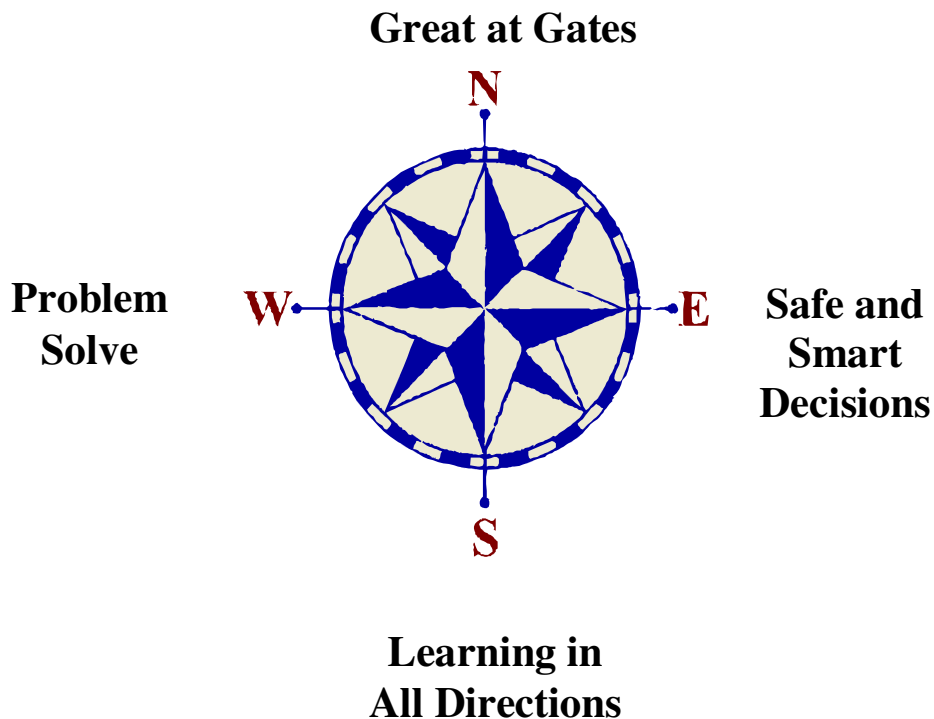


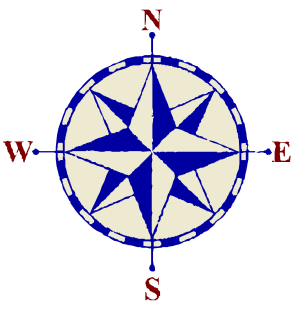
# Catheryn Gates Elementary

“Home of the Explorers”



## PARENT-STUDENT HANDBOOK 2018-2019

Catheryn Gates Elementary School  
1051 Trehowell Drive  
Roseville, California 95678  
Telephone: (916) 771-1780



# CATHERYN GATES ELEMENTARY SCHOOL



Mary Patrick, Principal ✧ Derk Garcia, District Superintendent

August 25, 2018

Dear Catheryn Gates Elementary Families:

Welcome to the 2018-2019 school year at Catheryn Gates Elementary School! The staff of Catheryn Gates is dedicated to providing your child with an outstanding educational environment that includes high standards and accountability, academic and character development and school and family partnerships.

Family support is crucial in our school wide efforts to provide your child with an enriching and successful educational experience. We want to work with you in order to support and enrich your child’s learning because the strong foundation you provide at home enables your child to take advantage of the learning opportunities available at school. When we work together great things happen for our kids!

Another way to become involved in school is through volunteerism. It is wonderful to see parents and family members on campus in any capacity whether helping in the classroom, participating in PTC events, chaperoning field trips or just visiting. You are always welcome and needed. You can keep informed about upcoming school events by:

- |  |   |                          |
|--|---|--------------------------|
| Reading our e-newsletter               | Checking our School Website                       | Classroom Communications |
| Becoming committee representatives     | Joining PTC/Attending PTC Meeting                 |                          |
| Checking the PTC website/Facebook page | Keeping email addresses updated for school emails |                          |
| Reading our marquee                    | Listening to our automated phone messages         |                          |
| Calling the office at 771-1780 ext. 6  | Checking out our RCSD-GATES Facebook Page         |                          |

Access to this handbook is provided to every family through our school website. We ask that you and your child review the handbook together and sign and return the signature slip.

