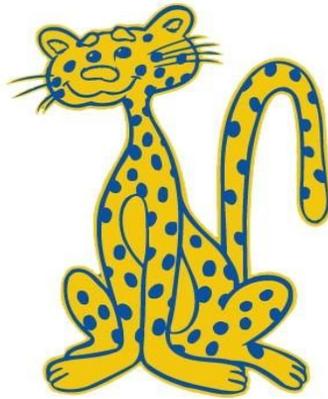


Theuerkauf Elementary

Parent Student Handbook



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sdagar@mvsd.org

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INTRODUCTION

Welcome to the Theuerkauf School Community!

Theuerkauf Elementary School is committed to developing the academic, social, and emotional potential of each student by providing them with a challenging and nurturing learning environment. Students are engaged in activities that require them to think critically, solve problems, and communicate effectively and collaboratively with their peers. Teachers provide students with opportunities to develop self-confidence and a positive attitude towards the rigors of learning the necessary knowledge and skills to be successful in the twenty first century. Teachers participate in professional development and collaboratively work with an Instructional Coach throughout the year to improve instructional practices, differentiate instruction, and plan lessons aligned with the Common Core State Standards. Parents are encouraged to be active participants in their child's learning through individual invitations, a weekly newsletter, monthly parent meetings, and parent training.

VISION, MISSION, and CORE VALUES

Theuerkauf's Vision

Theuerkauf Elementary is a school where all students acquire and demonstrate the knowledge and skills necessary to achieve academic and personal success in an atmosphere defined by respect and collaboration. In partnership with our families and community, we inspire students toward creativity, adaptability, critical thinking, and empathy.

Theuerkauf's Mission

We inspire and develop all students to be lifelong learners and responsible citizens for a changing world.

Core Values

We place a strong emphasis on developing the whole child, which includes not only academic excellence, but also a focus on our four core values of character to promote healthy choices. We focus specifically on one core value per month in order to more deeply discuss the characteristics of the core value.

RESPECT

- Treat others the way we want to be treated
- Value and celebrate our differences
- Show appreciation for ourselves and others through what you say and do

RESPONSIBILITY

- Be reliable and trustworthy
- Take ownership of our actions
- Strive to do our best at school and at home

INTEGRITY

- Be honest with ourselves and others
- Stand up for what we believe

- Act sincerely
- Always do and say the right thing

COURAGE

- Do what is right even when it is tough
- Persevere to reach goals
- Challenge ourselves to do better or improve

SCHOOL INFORMATION

Bell Schedule

Please visit theuerkauf.mwvsd.org to view the complete bell schedule.

Transition Kindergarten

Monday, Tuesday, Wednesday, Friday

Start: 8:35am

End: 2:05pm

Thursday and Minimum Days

Start: 8:35am

End: 12:30 pm

Kindergarten

Monday, Tuesday, Wednesday, Friday

Start: 8:35am

End: 2:05pm

First, Second, and Third Grade

Monday, Tuesday, Wednesday, Friday

Start: 8:35am

End: 3:10pm

Fourth and Fifth Grade

Monday, Tuesday, Wednesday, Friday

Start: 8:35am

End: 3:15pm

Kindergarten, First, Second, Third, Fourth and Fifth Grade

Thursday and Minimum days

Start: 8:35am

End: 12:30pm

Student Drop Off and Pick Up

Theuerkauf has worked diligently with the MVPD and Safe Moves to improve traffic flow and pedestrian safety during drop off and dismissal sessions. We ask that parents exhibit patience and understanding and follow the procedures put into place for drop off and dismissal. Drivers

should be very careful and courteous when driving on campus and near schools. It is very important that drivers respect speed limits and pedestrians' right of way.

Driving Safety Tips

- Please do not park and leave your vehicle in the student drop off and pick up area in the front of school. Drivers are to stay in their vehicles at all times.
- Please do not drop off, pick up, or park vehicles in the bus drop off area located on San Luis Avenue.
- The back parking lot on San Luis Avenue is for staff parking. Please do not use this parking lot for student drop off, pick up, or visitor parking.

Student Drop Off

- Student drop-off for grades 1st-5th is from 7:45 am – 8:30 am (Please refer to before school supervision section for more information)

Student Pick Up

- Kindergarten-5th grade students are walked to the front of the school to greet parents
- TK parents pick up their child right outside of their classroom

Before School Supervision/ Dismissal

Students are welcome on campus as of 7:45 am when adult supervision begins on the blacktop. Students are invited to eat breakfast in the cafeteria between 7:45-8:20 am. Students line up with their classroom at 8:30 am so they are ready to be in their class upon the teacher's signal once the bell rings.

Transitional Kindergarten (TK) parents are asked to stay with their child until the start of the school day. Kindergarten through 5th grade students should be picked up at the front of the school at dismissal time.

Attendance, Absences, and Early Student Pick Up

Students are to attend school on time every day. Any loss of classroom time is a loss of learning for your child. Regular attendance at school is the first step toward academic success. Families are responsible for ensuring their student gets to school on time everyday. Parents will be notified by phone and mail of attendance issues.

Absence Reporting

All student absences must be reported to the school office daily by 8:35am. You may send an email message to our secretary at mcolon@mvwsd.org or you can call the 24-hr student absence line at 650-903-6925. Please include in your message: student's first and last name, room number, and reason for absence. Absences should be reported in advance or least *the same day* that your child is absent. Absences not reported to the school office may be considered unexcused.

Late Arrival/Tardies

Students who arrive after 8:35 am must report to the office first to receive a late admit slip. All tardies are considered unexcused with the exception of doctor/dental appointments accompanied with a note from the doctor/dentist.

