

# **Alice Birney EK-8 Public Waldorf School**

Sacramento City Unified School District



## **Parent and Student Handbook 2020-2021**

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

# Covid-19

Due to the pandemic, Sacramento County Health and Education officials determined that it is not safe for students to be on campus as we plan to start our school year. Much of what is in this handbook pertains to students attending in a physical space and having large gatherings to celebrate and fundraise. Although that is not possible at this time, the information remains for reference. At some point in the future, students will return and gatherings will resume. Please be well.

For more information, visit [\*\*www. scusd.edu/covid-19\*\*](http://www.scusd.edu/covid-19)

**Jorge Aguilar, Superintendent SCUSD**  
**Mary Hardin Young, Instructional Area Assistant Superintendent**  
**Darrell Woo, School Board Member for Alice Birney**

## 2020-2021 Calendar

<b>August</b>	28	Distribution Day 9AM-12PM
<b>September</b>	3	Distance Learning Begins
	7	Labor Day-No School
	15	Virtual Guild Meeting
	16	Virtual Back to School Night
<b>October</b>		
<b>November</b>	11	Veteran's Day No School
	23-27	Thanksgiving Break No School
	28	Winter Faire Digital Auction Begins
<b>December</b>	12	Winter Faire Digital Auction Ends
	21-January 1	Winter Break No School
<b>January</b>	12	Virtual Guild Meeting
	18	MLK Holiday No School

<b>February</b>	8	Washington's Birthday No School
	15	President's Day No School
<b>March</b>	29-April 2	Spring Break-No School
<b>April</b>		
<b>May</b>	26	Open House
	31	Memorial Day No School
<b>June</b>	8	Guild Meeting
	17	Last Day of School

## **Mission Statement**

The Alice Birney School Mission is to receive every child with open eyes, open arms, and an open heart, recognizing that each one brings unique qualities, gifts, and talents that can be fully realized when the essence of the education offered is imbued with gratitude for sacred learning, love for the endeavor, and respect for the child's autonomy and freedom. Throughout their journey, Alice Birney students are prepared to do their best and most beautiful work in all subject areas so they may apply to the high school of their choice. By 8<sup>th</sup> grade promotion, 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 lifelong learners.

## **History of Striving**

Alice Birney is constantly striving to examine itself and to improve. In the fall of 2015, Alice Birney undertook Vision Planning using a strengths-based process of inquiry led by George Hoffecker and Donna Burgess. In 2016, with generous support from its community through Earth and Vine's Fund-A-Need, staff began mentoring with Betty Staley and Liz Beaven with a look back at the impulse that birthed the school, its biographical history, organizational systems, and a look forward to how Alice Birney Public Waldorf will evolve to meet the emerging challenges of our time and the needs of a contemporary student body. This work, in part, came about as a result of what staff learned from the study by Stanford Center for Opportunity Policy in Education which highlighted Alice Birney's achievements but also made recommendations for continued growth. In January of 2018, Kim John Payne presented the Three Care Streams of Student Support (TCS) at the Alliance for Public Education Conference. Alice Birney staff recognized this enhanced student support approach as a deep and rich response to the changing needs of students and by April of 2018, parents and community members raised over \$20,000 at Earth and Vine to fund the adoption and implementation of Three Care Streams at Alice Birney.

## **School Wide Vision**

At Alice Birney, learning is akin to a radiant, warm campfire. The wonder and awe of the fire keep many students within its ring of warmth, but sometimes students wander into the surrounding forest, or become so disoriented that they end up clear across the stream, or even over the hills in a forest far away. The work of the Three Care Streams is not to punish these disoriented students, but rather to guide them back to the fire using teams of staff, students, and parents as well as a set of tools and resources. Disorientation is viewed as an opportunity for growth and transformation as students are re-oriented socially, behaviorally, and/or academically.

The Code of Compassion, written by the 2018-19 members of the Student Social Action Committee, is the vision we hold and the values we embody as a school community. Its powerful message promoting compassion, kindness, and empathy walks hand in hand with its inconspicuous but resolute vision of peace.

## CODE OF COMPASSION

In a conflict, if you stop and take a step back and look at the situation from all points of view

Most often, empathy and compassion can emerge and change the course of an interaction so

All involved can be

Given the chance to truly be seen and heard

Instead of dismissed, ignored, or left alone

Now is the time to

Encourage each other toward peaceful, compassionate solutions

Picture our school as a place where

Each one knows the worth and value of the other, where

Acceptance is demonstrated with big and small acts of kindness, and where

Compassion is present and practiced by

Everyone, everywhere, every day

### Three Care Streams (TCS) Stages of Implementation

At Earth and Vine in spring of 2018, the Alice Birney community generously raised funds for the Three Care Streams approach to student support to be brought to Alice Birney by Kim John Payne. The Three Care Streams approach was in its “nesting” stage of development during the 2018-2019 school year, in which staff received training by Kim John Payne, piloted various strategies, and assembled teams to respond to students’ remedial/academic, social, and behavioral needs. This year, the Three Care Streams will continue its “fledgling” stage of development in which support strategies are more widely and deeply implemented across campus.

