

# The CoOp Schools



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**THE CoOP SCHOOLS**

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SAN DIEGO | EST. 2002

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# Welcome

## Mission

The CoOp Schools support a progressive, developmentally based, child-centered community for active and collaborative student learning where shared values of family, diversity, relationship, creativity and academic excellence flourish.

We welcome you and your family to our school community and provide each family with a copy of our parent handbook designed to give you an overview of our school, its educational philosophy, its governance structure, its funding mechanisms and your role within each of these aspects of our school community.

1. **We deeply believe that together, we are better.** Respect for individuals and delight in diversity underlie the curriculum in every classroom and in every gathering of our school. It is our goal to create a model of community that supports our vision and guides our children through their lives. The CoOp Schools staff students and families are expected to:
  - Use common courtesies in our daily lives together—we are all models for the children and we must create the peaceful and calm community that we want our children to be a part of each day.
  - Be mindful that every adult in our community works with the best interest of children in mind every single day. Bring an extra measure of patience and goodwill to our campus when you are here.
  - Actively seek out opportunities to provide support and service both within our school community and beyond. Ask yourself, “How can I help?”
2. **We believe that open, honest and frequent communication is essential to the success of any cooperative enterprise.** Toward that end, The CoOp Schools families are expected to:
  - Enroll in school e-mail communications (Board reports, PSA updates, etc).
  - Maintain student and staff privacy by giving each conversation the respect and attention it deserves. *Under no circumstances* should individual student academic performance or behavior be discussed in public areas such as hallways and classrooms when other students and parents are present.
  - Make appointments to speak to staff members. Do not engage teachers in individual conversations the first 15 minutes before/after school. Teachers are preparing to teach students or are responsible for supervising students being picked up. Both the before/after time periods require the teachers’ undivided attention to the children.
3. **We believe constructive and positive problem solving contribute to a positive school culture for students, staff, and families.** The CoOp Schools staff, students, and families are expected to:
  - Bring all concerns to the attention of the parties involved within 24 hours. Lingering problems and concerns generally don’t get better unless they are addressed early and directly. If a solution cannot be reached, the involved parties may notify the Principal, who will then follow the Grievance procedure outlined in The CoOp Schools Administrative Regulation AR 1312.
  - Help support our children in learning to resolve differences in non-violent ways. Attend adult classes for our Second Step program and learn how to help children manage strong emotions and conflicts.
4. **We believe each child is a unique individual with unique strengths and needs.** In planning for our classrooms, we take into account the strengths, challenges and interests of the children as a group and individually. We believe that placing students with the educator who will best meet the student’s needs is the first step in a positive and successful school year. We do not accept requests from parents asking for a specific teacher. However, the principal will acknowledge notes/letters from parents indicating what type of learner the student is based on their observations as a parent. Students with special needs will be accommodated according to their IEP. The CoOp Schools families are expected to:
  - Participate in regular conferences with the classroom teacher.
  - Schedule time to meet with the teacher if there are concerns.
  - Respond to staff requests to attend meetings regarding their child.
5. **We believe that the safety and well-being of children is our highest priority.** All of our activities, programs emergency plans are routinely analyzed to ensure they meet our strenuous safety guidelines. The CoOp Schools families are expected to help maintain a safe and orderly campus by contributing in the following ways:
  - Do not leave your children unattended on campus. All children must be enrolled in our extended day program if they are on campus before 8:10 a.m. or 30 minutes after dismissal time on any school day.
  - Drive slowly and stay alert in the drop-off and pick-up zones.
  - Enter/exit campus at the designated locations.
  - Do not unlock gates unless directed to do so by a staff member.

## **Philosophy**

The CoOp Schools believe that learning is a very individual process. Each of us constructs and revises our understanding of the world every day. The way individuals learn best is dependent on many factors: developmental stage, environment, personality, interests and social style are just some of the things that influence our ability to learn new concepts. *Constructivism* is the educational philosophy that is the basis for our teaching methodology. The constructivist model relies on research indicating that the deepest understanding of knowledge is created through exploration, reasoning, and discussion. If you reflect for a moment on how you as an adult learn a new concept or skill, you are most likely to find that interaction, questioning, and practice each play a part.

Based on this belief, our teaching methods begin with assessment. We want to know how each child learns, not just what they know. We do this through observation during activities that demonstrate the child's problem-solving strategies, his or her strengths and weaknesses, and his or her interactive style. We also assess skill levels in the content areas (language, reading and writing, math, science, and social studies) through individual and group testing. These assessments give the teacher a picture of the class as a whole and the individuals within. The teacher then structures lessons and assignments that require the students to perform constructivist activities: questioning, research, discussion and exploration. At this level, children are not only learning facts, they are gaining a deeper understanding of concepts. At the same time, this process teaches the children observation/study habits that will enable them to learn efficiently and effectively throughout their lives.

Our school curriculum is organized around four schoolwide themes. Consult the school calendar for dates and times.

## **School Governance**

The CoOp Schools are based on a unique, three-tiered model of governance that closely aligns parents, education professionals, and community members in a common bond of building and maintaining a public school.

## **The Administration**

Led by the principal, the administration is comprised of San Diego's most dynamic education professionals, paid support staff, and parent volunteers. The administration is responsible for the continuing development of the core curriculum, the implementation of the charter's principles, and all aspects of the day-to-day operation of The CoOp Schools.

## **The Parent-Staff Association**

Comprised of parents and members of the staff, the PSA is the linchpin of the cooperative model. The PSA is the forum for parents to express their great ideas for making The CoOp Schools one of the most outstanding schools in the San Diego Community. Standing committees of the PSA create or influence virtually every aspect of The CoOp Schools experience. The horizons of enrichment found within The CoOp Schools landscape are defined by the creativity and vibrancy of this organization. Formal meetings occur monthly with a brief report by the principal conducted at the beginning of each session. Additional meeting with committees are scheduled as needed.

## **The Board of Directors**

The Board of Directors (BOD) functions as the school's policy and oversight committee, ensuring that the charter mission is fulfilled. The main focus of the BOD concerns budgetary issues, long-range project planning and acting as a liaison for The CoOp Schools with the community at large. The BOD is comprised of qualified parents, members of the community, and staff. Prior notice of board meetings will be provided by email, at the [TheCoOpSchools.org](http://TheCoOpSchools.org) website and by posting in the business office.

## **The Parent Cooperative at The CoOp Schools**

Research has shown that parent participation is the single greatest indicator of student success. Parents are the backbone of The CoOp Schools. We believe that these energies are well spent, as our students develop life skills essential to their growth as competent, secure and successful individuals. Parent participation is a gift to our children rather than a chore. We recognize that each family will contribute in different ways. We welcome all parents and have many ways that families can support our school that can be undertaken during non-school hours. Parents who work with the children will receive appropriate training. A cooperative school environment can only be achieved by each of us as individuals devoting our valuable time to the success of all of our children and to the school as a whole. We sincerely value and appreciate all volunteers. For campus specific PSA information available in the campus addendum's.

## **POLICIES AND PROCEDURES**

### **Parent Involvement Policy**

The CoOp Schools strongly believe that parent involvement is key to student's success. However, no parent involvement plan or policy shall require mandatory service from parents, and under no circumstances shall any student suffer any adverse consequences, including without limitation, denial of admission or readmission based upon a parent's level of service or other contribution to the school.

We recognize that every parent is able to be involved at different levels due to such circumstances a family, work, health and even cultural reasons. The definition of parent involvement that The CoOp Schools value above all else is parental engagement with their students' learning and growth. Therefore, two levels of parent involvement both formal and informal will be made available to parents.

#### **Level I. Required:**

- Commitment and willingness to adhere and support all The CoOp Schools policies.
- Two-way communication between the school and home regarding the education and well-being of the student.

#### **Level II. Encouraged**

- Volunteering in one of the many opportunities across the campuses
- Participation in parent-teacher meetings
- Attendance at school curriculum events, such as Project Nights
- Attendance at Parent Information Workshops
- Participation in the Parent Staff Association (PSA)

### **Attendance**

Getting your child to school on-time and ready to learn is the most critical component of your parent involvement commitment at The CoOp Schools. Regular attendance in school is critical to your child's success. Our curriculum depends on your child being present in class to learn from his/her teacher and peers. The opening routines that occur in our classrooms in the first 30 minutes of the day set students up to learn throughout the day. School begins at 8:30 a.m. and we suggest that students arrive no later than 8:20 a.m.

#### **Reporting Absences**

- Call the school office (858) 496-1613, send a note, or fill out our online absence form to report your child absent. All absences and late arrivals must be verified by a parent/guardian within 3 school days of the last day of the student's absence. Absences unverified after 3 school days will be recorded as unexcused.
- Include the following information when reporting your child absent:
  - o Notification date
  - o Student's full name
  - o Teacher's name and grade
  - o Date(s) of absence
  - o Reason for absence
  - o Name and relationship of the person notifying the school.
- Each day, the school will attempt to verify unresolved absences by using our automated phone system to contact parents/guardians.

### **Arriving Late / Departing Early**

When arriving late or departing early the parent/guardian must sign in through the school office and obtain a tardy slip to admit the child to class or an early release slip to indicate to the teacher that you have already signed the child out for the day. To minimize disruption to the classroom, we will call the classroom to send your child to the office if you arrive to pick your child up prior to the usual dismissal time.