Picking Up Child Early From School

We highly encourage students to be in school for the entire day. On the occasion that a student needs to be picked up early, an authorized individual must sign out student(s) leaving school in the front office. Office staff will inform the classroom and student shall come up to the office. Students are only allowed to leave campus in the middle of the day with a person who is listed on the emergency card.

If a student has to leave early for a doctor, dentist, or other appointment we ask parents to please follow the procedures listed below.

1. Parent shall check in at the front office to notify the school staff that they are requesting their child leave early.
2. Parent shall sign the student out in the binder / log.
3. Upon returning from an appointment the parent shall sign the student back in at the front office and school staff will then issue an admit slip for the student to return to class.

Extended Absence

Should your child need an extended absence of five days or more and less than three weeks while school is in session, you may request from the school office an Independent Study Plan (ISP). Your child will be given work assignments to complete and will receive credit for the time away from school.

At least *two weeks* prior written notice must be given to the front office. Please submit written requests to the school principal at sdagar@mvwsd.org and include the dates your student will be absent, the date your student will return and reason for absence. Independent Study Plans are at the discretion of the school principal.

CALENDARS

District Calendar

Please visit mvwsd.org to access district calendar. The district calendar will provide information on non-school days, minimum days, and vacations during the school year.

School Calendar

Our school calendar can be found at theuerkauf.mvwsd.org. For the latest updates on school events and activities, be sure to read the *Cheetah Chatter*, our weekly newsletter that is sent by email every Wednesday throughout the school year.

COMMUNICATION

The partnership between home and school depends upon consistent and clear communication. The Cheetah Chatter Newsletter, Principal coffees, autodialers, e-mail, and formal and informal conferences are among the methods used to ensure effective communication between parents, teachers and staff.

Weekly Newsletter - Cheetah Chatter

The Cheetah Chatter newsletter is mainly intended for the parent community and is a "MUST

READ" in order for you to be informed of family activities, after school events, and important school information. The Cheetah Chatter is electronically distributed via the school's website and via email. It includes important dates, school news, PTA updates, district announcements, community resources and miscellaneous attachments.

School Website

The Theuerkauf School website can be accessed at www.theuerkauf.mvwsd.org.

Calendar of Events

The Cheetah Chatter, published every Wednesday, has upcoming events for the next 2-4 weeks. To view all of the scheduled events for the year, go to the Theuerkauf website at theurkauf.mvwsd.org

Contacting Students

Class interruptions are discouraged. Except for emergencies, students should not be contacted during class time. In an emergency, contact the office and the office will contact your child. Messages and forgotten items like lunches, homework and musical instruments, are to be left in the office for students to pick up during breaks. Please mark them clearly with name and room number. Plans for after-school transportation and activities should be made before school.

Contacting Teachers

Check with the teacher at the beginning of the school year or Back to School Night regarding the best way to contact him or her. All teachers have school email, with the address as first initial, last name followed by mvwsd.org. (Example: The principal is sdagar@mvwsd.org) Teachers should not be contacted during class time. Emergency communication should come through the office staff, who can communicate directly to teachers. Messages may be left for them via voicemail or email. In order to respect teaching and learning times, teachers do not take phone calls during class time.

Classroom Observations

A parent who wants to observe his or her child's classroom must make an appointment with the teacher or school secretary prior to the visit. Observations can be anywhere from 30 minutes to 50 minutes (1 class period). Maintaining good communication throughout the year and discussing the purpose of the visit are important. A teacher may request that a parent observe the student if there are concerns.

STUDENT EXPECTATIONS

Theuerkauf uses a school-wide positive behavior management system based on our 4 Core Values: Respect, Responsibility, Integrity, and Courage. Just as teachers do not expect students to come to school knowing how to read or write, teachers using this approach do not assume that students will enter school with savvy social and self-management skills. The management system is utilized in a way that encourages positive choices, self-control, self-reflection, and the ability to redirect and change behavior in a supportive, healthy way with the purpose of learning from our mistakes.

Our school created school wide rules that reflect our core values, establishes guidelines and expectations for positive behavior, and that create a sense of order and safety throughout our school campus. Classrooms also implement a variety of other management strategies. Please speak specifically with your child's teacher to learn more about individual classroom procedures, routines, and management strategies.

Positive Behaviors - Cool Cat Tickets

Our goal is to promote and celebrate positive student interactions and behaviors. Students receive Cool Cat Tickets for being "Cool Cat Caught" exhibiting one or more of our Core Values.

Cool Cat Assemblies: STUDENTS OF THE MONTH

On the last Thursday of each month, two students per classroom that exemplify the core value of the month, will be selected as Theuerkauf Cool Cat Award Winners. Students will be recognized at the monthly Cool Cat assemblies and will receive a certificate of excellence. Parents of monthly Cool Cat Award winners will be notified ahead of time by the Theuerkauf office in order to attend the Cool Cat Assembly.

Consequences for Misbehaviour

Before a consequence is deemed inappropriate, a complete investigation must be completed. Investigations are typically handled by the classroom teacher, a school staff member, administrator designee, or principal. We ask that parents be patient as this process can at times take a great deal of time and energy for both staff and students. Once we are able to learn details of the situation and come to a conclusion as to what happened, with whom, and why, we will communicate with parents either in person, on the phone, a written note, or via email. Please note that only information directly related to your child can be shared with you. We are not at liberty to share any information with you regarding another student, including the consequence that was administered. Just as you would want your child's personal information kept confidential, we honor all students' privacy by keeping incidents confidential.