### The Three Care Streams (TCS) Approach and Structure

The Three Care Streams approach to student support was developed by Waldorf school counselor, adult educator, and author Kim John Payne, M.Ed. The Three Care Streams is comprised of three teams of staff members: the \***Behavior Care Group**, \*\***Social Care Group** and \*\*\***Remedial/Academic Care Group**. These care groups identify and support students struggling in these areas and calibrate their use of tools and strategies based on students’ needs. The care groups are led by the **Confluence**, a leadership body that oversees student care. The **Student Care Coordinator** serves as a liaison between the care groups and the Confluence. Communication flows between the care groups and the Confluence to maximize effectiveness and support.

In this Three Care Streams paradigm, misbehavior is viewed as disorientation and discipline as guidance toward reorientation. The **Behavior Care Group** uses tools such as DADD (Disapprove -

Affirm - Discover - Do Over), Individual Playground Plans, and the Check in and Go/Stay/Walk with Me system to reorient students struggling behaviorally.

Alice Birney strives to be a radically inclusive community. We recognize that with differences comes conflict. We are learning to see conflict as a normal occurrence and working to avoid what Kim John Payne calls “harmony addiction,” instead embracing conflict--and its resolution--as normal, good, and a rite of passage. In the 2019 training, Kim John Payne encouraged teachers and parents to expect conflict and difficulty and to have plans and processes in place to help guide students to the rich learning that can occur through difficult times. To this end, the **Social Care Group** (SCG) uses strategies such as The Way We See It exercise and No Blame Meetings to advance this learning.

The Social Care Group also helps coordinate the work of the **Student Social Action Committee** (SSAC), a group of 8th grade leaders who trained to support fellow students in resolving conflicts.

The **Remedial/Academic Care Group** continues the work of Student Support Teams (SST), Individualized Education Plans (IEP), and 504 Plans, and, where appropriate, augments this support with Waldorf Remediation.

### **Support Strategies**

Kim John Payne offers many strategies as part of the Three Care Streams approach. At this point in the implementation process, Alice Birney has chosen to adopt the following:

#### **Check in and Go/Stay/Walk with Me**

Students who are struggling to regulate themselves at recess will either: “check in and go,” “check in and stay,” or “check in and walk with me,” depending on what level of support they need. “Check in and go” means the student will check in with the designated yard supervisor and then go play. “Check in and stay” means the student will check in with the designated yard supervisor, tell the yard supervisor which area they have chosen to play in, and then go to that area to stay. “Check in and walk with me” means the student will walk alongside the yard supervisor for a portion of their recess until they are reoriented and ready for a check in and stay.

#### **Crossing the Line**

This exercise can be used to address a variety of challenges. In it, students discuss and define actions that remain within the bounds of what is socially comfortable and those that “cross the line” and become uncomfortable. For example, joking around “crosses the line” when not all parties find the joke funny.

#### **No-Blame Meeting**

No-Blame Meetings are convened following a moderate or severe incident involving students. The students involved are interviewed separately prior to the meeting by an adult such as the Student Care Coordinator. They then participate in a meeting, facilitated by the Student Care Coordinator and accompanied by another neutral student. In the meeting, they each share their perspective, brainstorm solutions, and plan next steps. The adult then follows up with them after a predetermined amount of time to see how the plan is working.

### **Support Circle Meetings**

Support Circle Meetings are convened by the Confluence for a variety of reasons. Participants include the parents of the student of concern, the class teacher, and members of the Confluence. In the meeting, they each share their perspective of the student's strengths and challenges, brainstorm support strategies, and create a plan of action. After a predetermined amount of time, a member of the Confluence follows up with the parents.

### **Student Social Action Committee**

The Student Social Action Committee is a group of 8th grade students chosen to support and guide younger students and to contribute to the healthy social life of the school community under the guidance of the Student Social Action Committee leaders.

### **How to Access TCS for your student**

If you have a remedial/academic, social, or behavior concern about your child, contact your child's class teacher and together identify what interventions have already been implemented and determine what the next steps should be.

## Alice Birney Staff

Mechelle Horning, Principal

Trina (Catherine) Chalmers, Office Manager

Mike (Ralph) Cinciripino, Plant Manager

Fabiola Ramirez, Food Service Manager

Miss Dee, Food Service

Sophia Thomsen, Attendance Clerk

Sergio Magana, Custodian

Monica Cruz, Mary Beth Hall, David Pickens, Gretchen Dunbar Yard Supervisors

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Teacher	Grade	Room #
Margaret Gillespie	Early Kinder/Kindergarten	1
Stephanie Korte	Early Kinder/Kindergarten	2
Peggy Green	Early Kinder/Kindergarten	2
Nicole Baradat	1	4
Beth Lee	1	5
Susan Balladares	2	6
Chandra Vander Klay	2	7
Nathaniel (Enny) Melman	3	12
Amy Elson	3	11
Jennifer Snyder	4	9
Francisco Hurtado	4	10
Karen Hall-Sandlund	5	15
Rochelle Reed	5	14
Rheanon Sarlis	6	16
Bryon Soules	6	18