With your cooperation and continued support, Catheryn Gates will bring out the best in your child and provide another year of exceptional education programs.

Sincerely,

Mary Patrick  
Principal  
Catheryn Gates Elementary School

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## **Mission Statement**

The purpose of our school is to provide an outstanding educational environment for all of our students.

## **School Vision**

*Provide success in all directions for every child with*

- High standards and accountability
- Academic and character development
- School, family, and community partnerships

## **Academic Honors**

5<sup>th</sup> grade students are honored for outstanding academic achievement. An awards ceremony will be held to recognize students who have received all P's on their report card in the areas of Language Arts, Math or both.

## **Assessments**

All students are regularly assessed to ensure they are meeting grade level, district, and state standards. Teachers will discuss with parents if a child is failing to meet benchmarks and standards for each grade level.

## **Attendance**

Students are required to attend school on a daily basis and remain in school the entire instructional day. Students who are tardy or leave early miss important instruction, disrupt other students who arrive on time ready to learn, and lose class time when instruction must be repeated. We appreciate it when you are able to limit appointments to before or after school hours. Absences are only excused for health reasons, attendance at an immediate family member's funeral, court appearances or religious holidays.

If your child is absent from school you must call the attendance line or notify office personnel by e-mail or phone of the absence and reason for absence. If a student is absent 14 days or more for illness in a school year, further absences will need to be verified by a physician. Students with three or more unexcused absences are considered truant. Education Code 48260 requires that a pupil who is absent from school more than three days without a valid excuse or who is tardy in excess of more than three days in a school year and shall be reported to the school administrator. Excessive unexcused absences will be reported to the Student Attendance Review Board.

Students will be recognized each trimester and at the end of the year if they maintain perfect attendance. Perfect means perfect, perfect attendance means no absences, no tardies or leaving early marks whether they are excused or not. Students on independent study are not eligible for perfect attendance.

## **Behavior - Explorer Expectations**

Students are expected to: be **Great at Gates, Problem Solve, and Make Smart and Safe Decisions** in every area on campus. All students will be given a tour of campus and behavior expectations for each area will be reviewed and reinforced with our Character Education program.

## **Bicycles – Skateboards - Scooters**

Students who ride bicycles to school must park them in our bicycle racks. Bicycles should be locked and be ridden on the school grounds by parents or students. Students are reminded to be sure to wear helmets follow safety rules. Students who ride scooters or skateboards to school must walk them when they arrive. Scooters and skateboards are to be folded up and set off to the side of the classroom door for safety reasons.



are never to  
and always  
on campus.

**Roller blades and Heelies are not allowed at school.**

## **Cafeteria Expectations**

Students are expected to demonstrate good eating habits and manners while in the Multi Purpose Room (MPR). Throwing food or purposely annoying/bothering other students while eating will constitute grounds for a behavior citation and/or disciplinary action by school staff as deemed appropriate. Students will speak in low tones, keeping noise to a minimum to insure the safety of all students. Students will: walk to and from the MPR, remain seated unless given permission by a staff member, keep the noise level down, keep hands, feet, food and other items to themselves and clean table area before being dismissed, which includes throwing garbage away in the garbage can.

## Cafeteria Procedures

Lunches are provided for all students every school day. Lunches are \$3.00 each. Students are expected to bring payment for the meals, or have a positive balance on their account.

Elementary school students receive reminders when account balances are \$5.00 or less and will receive a hand stamp when the account has been depleted. An elementary student will only be allowed to charge once. Parents will be called after the one charge and payment will have to be made for that lunch and any future lunches. For your convenience you have the option to pay online at [www.EZSchoolpay.com](http://www.EZSchoolpay.com) and this will allow you to check your child's balance also. You will need your child's Personal Identification Number (PIN). You may call Food Services (771-1675) for the PIN number.

Your child(ren) may qualify for free meals based on your household size and income. Complete the application for free or reduced cost meals, in your Back to School folder or in the office, and if you qualify, you will be notified. Children that qualify for free or reduced cost meals receive the same meal that is available to all students. **A new application must be submitted each year even if your child qualified for free meals last school year.**

Questions regarding school meals can be directed to the Child Nutrition Department at (916)771-1675.