The CoOp Schools maintain a closed campus. All gates are closed at 8:30 a.m. and re-opened 15 minutes prior to the end of school.

### **Independent Study Contracts**

Independent study contracts may be completed if the student will miss school days. Request to accommodate student learning via an independent study contract will be made on an individual basis by the campus principal or designee.

### **Excessive Absences/Truancy (Ed. Code §48260, 48262)**

The CoOp Schools maintain high expectations for student attendance, but we also recognize that students may miss a few days/hours during the school year due to illness or family emergencies. For this reason, The CoOp Schools have a

established guidelines for satisfactory student attendance. In the event a student falls short of these expectations, written attendance letters will be sent to the student's parent/guardian.

An unexcused absence is an absence or tardy more than 30 minutes that is not defined as excused absence under California Ed. Code § 46010, 48205 (See Attendance Policy; Board approved 12/16/2008 for additional details.)

- If a student incurs 3 unexcused absences, the parent/guardian will receive a letter documenting the child's attendance. An appointment or other form of contact will be made with the child's teacher to identify the cause of such absences and to discuss how the school can work with the family to support the child's success in school, including regular attendance.
- Upon incurring the 5th unexcused absence, the parent/guardian will receive a second letter documenting the child's attendance and an appointment with SART (Student Attendance Review Team) will be scheduled to discuss the child's continued absence and develop an attendance improvement plan for the student.
- Upon incurring the 7th unexcused absence, the parent/guardian will receive a phone call setting up a meeting with SART. At the meeting, a third letter documenting the child's attendance will be given. An attendance contract will be given as well.
- Upon incurring the 10<sup>th</sup> unexcused absence, the parent/guardian will receive the SART violation letter, indicating that a SARB (Student Attendance Review Board) hearing will be initiated. Parent/guardian will receive notification for a SARB hearing, which states the student as a habitual truant and contains the scheduled appointment with SARB.

#### **Total Absences (excused and unexcused)**

- Once a student incurs 5 total absences, an initial letter will be sent to parents/guardians alerting them to their child's attendance record. The letter will request that parents/guardians contact their child's teacher to discuss the reason for these absences and to develop a plan for attendance improvement.
- After incurring 10 total absences, a second letter will be sent to parents/guardians requiring a meeting with the SART. A plan will be established to improve the student's attendance, and any subsequent absences for illness will require a doctor's verification.

The principal or designee can, at any time, request consultation and intervention by the SART for habitual absence or truancy issues.

#### **Excessive Late Arrivals or Early Departures**

As indicated throughout this document, attendance is an issue The CoOp Schools take very seriously. Students who are regularly arriving late to school or leaving early are also at risk of poor academic performance. For students who are habitually missing a portion of the instructional day, notification letters will be sent as outlined above, following the thresholds outlined below:

- Students incurring 6 tardies will receive an attendance update letter.
- Students incurring 9 tardies will receive a letter requesting a meeting with the child's teacher. An attendance improvement plan will be discussed.
- Students incurring the 12<sup>th</sup> tardy will generate the need for a review of parents' attempts to implement the attendance improvement plan as agreed by parents, teacher and principal. Upon recommendation of the principal, The CoOp Schools' SART will become involved in the review of student attendance, which may include a meeting with the student's parents/guardians.
- Subsequent attendance issues may be referred to The CoOp Schools' SART.

Families are also reminded that the the CoOp Schools curriculum embraces a wide variety of integral subject matter and teachers spend a significant amount of time to ensure that *all portions* of the school day are equally important to the student's growth and mastery of learning. When a student leaves early, the student is missing out on integral learning experiences which adversely impact the student's success and her/his ability to be a contributing member of the learning community.

Accordingly, if a student develops patterns of early departure, parents will be scheduled to meet with the teacher, principal, and the SART to develop an attendance improvement plan. Our goal is to have your child in school for each full day of instruction.

#### **Options for Students Unable to Attend School**

Students who are unable to attend school for an extended period of time due to serious injury or illness may be eligible to receive independent study contracts during the period of absence when approved by the principal or designee.

- Children who are absent due to shorter term illness should rest and recuperate so that they may return to school as soon as they are able. When reasonable, parents are encouraged to work with teachers to support the student's completion of missed work within a practical period of time.
- While families are asked to arrange for vacations and non-medical absences during school breaks, holidays, and other non-school periods, if you know your child *must* be absent, please contact the teacher or principal in advance for assistance in obtaining makeup schoolwork for your child.
- If your child is regularly unable to attend school or participate in scheduled classroom activities for reasons that are not health related, a conference should be scheduled between the parent and principal to determine if The CoOp Schools is the most appropriate academic placement for your student.

### **Disenrolling students**

A student is disenrolled when a parent/guardian notifies the school that their child is no longer attending the school or if an official request for transfer is made by another school.

When students are not disenrolled as described above but stop attending, the office staff will take the usual steps outlined above to verify the absences. After 10 days of consecutive unverified absences and no communication from the parent/guardian, the student will be removed from the school roster. The date of disenrollment will be the student's last day of attendance at the school.

### **Discipline**

Inherent in our approach to teaching is the belief that communication is key to success in all human endeavors. It is our goal that the children become excellent communicators through both speech and writing. Communication is also central to our discipline policy. We believe an essential part of a child's growth include the development of self-discipline. Although compliant behavior can be compelled, the development of inner control and social conscience is a long process, during which the child needs frequent feedback from respectful adults. Our conflict resolution approach involves the development of clear and respectful speaking and listening skills. Building on this, we have adopted Second Step which is a social/emotional curriculum designed to assist children in developing the tools they need to work productively with others.

We teach the art of compromise and the skill of social planning. As the children's communication skills develop, peer mediation is introduced. At times, a child will be unable to exercise self-control. It is then the responsibility of the staff to remove the child to a less stimulating environment and offer them support in regaining self-control. Children facing behavioral disorders will also receive the help they need. We believe that children have the right to feel physically and emotionally safe, and to have the opportunity to get their needs met in a socially positive way.

The CoOp Schools school community embraces the following guiding principles for conduct between and among all members of our school community:

- Respect Yourself.
- Respect Others.
- Respect the Environment.

Members of the school community who violate our principles of conduct will be reminded and redirected. Members of the school community who consistently violate our principles of conduct are strongly encouraged to reflect and reconsider the match between their personal choices and the principles of conduct of our school.

Students who violate our principles of conduct will receive disciplinary consequences that are appropriate to their actions. Whenever possible, staff members attempt to identify natural consequences for students who need additional assistance conducting themselves in a manner consistent with our principles of conduct. For example, a child demonstrates disrespect for our school environment and litters, the child is given cleaning tools and is directed to make the situation right by cleaning up the litter. We believe it is important for children to take responsibility for their actions and to work toward positive solutions.



Students who do not respond to redirecting may experience additional consequences as noted below:

- Loss of recess privileges.
- Detained in class for a specified period of time.
- Detained in the office for a specified period of time.
- Loss of school privileges such as field trips, dances, lunch zones, and walking in graduation.
- In-school suspension.
- Out-of-school suspension.
- Expulsion.

Per Education Code 48900 *et al*, students at The CoOp Schools may be suspended for the following offenses. Items marked with a \* are offenses that may require police contact and a recommendation for expulsion.

- |  |   |
|--|---|
| • Physical injury to another person*     | • Possession/use of imitation firearm*                  |
| • Possession of weapons*                 | • Sexual assault/battery*                               |
| • Possession/use of illegal substance*   | • Harassment  |
| • Robbery/Extortion                      | • Selling prescription drugs*                           |
| • Damage to school or personal property* | • Hazing*   |
| • Tobacco use/possession                 | • Aiding & Abetting                                     |
| • Obscenity                              | • Sexual Harassment (grades 4-8)                        |
| • Drug paraphernalia*                    | • Hate violence* (grades 4-8)                           |
| • Disruption/defiance                    | • Intimidation through harassment/threats* (grades 4-8) |
| • Receiving stolen property*             | • Terroristic threats*                                  |

Effective January 1, 2009 school officials may suspend or recommend for expulsion students who participate in sexual harassment, hate violence or severe or pervasive intentional harassment, threats, or intimidation that are committed personally or by means of an electronic communications device or systems.

Students who are suspended are to remain at home during school hours under the direct supervision of the parent or guardian. Suspended students are prohibited from entering the premises of The CoOp Schools except in connection to an authorized or official meeting related to the suspension. If a student is recommended for expulsion a 5 day suspension will be issued.

#### **Parent on Campus Behavior Policy**

The CoOp Schools expect and require that adults on campus (staff, parents, other family, and friends), act as behavioral role models to our students. The policy has at its core the notion that we must all treat one another with respect. It also addresses issues of personal privacy and the need to keep our voices at a talking level. If we expect our students to behave respectfully, we must set a consistent example.

## HEALTH REQUIREMENTS

### Health Screenings

Vision and Hearing screenings will be provided as required by state law at the following levels:

- Hearing screening for all students in Transitional kindergarten, kindergarten, second, fifth, and eighth grades.
- Vision screening for all students in Transitional kindergarten, kindergarten, second, fifth, and eighth grades.
- New students and students referred by parents or school personnel may also be screened.

Exclusions from Screenings: Contact your principal regarding excluding your child from any of these screenings.