Consequences for behaviors are intended to support student learning and self-reflection. As much as possible, logical consequences that are relevant, realistic, and respectful for misbehaviors will be assigned so that the child has an opportunity to reflect on why the behavior was inappropriate and develop strategies to change and improve their response in future situations. The goals in responding to misbehaviors are to maintain a safe and orderly campus, help students recognize and fix their mistakes, and support students in developing internal control of their behavior.

Examples of consequences include but are not limited to:

- Student conference with school staff member (principal, teacher, office staff, yard supervisor, etc)
- Facilitated student to student conference / conversation to resolve conflict
- Referrals to support services, such as CHAC counseling, student welfare supports, etc.
- Community Service
- Take a break / time out
- Buddy Teacher Break
- "Making it Right": You break it, you fix it.
- Loss of Privilege

- Student Reflection
- In-house suspension
- Suspension from classroom or school
- Recommendation for Expulsion

Playground Rules

- All Students should report to the Blacktop area after getting their snack or lunch.
- Students should sit at the picnic tables, benches, or on the blacktop while eating their snacks.
- Students should not be in the hallways, the courtyard, or the Living Classroom area between classrooms unless supervised by an adult.
- Students are to freeze when the bell rings and follow yard duty personnel/ staff directions.
- We use friendly language, are inclusive, and are UpStanders.

Play Structure:

- Tag or chasing on or around the play structure equipment is not permitted.
- Students are not to jump from play structure platforms.

Slides:

- All slides should be 'Feet First.' Students may not walk/climb up slides.
- One student at a time.

Monkey Bars:

- One student at a time going in one direction.
- Students are not to be sitting on top of the monkey bars.

Blacktop:

- Soccer/Kick balls/Basketballs should be used in the basketball/field areas of the playground. Kicking balls on the blacktop is not permitted due to safety of others in the blacktop area.
- Stay clear of organized games.
- Students are to walk on blacktop to avoid any injury to self or others while running.

Equipment:

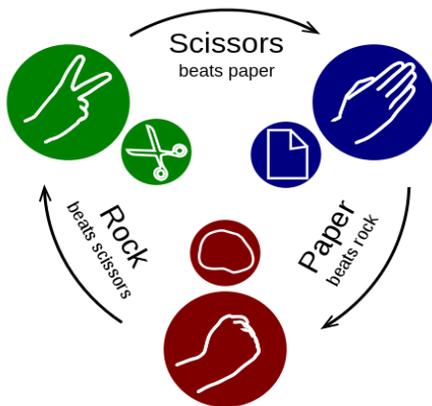
- Any equipment checked out from the ballroom is to be returned by the student who checked it out.
- All equipment is to be used in a safe and cooperative manner.
- Unsafe or disruptive use will result in loss of privileges in using equipment or participating in organized play situations.
- Follow game and activity rules.

Field:

- Students may be on the infield of the ballpark if they are participating in an organized game.
- Students are only allowed in the field area if they are supervised.

Conflict Resolution on the Playground

At Theuerkauf we teach our students to follow certain strategies in order to solve problems they may have with other students. Issues often come up on the playground when students are playing games. Students are asked to talk it over, listen to one another, take turns, share and play fairly. If the problem continues, students are encouraged to use the hand-motion game "Ro Sham Bo" or "Rock, Paper, Scissors" to resolve a disagreement. A rock will break scissors, the scissors will cut paper, and the paper will cover rock.



Suspensions and Expulsions

Suspension is the act of temporarily deferring a student from participating in classroom or campus activities. Suspension alone is considered a punishment and can only be imposed when other means of correction, such as those listed above, fail to bring about proper conduct. There are very few cases in which suspension is a first response as a consequence, all of which involve a serious safety threat. We aim for the most reasonable consequences that maintains students' dignity and allows them to learn from their mistakes. For most elementary students, logical consequences provide the appropriate response to misbehavior and the opportunity to learn and improve behavior choices. In the rare event that a suspension is deemed appropriate for an offense, parents will be contacted immediately.

Dress Code

Student dress should reflect a climate that fosters learning and safety. If clothing is found to be disruptive or distracting to learning or is deemed unsafe, parents will be called and students will be asked to change to appropriate clothing. Arrangements for compliance must be made or students will be sent home.

Unacceptable attire includes bathing suits, half-shirts, short shorts, cutoffs, halter-tops, tops with spaghetti straps, or excessively baggy clothes. Tops should have straps that are at least an inch (two-fingers) wide and should not show the mid-riff or undergarments. Shirts with sexual innuendos and images condoning violence, gangs, drugs or alcohol use, or ethnic/racial put-downs are absolutely not allowed.

Students should wear shoes that are suitable for PE participation and playground activities. Shoes without straps, such as clogs, flip flops and sandals, and open toed shoes, heeled shoes,

can be dangerous and/or unsafe on the playground and during PE. Open toed shoes worn at school are to have back straps. If rubber boots are worn on rainy days, children must bring shoes to wear in the classroom.

Teasing, Taunting, Bullying, and Harassment

Bullying goes beyond simple verbal teasing and is an expression of power of one student over another. Four criteria are considered when students express concerns about being bullied:

- 1) Was the act intentional?
- 2) Was the act hurtful physically, psychologically, or emotionally?
- 3) Was the act repetitive?
- 4) Is there an element of power imbalance?