## Celebration Recess

We believe it is important to reward positive behavior. All students who have not received any Level Two Behavior Citations in a trimester will participate in a school-wide celebratory event at the end of each trimester. For example, your student may have received a Level 2 citation in Trimester 1, but not Trimester 2. Therefore, he/she would be able to participate in celebration recess for Trimester 2.

## Character Education

Our Character Education Program is centered on the following creed.

### *Life Skills*

To guide students toward achieving their personal best, each month we will practice the following life skills:

Problem solving	Responsibility	Caring
Common Sense	Cooperation	Initiative
Effort	Perseverance	

Individual students will be recognized during our Friday Sing sessions, which typically take place every other Friday.

Part of everyone's education is learning how to behave responsibly in society. We have developed a behavior plan that includes problem solving and life skills. This plan affords the students the right to learn and play in a peaceful and safe environment. Goals for students are to learn to:

- Behave responsibly in society.
- Respect self and others.
- Learn and practice problem-solving skills and self-discipline.
- Take responsibility for one's own actions/behavior.

## **When you learn not to bite, you learn to swim free!**

These are the strategies students use to help prevent conflicts.

Compromise

Use your words

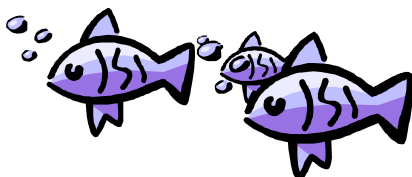


Get help

Humor



Do very little



Stay away

In each classroom, students review school rules and appropriate behavior choices remembering to respect others, cooperate, and behave in a safe manner. At this age, teaching and modeling for students on how to solve problems is very important. Catheryn Gates Elementary School students are taught problem-solving steps. Charts are also displayed in the classrooms. We recommend reinforcement at home.

**Problem Solving Steps** - When a student has a problem, we ask them to:

1. Use “I Statements” to state problem.
2. Use active listening; tell the truth; respect differences.
3. Brainstorm and discuss solutions
4. Agree on a solution.
5. Problem ends, try another solution or record on classroom agenda.

Problem solving meetings may be held in the classrooms in order to address certain issues. All students will be taught the four “R’s” of problem solving to use during formal and informal problem solving situations. All solutions and problem solving interactions must be: **Related, Reasonable, Respectful, and Responsible.**

### **Citation System**

In order to insure a safe and peaceful campus, a citation system is used to monitor student misbehavior. When a student chooses to not follow the aforementioned expectations, a citation may be given. There are two levels of citations - A Level 1 citation may be given for important but less serious behaviors and a Level 2 citation may be given for more serious behaviors or chronic level 1 behaviors. The citation explains the misbehavior and is filled out by the adult on duty, signed by the student and given to the classroom teacher. A copy of the citation is sent home for a parent signature. The citation is intended to facilitate home and school communication. Parent signature on the citation indicates awareness of the citation. A parent signature is not required for validation of the citation. Citations are valid and enforceable at the time they are issued. The teacher may initiate further consequences such as missing an activity or recess depending upon the nature of the behavior. If the behavior is of a more serious or chronic nature students will be given an office referral to the Principal.

### **Crossing Guards/Gates Greeters**

Our 5<sup>th</sup> grade students serve as Gates Greeters, ensuring our students get to school safely while exiting the vehicle in the large loop. Please follow the direction of the Gates Greeters, along with the adult on duty. This adult supervisor works with these students to ensure their safety.

### **Daily Schedule**

School begins at 8:45 for all first through fifth grades. Adult supervision begins at 8:30. Students are unsupervised before 8:30 am. Please respect and honor this safety issue of supervision. Students are not allowed on school grounds until adult supervision begins at 8:30. First grade students may enter onto campus by the gate next to Kindergarten and all 2<sup>nd</sup> – 5<sup>th</sup> grade students need to enter campus through the front gate, located by the flag pole. Below is a quick synopsis of the bell schedule – the full schedule is included on pages 9 and 10.