### Medication at School

- Any student who is required to take medication prescribed by a California licensed physician during the regular school day can be assisted by the school staff if the school receives a written statement from the physician. Forms are available in the office.
- Prescription medications must be in the original pharmacy container with the original prescription label adhered to the container.
- No other prescription or over-the-counter medications, vitamins, herbs, or alternative medications may be carried by students on their person, in a backpack or other container except as indicated above and with the express knowledge and permission of the school.
- If a child requires an over-the-counter medication on an ongoing basis, the parent may obtain a physician's order form authorizing other staff to give the medication.
- All medication will be returned at the end of the school year. No student medication will be kept at school over the summer

### Immunization (Shot) Requirements

State law requires that all students under age 18 years, pre-kindergarten through grade 12, be immunized against certain diseases unless they are exempt for medical reasons or because of personal beliefs. At the time of registration, the school is required to have proof that your child has received all currently due immunizations. The CoOp Schools participate in the San Diego Regional Immunization Registry (SDIR), a county-wide computer system that keeps track of immunizations (shots).

See Table 1: Immunizations for specific requirements. Please check with your pediatrician, family physician or medical clinic to make sure your child is fully immunized. Your child may be excluded from attending school if these requirements are not met.

There have been some changes to California state law. Under the new law known as SB 277, as of January 1, 2016 exemptions based on personal beliefs, will no longer be an option for the vaccines that are currently required for entry into child care or school in California. Personal beliefs exemptions on file for a child already attending child care or school will remain valid until the child reaches the next immunization checkpoint at kindergarten (including transitional kindergarten) or 7th grade. Medical exemptions still require documentation from a licensed physician.

For more information regarding SB 277, please see the Frequently Asked Questions available at [www.shotsforschool.org/laws/sb277faq/](http://www.shotsforschool.org/laws/sb277faq/)

Additional information about school immunization requirements and resources is available at the California Department of Public Health's website at [www.shotsforschool.org](http://www.shotsforschool.org), or contact your family's health care provider.

## Table 1: Immunizations

Children need to have these shots before they can begin childcare and school, a Tdap booster is required prior to entering grades 7-12.

**Children entering child care must have:**

Age When Enrolling.....	Immunizations Required
2-3 months.....	1 DTaP, 1 Polio, 1 Hep B, 1 Hib
4-5 months.....	2 DTaP, 2 Polio, 2 Hep B, 2 Hib
6-14 months.....	3 DTaP, 2 Polio, 2 Hep B, 2 Hib
15-17 months.....	3 DTaP, 3 Polio, 2 Hep B, 1 MMR*, 1 Hib**
18 months-4 years .....	4 DTaP, 3 Polio, 3 Hep B, 1 MMR*, 1 Hib**, 1 Varicella

\* On or after the 1st birthday

\*\* At any age

**Children entering kindergarten must have:**

- 5 DTaP (4 doses meet requirement if at least one was given on or after the 4th birthday);
- 4 Polio (3 doses meet requirement if at least one was given on or after the 4th birthday);
- 3 Hep B;
- 2 MMR (first dose on or after 1st birthday);
- 1 Varicella.

**Children entering 7th grade must have:**

- 4 DTaP (1 more required after the child's 7th birthday);
- 4 Polio (3 doses meet requirement if at least one was given on or after the 2nd birthday);
- 2 MMR (1st dose on or after 1st birthday);
- 1 Varicella.

**Children entering 7th - 12th grade must have:**

- All of the above;
- 1 Tdap booster shot given after the 7th birthday.

### Kindergarten Physical Exam

California's Child Health and Disability Prevention (CHDP) Program requires all school aged children to have a physical exam on record with the school. The CoOp Schools have made this a requirement for kindergarten. Please submit a copy of your child's medical checkup to the school when you register for kindergarten or as soon as it is completed during kindergarten. You are encouraged to obtain this exam by kindergarten entry to make sure that your child is healthy and ready to learn. Parents or guardians needing assistance in meeting this requirement may call 1-800-675-2229. If a physical exam is against your personal beliefs, you must sign a CHDP waiver form at the school. Students who have not met this requirement by the appropriate date may be excluded from school attendance for up to five days.

### K-1 Physical Exam

California's Child Health and Disability Prevention (CHDP) program mandates that every child have a physical examination before entering school in kindergarten or first grade. The examination may be completed up to 18 months before the start of first grade. Parents or guardians are required to present a report of examination or a waiver statement to the school within 91 days of entry to first grade. Students who have not met this requirement by the appropriate date may be excluded from school attendance for up to five days. Parents/guardians needing assistance meeting the requirements can call (800) 675-2229. You are encouraged to complete this exam at kindergarten entry to ensure your child is healthy and ready to learn.

### K-1 Dental Exam (OHA )

Effective January 1, 2007, an Oral Health Assessment (dental examination) by a licensed California dental health professional is required for children entering public school for the first time (at kindergarten or first grade). The Oral Health Assessment must be completed and returned to the school by May 31 of that first school year (at kindergarten or first grade). Assessments done 12 months prior to school entry also meet this requirement. Obtain the form from the school or

your dental health provider to complete. Parents/guardians may sign a waiver of this requirement which is found on the OHA form available at the school. There is no penalty or exclusion if this requirement is not met. The parent/guardian may call (800) 675-2229 for assistance in finding a provider for the Oral Health Assessment.

### **Pediculosis Policy (Head Lice)**

Lice are a common problem in any area that children gather. They can be pesky and bothersome, but they are not disease carrying vectors and pose no health risk to children or adults. Parents of children ages 3-11 should perform routine head checks at home. The CoOp Schools follow a No Lice Policy that includes early detection via screening, distribution of educational materials, and treatment of children with live lice. This policy is described in detail in the "Guidelines on Head Lice Prevention and Control for School Districts and Child Care Facilities, 2008" published by the California Department of Health and can be found on a link on our school website. The school will take the following actions for screening and treatment:

- Students with live lice will be sent home for treatment. Students with nits will be permitted to stay in school and parents will be contacted and provided with information materials and directed to treat their child(ren) at home for lice.
- Because it takes 6-9 days for nits (eggs) to hatch, children who are found to have lice must be checked again for the presence of live lice (louse).
- Schoolwide and classroom wide notification of lice cases will not be permitted. The Health Department guidelines and our own experience have shown that this does not work and is causing children to be singled out by their peers and by some adults.
- Chronic lice cases will require that parents/guardians consult with a medical doctor for treatment options and provide documentation of treatment to the office.

### **Control of Communicable Diseases**

The CoOp Schools are required to cooperate with the San Diego County Department of Health and Human Services to prevent and control communicable diseases in school-age children. When there is good reason to believe a student has a contagious or infectious disease, the parent will be contacted and the student sent home. The student may return to school when well and/or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease.

### **Free/Reduced Lunch**

To help our students be prepared to learn, free and reduced-price meals are available. Information about this program is available at the school office.

### **Asbestos Awareness**

Asbestos Hazard Emergency Response Act (AHERA) Notification: SDUSD has established an effective asbestos management program in compliance with the Asbestos Hazard Emergency Response Act. Efforts include periodic six-month surveillances, mandatory three-year re-inspections by EPA-certified inspectors, and ongoing operations and maintenance activities to ensure protection for building occupants, custodians and maintenance workers as recommended and supported by the EPA. A copy of the applicable site management plan is available at each school and district facility and can be reviewed by contacting the principal or site administrator. Questions regarding the management plans or asbestos conditions should be addressed to the SDUSD Safety, Training, Personnel and Environmental Compliance Department at (858) 627-7174.

### **Pesticide Use and Notification**

The CoOp Schools comply with the Healthy Schools Act of 2000 requiring use of effective and least toxic pest management practices, and provides annual notification to all parents/guardians of students enrolled at a SDUSD site with a listing of all pesticides that may be applied at their site. Parents or guardians may request prior notification of individual pesticide applications for their school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. In an emergency that requires spraying of pesticides, the site will be notified and signs posted; however, those listed on the registry will not be notified. For more information about the SDUSD's Integrated Pest Management, visit [www.sandi.net/ipm](http://www.sandi.net/ipm).

## **Zero Tolerance**

### **Weapons, Violent Acts, and Fighting**

The Board of Education has adopted a Zero Tolerance Policy on weapons, violent acts and repeated fighting. This policy applies to middle level and high school students. Students who violate this policy will be suspended and recommended for expulsion. Students are subject to arrest if having or using the weapon violates the law. Weapons include guns, knives, BB guns, replica guns, explosives, fireworks or any object that is used in a threatening or harmful manner. Carrying any kind of knife (for example, a pocket knife or butter knife) is not allowed. Any object used in a threatening manner will be considered a weapon even if its normal use is not as a weapon. The policy also means that students who are involved in repeated fights that cause physical injury will be recommended for expulsion.

### **Alcohol, Tobacco and Other Drugs**

The CoOp Schools prohibits alcohol, tobacco and other drug use on all school campuses, at sponsored events and going to and from school or school-sponsored events. Students found to be selling or furnishing controlled/prohibited substances, or in possession of an amount of a controlled/prohibited substance determined to be for more than personal use, will be recommended for expulsion on the first offense. For possession or use of a controlled/prohibited substance, expulsion will be recommended on the third offense. If a student is found in possession of tobacco, he/she will be recommended for expulsion on the fourth offense.