\*Behavior Care Coordinator

<b>Erin Darke</b>	7	21
<b>Christine Olmsted</b>	7	20
<b>Jane Marks</b>	8	22
<b>Christopher Whetstone</b>	8	23
<b>Holga Olivares</b>	Spanish	Roving/Office
<b>Douglas Dopkins &amp; Nola McCaleb &amp; Page Drucker</b> ***Academic/Remedial Care Coordinators	Resource/Intervention	Room 13
<b>Katherine Delaney, Miss Mae</b>	Speech	Office/Speech
<b>Elizabeth Hernandez</b>	Strings	19
<b>Libby Bowles and Lara Long</b>	Handwork	17
<b>Miyoung Shoen/Cecelia</b>	Eurythmy	3
<b>Lynnette Weaver (LW)</b>	Student Care Coordinator	Room 8
<b>LW &amp; Monica Cruz-Rosales</b>	Student Social Action Committee Leaders	

# Alice Birney Bell Schedule

AM EK and Kinder 8:00-11:20

PM EK and Kinder 10:58-2:30

\*Each Thursday, PM EK and Kinder dismissal 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 Instructional time	<b>297 minutes</b>

\*Each Thursday, student dismissal 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 Instructional time	<b>317 minutes</b>

\*Each Thursday, student dismissal 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

## Middle School Early Thursday Bell Schedule

8:00-10:15	Instruction	135 minutes
10:15-10:35	Passing/break	(20 minutes)
10:35-12:34	Instruction	119 minutes
12:34-1:12	Lunch/Recess	(38 minutes)

# Short Day Bell Schedule

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

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

\*Each Thursday, PM EK and Kinder dismissal 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 Instructional time	<b>235 minutes</b>

## Intermediate (Grades 4-6)

8:00 - 10:14	Instruction	134 minutes
10:14 - 10:30	Recess	(16 minutes)
10:30 - 12:25	Instruction	115 minutes
12:25	Dismissal	
12:25	Lunch Total Instructional time	<b>249 minutes</b>

## 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 Grade 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 watercolor 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, from 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.

# Alice Birney School

## Policies and Procedures

### Attendance

Alice Birney Public Waldorf EK-8 School provides a unique educational experience for its students. Rudolf Steiner described Waldorf Education simply as, "The teacher with the child in the moment." Unlike traditional education or home study, the success of this "living" education depends upon the presence of the child in the classroom. As you know, we do not depend on textbooks or worksheets which can be sent home if the student misses school. In our classrooms, the artistry of the teacher inspires the child's genius.

Your child is sincerely missed by their teacher and classmates when they are absent or tardy. It is difficult for them to recapture the threads of the social fiber that were woven by the group on the day of their absence. This is strongly felt by the child when they reenter the classroom after an absence or when they come in late. 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. Timeliness is a virtue that helps to build the child's physical and moral strength. Aside from that, we all know how uncomfortable it is to enter the room late, and what an unfair disruption it causes for the teacher and the class.

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. 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 or guardian report the absence by phone, email, or written note for **each and 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. Please note: If your child has missed a day that is considered an unexcused absence (vacation, car trouble, etc.), you will still receive a call.

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 ailment, such as Strep Throat, Whooping Cough or chicken pox, please notify the school so that the proper measures can be taken in regard 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). 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 **should be excused with a note from the healthcare provider, or the late arrival will be posted as tardy.** **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.

You can monitor your child’s absences by accessing Infinite Campus.

## **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. The white copy remains in the office and the yellow 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 leave the campus and surrounding areas or be picked up daily before 2:30 p.m. and by 1:30 p.m. on Thursdays. 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 [iris@sccsc.org](mailto:iris@sccsc.org) or phone at **583-0071**.

## **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 or red zones**. 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 field trips need to park beyond the white zone. Please remember to be quiet for our neighbors when loading for early morning trips.

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 flags in the parking lot area. The flagged area is used for pedestrian crossing. **DO NOT** park or block the disabled parking spots, even temporarily, to run into the office or wait for your child.

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.** If the gate is locked, do not allow your child to climb over or squeeze through the opening, They may walk around to the front office.

**Students picked up late after 2:30 will need to be signed out of the front office.**

\*Students in grade 1 will be dismissed near the benches next to the cafeteria. Parents wait outside of the black gate. Please speak to your teacher about the exact location.

## **Behavior and Social Guidelines-Please Review With Your Child**

Having clear expectations of acceptable behavior allows us to determine when a particular behavior falls outside of what is expected. We can simply ask, "Does that behavior align with our stated expectations?" When the answer is "no" our response will be guided by the practices within the Three Care Streams as well as school and district requirements.

### **At Alice Birney...**

We are safe.

We are responsible.

We are respectful.

We are kind.