### **Grades 1 – 5 - Tuesday-Friday**

8:30 a.m. – Students may enter grounds  
8:42 a.m. – 1st bell  
8:45 a.m. – Class begins – students in seats  
11:30 – 12:05 p.m. Lunch – 1<sup>st</sup> grade recess  
12:05 – 12:40 p.m. Lunch – 2<sup>nd</sup>/3<sup>rd</sup> grade recess  
12:41 – 1:25 p.m. 4<sup>th</sup> & 5<sup>th</sup> grade recess - Lunch  
3:00 p.m. – Dismissal



**Monday Dismissal for Grades 1-5 is 1:45 p.m.**

**Conference Week Dismissal for Grades 1-5 is 12:25 p.m.**

### **Kindergarten - Tuesday – Friday**

Early 9:00 a.m. – 2:00 p.m. – Lunch 11:25  
Late 10:00 a.m. – 3:00 p.m.

### **Conference Week Schedule for Kindergarten**

Early/Late 9:00 a.m. – 12:40 p.m. – Lunch 10:30

### **Monday and Minimum Day Dismissal for Kindergarten**

Early/Late 9:00 a.m. – 2:00 p.m. – Lunch 11:25

### **Transitional Kindergarten**

8:00 a.m. – 11:20 a.m.

## Dogs on Campus

In order to maintain a safe environment for our students, no dogs, other than service dogs will be allowed on campus. We have many students who are extremely fearful of dogs, for a variety of reasons, and we do not want them to feel unsafe on campus. If there is a dog on campus, please alert the front office.

## Dress Code

In order to maintain a safe learning environment, students must be dressed for success. This includes, and may not be limited to the following: Clothes are to fit appropriately and not sag, no hanging belts or chains, skirts and dresses must be fingertip length or longer, no low-cut or revealing shirts, no bare-midribs, halter tops or spaghetti straps, underclothes should be concealed and essential body parts covered, no sandals without straps-thongs-high heeled shoes, appropriate shoes (tennis shoes preferred) need to be worn for participation in PE activities, head coverings are not permitted inside the classroom or cafeteria, cannot depict gang writing or lettering, and must be worn forward at all times, clothes are to be neat, clean and in good repair, inappropriate buttons, pins, jewelry, clothing, patches, backpacks, or other items bearing profanity, advertising sex, drugs, alcohol, tobacco gangs or violence are not allowed, and makeup is not appropriate for elementary students. If you have any questions, or would like more information, regarding the school dress code, please contact the office at (916) 771-1780

## Field Trips

Students may have the opportunity to participate in field trips throughout the school year. Parents are required to sign a permission slip for each event and have the form returned prior to the trip. Student conduct and expectations remain the same on or off school campus. All parents and adults will be required to complete a volunteer information sheet before they will be allowed to go on any field trips. If you choose for your child not to attend a field trip, they must come to school and will be assigned to another classroom.

## Healthy Choices

Roseville City School District has a Board Policy on **Healthy Foods in the Schools**. This RCSD Board Policy is based on the California Healthy Schools Bill SB12, which has been passed by the state lawmakers. This Healthy Foods Policy focuses on serving only healthy foods at school, both in the cafeteria and in the classrooms. The intent is to educate students to make healthy food choices. Catheryn Gates School will support this policy by implementing the following procedures concerning distribution of foods in the classroom, both by the teachers and students.

- We will not be allowing students to bring in any food items to share with the class on birthdays or other special occasions.
- If you would still like to honor your child's birthday, check with your child's teacher on suggestions for non-food items (pencils, stickers, erasers, etc.) that could be shared with the class.
- Teachers will not be using non-nutritious foods (candies, cookies, etc.) as a reward for students' academic performance or classroom behavior.
- Teachers will still hold occasional class parties during the year (Harvest Party, Valentine's Day, Winter Break, and End of the Year, events.) This will be the time to enjoy those special treats, along with some healthy snacks.

We trust that you will support us in teaching our students the importance and benefits of healthy eating. With childhood diabetes, obesity, and dental health concerns on the rise, we have an obligation to provide our children with the best physical and academic environment.