School personnel will also counsel disciplined students by way of early intervention. Counseling may include:

- Individual group instruction or tutoring;
- Conferences with parents or guardians;
- Referral to another community agency;
- Regularly scheduled appointments with school counselor

If a student violates an intervention contract, the student will be suspended.

All parents or guardians and students must sign the Zero Tolerance section of the Universal Form at the back of this booklet and return to the school site.

The Board of Education has approved the following Zero Tolerance Policy:

- Use, possession or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.
- Repeated incidents of fighting, violent acts, or causing serious injury to another person will result in a recommendation for expulsion.
- Attempting to commit or committing a sexual assault and committing a sexual battery.
- The CoOp Schools have a NO ALCOHOL, TOBACCO, or other DRUG USE POLICY. If a student is found to be selling, furnishing, or possessing an amount determined to be for more than personal use of controlled/prohibited substances, the student will be recommended for expulsion on your first offense. For possession or use, expulsion will be recommended on the third offense, except for tobacco offenses; if a student is found in possession of tobacco he or she will be recommended for expulsion on the fourth offense.
- In addition to discipline, if a student is found to have violated the law he or she may be arrested and taken to a juvenile detention facility.
- Expulsion will result in the loss of privileges to attend school or extracurricular activities.
- The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or at a school activity, whether on or off campus.
- Expulsion may be recommended for an offense that occurs during lunch period off-campus, and during, or while going to or from a school-sponsored activity.

The Zero Tolerance Policy is designed to make school a safe environment and to provide an appropriate learning environment for students. There can be no acceptable reason for violating these rules. Board approved procedures regarding student discipline are contained in the Suspension and Expulsion Policy BP and are available online and at your school site.

## **Harassment**

In accordance to Education Code Section 32261, The CoOp Schools are committed to making schools free from any kind of harassment, including sexual harassment, and prohibits such actions by any person in the educational setting. Harassment is defined as any verbal or nonverbal conduct that has the purpose or effect of a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.

## **Sexual Harassment**

The CoOp Schools are committed to making the schools free from sexual harassment. This means that The CoOp Schools prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; request for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. The CoOp Schools prohibit conduct that has the purpose or effect of having a negative impact on the student's academic performance, or creating an intimidating, hostile, or offensive educational environment. The CoOp Schools further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

## **Bullying, Harassment, and Intimidation Policy**

Bullying (including cyberbullying), harassment, or intimidation in any form are prohibited at school or school-related events (including off-campus events, school-sponsored activities, school buses, any event related to school business) or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably considered as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic. The CoOp Schools further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation. Any staff member who observes, overhears or otherwise witnesses such actions or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence. Students who observe, overhear or otherwise witness such actions must report them to a staff member. Parents or guardians and visitors are also encouraged to report the behavior to a staff member.

## **Policy for Bullying Prevention**

The CoOp Schools believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance. The CoOp Schools will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Acts of this nature shall be considered bullying when the elements of bullying behavior are also present. The three elements of bullying include: (1) a power differential (either in physical size or popularity); (2) repetitive; (3) and intentional.

The CoOp Schools expects students and/or staff to immediately report incidents of bullying to the principal or designee. All staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be documented by a referral to the principal and be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during any school-sponsored activity.

## **Students in violation of this policy are subject to disciplinary action as follows:**

**First Incident: Verbal Warning and Notify Parents**

Recorded in writing by a referral to the school counselor; counselor investigates the incident, identifies the elements of bullying (power difference, repetitive, and intentional). The counselor notifies the principal. The principal meets separately with the victim, the bully and any witnesses. Principal notifies the entire staff and contacts the parent.

**Second Incident: 2 Days In-School Suspension**

Recorded in writing by a referral to the principal; principal investigates the incident, notifies the parent, notifies all staff, and places the student on 2 days of in-school suspension.

**Third Incident: 4 Days Out-of-School Suspension**

Recorded in writing by a referral to the principal; principal investigates the incident; notifies the parent, notifies all staff; and places the student on 4 days of suspension.

#### **Fourth Incident: Expulsion**

Recorded in writing by a referral to the principal; principal investigates the incident; notifies the parent; and places the student on 5 days of suspension pending expulsion.

#### **Students Speaking Out**

In conjunction with the Bullying, Harassment, and Intimidation Prohibition Policy and Administrative Procedure 6381, San Diego Unified has partnered with the San Diego County Crime Stoppers "Students Speaking Out" program to make schools and communities safer. Students Speaking Out provides a way for students to safely report school crimes anonymously via phone, text, or the internet without fear of retaliation by calling (888) 580-TIPS (8477), texting to 274637 or going to [www.studentsspeakingout.org](http://www.studentsspeakingout.org).

### **TECHNOLOGY**

#### **Network Use Guidelines**

Collaboration and communication between parents, staff and students are a priority at our school. In an effort to build on this belief, and to ensure academic success for all students, we are offering Student Connect at schools that select to implement. The Student Connect application provides students secured Internet access to a wide array of student school data such as: district, school and classroom news; student demographics; student schedules; attendance activity; class assignments; report cards and progress reports; health and immunizations; transcripts; standardized testing results; behavioral incidents; food service transactions; and e-mail links to teachers, counselors, and school administrators. This application will also be used for students to enter and edit course requests.

SDUSD District Procedures 4580 and 4581 provide information about the privileges and responsibilities of using the Internet, The CoOp Schools networks and electronic communication devices (ECDs) as part of your student's educational experience. The SDUSD's Sandi Net is an electronic network with access to the Internet. Students will have access to:

- Electronic mail (e-mail) communication with people all over the world.
- Information, online databases and news from a variety of sources and research institutions.
- The CoOp Schools provided software and public domain/shareware software of all types.
- Discussion groups on a wide-variety of topics.
- Variety of web-based and software programs to publish content to the web.
- Collaborative web-based programs for the purpose of project based learning.
- Online courses and curriculum, academic software and electronic learning resources.

#### **Responsibilities**

The CoOp Schools have taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. "Harmful matter" refers to material that, taken as a whole by the average person applying contemporary statewide standards, describes in an offensive way material that lacks serious literary, artistic, political or scientific value for minors. (Penal Code, section 313)

The teacher and staff will choose resources on the Internet that are appropriate for classroom instruction and/ or research for the needs, maturity, and ability of their students. The CoOp Schools takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

#### **Acceptable Use**

The purpose for schools having access to SanDiNet and the Internet is to enhance teaching and learning by providing access to 21st Century tools and resources as well as online instruction. Use of another organization's data networks (e.g. Cell Phone Carriers) or computing resources must comply with rules of that network as well as The CoOp Schools User policies.

## **Prohibited Uses**

Transmission of any material in violation of any federal or state law, and The CoOp Schools policy is prohibited. This includes, but is not limited to, the distribution of:

- Information that violates or infringes upon the rights of any other person;
- Bullying by using information and communication technologies (cyberbullying);
- Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material;
- Advertisements, solicitations, commercial ventures or political lobbying;
- Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime;
- Material that violates copyright laws.
- Vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502).

**Warning:** Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, The CoOp Schools procedures, and school site discipline/network use policy.

## **Privileges**

The use of SanDiNet and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration, teachers and/or staff may request the site system administrator to deny, revoke or suspend specific user access.

## **Network Rules and Etiquette**

The use of SanDiNet and the Internet requires that students abide by The CoOp Schools rules of network use and etiquette. These include, but are not limited to, the following.

- Be polite. Do not send abusive messages to anyone.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.

**Note:** E- mail and web-based programs are not private and are subject to review by The CoOp Schools staff. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.

- Maintain privacy. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
- Cyber-bullying is considered harassment.
- Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
- Do not disrupt the network.

## **Cyber-Bullying**

Cyber-bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Using personal communication devices or The CoOp Schools property to cyber-bully one another is strictly prohibited and may result in the cancellation of network privileges and /or disciplinary action. Cyber-bullying may include but is not limited to:

- Spreading information or pictures to embarrass;
- Heated unequal argument online that includes making rude, insulting or vulgar remarks;
- Isolating an individual from his or her peer group;
- Using someone else's screen name and pretending to be that person;
- Forwarding information or pictures meant to be private.



**Security**

Security on any computer system is a high priority. If you feel you can identify a security problem on SanDiNet, notify the Technology Department either in person, in writing, or via email at [tech@sdccs.org](mailto:tech@sdccs.org). Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to SanDiNet and the Internet.

**Vandalism**

Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

**Cellular Telephone and Electronic Signaling Device Policy**

Education Code section 48901.5 allows school boards to set policy on the use and possession of cellular telephones and other electronic signaling devices on school campuses. Board of Education Policy H-6980 allows student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses and school buses, at school-sponsored activities, and while under supervision and control of The CoOp Schools employees under the following circumstances:

- All students (K-12) may use these devices on campus before school begins and after school ends.
- The devices must be kept out of sight and turned off during the instructional program and in the classroom.
- Unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

**Use of or Reference to The CoOp Schools Name(s) or Logo(s)**

The words "The CoOp Schools" (and any derivations such as "San Diego Cooperative Charter Schools", "SDCCS") and the school logo are intended to identify our schools and to represent the image and qualities that define our program. In order to maintain these qualities, utilizing, making reference to or presenting images of the various forms of the school name and/or school logo in the furtherance of any project, business, internet presence, electronic communication, political campaign or other activity is prohibited without the specific authorization to do so from the Superintendent of The CoOp Schools.

