must be returned promptly. The tables are used frequently and need to be available for all to us.

LOCK THE DOOR AND RETURN THE KEY TO OFFICE STAFF

You can also contact Andrea Cunningham at [zenmommy77@yahoo.com](mailto:zenmommy77@yahoo.com) for more information.



# Events, Activities and Community

## Building Opportunities

**Back to School Night:** A chance to meet teachers, parents, administrators and enjoy a meal provided by 5th grade to fundraise for their class.

**Crafts and Conversation:** A weekly meeting of teachers and parents, this group creates hand-made items to sell at Winter Faire and other events during the year. This is a great way to learn new crafts and meet new people. Children are welcome and no experience necessary, all skill levels welcome. This group meets regularly during the year. Meeting times will be announced.

**Harvest Festival:** School festival during school hours that includes games, snacks and crafts. Donations come from parents and each class is responsible for some aspect of the festival. Your class teacher will provide more information as this date nears. THIS IS A STUDENT FESTIVAL ONLY. All parents volunteering on campus MUST have clearance. For more information on this, please contact Andrea Cunningham (Social Activities Coordinator) at [zenmommy77@yahoo.com](mailto:zenmommy77@yahoo.com).

**Winter Faire:** This delightful celebration of the season is a wonderful school and community event. A fun family day, we offer crafts, handmade items from our talented parents and students, a vendor area with a nice selection of mostly handmade items and the Starlight Cafe for a snack. We also have musical performances and plenty of time to hang out with friends. A highlight of this event is the Children's Store where your child can go shopping and purchase holiday gifts (often made by parents and friends) for as little as \$.50. The line is always long and the anticipation great as they wait for a chance to enter this magical place that has been lovingly decorated to resemble a fairy forest (complete with fairy lights). No parents are allowed inside. Children are greeted by an adult that will help them with their shopping. This event has become an important fundraiser due to the hard work of the coordinator and volunteers in the last few years. It brings in about \$10,000 towards our fundraising goals.

**Knit-a-thon:** This event serves as both a fundraiser and a community service project. Pledge sheets go out to every child and they are encouraged to solicit pledges for each square they knit toward blankets (assembled by a team of volunteers) that are later donated to Project Linus, a non-profit group that collects and distributes blankets to children in hospitals, shelters, receiving homes, etc. This is a wonderful opportunity for our students to learn how their handwork education can be put into a very real and practical use, an act that brings warmth and love to another child. In previous years we have collected over \$6,000. The money from this event goes directly to fund handwork. Our goal is to reach \$10,000 in the coming years to cover our handwork budget.

**Earth and Vine:** This dinner and auction is our main fundraising event, outside the Annual Giving Drive. A wonderful evening of great food, incredible auction prizes and fun make this a worthwhile event to attend. Every year we hope to raise at least \$30,000. Of Earth and Vine takes a large number of volunteers to gather donations, help with food prep, run the auction and cashier. We also need parents to attend with their friends and families and support the school through the auction and fund-an-item opportunities. It is a way to encourage outside supporters to come and celebrate our school.

**Open House:** A time to visit your child's classroom and see the year's work on display. Many classes have arts, crafts and small musical performances. There is also the chance to dine on the feast provided by the 6th Grade (fundraiser for their class).

**Friday Markets:** Each class is given the opportunity to sell healthy foods, crafts, produce, etc. after school. Normally, each class has two scheduled Friday Market opportunities. This gives the class a chance to fundraise for their class projects, field trips, etc. The funds from these markets stay with each individual class.

**Whole World Festival:** This springtime event brings the community together to celebrate the diversity that makes our school great. There are musicians and performers representing countries from around the world as well as crafts, games and delicious food. Vendors are invited to sell their cultural wares. The event is held under the beautiful shade of the Alice Birney Oak trees and ends with a children's parade. A nominal fee is charged by the food booths to cover the cost of food items. The remainder of the event is complimentary. For more information on this, please contact Andrea Cunningham (Social Activities Coordinator) at [zenmommy77@yahoo.com](mailto:zenmommy77@yahoo.com).

**Volunteer Tea:** The teachers and students at Alice Birney put on this thoughtful, heartfelt event to thank the many parents that have supported the school throughout the year. All parents, grandparents and friends who have volunteered their time to make our school so special are invited to share the wealth of goodies provided by our teachers.

**If you need further information or have any questions, please contact us at**  
[\*\*alicebirneywaldorf@gmail.com\*\*](mailto:alicebirneywaldorf@gmail.com)

# FREE MONEY FREE MONEY FREE MONEY

One of the goals of the Alice Birney Waldorf K-8 School is to provide a public Waldorf Inspired education to students regardless of a family's ability to pay. Our student body typically consists of 35-40% of families with income eligibility for free and reduced lunch programs. Fundraising helps cover the annual giving and material fee for these students.

Alice Birney Waldorf Inspired K-8 School participates in several passive fundraising programs. What is passive fundraising? Earning money by doing stuff you'd do anyway, like buy groceries, surf the web, dine out, shop, etc.

HOW DO I DO IT? HOW DO I GET MY FRIENDS AND FAMILY TO DO IT?