## Independent Study Contracts

Students who are going to be out of school for five or more days for reasons other than illness or injury may be eligible for independent study. Independent Study Contract length is not to exceed fifteen (15) school days. There is a specific set of district criteria for independent study. This program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher and how the work will be evaluated. An independent study contract **must be requested more than three days prior to a planned absence** so that teachers can prepare materials for the student. Independent Study forms are available in the school office.

There are specific dates that Independent Study is not available. Those dates are generally the first 3 weeks of school and the last 3 weeks of school. Please call the office for specific dates each year.

**\*\*Students on Independent Study are not eligible for perfect attendance\*\***

## Messages and Deliveries

In order to preserve instructional time, no messages or deliveries will be taken to classrooms. You may leave a voicemail for your child's teacher and it will be returned within 24 hours with the exception of Fridays – messages left on Friday will be returned the next working day. Balloons, flowers, and/or other distracting items will not be delivered to classrooms.

## **Office Referrals and Administrative Consequences**

Students may be sent to the office for more serious behavior infractions, which include but are not limited to the following: Attempted, threatened or caused injury to another person, possession of a dangerous weapon (knife, gun, explosive, etc.), Possession of a controlled substance, Theft or damage to school or private property, Inappropriate physical contact (horse play, play fighting, etc.), Sexual Harassment, Use of profanity, vulgarity or committed obscene act, and Disruption of school activities/defiance of authority. Administrative consequences for office referrals may result in a conference with the student, home contact either in writing or by phone, student placed on contract, time out in the office or another classroom, loss of recess privileges, suspension on site for remainder of the day in a supervised alternative setting, suspension from school for a designated number of days in accordance with Ed Code 48900, expulsion from district requiring School Board action, and other logical consequences deemed related, reasonable, responsible and respectful by the school principal.

## **Personal Property**

We cannot guarantee the safety of personal property brought to school. We recommend students leave non-school related items at home. In accordance with district policy, radio/cassette/cd player, ipods, computer games, toys (**including Kendamas**) or another other item which may cause a disruption to the student's learning environment are not allowed. Toys or items that depict violence or cause aggressive behavior will not be permitted. Cell phones must be stored in a backpack in the off position during school hours or they will be taken away and held in the office until a parent is able to pick them up.

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

### **Kindergarten - 5<sup>th</sup> Grade**

1. Students must use the crosswalk.
2. Parking your car: If you want to leave your car we ask you to park in designated parking spaces by the office and kindergarten rooms. Please stay in your car if you are not in a designated space.
3. Street parking: Please be aware of and adhere to the red curbs and signage. You may be ticketed if you do not obey traffic laws.
4. Loading and Unloading Areas  
**Large Loop:** The large loop is in front of the McKinley Summit multi-purpose room. Form a single line and continue to move forward as the car line progresses. Enter the loop from the west side.  
Note: Parents, please do not walk your child across this loop during pick-up or drop off times, use sidewalks.  
**Small Loop:** The small loop is in front of the Kindergarten classrooms. Please use this loop only if you have Kindergarten or 1st grade student(s). Form a single line and continue to move forward as the car line progresses.  
Note: Please do not back up traffic on Trehowell Drive waiting to turn left into the lot.
  - Both loops are for loading or unloading only.
  - Do not leave your car unattended at arrival or dismissal times for any reason.
  - When leaving the parking lots or loops you may only turn right.
  - We ask that everyone, even parents with children, use the crosswalks.
  - The staff lot (off the large loop) is for staff and Special Education busses only. Please do not park or drop off in this area.

### **Kindergarten**

#### **Early Kindergarten Pick Up can use the Small Loop**

Kindergarten teachers will release students from the Kindergarten rooms located on the Small loop for pick up. Parents are asked to pull into the small loop in front of the Kindergarten rooms.

#### **Late Kindergarten Drop-off at 10:00 AM in the Small Loop**

Parents will use the smaller loop in front of the kindergarten rooms.

**Most important, be patient and polite.**

**Drive slowly and carefully for all our children's safety.**

## **Positive Behavior Student Awards**

We believe that students will choose to behave in an appropriate way at all times. In an effort to give recognition for appropriate behavior, teachers and other staff may choose to recognize this behavior by providing the following: Character Trait Awards, recognition at assemblies, Gates Positive Student award (GPS), Rewards for individual students or whole class, Earned Preferred

Activity Time, Classroom incentives, Explorer of the Month Lunch with the Principal and others as deemed appropriate by the teacher and school administration.