**Textbook Policy**

Students are responsible for all textbooks checked out to them. Textbooks are checked out to students by textbook number and must be returned in excellent condition. This means no writing, graffiti, food or water damage. Students and their families are responsible for paying for lost or damaged materials. Textbooks in general cost about \$60 each. Students are required to cover their textbooks using a paper cover or purchased stretch cover. Contact paper and sticky covers are not permitted. Thank you for helping us to provide and maintain high quality materials for our classrooms.

**Fire Drills, Lockdown and Emergency Drills**

Student safety is a number one priority at The CoOp Schools. Every month, we have an emergency drill to prepare our students in the event of an actual emergency. If you ever happen to be on campus during an emergency drill, you must follow the directions of staff and evacuate the building if directed to do so. Under no circumstances can anyone remain in a building if we are evacuated for a drill. It is important we demonstrate to the children the actions that we all must take in emergency drills.

## **The CoOp Schools Parent Agreement and Understanding**

The CoOp Schools are schools of choice and parent participation is critical in order to be successful. This agreement and understanding has been prepared to promote a clear and effective partnership between the parents and the schools. Below you will find The CoOp Schools Parent Agreement and Understanding, a summary of drop-off and pickup procedures, and a summary of Field Trip procedures, which are explained in detail earlier in the handbook. Please read each of these and then execute the signature page acknowledging you have read the listed materials and agree to be bound as stated on the signature page.

### **Expectations of Parents:**

1. Full participation by all is critical to the success of this cooperative program.
2. Parents will log their volunteer hours using our online system or will seek help from The CoOp Schools Technology Director.
3. Class meetings are scheduled approximately two times during the year. Goal setting conferences are in October and student led conferences are in March. These meetings are an enriching time, offering the exchange of ideas about the class and about children's growth and development.
4. Children should be brought to the school on time and picked up on time. Children who are not picked up on time will be sent to after school care and will be charged the drop-in rate for the Extended Day Program. Our primary concern is for the well-being of the child and respect for the staff. The school in its sole discretion will not release any child to an adult who appears unable to safely transport the child home. In the event this happens, the school will rely on the enrollment form to call another adult authorized to pick up the child.
5. Summary of Field Trip procedures:  
Field Trips require a separate Permission Slip for each trip. Field Trips that require automobile transportation will also require a signed driver Information sheet.
6. If parents wish to visit a classroom outside of the time that they are actively volunteering in the class, the visit must be cleared with the Principal.
7. Our school is partially funded by the State in accordance with student attendance. It is the parent's responsibility to report their children absent from school. Attendance and punctuality are important at The CoOp Schools. Review the complete attendance policy on our website [www.thecoopschools.org](http://www.thecoopschools.org).
8. It is the intention of our school to forge a strong sense of respect in our students. All adults are expected to model the behavior we expect of the children. Reminders will be sent to adults who violate this principle of conduct. To this end, any interactions between and among any members of our school community will be of a respectful nature. Parents concerns should be addressed as follows:
  - a. If a parent has a concern about their child or their child's classroom, their first contact should be with the child's teacher. If a solution cannot be reached with the teacher, the Principal will be asked to step in and then follow the Grievance Procedure outlined in The CoOp Schools Administration Regulations (AR1312).
  - b. Parents and staff are expected to be sensitive to the privacy of others. Therefore, any discussions of concerns relating to the classroom or to specific needs of children shall be limited to the parties directly involved and in locations that afford some measure of privacy.
  - c. We expect all families to support our behavior principles of respect for self, others and the environment. Students who do not honor these principles and conduct themselves appropriately at school may be suspended or expelled.
  - d. In the event a parent demonstrates the inability to act in a safe or appropriate manner with the children, staff or other parents, The CoOp Schools reserve the right to take action deemed appropriate by the Principal, including exclusion from the classroom and/or the school.

## **The School's Obligations**

1. The school shall be child-centered, shall consist of small groups of children, and shall have a high ratio of adults to children in the classroom. A safe and friendly environment with indoor and outdoor space shall be provided.
2. For the child, the school shall offer child-oriented activities that will encourage the development of each child's socio-emotional, physical, intellectual, and creative capacities. By accepting each child unconditionally and by encouraging the child to pursue his/her interests from among the many varied activities available, we hope to foster attitudes of self-esteem, independence, initiative, cooperation, and friendship.
3. For the parent, the school shall offer opportunities for deepening and extending the parent-child relationship through participating in the school and through association with other parents and teachers. Parents can achieve a better understanding of the child's development, activities, and materials and can practice skills and techniques for guiding children. We all have a responsibility to talk with one another. Communication is what we wish to teach our children, and we need to employ it ourselves.
4. Admission to membership in the school community shall be granted without regard to race, color, religion, national origin, sexual orientation, or ancestry.
5. The principal sets the tone for the school community and holds all members of the school accountable to our mission of supporting a progressive, developmentally based, child-centered community for active and collaborative student learning where shared values of family, diversity, relationship, creativity and academic excellence flourish.

# San Diego Cooperative Charter Schools

## SDCCS Linda Vista and Mountain View Campuses

### 2016-2017 Calendar

August 2016					September 2016					October 2016				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31				

November 2016					December 2016					January 2017				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30	31			

February 2017					March 2017					April 2017				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		1	2	3			1	2	3	3	4	5	6	7
6	7	8	9	10	6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	20	21	22	23	24	24	25	26	27	28
27	28				27	28	29	30	31					

May 2017					June 2017				
M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5				1	2
8	9	10	11	12	5	6	7	8	9
15	16	17	18	19	12				
22	23	24	25	26					
29	30	31							

	Minimum Days (Thursdays)
	Half Days for Conferences
	Staff Work Days (No School)
	Holidays (No School)
	First/Last Day of School
	Semester Report Card Period End

#### 1/2 Days: School out @ 12:30 pm

October 3-7 Goal Setting Conferences  
October 31  
March 21-24 Student Led Conferences  
May 24  
June 9

#### Important Dates - No School

September 5 Labor Day  
October 21 Staff Workday  
November 11 Veterans Day  
November 21-25 Thanksgiving Break  
Dec 19-January 2 Winter Break  
January 16 MLK Jr. Day  
February 17-20 President's Day  
March 10 Staff Workday  
March 27-March 31 Spring Break  
May 26 Staff Workday  
May 29 Memorial Day  
June 12 Staff Workday

# Linda Vista Addendum

## CAMPUS BASED POLICIES AND PROCEDURES

### Drop-off and Pick-up Procedures

Most The CoOp Schools students are driven to and from school via private car. If you child will be using any other form of transportation to and from school, please send a note to the main office so that we may add your child to the transportation list. Additionally, middle school students may meet their parents at a designated remote pick-up location if a written notice of this arrangement is provided to the main office. Students must always be under the immediate supervision of an adult when on campus before or after school hours. Children on campus without designated adult supervision will be escorted to the Extended Day Program and parents will be charged drop-in rates for services.

**Early Morning Drop-Off:** Students who arrive at school between 6:30 a.m. and 8:10 a.m. must be enrolled in the Extended Day program. Students must be dropped off and signed in at the auditorium.

**Regular Morning Drop-Off:** Kindergarten children need to be walked to class and signed in by either a parent or older sibling. Students in grades 1-8 may be dropped off in either the passenger loading area of Levant St. or in the drop-off area in the back parking lot. Staff will be supervising both of these areas between 8:10 a.m. and 8:30 a.m. daily. All students are to be in the playground area of the campus until the morning bell rings at 8:25 a.m.

**Afternoon Walk-on Pick-up:** At 3:00 pm on regular school days and at 12:30 on Thursdays, families are welcome to come on campus to pick up their children. All Kindergarten and first year primary students must be picked up at their classroom by a person authorized to remove the child from school grounds or by an older sibling or carpool friend who can escort the younger child to the pick-up zone.