Each case will be carefully investigated and appropriate consequences will take place. Teasing, taunting or bullying will not be tolerated. Sometimes friends will claim that they are "just joking" or "just fooling around." It is important to understand that this is never an excuse for making another student feel powerless. Any student who feels he or she is being harassed should immediately ask a teacher or staff member at school for help. Students who feel uncomfortable speaking directly with an adult can also write a note and place it in the principal's mailbox in the main office, which is checked daily. All complaints will be promptly and appropriately addressed. Schools are required to act upon all reported incidents of harassment.

Cell Phones

Students may not use any school phone without permission from a teacher. Students will only be allowed to use the school phone in case of emergency or to inform a parent/guardian regarding a specific need.

Cell phone use, while some individual circumstances may require students to bring cell phones to school, this practice is not encouraged due to distractions it may cause during the school day and the potential of the device being lost. If a student must bring a phone to school, the following apply:

- Cell phones must be completely powered off during the school day
- Cell phones must not be used during school hours, other than for medically approved use.
- Students may only use cell phones after dismissal or in case of emergency
- Infractions will result in loss of the privilege of bringing a cell phone to school, and the student's parents will be contacted to pick up the phone. The school is not responsible for stolen/lost items.

Other Electronic Devices

Cell phones are not to be used during regular school hours, and such use will result in confiscation. If a student needs to make a call to his/her family, they are to use a school telephone. Other electronic devices such as CD players, MP3 players, or handheld gaming devices are not to be used during school hours or at school sponsored activities. These devices will be confiscated. The parent will be expected to pick up the device at school. Subsequent offenses will be subject to detention or suspension. The school will also not be held responsible for theft or loss of these items.

Non-School Materials / Personal Belongings

Students should not bring items other than school materials on campus without the consent of the classroom teacher. The school is not responsible for the loss or damage of personal materials.

All allowable personal items, including lunch pails and backpacks, should be clearly marked with the child's name.

Please do not bring the following items to school:

- Soda
- Trading cards or toys
- Over the counter medicine, such as aspirin, allergy tablets, etc. Please update the front office if you would like your child to receive medication during the school day.
- Jewelry or accessories that distract from learning or pose a hazard Stuffed animals, dolls or toys
- Handheld electronic devices (Nintendo DS, iPod, etc)
- Weapons; including toy and "look alike" weapons
- Any illegal substance

Bicycles, Skateboards, and Scooters

Bicycles, skateboards, and scooters are to be walked at all times on the school grounds. The bicycles are to be locked in the bike racks located in the front & back of the school.

Students who ride other wheeled devices to school must carry them upon reaching the school grounds. Shoes with wheels must be removed or placed in an inoperable position while at school. The school is not responsible for stolen items. Students must wear helmets when riding bikes, scooters, or skateboards.

LUNCH AND NUTRITION

Teachers and students have a 45-minute lunch. Students eat and play in shifts, with specific times depending on their grade level (see Bell Schedule). Kindergarteners eat early and separately from the upper grades. Students in grades 1-5 play for approximately 20 minutes and eat for the remainder.

Students generally eat outside on the picnic tables and grass courtyard. When the weather is too cold or wet, students eat inside the MUR. There is a separate lunch schedule for rainy days that allows all students to eat inside. On rainy days, teachers have a 30-minute lunch with student supervision.

Food Service

We hope to be as thoughtful about how we feed our students' bodies, as much as their minds. Theuerkauf supports healthy choices for lunch and snacks. Whenever possible, families are encouraged to provide students with fruits and nutritious foods as opposed to processed snacks. Chips are not a nutritious snack and are not recommended.

- Students may bring their lunch from home or purchase hot lunch through the district's food service program. A menu is sent home each month with the newsletter.
- Any student from a family whose income is at or below the current eligibility scale may receive a free or reduced-priced breakfast and lunch by completing an application form available in the office.

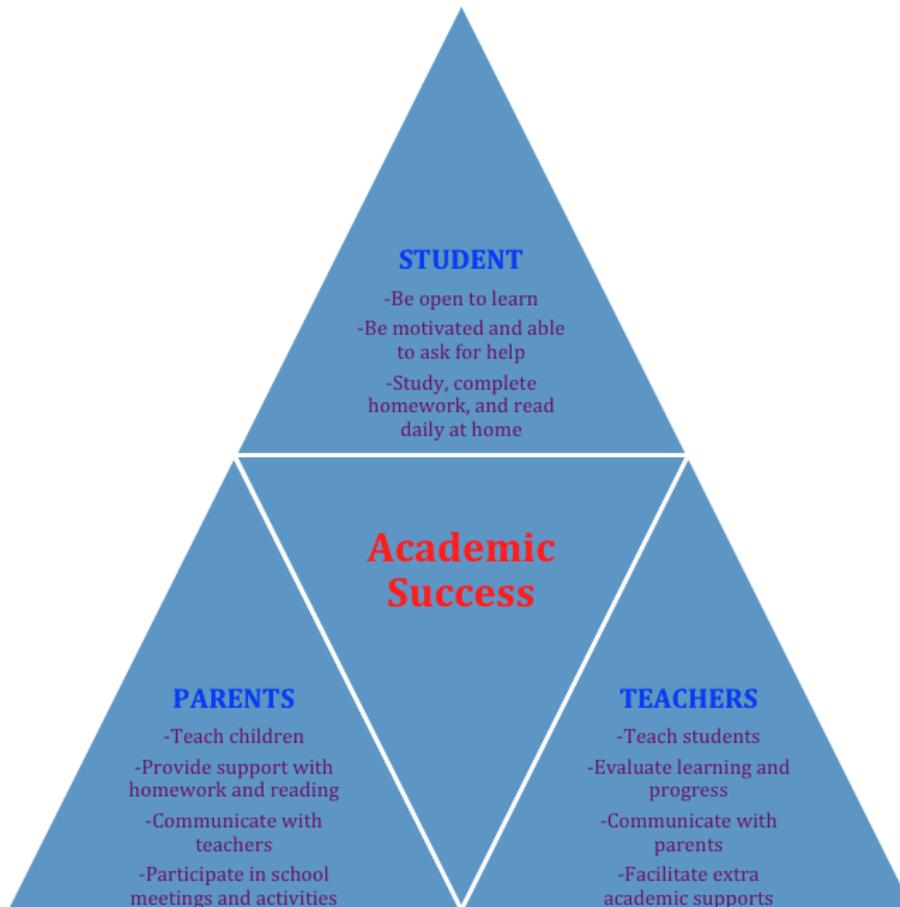
- Students may bring snacks to eat during morning recess time. Students who participate in the breakfast and lunch program may eat breakfast during the “Second Chance” breakfast, served during morning recesses.
- It is the responsibility of everyone to keep our campus clean. All trash, including lunch garbage, must be put in the garbage containers provided.