For the safety of all, students are expected not to harm self or others. Students are expected to remain in areas that are designated for them. Students are expected to be responsible, taking care of their learning environment and taking responsibility for their actions. At all times, students must show respect to themselves, to each other, to all adults, and to the materials and physical environment of the school. Beyond simply respecting social and behavioral boundaries, students are encouraged to extend themselves with actions that are kind, considerate, and compassionate.

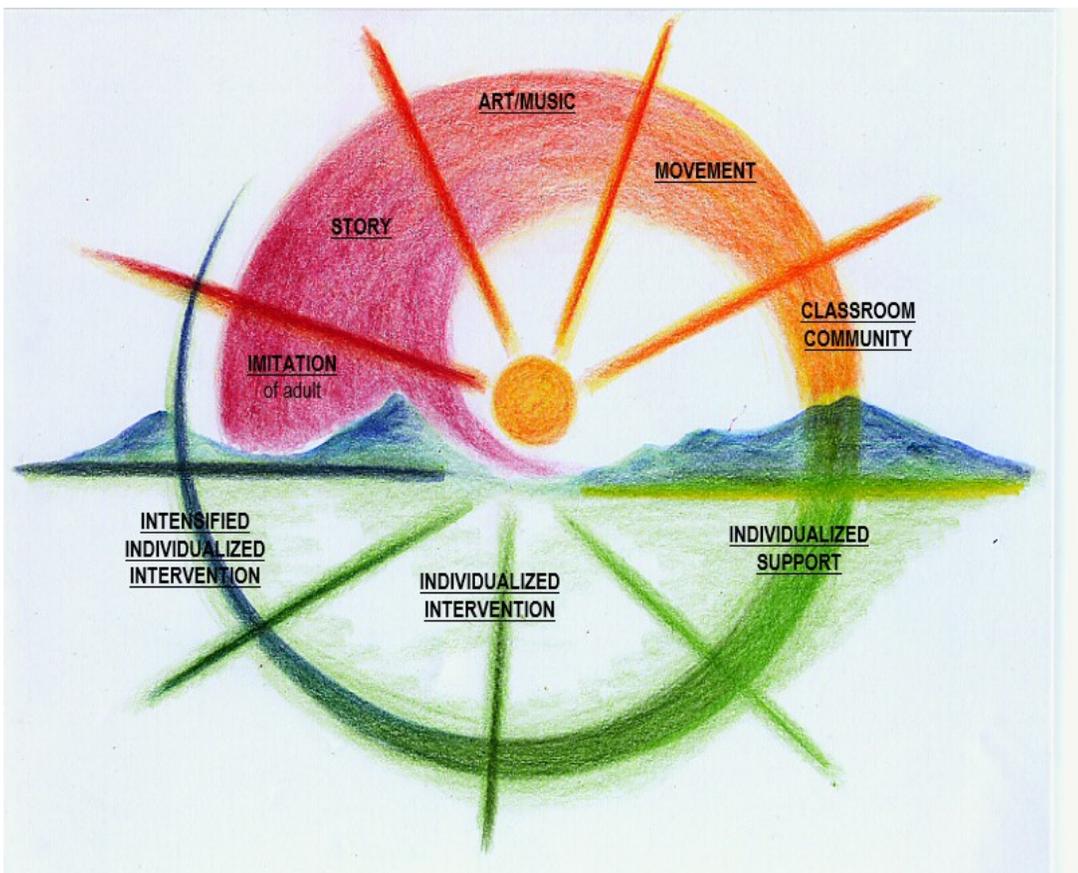
### **Classroom Expectations**

Each teacher has expectations for their class, but there are also expectations that apply broadly across campus:

Students are here to learn, and teachers are here to teach. To this end, students are expected to follow instructions, engage in the work of their class, and to conduct themselves in a way that enables themselves and their classmates to learn. Refusals, disrespect, and avoidance of work detract from learning. Enthusiasm, striving, inquiry, collaboration, and persistence create a lively and fun learning environment and allow the class to function and thrive. Parent support in upholding these expectations is essential.

### **Disorientation and Discipline**

When students make mistakes or become disoriented, school staff calibrate their response along a range of implicit to explicit strategies, some of which are common practice at Alice Birney and some that are being introduced and practiced as we integrate more of the Three Care Streams approach.



## IMPLICIT

### **Imitation**

of adults

### **Story**

Pedagogical, Biographical

### **Art/Music**

Form Drawing, Painting, Modeling, Drawing, Poetry/Verses, Music (to develop a sense of beauty, goodness, and truth)

### **Movement**

Games, Teamwork, Drama, Role Play, Puppetry, Play, Movement, Time in Nature

### **Classroom Community**

Class Agreements/Golden Rules

Repetition and practice of respectful behavior

Crossing the line discussion

Preview and Review

Mindful transitions from one subject or activity to the next

Class Meetings

## EXPLICIT

### **Individualized Support**

Individual Conversation/Redirection/Verbal reminder

Invitation to move to another desk/space in the room ("time in")

Written/Artistic Redirection

Individual practice or break

Coaching

### **Individualized Intervention**

Individual preview and review

Alternate space/work environment (such as a buddy class)

Check in and go/Check in and stay/Check in and walk with me

Child Study with faculty

### **Intensified Individualized Intervention**

Office Referral

Communication home for family support

No Blame Meeting

Support Circle Meeting

## **Restorative practices**

The behavior of a disoriented student could manifest in a number of different ways. It could manifest as disobedience of rules or disruption of social conventions. The Three Care Streams response to disoriented behavior includes restorative justice practices that seek to restore what was broken rather than to simply punish. These restorative measures may include writing a letter, serving the school community, repairing damaged property, or some other form of making amends. These restorative measures could be the result of agreements made in a No Blame meeting.