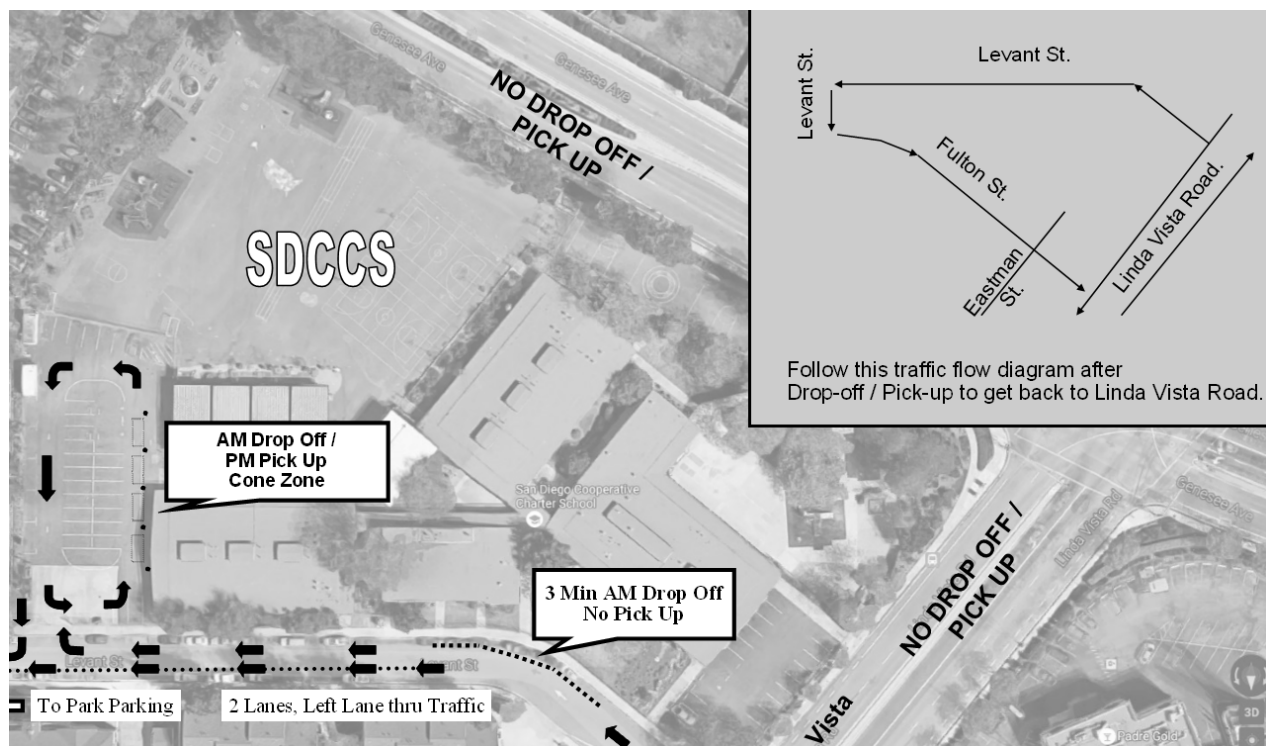
**Afternoon Pick-up Zone:** At 3:15 pm on regular school days and at 12:45 on Thursdays children may be picked up in the pick-up zone. Remember, kindergarten students and primary students must be with an older sibling or carpool friend. Children who are not picked up by 3:45 will be escorted to the Extended Day Program and families will be charged the drop-in rate for services.

### Student Rules for the Cone Zone:

- Stay in the area of the pick-up zone until your car is called.
- No running or horseplay is permitted in the pick-up zone.
- When your car is called proceed as directed by the Cone Zone staff.

### Driver Rules for the Cone Zone:

- Pull as far forward in the cone zone as possible. If your child is not in the cone zone, please circulate around the lot and allow another car to load. You may be cited if you load/unload from the middle of Levant St.
- Speeding and erratic driving in the pick-up zone will result in drivers being banned from using drive-through pick-up/drop-off. If this occurs, parents/guardians will need to make other arrangements for dropping off and picking up their children such as parking off campus and walking to the school.
- Please be patient and courteous. We are all doing our very best to load the children in to the cars safely and quickly. SAFETY is our top priority.
- Please do not be distracted by cell phone calls when entering the pick-up zone. It is a very busy area and it requires your full and complete attention.
- Follow all of the directions of the staff members working in the cone zone.



### Extended Field Trips

Certain grades (historically, Grades 5 — 8) participate in Extended Field Trips (EFT), involving one or more nights away from the school. These trips are designed to integrate with grade-level curriculum and provide valuable growth experiences outside of the confines of the classroom. In order to optimize administration of these trips, the following timeline is to be followed by Teachers and Parents for field trip planning (for certain trips happening earlier in school year, dates may be pushed back):

- **July/August** — Teachers make plans for trip — contact vendors, set dates, submit budget to PSA Treasurer, complete vetting process on all vendors.
- **By End of August** — Teachers' plans must be finalized, preliminary information should be ready to share with parents.
- **By September 30** — RSVP Forms due
- **By November 30** — Chaperone Commitments needed
- **45 Days Prior to Departure** — Appeals for denial of trip privileges for disciplinary reasons must have been made
- **30-Days Prior to Departure** — Parents must have completed all necessary paperwork
- **10 Days Prior to Departure** — Lead Teacher meets with Principal, turns in attendance rosters & chaperone lists, contact sheet with phone numbers, lesson plans/sub schedule for non-participants
- **June (post trips)** — Circulate survey to get feedback from parents and students.

### Parents should be aware of the following Extended Field Trip Policies:

- Students may, as a possible disciplinary consequence and at the full discretion of The CoOp Schools staff, be excluded from participating in Extended Field Trips.
- All participating students must have submitted all necessary paperwork, no later than 30 days prior to the trip.
- All Field Trip Chaperones must comply with school chaperone policies, a copy of which will be provided for them prior to trip departure.

### Field Trip Safety

The safety of our children is our primary responsibility as parents and educators. Never are we more conscious of the safety of our students than when we are away from the campus. We expect all parents to adhere to the following field trip safety policy.

PLEASE NOTE: Your child will not be able to participate in field trips without signed Permission and Emergency Information Sheets.

We will always have an appropriate number of chaperones accompanying each group of students. The adult: child ratio

will vary depending on the age of the children.

The teacher is always in charge. If at any time you feel a child is unruly or compromising the safety of the group, notify the teacher immediately. If you are driving with a child that is causing a disturbance, return to the school immediately and place that child in the care of the Principal. Please do not attempt to discipline children in any way.

### **Driving Safety**

In order to be considered as a driver for a field trip, a parent must provide the following documents at the beginning of each school year:

- A current Driver's License
- Current Proof of Insurance, which must indicate coverage meeting or exceeding The CoOp Schools requirements
- Current Vehicle registration for the vehicle used to transport students
- A completed Driver's history questionnaire

All children must be transported in age and weight appropriate restraints in the back seat. No child, regardless of age, may be transported in the front seat of the car or in a lap belt.

Drivers will be assigned a "partner car" with whom they will caravan for the duration of the field trip. Drivers may not stop while transporting children for any reason other than an emergency. If an emergency should occur, please proceed to the nearest safe destination and call for help. Do not stop at the side of the freeway or at the scene of an accident.

Parents may not under any circumstances use a cellular phone while transporting students. If you find it necessary to make a call, proceed to the nearest safe destination, stop your vehicle and make the call.

All cars transporting children will contain the following:

- Emergency information for each child in vehicle
- Directions and map to destination
- Teacher's cellular phone number
- School phone number

### **Special Event Parking**

During schoolwide special events, we make every effort to open the playground area for parking. When the playground area is open for parking the following guidelines must be followed:

- Follow the directions of staff members to your parking location.
- Absolutely no children on the playground unless they are under the direct supervision of their parent or guardian travelling to/from their vehicle. Do not permit your children to play on the playground equipment even if they are under your supervision.
- Drive VERY SLOWLY—remember, there are pedestrians and play equipment in the area.

### **Daily Parking**

The CoOp Schools has two parking lots—one in the front of the school and one in the back. In both lots there are handicap spaces and some reserved spaces. Do not park in handicap spaces unless your vehicle is displaying appropriate plates or placard. Additionally, under no circumstances should you park in the spaces labeled "Reserved" The CoOp Schools Thank You". These spaces are reserved 24/7/365 for the people who paid top dollar in our school fundraising events to have these reserved spaces. The spaces are premium auction items that The CoOp Schools families value highly. Please do not undermine our fundraising efforts by using these spaces and decreasing their auction value.

There is parking along Levant Street; however, it is important for drivers to pay attention to the curbside signs. There is a bus loading zone along Levant Street that is an active zone. The bus route is not a part of The CoOp Schools, but is a part of the route used by San Diego City Schools. In the past, parents have been ticketed for parking in these areas. Additionally, parking in the lot adjacent to our school that is part of a San Diego County building may result in your vehicle being towed.

## Parent Staff Association (PSA) Executive Committee

### Linda Vista Campus

President	Heidi Abelman	psapresident@sdccs.org
Vice-President/PSA Board Liaison	Julie Blair	psavicepresident@sdccs.org
Treasurer	Rikki Buval	psatreasurer@sdccs.org
Secretary	Kelly Hallett	psasecretary@sdccs.org
Fundraising Coordinator	Peggy Binns	psafundraising@sdccs.org
Volunteer Coordinator	Ana Corona	psavolunteer@sdccs.org
Team Rep Coordinator	Melodi Gomez	psateamrep@sdccs.org
Spirit Coordinator	Tracie Beck	psaspirit@sdccs.org
Staff Liaison	Dan Reding	dan@sdccs.org
Staff Liaison	Beth Temple	beth@sdccs.org

### Want to volunteer and get more involved in our community, but don't know where to start?

Talk to your child(ren)'s teacher about class job(s). Working in the classroom is a great way to start getting involved in the school.