Classroom parties/ Birthday Celebrations

Our staff strongly encourages families to provide a healthy treat for birthday celebrations at school. If you are bringing a birthday treat, please prearrange a time with your child’s teacher. Birthday celebrations are typically done during the last part of the school day to avoid distractions during the instructional day. If you are dropping treats during the day, please drop them at the school front office and we will get them delivered to your child’s classroom. Please consult with your child’s teacher on any student allergies or special accommodations before bringing in classroom treats. Healthier options could be finger foods such as carrots or fruit skewers. Stationery goody bags are always a good option for birthday celebrations as well.

SCHOOL, PARENT and STUDENT COMPACT

Theuerkauf School believes every student has a right and responsibility to learn, every teacher has a right and responsibility to teach, and every parent has a right and responsibility to support a home/school partnership for student learning.



As a Parent, Parents will...

- I will do my best to attend school events/activities. (School goal is for each family to attend at least 4-5 events this year).
- Encourage my child to be independently responsible;
- Encourage, listen or read to my child every night;
- Communicate regularly with my child's teacher;
- Provide a home environment that encourages my child to learn;
- Recognize that I am my child's first teacher;
- Review my child's progress report;
- Strive to develop the skills needed to help my child;
- If possible, volunteer in my child's school and participate in class and school activities
- Seek educational opportunities for my child and attend parent-teacher conferences;
- Show respect for teachers and school staff members.

As a Student, Students will:

- Be an active participant in school; will take advantage of additional academic opportunities offered;
- Obey school and bus rules;
- Show respect for teachers(s) and peers;

- Be respectful, responsible, and ready to learn each day;
- Come to school prepared and with homework and supplies;
- Do my best in my work and in my behavior;
- Read aloud or silently every day;
- Assume responsibility for my actions;
- Will report and not tolerate bullying.

As a School, we will:

- Believe that each student can learn;
- Show respect for each child and his or her family;
- Help each child grow to his or her fullest potential;
- Provide a safe and productive learning environment;
- Provide a flexible scheduling of parent-teacher conferences and review the parent-student-school compact as necessary;
- Come to class prepared to teach and learn;
- Model professional behavior and a positive attitude;
- Ensure fairness and equity in adherence to school, district, and classroom rules;
- Send frequent reports to parents and maintain open lines of communication with students and parents;
- Provide meaningful and appropriate homework;
- Recognize and celebrate the cultural diversity of the students;
- Consult and coordinate with other teachers about the specific needs of each child. Provide interventions for students that are not consistently reaching proficiency;
- Provide high quality instruction and research-based curriculum in a supportive and effective learning environment that enables all students to reach proficiency on the State's academic achievement standards; Provide regular parent-teacher conference opportunities;
- Allow parents/guardians reasonable access to staff, opportunities to volunteer and participate in their child's class and school, and opportunities to observe classroom activities.

ACADEMIC INFORMATION

School Accountability Report Card (SARC)

State law has required all public schools receiving state funding to prepare and distribute a SARC. A similar requirement is also contained in the federal Elementary and Secondary Education Act (ESEA). The purpose of the report card is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators.

Theuerkauf's school report card can be found on the district website at mvwsd.org. Hard copies are also available in the front office.

Curriculum Overview

Our curriculum is driven by clear performance standards for what students should know and be able to do at each grade level to be successful in top quality high schools and colleges. For each grade level, standards are based on national and state curriculum frameworks in each

subject area. We believe that through the mastery of these standards the students at Theuerkauf will be fully prepared for continued academic success in middle school and beyond.

Teachers will use regular assessments to measure how well students are mastering the standards. We use knowledge about student skills to shape whole class instruction, small group work, and one-on-one tutoring. Using individual student data, instruction can be targeted to better meet individual student needs.

Language Arts: Theuerkauf uses a variety of instructional strategies to foster a balanced approach to literacy instruction. Teachers use Benchmark Advanced, as well as books from our leveled book room, to explicitly instruct students in reading skills and strategies, including phonemic awareness, phonics and word knowledge, and comprehension skills and strategies. In addition, Theuerkauf teachers use guided reading and Response to Intervention to ensure reading instruction is individualized according to students' needs. To address the Common Core State Standards, teachers also have access to a wide variety of online instructional lessons, materials, and resources. Our goal is for students to read and understand high quality texts while being able to think and respond critically to what has been read. Specific strategies to engage in high level literature is taught so that students can question, debate, collaborate, and effectively communicate through oral and written means.