If the above strategies prove unfruitful, or in moderate or severe cases, the following strategies may be used:

- Documentation on Infinite Campus
- Restriction from special events, field trips, or certain activities until readiness to return is demonstrated
- Parent/Teacher/Principal conference
- In-house suspension
- Formal suspension
- Expulsion from the school or district

## **Threshold Events**

We recognize that at times an egregious act such as extreme verbal or physical aggression toward other students, teachers, or faculty members and/or extreme disrespect toward or destruction of property/community/environment may warrant an immediate reaction that bypasses response levels. The class teacher or other staff member, in conjunction with the principal, may at these times find it necessary to deviate from the order of responses laid out above or to take other steps not outlined here.

## **Infinite Campus Notifications**

Families will receive a notification from their teacher and through Infinite Campus if a student is involved in a behavioral incident that warrants formal documentation.

**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** bring **nuts and nut butters**.

### **Cafeteria Rules – Please review with your child**

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

### **Outdoors – Please review with your child**

#### **-Walk in the hallways**

- Students are not allowed in halls, classrooms or library without adult supervision
- Students are to stay out of the halls and out from behind the buildings during recess
- Students may place personal belongings at the front of the class line before

school and after lunch

-Middle School Quad area is for grades 7-8 only including middle school bathrooms and drinking fountain

**-Bathrooms are for personal needs, not for playing.**

-Only one student allowed in each stall at a time.

The large bathroom door is to remain open.

Students are not to climb on fixtures, look over or under doors, or waste paper products and water.

The bathrooms closest to the office are for grades 1-3. Grades 4-6 use the bathrooms closest to the field, and the middle school bathrooms are for grades 7-8.

**- Care for our grounds** and leave our school in better shape than you found it.

-Vegetables, fruits, flowers, sticks and critters remain outside unless an adult gives you permission to remove them.

- Clean up after yourself at lunch and put garbage and utensils in the appropriate container.

**-Observe safe boundaries**

-The Adventure Playground behind the A-Frame is for kindergarten use only.

-The area to the West of the old oak trees and North of the middle school is off limits at lunch and recess. For clear visibility, stay to the East of the large Oak tree on the grass.

-Stay at least 10 feet back from exposed fence lines

-Stay within lunchtime boundaries as teachers or yard supervisor outline.

-The small jungle gym is for students in grades 1-3 only. The large exercise gym and swings are for grades 1-8.

-Grade 1 students do not go past the box with the swings.

-The shed and the white cement and ramp around and behind 4th R are off limits.

**-Use the yard and equipment safely.**

-Do not climb or sit on top of the play structure or monkey bars.

-Keep balls, stumps and sticks out of the mulched play structure areas.

-Use swings in a safe and appropriate manner: no twisting, standing, hanging upside down or jumping off. Wait for swings on the cement ramp and do not push another student on the swings.

-Climbing the trees, fences or buildings is prohibited.

-Sticks, logs and rocks are for digging and building only. Ropes are for jumping.

-Tag and chase are not allowed at recess on the blacktop, lumps, patio, or in play boxes. (One person's touch is another person's shove.) These games are allowed on the open grass area only and with direct teacher supervision.

-Tackle games are not allowed during recess and need direct supervision.

-Balls are thrown below the waist

-Balls are kicked on the grassy areas only

-Use common sense, if something does not seem safe, do not participate and tell an adult.

At Alice Birney, competitive team sports are reserved for students in grades 4-8. As developmentally appropriate, teachers will introduce approved competitive 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. If another grade level is using it, they can politely wait for the bell to ring or ask to use the court.

## Communication

The Alice Birney office will be open from 7:45 a.m. – 3:45 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 3:45 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 be only 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 or clerk who will place it in the appropriate mailbox.

If you prefer to communicate with the principal by email, please use [mechelle-horning@scusd.edu](mailto:mechelle-horning@scusd.edu). Every attempt will be made to respond to messages within 48 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.

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 and office staff. The calendar will also be posted on the school web page for easy access.

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 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 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 do not 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. Students will get dirty so plan accordingly. Often, shoes are removed in the classroom and comfortable slippers are worn. Shoes or boots must be worn at all times when outside. Alice Birney students have many opportunities to play in the rain and should have outerwear to keep them dry (raincoats, poncho, head covering, boots) Umbrellas are not allowed.