### **Safe Routes to School**

Parents, please instruct your children in the rules of safety and the safest routes to use when walking to and from school. In addition remind your child to:

- Use the sidewalks when walking to school.
- Use the crosswalks and signals when crossing the streets.

Students riding bicycles are reminded to follow the rules and regulations of the California Vehicle Code, which include wearing a helmet.

The Sylvia Besana Park is never supervised! If you choose to drop your children at the park before school or have them wait there after school, you are doing so at your own risk.

### **Visiting or Leaving the School Grounds**

Students may *not* leave the school grounds alone at any time while school is in session.

Parents coming to school during the day for any reason are required to check in at the office before going on campus. All volunteers, parents and visitors must check in through the office and wear “visitor” identification during their time on campus. **No one is allowed to interrupt the classroom during instructional time.**

If you need to pick up your child during the school day, you must check him/her out through the office. Parents/guardians picking up students will be asked to show photo identification and be checked against names filled out on students’ emergency cards. If at all possible a parent’s note should be sent to school informing the classroom teacher that the student will leave before the end of the school day.

### **Definition of Bullying by Means of an Electronic Act**

Education Code section 48900 (r) now identifies bullying via an electronic act to include: (1) a “burn page,” (an internet website created for the purpose of having one or more effects of bullying); (2) a “credible impersonation of a pupil,” (knowingly and without consent impersonating a pupil for the purpose of bullying that pupil and such that another pupil would or has reasonably believed that the pupil was or is the pupil who is being impersonated); and/or (3) a “false profile,” (creating a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile). New bill confirms that student may be disciplined for either creating or sending electronic bullying content.



Catheryn Gates Elementary School  
2018 – 2019 Bell Schedules

Grade 1 Monday (PLC)

8:45 a.m. – 10:34 a.m. (109 *instructional minutes*)  
10:34 a.m. – 10:51 a.m. Recess (19 minutes)  
10:51 a.m. – 11:30 a.m. (37 *instructional minutes*)  
11:30 a.m. – 12:05 p.m. – Lunch (35 minutes)  
12:05 p.m. – 1:45 p.m. (100 *instructional minutes*)  
1:45 p.m. – (246 *total instructional minutes*)

Grade 1 Tuesday – Friday

8:45 a.m. – 10:34 a.m. (109 *instructional minutes*)  
10:34 a.m. – 10:45 a.m. Recess (11 minutes)  
10:45 a.m. – 11:30 a.m. (45 *instructional minutes*)  
11:30 a.m. – 12:05 p.m. – Lunch (35 minutes)  
12:05 p.m. – 2:00 p.m. (115 *instructional minutes*)  
2:00 p.m. – 2:09 p.m. – Recess (10 minutes)  
2:10 p.m. – 3:00 p.m. – (50 *instructional minutes*)  
3:00 p.m. – (319 *total instructional minutes*)

Grades 2-3 Monday (PLC)

8:45 a.m. – 10:34 a.m. (109 *instructional minutes*)  
10:34 a.m. – 10:51 a.m. Recess (19 minutes)  
10:51 a.m. – 12:05 p.m. (72 *instructional minutes*)  
12:05 p.m. – 12:40 p.m. – Lunch (35 minutes)  
12:40 p.m. – 1:45 p.m. (65 *instructional minutes*)  
1:45 p.m. – (246 *total instructional minutes*)

Grades 2-3 Tuesday – Friday

8:45 a.m. – 10:34 a.m. (109 *instructional minutes*)  
10:34 a.m. – 10:45 a.m. Recess (11 minutes)  
10:45 a.m. – 12:05 p.m. (80 *instructional minutes*)  
12:05 p.m. – 12:40 p.m. – Lunch (35 minutes)  
12:40 p.m. – 2:00 p.m. (80 *instructional minutes*)  
2:00 p.m. – 2:09 p.m. – Recess (10 minutes)  
2:10 p.m. – 3:00 p.m. – (50 *instructional minutes*)  
3:00 p.m. – (319 *total instructional minutes*)

Grades 4-5 Monday (PLC)