Math: Students in all grade levels use the Eureka Math curriculum. Grade level also spends an additional time with ZEARN, a program that partners with Eureka Math and ensures exposure to curriculum at a more individualized paced. Grade levels also use other supplemental curriculum materials focusing on enhancing non-verbal conceptual mathematical understanding. Individual grade levels offer differentiation and enrichment to ensure all students are being challenged.

Social Studies: The Mountain View/Whisman School District uses Scott Foresman as the primary curriculum for social studies. Topics are integrated throughout the curriculum to provide students opportunities to learn through a variety of means. Field trips often coordinate with grade level social studies units.

Science: The Mountain View/Whisman School District uses FOSS kits (hands-on activities) and supplements the hands-on activities with nonfiction literature. Further, Theuerkauf hosts outside science organizations such as Living Classroom. Theuerkuaf has a STEAM Lab on site and students go to the Lab twice a week.

Physical Education: Every student receives 100 minutes per week of PE instruction. 1st Grade through 5th grade students receive instruction from a credentialed PE instructor through Rhythm and Moves two times a week. Transitional Kindergarten and Kindergarten students have PE with their teacher and with the contracted coach program.

Music and Art: The Community School of Music and Art (CSMA) program provides Theuerkauf students with art and music instruction. All students in grades TK-5 receive music instruction and art throughout the year. Fourth grade students learn to play the recorder as part of their music instruction, and 5th grade students can choose to participate in band, strings or chorus/music appreciation during the school day.

Response To Instruction (RTI)- STEAM (Science, Technology, Engineering, Arts, Math)

Theuerkauf will continue to provide RTI to support and enrich our students in reading and writing. After assessments, all students are assigned to flexible groups based on their needs for intervention or extension/enrichment. The RTI block is four days a week, with 45-minute lessons (Kindergarten is 4 days a week with 30 minute lessons). This year, we added a STEAM teacher to provide weekly science lessons for grades K-5. While students from one class are engaged in STEAM projects, the classroom teacher will be joining another class in their grade level to provide support to students in mathematics or literacy.

Homework

As a district, we have embraced a Continuous Improvement model as our strategy for meeting our goal of academic excellence. Homework, including nightly reading, plays an integral role in helping students improve literacy, mathematical thinking and skills, and allows students to exercise responsibility, perseverance, and self-reflection.

Generally, parents should expect an average of 10 minutes of homework per grade level per night, keeping in mind that different students may take slightly more or less time to complete assignments. For example, students should expect 30 minutes of homework nightly in 3rd grade, 40 minutes in 4th grade and 50 minutes in 5th grade. If you have concerns about your child's homework, please contact his/her teacher to discuss. Please note that homework belongs to students, not parents. We encourage you to support your child with his/her homework, but ask that you not complete the work for them. If your child complains that homework is too challenging or is showing signs of stress, please contact the classroom teacher immediately to determine a homework plan that allows for student success.

Make-up Work

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time that is agreed upon by the teacher, student, and parent.

Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work, although full or partial credit may not be given. Teachers shall assign such makeup work as necessary to ensure academic progress.

Monitoring Student Progress

Theuerkauf students are evaluated in a variety of ways. Teachers use district and site-based formative assessments throughout the school year to ensure academic, emotional, and social progress. Results of these assessments are shared with parents on a regular basis through fall conferences, parent-teacher meetings / conversations, email, and report cards. Reports cards are based on the academic standards taught each trimester and are sent home 3 times per year. Additionally, students in grades 3-5 take the SBAC exam each Spring. This test measures the students understanding of the Common Core State Standards. Students who are learning

English will take the ELPAC (English Language Proficiency Assessments for California) to determine the level of English skills and language instruction required for the year.

Students who, with the support of differentiated instruction and intervention, continue to struggle academically may be referred to our Student Success Team, which meets regularly throughout the school year to address a variety of student needs. This team may include the principal, instructional coach, school psychologist, classroom teacher, parent(s), and student (if applicable). Together this team creates a success plan for each individual child and monitors progress during the school year.

Assemblies

Assemblies are a part of the curriculum and as such are designated to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the students be respectful and appreciative. Students are expected to arrive and depart in an orderly manner.

Field Trips

Throughout the school year, students at Theuerkauf have the opportunity to go on field trips, which enhance the regular educational program. All students must have a permission slip signed by the parent or guardian for each field trip. Buses are the preferred mode of transportation. In the event parent drivers are utilized, all requirements of school board policy must be met.

GENERAL SCHOOL SAFETY

Emergency Contact Information

It is very important to inform the Attendance Office with any address and phone changes (especially emergency contact phone numbers) throughout the year. When we have a serious accident we need parental help immediately. Partially completed emergency cards or phoning disconnected numbers prevents us from following our emergency procedures and ensuring your child's safety to the best of our ability. Please completely fill out the emergency card and turn back to the front office at the beginning of each school year.

Visitors and Volunteers

For the safety of all students at Theuerkauf School, all visitors and volunteers must sign in and out at the front office during school hours. The school will issue a visitor or volunteer badge.

Parent volunteers are highly encouraged to help both in the classroom, and around campus in projects that might interest them. Please speak with your child's teacher or with the School & Community Engagement Facilitator if you would like to volunteer. Please note that our school district requires all volunteers have a current TB test, which we will copy and file at the front office.

Emergency Preparedness Plan

Our task in an emergency situation is to create a safe, secure, organized environment for our students while allowing for students' orderly dismissal to parents.