Students' clothing must not present a health or safety hazard nor a distraction which would interfere with the educational process of themselves or others. A student who violates these standards shall be subject to appropriate disciplinary action. In keeping with California State Law, SCUSD policies, and in accordance with ACLU guidelines, we specifically expect the following to be observed by all students while on the school campus or other school related activities including, but not limited to, field trips:

- Shoes worn must have back straps and toes covered. Shoes must be free of lights, cartoons, high heels, or wheels. Shoes must be suitable for all school activities and meet comfort and safety requirements.

- Clothing must be worn that covers the torso when bending over, sitting, or participating in the day's activities. Clothing should fit such that undergarments (bra straps excluded) and the body parts those undergarments are designed to cover, should not be visible.

- Clothing must be free of the following:

- references to drugs, cigarettes, weapons or alcohol
- indecent, obscene, lewd words/pictures
- nudity, profanity
- violent or offensive words
- any depiction of an illegal item or activity
- any item that causes a substantial disruption defined as the school administrators or teachers being unable to proceed with regular school activities due to the interference of students' violation of dress code

As a school of choice, the Alice Birney community recommends supporting the healthy development of our children by reserving nail polish and hair coloring for grades 6-8. We ask for clothing to be free of commercial or corporate pictures and logos larger than a tennis ball and team names. We encourage our older students to recognize and hold dear their responsibility as models for the younger children and consider how their clothing style choices may be received by these students.

## 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 it 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 been cleared by law enforcement or other first responders.

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 must 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 75 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 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 mail if their child has been chosen by lottery. 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.

## Field trips

Volunteers must have a current TB test clearance and clear Fingerprints through SCUSD.

Alice Birney School relies on volunteer drivers for field trips throughout the school year. All volunteer drivers must be registered and 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 field trip 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 field trip 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. Homework 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 assigned in grades 3<sup>rd</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.

## **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 a second time, 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 school business will school personnel use cell phones in the presence of students
- Parents should refrain from using electronic devices in the presence of students
- 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 go unclaimed and are periodically donated to charity. **Please check the lost and found hooks on the playground and by the West gate regularly.**

Other Found items such as jewelry, purses and wallets will 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. – 7:55 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 airborne nut allergies, **Do NOT send nuts or nut butters.**

**Classroom snacks and special celebrations during the school day are to include fruits, vegetables, and seeds 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. **Snacks must be kept in the classroom – there is no room for class snacks to be stored in the staff refrigerator/freezer.**

## **Medications**

All medications to be administered at school, including aspirin, cough drops, over the counter, and vitamins require a signed medical consent to be on file. 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. Students who require an inhaler or Epi-Pen may get a note from their doctor stating that they have been trained in how to use the medicine and that they may carry it on their person.

## **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 field trips, 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 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, Bass), Handwork (knitting, crocheting, needlework, sewing), Spanish Cultural Study, Movement/Eurhythmy, 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.

### **Eurythmy/Movement**

Alice Birney students typically receive one session of Eurythmy/Movement per week taught by a specialist beginning in grade 1 and continuing through grade 8. 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. Movement 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).

### **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 assembly gives the students the opportunity to celebrate their hours of practice with an audience.

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.

### **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 – Basketball and Track**

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 complete classwork, have positive behavior, and complete expected responsibilities. The teacher or parent may communicate with the coach if a student is not meeting the expectations and should not participate.

## 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 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**

Deena Karagianes, Chair

Christine Cabrera, Co-Chair

Stephanie Silva, Co-Treasurer

Danielle Bath, Co-Treasurer

Tracy Mistry, Co-Secretary

Bethany Daniels, Co-Secretary

Laura Near, Passive Fundraising Coordinator

Sacha Monpere, 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/Materials Donation 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/Materials Donation**

The Annual Giving Campaign/Materials 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. These funds directly pay for Alice Birney's specialty programs such as: Movement, Music, Handwork, Woodwork and Athletics. This funding provides materials such as: main lesson books, beeswax block and stick crayons, modeling beeswax and clay, colored pencils, watercolor paints, brushes, calligraphy pens and paper. In addition, this funding also provides classroom and campus upgrades.

The suggested donation to pay for our specialty programs and materials is \$350 per student per year. The goal of the Annual Giving Campaign/Materials Donation is 100% participation: with this amount our Specialty Programs can be fully funded. We realize that families in our community have different financial circumstances. 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 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.

### **How to make a contribution:**

Your family Annual Giving & Materials contribution can be made in multiple ways. It can be paid via cash or check in the guild safe in the front office. It can also be paid online via a credit card here: <https://alicebirneywaldorf.org/support-alice-birney/annual-giving-drive> When selecting the credit card payment option, payment can be made in a single transaction for a lump sum amount or spread out in automatically recurring monthly or quarterly payments.

You can also pay via automatic payment through your bank's bill pay service . Simply put us as a "payee" just like you do many of your household bills and your bank will send us a check in the mail.

Please note that we will **only accept credit card payments for Annual Giving/Materials**. Any field trip, classroom donations, or fundraising will need to be done via cash or check. Please make a note of what the payment is for when dropping off cash or check.