- o If you are going to volunteer in the classroom, you will need a Tuberculosis Test. For TB Clinic Services Information Visit the County's Health and Human Services Agency website at [http://www.sdcountry.ca.gov/hhsa/programs/phs/tuberculosis\\_control\\_program/clinic\\_services.html](http://www.sdcountry.ca.gov/hhsa/programs/phs/tuberculosis_control_program/clinic_services.html)
- o Fieldtrip Chaperone (day & overnight trips) and fieldtrip Drivers. To drive on a field trip you will need to submit a Fieldtrip driving form (See the office or website for more information), as well as a copy of current driver's license and car registrations.
- Work in The CoOp Schools Gardens. While you cultivate, learn about the management of organic gardening, how the plants and wild life work together. Contact Amy Zink [alzycat@gmail.com](mailto:alzycat@gmail.com) for more details and questions.
- Volunteer with The CoOp Schools Extended Day Program. Contact the EDP Director, [edp@sdccs.org](mailto:edp@sdccs.org)
- Attend the PSA meetings and charter school board meetings. PSA meetings are the first Wednesday of every month, alternating times of 3:30pm and 5:30pm. Board meetings are the third Tuesday at 5:30pm. Please review the school calendar on the website for more information on the time/date and location of these meetings.
- Attend school wide events such as Project Nights, PE Night, Art Night, off campus Spirit Nights, Ballroom Dance showcases, the Pride Parade, and Movie Nights.

Shop for school supplies, baking or cooking for school events, and caring for class pets over weekends and holiday breaks.

- Attend back to school nights, classroom meetings, parent/teacher conferences, and mandatory orientation.
- If you need assistance, contact the PSA Volunteer Coordinators:  
Email the volunteer coordinators at [volunteer@sdccs.org](mailto:volunteer@sdccs.org), they will assist you with finding a volunteer job of interest, connecting you to event and program coordinators, and finding volunteer opportunities during evenings and weekends, inside and outside of campus. They can also assist families with registering email accounts and password keys to log volunteer hours online. (You can also contact Ramon Aguirre, Information Technology Director, at [TECH@sdccs.org](mailto:TECH@sdccs.org) for technical support.)

### Volunteer Guidelines:

- We encourage participation in our school by parents/guardians, other family members, and sponsors (a volunteer must complete screening and orientation process)
- Volunteers must be at least 18 years of age.
- Volunteer activity must be The CoOp Schools sponsored and supervised by The CoOp Schools employees.
- Cash profit is not made by any volunteering party
- Cash donations may not substitute volunteer hours
- We strongly encourage everyone to log their volunteer hours  
Volunteering is what the CoOp schools are all about. We use our volunteer logs to document the hours of service our school community provided by people other than our employees. Our volunteer service is one of the ways we document engagement with our school and seek out other partners in the community seeking similar levels of community engagement. Please log your hours so we can share our success story with others.



## Fundraising Philosophy and Policies

The CoOp Schools are free, public educational institutions. We have limited dollars to spend on enrichment activities that we believe enhance our student's education. Therefore, our PSA and Board organize various fundraising activities throughout the year to provide funds for field trips, special classes such as art and dance, as well as funds for school assemblies. We invite and encourage participation from family and friends of The CoOp Schools to participate in the wide range of fundraising activities that occur throughout the year.

### Student Fundraising Sales

The CoOp Schools do not support fundraising activities that require children to sell items such as gift wrap, cookie dough, candy, or coupons. We believe children can and should participate PSA-sponsored events that further our educational mission and provide donations to our school. All students participate in the event, but are not required to provide sponsors or donations.

### Annual Fundraising (For the latest information visit the calendar on the school website).

- Gala: Opportunity for adults to socialize and enjoy an evening of live & silent auctions, while benefiting the school.
- Garden Day: Dates and times will be emailed throughout the year.  
Opportunity to take gardening classes from The CoOp Schools garden experts. Fun day for the whole family on campus.
- Rummage Sale: This sale is a great opportunity for our school to benefit from all of your unused "stuff." As a bonus, it is also a terrific way to promote the positive message of REDUCE, REUSE, RECYCLE.
- Art Night: Enjoy an evening of art, music and food, while celebrating the student's artistic talents.

### Online Fundraising

- Amazon.com link on our website  
Every time you make a purchase on [www.amazon.com](http://www.amazon.com), just start your online shopping adventure by clicking through the link on our website. The CoOp Schools will earn a percentage from your purchase. Spread the word to your families and friends.
- eBay Giving Works  
When you sell an item on eBay you can make a donation to The CoOp Schools. To find out how please visit <http://www.missionfish.org/ForSellers/forsellers.jsp> Enter our school initials "SDCCS" when searching for a nonprofit organization. You determine the percentage of the sale you would like donated to The CoOp Schools, you and the school benefit from the sale of your eBay items.
- GoodSearch.com  
Go to [GoodSearch.com](http://www.GoodSearch.com) and set it as your default Web Search Engine. Identify our school as the designated recipient. Every time you search - we make 1 cent.
- Scrip Orders  
Scrip = "substitute money" or prepaid gift cards. Earn money for The CoOp Schools without costing you anything extra. Just spend your regular budget, but pay with scrip! Scrip can be used for just about any household purchase, including: food, clothing, entertainment, gasoline and dining out. Plus many cards are instantly refillable online.  
[www.shopwithscrip.com](http://www.shopwithscrip.com) The CoOp Schools access code is: FF6C1F9D1L585

## Passive Fundraising Programs

This is absolutely the simplest way to enhance your child's experience at The CoOp Schools at no cost to you or your friends. Once you've signed up for most of these programs, the rest is automatic. The money we receive from these passive fundraisers can make all the difference in the number and quality of educational enrichment activities your child will enjoy. Please remember to check the fundraising page on our website regularly, as we update often.

We encourage you to invite extended family and friends to join you in these programs. All can be reached through the school's website at: [www.thecoopschools.org](http://www.thecoopschools.org)

### **If you have any questions about the passive fundraising program.**

Please contact the Fundraiser Coordinator(s) for your campus.

The Following is a list of organizations that offer passive fundraising programs:

Note: Please verify and update your information annually.

- **Albertsons Stores**

Please register your Albertsons Preferred savings card at <http://www.albertsons.com>. The CoOp Schools can earn up to 4% of your purchases. Please spread the word, the more shoppers we register the better! Our School ID # 49000125663.

- **Box Tops for Education**

Box Tops for Education offers three easy ways for you to earn cash for our school through everyday activities like buying groceries, shopping on-line and making purchases with a credit card. Please register at: <http://www.bboxtops4education.com/Marketplace/Default.aspx>

- Clip box tops from hundreds of your favorite General Mills products. Each Box Top is worth 10 cents to The CoOp Schools. The collection box is in the office.
- Start every online shopping trip at the Box Tops Marketplace and we earn up to 10% of each qualifying purchase.
- Use this low APR, no annual fee Box Tops Visa cards over 20 million locations worldwide. A full 1% of each purchase goes back to The CoOp Schools.

- **E-Scrip**

Please register at: [www.escrip.com](http://www.escrip.com) and enter our school name or number to sign up. Our school ID number is #148948648. Enter your Von's card and/or credit cards. The information is totally secure, and the school earns money each time you make purchases.

- **Office Depot**

Office Depot and [www.officedepot.com](http://www.officedepot.com) will donate 5% of your purchase to The CoOp Schools; you need to give the cashier the school's name and our ID #, which is 70124389.

- **Ralph's Club card**

Please register your Ralph's club card (and those of your friends). Sign up at <https://www.ralphs.com/account/create> The CoOp Schools NPO # is 80503. Ralph's will donate up to 5% of your purchases to The CoOp Schools.

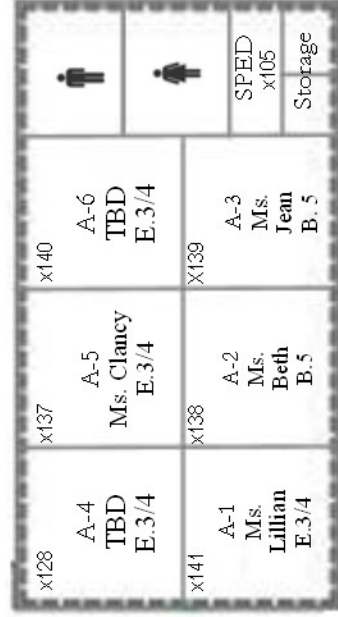
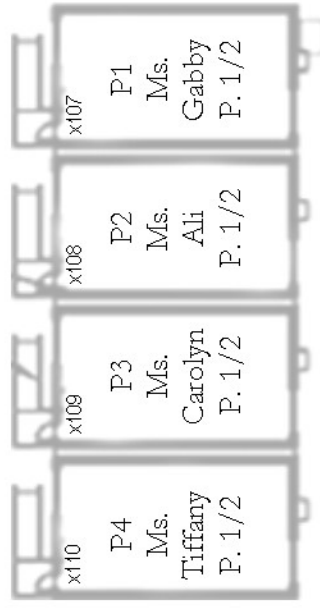
- **Target**

Target offers a way to donate through their Target credit card or Target Visa card. Every time you use your Target Visa or Target Guest Card® at a Target store or [www.target.com](http://www.target.com), Target will donate an amount equal to 1% of the purchases made at Target and target.com, and ½% of Target Visa purchase made elsewhere to our school. Our school ID number is 118560. Anyone throughout the country who has one of those credit cards can designate The CoOp Schools to receive this donation.