Theuerkauf maintains an emergency preparedness plan in case of an emergency situation during the school day. We have emergency water and first aid supplies to adequately serve our population of students for an extended time period. In addition, each classroom and learning center has an emergency backpack where additional first aid supplies are within a moment's reach of the classroom teacher. Our emergency preparedness plan is available for review by contacting the school's front office.

In case of an emergency situation such as an earthquake, we would evacuate the school and assemble in the grass area of the playground or in the tennis courts. A first aid and checkout station would immediately be set up. Parents (or others listed on the child's emergency card) MUST report to the checkout station before the child will be released.

Mandated Reporters

By law, all school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.

Unlawful Harassment

Theuerkauf School maintains a strict policy prohibiting harassment due to race, sex, gender, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision or any other basis protected by federal, state, or local law ordinance or regulation. All such harassment is unlawful. Irrespective of law, we believe that all such harassment is offensive. Violation of this policy by another student may result in discipline, which may include suspension depending on the nature and seriousness of the violation. Unlawful harassment because of race, sex, gender, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision or any other protected basis includes, but is not limited to, verbal contact, inappropriate pictures or drawings, physical conduct/contact, and retaliation for taking action.

School Facilities Use

Community use of Theuerkauf fields and playground are not permitted for public use during the school hours of 7:45 AM to 3:15 PM, Monday through Friday.

According to California state law, smoking and alcohol are not allowed on public school campuses at any time. Animals are not permitted at school or on fields during the school hours of 7:30am to 6:00pm, Monday through Friday. Due to a heightened potential for injury and allergies to dander, families are not allowed to bring dogs or cats to school at drop-off and pick-up times.

If you are interested in the use of school facilities for events, please contact the front office at mcolon@mvwsd.org.

OTHER SCHOOL INFORMATION

Medication

In compliance with the California Education Code, Section 49423, the requirements for dispensing student medication are as follows:

Medication must be brought to the school office by the parent and/or guardian and registered with office personnel. The parent or guardian and the child's physician must complete a Student Medication Form. This form is available in the school office. A new form is required each school year.

The school must have the medication in the original prescription container, listing the date, the name of the physician, the name of the students, and the instructions for administering the medication. Medication is not to be sent to school in a baggie, an envelope, a tissue, or any other wrapping that does not identify the medication.

Students may not carry with them any non-prescription medication of any kind (over the counter drugs) at school. This includes aspirin, cold tablets, allergy pills, eye drops, cough drops, etc. If a student requires such medication, the family physician must direct the pharmacy to place such medication in a prescription container, listing the date, the name of the student, the name of the physician, and the instructions for administration, as in any prescription medication.

If medication is to be given three times a day, it is recommended that a dose is given at home before school, a dose upon arriving home, and a dose at bedtime – providing this meets the physician's approval.

All medications are administered in the school office and recorded by school personnel. If a student brings unregistered medication to school, school personnel will confiscate it and parents will be contacted. If you have questions regarding medication or other medical concerns, please contact the school district nurse by email. Check with the school office for email address.

Delivering Items During the School Day

If an item needs to be delivered to a student, please print the child's full name and room number on the item and drop it off in the office. The office staff will see that the student receives the delivery as soon as possible. Parents are to make arrangements directly with the classroom teacher to have a brief acknowledgement of their child's birthday that will take place towards the end of the school's instructional time.

Backpacks

It is highly encouraged to have your child's initials clearly printed on the outside (their full name printed on the inside), be clean, and free of inappropriate words or illustrations. We suggest the full name be marked on the inside for safety reasons. Students who have inappropriate markings or words on their backpacks will have them confiscated, and parents will be contacted.

Textbooks and Library Books

All textbooks and library books are supplied by Mountain View Whisman School District and are issued to your child by the teacher or librarian. As soon as items are issued, the student assumes responsibility for their care. Loss or damage of textbooks or library books will result in the assessment of a fee sufficient for its repair or replacement. Failure to pay the fee to replace or repair textbooks or library books could result in the withholding of a student's report card at the end of the school year.

Lost and Found

Lost articles are located near the library and are sorted regularly by our local Girl Scout troop. Items not claimed will be given to charity at the end of each trimester. Children are encouraged to check the rack as soon as possible after losing an article. The school newsletter will announce when items will be gathered and donated. An attempt will be made to return clothing items that have identification on them. Please mark your items if possible.

Counseling Resources

Theuerkauf School collaborates with CHAC (Community Health Awareness Council) and UPLIFT services for individual and family support. Students may refer themselves or be referred by their parents, teacher, or other school administrator. On-site counselors work with students individually, in small groups, or during home visits with the family. Support can include therapy, community resource and referral, behavior intervention, parenting classes, etc. Parental consent is required. Please inquire at the front office for more information.

Classroom Celebrations

Any plans made in relation to a classroom celebration must first be discussed and approved by the classroom teacher.

Please provide healthy choices when providing food items in conjunction with any celebration. Some healthy choices include fruit, vegetables, popcorn, etc. Our goal is to stay away from sugary foods such as cookies, cupcakes, donuts, candy, etc. Some children are allergic to particular foods such as dairy products and nuts. If food items are provided to a classroom, parents must check with the teacher and get prior approval to bring the food item.

If you would like to celebrate your child's birthday, instead of bringing food items to the classroom, consider recognizing your child's birthday by providing a "Birthday Book" for the class. This is an excellent choice as books can bring attention to the student's birthday while at the same time incorporating literature.

Bus Transportation

Bus transportation is available on a limited basis. All students must apply for a bus pass at the District Office and will not be permitted to ride without a bus pass.

Applications will be approved on a space-available basis according to district priorities.