Super easy! Here are some of the programs:

[www.goodsearch.com](http://www.goodsearch.com)

This program donates about .01 for every search through their yahoo powered search engine. If you shop online, by going through this site first and shopping through stores on their links, a portion of your purchase is donated to the school. You can also download a tool bar to capture all the donations without having to think about it. Go to the website and search for Alice Birney Waldorf Inspired K-8 and follow the instructions and you'll be all set.

[www.escrip.com](http://www.escrip.com) – Sacramento Natural Food Co-op, Savemart & FoodMaxx

Once you register your debit, credit and supermarket cards portions of purchases from participating merchants, including participating restaurants, start coming in. You can also check your contributions on line and see just how much you spent for the month. Just go to website, click on "sign-up" and follow instructions. Our school ID is 6521824 or you can just search under Alice Birney Waldorf Inspired. Please enter VISA/MasterCard debit cards twice; once as an ATM and once as a credit card, so purchases via both networks are credited.

Like Goodsearch, you can also shop online through this site through participating merchants and a portion of your purchase will be donated to the school. E-scrip also has a downloadable toolbar for brain free saving.

If you shop at Savemart or FoodMaxx, link your telephone number to your accounts for these schools. The Sacramento Natural Foods Co-op is a big escrip supporter. Just buy groceries there with a card registered to your escrip account and you're good to go.

## Benefit Mobile Phone App - <https://www.benefit-mobile.com/consumers#preview>

Escrip has partnered with the Benefit Mobile Application for smart phone devices to pay a percentage of purchased electronic gift cards that are delivered to your phone within seconds. The link above shows how it works and the site lists the hundreds of retailers who participate in the program, including Starbucks, Safeway, Whole Foods, Home Depot, Regal Theatres and many more. You can also purchase electronic gift cards that can be sent as a present to someone else.

The initial set up takes a day or two to confirm your account information for your security – be sure to list the Alice Birney Waldorf Parent Guild as your beneficiary as part of your set up.

## Box Tops for Education (General Mills)

OK, this program does require you to tear off the little box top and drop it off at the jar in the office, but not doing this is like throwing a dime in the trash. Twice a year we package those little paper dimes and send them off for good old cash. They really add up. You can also go to the website [www.boxtops4education.com](http://www.boxtops4education.com) and do some shopping, or enter to win a boxtop sweepstakes to credit our account under school ID 370118.

## Raley's/Bel Air Something Extra - Extra Credit Program

Raley's has changed their Quality of Life Program into Something Extra. The school donation portion of this program is called Extra Credit. Once you sign up for Raley's Something Extra program, you can go online, log into your account, and click on "manage my account", "Extra Credit", "Select your Organization" box, then type in Alice Birney, save your selection. Now, whenever you enter your 10 digit code or swipe your Something Extra card, our school receives donations from Raley's/Bel Air at no cost to you. Here is the website to sign up for Something Extra:

<http://www.raleys.com/www/enroll?src=bngyho> and Raley's information about the program:

<http://www.raleys.com/images/imageslayout/1005QCardSlimJim.pdf>

## Nugget/Food 4 Less Scrip Cards

<https://scrip.nuggetmarket.com/>

Nugget has started up a scrip program similar to Raley's Quality of Life card program. Just pick up a card at our front office, register the card at the above website, and swipe your card at checkout for a portion of your purchase amount to come back to the school. Pick up cards for your family, friends, co-workers, neighbors and anyone else you know who shops at Nugget or Food 4 Less. Remember to renew via Nugget's website every August.

## CARS donations

<http://www.donatingiseasy.org/car-donation-alice-birney-parent-guild-charity.htm>

Do you have a vehicle you no longer wish to own, even if it doesn't run? Donate it to us through CARS. Just click on the link above and schedule a pick up - they do the rest. They will even provide the receipt for your taxes once the vehicles sells.

## E-Waste 4 Good

<http://ewaste4good.com/>

They accept electronic waste in any condition working or not. You can donate 1 piece or 100 pieces. The more you gather from your home or office the more you will help Alice Birney in our fundraising efforts. Please fill out the quick and easy form. One of the eWaste representatives will contact you shortly to schedule your free pick up and help a good cause. You can collect for your neighbors too - just be sure to have them complete the log sheet to turn in with the items.

## SPREAD IT AROUND

Remember the shampoo commercial, "and they told two friends, and they told two friends, and so on and so on...."? The key to passive fundraising is to have a wide base of participants. All of us have family, friends, co-workers, neighbors and associates. People like to help, so ask them - this is the easiest fund raising you can do for our school. Just do it!

If you have questions, give me a call and I will do my best to get you answers. Thanks for all you do for our school. Erika Hedglin 916-457-0929 [erikahedglin@gmail.com](mailto:erikahedglin@gmail.com)

Rev. 01/12/15

# Please Sign and Return

I acknowledge that I have read and understand the information provided in the Alice Birney School Handbook. It is my intention to support the policies and procedures outlined in this handbook.

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Parent Signature

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Date

Names and grade levels of children attending Alice Birney School:

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Teachers: \_\_\_\_\_