### **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 the classroom. Choose your parent representative carefully looking for commitment, good communication skills, and leadership qualities.

\*Guild meetings are held every other month at 5:30 . 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

### 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 selling), 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. **Digital Little Shop available on the Alice Birney Parent Facebook page.**

### 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 Suspended for the 2020-2021 School Year

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 Carnival
Fourth Grade	Bulb Sale
Fifth Grade	Back to School Night Dinner
Sixth Grade	Open House Dinner and Holiday wreath sales
Seventh Grade	North Star Café (meal) at Winter Faire and Enchanted Path
Eighth Grade	Parent Student Dance

In addition to the grade level fundraisers listed, 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 and 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. 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, Nugget Markets, etc. Check our school's website under the Fundraising tab for more information about these great fundraising opportunities. You can also contact Laura Near ([alicebirneyfundraising@gmail.com](mailto:alicebirneyfundraising@gmail.com)) for more information. Last year alone, Passive Fundraising made \$7,200 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 will 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. A portion of 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 the 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:

Annual Giving Donation/Materials Donation write:

“Annual Giving Donation/Materials 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-No Field Trips in 2020-2021**

Field trip payments can be collected in the following manner and should be handled by the classroom treasurer. We do not accept any field trip payments by credit card.

- 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. Reimbursements will be put in teacher's box.

## **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/ 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.

## **Events, Activities, and Community Building Opportunities will be digital or canceled for the 2020-2021 School Year**

**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:** Student-only 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 Sacha Monpere (Social Activities Coordinator) at [alicebirneywaldorf@gmail.com](mailto:alicebirneywaldorf@gmail.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).

**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 Sacha Monpere (Social Activities Coordinator) at [alicebirneywaldorf@gmail.com](mailto:alicebirneywaldorf@gmail.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)**

# PASSIVE FUNDRAISING

One of the goals of the Alice Birney Public Waldorf EK-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 30-40% 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 Public Waldorf EK-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. Passive fundraising is a great way to earn our school free money with no extra cost to the purchaser!

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

Super easy! Here are some of the programs:

### Farm Fresh to You

Farm Fresh to You is an organic family-farm that delivers fresh fruits and vegetables right to your door. Through our school fundraiser programs, family and friends receiving deliveries can help raise much-needed funds for your school while also eating healthfully and supporting local farmers.

Please visit [farmfreshtoyou.com](http://farmfreshtoyou.com) to register your account and add Alice Birney. Farm Fresh donates 10% of proceeds to the school.

### Box Tops for Education

Box Tops for Education has changed with the times. The traditional box tops will be accepted as you find them but it has moved to an online platform. Download the app on your phone or visit [boxtops4education.com](http://boxtops4education.com) to create an account. Once your account is created you will scan your grocery receipts in place of clipping box tops. The box tops will be automatically added to the Alice Birney Box Tops account immediately. Please use school ID number 370118 at registration to ensure AB receives credit.

### [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 - [www.benefit-mobile.com](http://www.benefit-mobile.com)

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 gift 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 Inspired K-8 as your beneficiary as part of your set up.

## 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.

## Shopping to Educate - Lake Crest Village

Through the Shopping to Educate School Outreach Program, parents, students, family, and friends can shop and submit their receipts from Lake Crest Village or Loehman's Plaza to Alice Birney. The school has the opportunity to win up to \$2000 in cash prizes.

## Shutterfly Storefront

Attention Shutterfly users! You can now help our school receive a 13% donation of your order amount just by going through our Shutterfly storefront: <http://alicebirneywaldorf.shutterflystorefront.com>. This includes the websites tinyprints, Borrowlenses, and Wedding Paper Divas. Take a moment to check it out and be sure to share with your family and friends.

## Primary.com

Did you know you that shopping for colorful kids' basics without logos, slogans or sequins can help raise money for our school? It's super easy. Primary gives back 10% on purchases our families make throughout the year. In addition, Primary offers two school spirit weeks each year (fall and spring). During this week, everyone (new and existing customers) receive 20% off one purchase with 10% going back to the school.

## 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.

If you have questions or additional ideas for a school wide fundraiser, please give me a call or send an email. Thanks for all you do for our school.

Laura Near 916-804-8796 or email [alicebirneyfundraising@gmail.com](mailto:alicebirneyfundraising@gmail.com)

Rev. 8/2020

# SCUSD and Alice Birney Wellness Policy

“A Wellness Policy is an important tool for parents, educational agencies and school districts in promoting student wellness, preventing and reducing childhood obesity, and assuring that school meal nutrition guidelines meet the minimum federal school meals standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school based activities that promote student wellness.” –USDA

## Frequently Asked Questions:

What may be served and sold on campus?

Foods and beverages served and sold in schools must meet strict federal and state regulations for calories, saturated fat, sodium, sugar and trans fat. For an easy-to-use list, visit [www.scusd.edu/wellnesspolicy](http://www.scusd.edu/wellnesspolicy).

When are these regulations in effect?