Please see www.mvwsd.org or contact the district office for more information.

Before and After School Programs

Outside organizations offer after school programming on the Theuerkauf campus. Most of these programs run independently from the school, such as Chess Club, Cooking Club, STEAM Science, etc. Please review the Cheetah Chatter for information regarding afterschool programming. Three additional afterschool programs include the YMCA child care, Beyond the

Bell (BTB), and Right at School - which are tutoring and park & rec program offered to selected students. Please see the program coordinators directly for more information.

FAMILY ENGAGEMENT

What is Family Engagement?

Family Engagement is the collaboration between families and schools that positively impacts student achievement. Family engagement is any way in which a child's adult caregiver effectively supports learning and healthy development in proactive ways.

Families are engaged when they:

- Support their child's learning
- Encourage their child's self esteem and ability to achieve
- Monitor their child's time, resources, and overall behavior
- Model lifelong learning and enthusiasm for education
- Advocate for improved learning opportunities for their children
- Help make decisions for their child in the school and in the community
- Collaborate with school staff and community members

Why is Family Engagement important? What are the outcomes?

- Children's literacy acquisition is greatly improved
- Children earn higher grades and test scores
- Children are enrolled in higher level programs
- Children adapt better to school and attend more regularly
- Children have better social skills and improved behavior
- Children graduate and move on to higher education

Volunteering at School

Volunteers are an essential part of the Theuerkauf Community. By becoming involved with the school and the school community we demonstrate to our children that education is valuable to us. This involvement helps to inspire our children to take school seriously and work hard. By helping to ensure that our children complete their homework and do quality work, we teach them about the importance of taking responsibility for learning. By participating in whole school events such as Open House, concerts, and Walk-a-thons, we teach our children that friendship and relationships to community and family are valuable; we demonstrate respect for the school and for the accomplishments of its students. We help them learn to take pride in their accomplishments, and we push them to grow. Whenever we take time out of our busy lives to spend time in the classroom working with our children and their peers, we show children that many adults care about them and want them to grow and succeed. When we work with other students, other teachers, and other classes as well as participating in food drives, toy drives, and fundraisers, we demonstrate compassion for those who need our help and assistance. By coming to school events even though we may not know many of the other families, the school system may be different from the one in which we grew up, and English may be difficult for us to understand, we demonstrate the courage to take risks and do what is right for our children.

Our goal is that all families participate in at least three school events per year. These includes Back-to-School-Night, parent-teacher conferences, Campus Clean-up Days, PTA movie nights, Open House, attending concerts and field trips, serving on SSC or ELAC, and weekly classroom support. Please place time on your calendar to support Theuerkauf so that we can best serve your children; our students.

If you are interested in other school volunteer tasks, or you have specific knowledge or expertise in an area that you'd like to share with students and/or staff, please contact your School & Community Engagement Facilitator, Kristen Calderon. We are always appreciative of extra parent support at our school! Please note: All community volunteers are required to provide proof of a current TB test that the front office will keep on file.

Parent - Teacher Conferences

Goal-setting conferences are held in the fall with all parents. The purpose of the conference is to identify your student's strengths and areas of growth, and to set academic and personal goals for the school year. Parents/guardians must attend conferences with teachers to understand your student's goals, progress toward those goals and how you can support your student. Students are often invited to participate in conferences.

For students who are not making academic progress, your teacher may schedule an additional conference with you during the school year. You are also always welcome to schedule a conference with your child's teacher to ask questions and share any concerns that you have. You may contact your teacher directly to schedule a conference.

Parent Teacher Association (PTA)

The Theuerkauf PTA serves as a forum where parents, teachers, administrators, and other concerned community members discuss ways to promote quality education, strive to expand the arts, encourage community involvement, and work for a healthy environment and safe neighborhoods. PTA is the nation's oldest, largest and highest profile volunteer organization working on behalf of public schools, children and families. PTA volunteers work in their schools and communities to improve the education, health and welfare of all children and youth. Please contact thkfpta.president@gmail.com for more information.

School Site Council (SSC)

The Theuerkauf School Site Council, mandated by California state law, is our school advisory committee. The Council is composed of teachers, the principal, and parents who meet monthly to discuss long-range planning and enrichment opportunities, as well as monitor the school safety and site plans. Parents who are interested in having a voice regarding the vision and future of Theuerkauf are strongly encouraged to run for a Site Council position. Elections are held each spring. Check the school calendar for meeting dates and times. Please contact the principal at sdagar@mvwsd.org if you would like more information or how to become a member.

English Learner Advisory Committee (ELAC)

The purpose of ELAC is to assist parents in becoming informed about the Single Plan for Student Achievement, especially regarding English Learner (EL) programs. This committee is made up of parents of English Learners who help advise the Principal and school community on programs and services offered on-site for all students learning English. ELAC meets about

6+ times a year and discuss academic goals for EL students as part of the school site plan, the reclassification process, English Language Development (ELD) classes, student attendance, and more. ELAC meetings are open to the public for any community members to hear the topics discussed and to provide comments and ask questions. Please contact our School Community Engagement Facilitator at vlicona@mvwsd.org for more information.

Parent-Community Room - Room 21

Please come and visit your designated Parent-Community Room 21, in the portables near the blacktop. This is your space for Meetings, Trainings, Workshops, morning Coffee time, and more. The School & Community Engagement Facilitator, Vanesa Licon, is happy to help connect you to all of the great community resources available in the area, she has valuable information and resource & referral in room 21. If you are interested in socializing with other parents, it's also a great space to do so!

We look forward to a great school year together!