8:45 a.m. – 10:34 a.m. (109 *instructional minutes*)  
10:34 a.m. – 10:51 a.m. Recess (19 minutes)  
10:53 a.m. – 12:40 a.m. (107 *instructional minutes*)  
12:40 p.m. – 1:15 p.m. – Lunch (35 minutes)  
1:15 p.m. – 1:45 p.m. – (30 *instructional minutes*)  
1:45 p.m. – (246 *total instructional minutes*)

Grades 4-5 Tuesday - Friday

8:45 a.m. – 10:34 a.m. (109 *instructional minutes*)  
10:34 a.m. – 10:45 a.m. Recess (11 minutes)  
10:45 a.m. – 12:40 a.m. (115 *instructional minutes*)  
12:41 p.m. – 1:25 p.m. – Lunch (45 minutes)  
1:25 p.m. – 3:00 p.m. – (95 *instructional minutes*)  
3:00 p.m. – (319 *total instructional minutes*)

Grades 1 – 5 Conference Week Schedule (November 17, 2014-November 21, 2014)

8:45 a.m. – 10:30 a.m. (105 *instructional minutes*) 1<sup>st</sup> Grades  
8:45 a.m. – 11:05 a.m. (140 *instructional minutes*) 2<sup>nd</sup>/3<sup>rd</sup> Grade  
8:45 a.m. – 11:40 a.m. (175 *instructional minutes*) 4<sup>th</sup>/5<sup>th</sup> Grades  
10:30 a.m. – 11:04 p.m. Lunch 1<sup>st</sup> Grade (34 minutes)  
11:05 a.m. – 11:39 a.m. Lunch 2<sup>nd</sup>/3<sup>rd</sup> Grade (34 minutes)  
11:40 a.m. – 12:14 p.m. Lunch 4<sup>th</sup>/5<sup>th</sup> Grade (34 minutes)  
11:04 a.m. – 12:25 p.m. (81 *instructional minutes*) 1<sup>st</sup> Grades  
11:39 a.m. – 12:25 p.m. (46 *instructional minutes*) 2<sup>nd</sup>/3<sup>rd</sup> Grade  
12:14 p.m. – 12:25 p.m. (11 *instructional minutes*) 4<sup>th</sup>/5<sup>th</sup> Grades  
12:25 p.m. – (186 *total instructional minutes*) – 1<sup>st</sup> – 5<sup>th</sup> Grade

Kindergarten Monday (PLC)

9:00 a.m. – 11:25 a.m. (*175 instructional minutes*)

11:25 a.m. – 12:05 p.m. – Lunch (40 minutes)

12:05 p.m. – 2:00 p.m. (*85 instructional minutes*)

2:00 p.m. – (*260 total instructional minutes*)

Kindergarten – Tuesday –Friday

Early Start 9:00 a.m. – 11:25 a.m. (*175 instructional minutes*)

Late Start 10:00 a.m. – 11:25 a.m. (*100 instructional minutes*)

Lunch 11:25 – 12:05 p.m. (40 minutes)

Early Start 12:05 p.m. – 2:00 p.m. (*85 instructional minutes*)

Late Start 12:05 – 3:00 p.m. (*160 instructional minutes*)

Total for both Early/Late (*260 instructional minutes*)

Kindergarten Conference Week

9:00 a.m. – 10:30 p.m. (*90 instructional minutes*)

10:30 a.m. – 11:04 a.m. Lunch Kindergarten (34 minutes)

11:04 a.m. – 12:40 p.m. (*96 instructional minutes*)

12:40 p.m. (*186 instructional minutes*)

Transitional Kindergarten

8:00 a.m. – 11:20 a.m. (*200 instructional minutes*)

## Parent/Guardian Receipt of 2018-2019 Parent-Student Handbook

The 2018-2019 Parent-Student Handbook is now available for your review online at: <http://www.rcsdk8.org> - Click on Catheryn Gates Elementary School and then 2018-2019 Parent-Student handbook

- I hereby acknowledge receipt of the Parent-Student Handbook for Catheryn Gates Elementary School for the 2018-2019 school year. I have read/reviewed with my student.

Student Name: \_\_\_\_\_

Student's Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this completed and signed form to your students' classroom teacher immediately. Thank you!