PreK-8th grade: Regulations are effective from midnight to a half hour after the school day or expanded learning (whichever is later).

High schools: Regulations are effective from midnight to a half hour after the school day.

How can you tell which foods are compliant?

Other than fresh fruits, vegetables, and seeds are always compliant.

To whom do these regulations apply?

These federal and state regulations apply to Non-Charter Public Schools participating in the National School Lunch Program.

Can I bring snacks for the class on my **child's birthday** or general classroom celebration?

Yes, as long as the snack meets state and federal regulations for food served during the school day, such as fresh fruit. Other non-food related options are possible, including but not limited to pencils, erasers, or other small items. If an inappropriate food item is brought to class, the teacher will not allow it to be distributed and it will be sent home.

May teachers give students candy/food as a reward for good behavior?

No – BP 3050 Student Wellness Policy restricts the use of food for rewards. The district as a whole wants to limit access to unhealthy items during the school day that decay teeth and teach unhealthy lifelong habits.

Do these regulations apply to sports games and parent-sponsored events?

Concessions sold at a sporting events may begin 30 minutes after the school day ends at any grade level.

These regulations do not apply to food sold at events held in the evenings or on weekends.

### Fundraising:

School student-organizations must comply with all food and beverage standards. This includes how many items they can sell, pre-approval of the items, when they can sell, how many sales can be done per year, and more.

The regulations apply to food sold and served to students before school, during the school day and until 30 minutes after the conclusion of any extended learning program for EK – 8th grade schools.

These regulations apply to food sold and served to students before school, during the school day and until 30 minutes after the conclusion of the standard school day for 9-12th grade schools.

### Classroom Celebration Ideas:

SCUSD employees, parent organizations and outside organizations will not use any food or beverage as a reward, incentive or punishment for academic performance or good behavior. Schools can promote a positive learning environment by shifting the focus from food during classroom celebrations, and striving to have non-food celebrations or healthy non-allergenic food. Food must be compliant with Competitive Foods regulations.

### Healthy snack options:

- Fresh fruit
- Smoothies
- Frozen bananas with shredded coconut
- Vegetables with a variety of healthy dips

### Awesome Celebration Ideas:

- Games, such as relays
- Hold class outdoors
- “Free choice” time
- Pencils
- bubbles
- Art supplies/projects
- Read a special story



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

## Report of Suspected Bullying (E5145.4)

DATE: \_\_\_\_\_

**Directions:** Complete this form to report alleged bullying. Please forward one copy to the principal and one copy to Bullying Prevention Specialist **immediately**. An investigation will be conducted to determine if bullying occurred and corrective actions needed.

<b>Date of Alleged Incident(s):</b> _____	<b>School:</b> _____
<b>Name of Student Targeted:</b> _____	<b>Grade:</b> _____
<b>Name of Student Aggressor(s):</b> _____	<b>Grade:</b> _____
<b>Name:</b> _____	<b>Grade:</b> _____
<b>Name:</b> _____	<b>Grade:</b> _____

**What happened?** (chose all that apply)

<input type="checkbox"/> Direct physical aggression/fighting	<input type="checkbox"/> Excluding or rejecting the student
<input type="checkbox"/> Getting another person to hit or harm student	<input type="checkbox"/> Sexual name calling
<input type="checkbox"/> Teasing, name-calling, threatening	<input type="checkbox"/> Intimidating, exploiting or extorting
<input type="checkbox"/> Making rude or threatening gestures	<input type="checkbox"/> Spreading harmful rumors or gossip
<input type="checkbox"/> Using racial or religious slurs	<input type="checkbox"/> Other: _____

**Where did the incident happen?** (chose all that apply)

<input type="checkbox"/> Classroom	<input type="checkbox"/> Restroom	<input type="checkbox"/> Off school property
<input type="checkbox"/> Hallway	<input type="checkbox"/> Playground/field	<input type="checkbox"/> Email/text/computer
<input type="checkbox"/> Lunch room	<input type="checkbox"/> Field trip/activity/event	<input type="checkbox"/> Other: _____

**When did the incident happen?**

<input type="checkbox"/> During class time	<input type="checkbox"/> Recess	<input type="checkbox"/> Lunchtime
<input type="checkbox"/> Passing period	<input type="checkbox"/> Before/after school	<input type="checkbox"/> Other: _____

**Please indicate if the incident involved aggression toward a student based on these actual or perceived characteristics:**

<input type="checkbox"/> Appearance or Weight	<input type="checkbox"/> Sexual Orientation or Gender Identity	<input type="checkbox"/> Special needs or disability	<input type="checkbox"/> Race or Ethnicity	<input type="checkbox"/> Immigration Status
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**Please describe the incident in more detail?** (Please attach a sheet if more space is needed)

**Person Reporting Alleged Incident** (may not be the person completing this form)

Name: _____	Phone: _____	Title: _____
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<b>Person Completing Form</b>		
Name:	Phone:	Title:
Signature:	Date Completed:	

## 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:

Name	Grade Level	Teacher