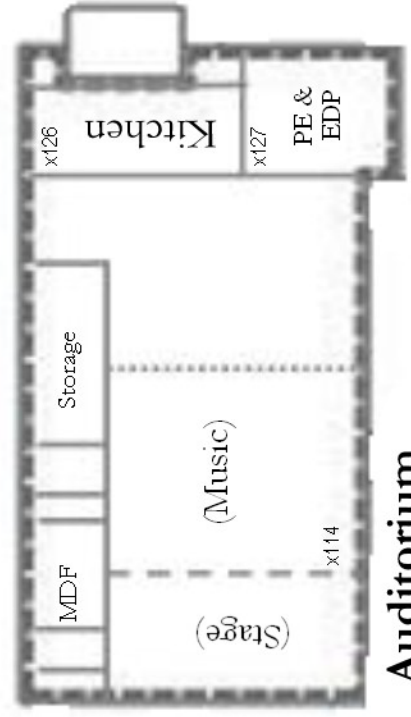
- **United Way**

Our United Way number is 528139. Ask your co-workers to support The CoOp Schools.

## Primary



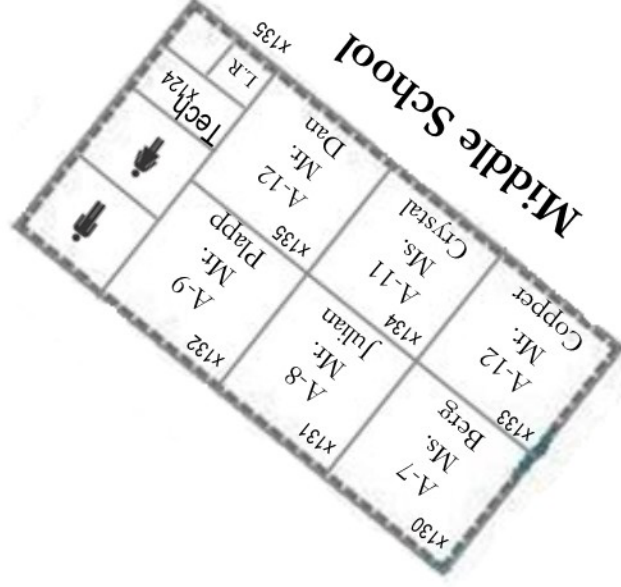
## Elementary Classrooms



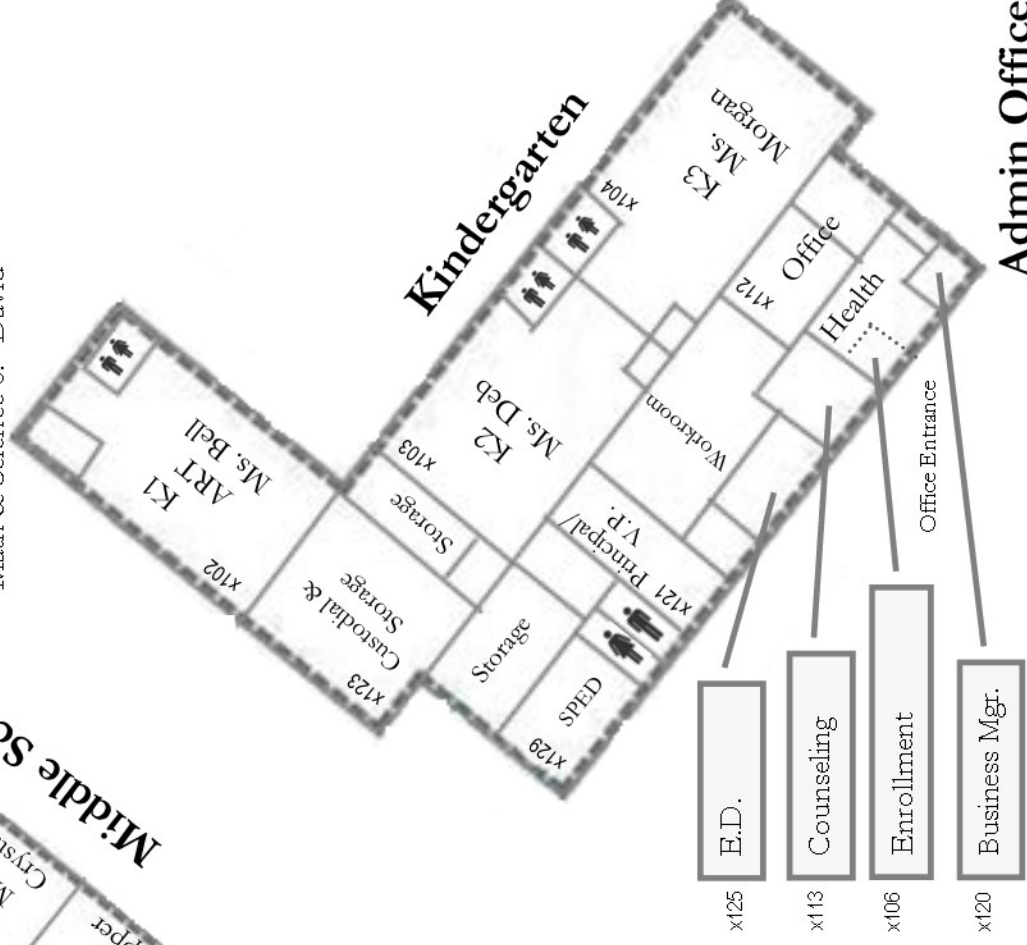
## Auditorium

## Grades

Kinder: Ms. Morgan, Ms. Deb  
 Primary 1/2: Gabby, Ali, Carolyn, Tiffany  
 Elementary 3/4: TBD, Clancy, TBD, Lillian  
 Bridging 5: Beth, Jean  
 Junior High 6,7,8: Ellen, Dan, Jeff,  
 David, Julian, Crystal  
 Humanities 6,7,8: Ellen, Julian, Jeff  
 Math & Science 6: Crystal  
 Math & Science 7: Dan  
 Math & Science 8: David



## Kindergarten



PLEASE NOTE: Map not drawn to scale in order to show more detail

July 2016

**What is our schedule?**

We follow a slightly modified version of San Diego Unified School Districts' traditional calendar; a copy is included at the back of this handbook. Make sure to check our online calendar at <http://thecoopschools.org/domain/123>

**How should my child be dressed?**

Children should be dressed comfortably and age appropriately. Shoes should enable full participation in physical education and movement activities no high shoes, or wheelies. Children should wear clothing that will encourage participation in art and other "messy" endeavors. Valuable jewelry and other accessories should not come to school.

**What can I expect from the curriculum?**

The content of our curriculum follows California Curriculum Frameworks and is aligned with California Content Standards and Common Core National Standards. The Frameworks and Standards may be viewed on the State Board of Education's website at <http://www.cde.ca.gov/be/st/> Common Core National Standards available at [www.corestandards.org](http://www.corestandards.org)

**What can my child expect from his/her day at The CoOp Schools?**

Before-school care opens at 6:30 a.m. for the children who have been registered. The school day begins at 8:30 a.m. for all grades. Each classroom will post a schedule of the typical routine for that class. Recess and lunch times are staggered to enable thorough supervision. Lunches should be nutritious, with limited sweets and no sodas. Each class will set a policy regarding snacking.

School concludes at 3:00 p.m. Students who are not picked up by 3:30 p.m. will be escorted to the Extended Day program and parents will be charged at the drop-in rate. The Extended Day program continues until 6:00 p.m.

We have a minimum day ending at 12:30 p.m. on Thursday of each week. Children who are not picked up by 1:00 p.m. will be escorted to the Extended Day program and parents will be charged at the drop-in rate.

**How is my child evaluated?**

At the end of each semester, parents will receive a written report of their child's progress in each subject area. In addition to semester progress reports, middle school students will receive progress reports at the mid-semester point and final semester grades in January and June. Teachers hold goal setting conferences in October. We use a developmental report card for all grades K-5 and a letter grade report for middle school grades 6-8.

- ☐ All Students will participate in a student led conference to present their learning.
- ☐ Students in grade 5 will do a mini-presentation to their teacher and parents.
- ☐ Students in grade 8 will present their portfolios to a panel of teachers, parents, administrators, and community members.

**Will my child have homework?**

The CoOp Schools are a child-centered school that values the time that families spend together. We firmly believe that children are more successful in school when they have a balance in their lives between school work, play and time spent with family and friends. Toward that end the staff of The CoOp Schools follow the homework guidelines of the National Education Association, which is no more than 10 minutes of homework per grade level per night.

Each teacher will set homework policy for his or her class that adheres to these guidelines. Homework when assigned will be a meaningful continuation of class work. If you have concerns about the amount of homework that your child is assigned, speak directly to the classroom teacher.

**What information do I need to give the office if I move?**

If you changed your address, you need to bring a proof of residence that shows your new address to the main office. Acceptable documents include: recent utility bill, water bill or cable bill; recent rental agreement or mortgage documents; property tax payment receipts; military housing orders.

**What do I do if we moved/changed our phone number(s)?**

If you changed your home/work/cell number, contact the front office. It is very important to have working phone numbers in case of an emergency.

**What if my child is absent from school?**

Call the school office at (858) 496-1613, report an absence online, or send a written note within 3 school days. For absences longer than 3 days a contract for independent study may be an option, if it is approved by the principal or designee. Review the attendance section of this handbook for additional information and also refer to the Attendance policy posted on our website at [www.thecoopschools.org](http://www.thecoopschools.org)

**Should I send my child to school if she/he is ill?**

Your child's health should be assessed before leaving for school. Children whose schoolwork would be impeded by a cold or other illness should stay home. Parents should have a plan in place for caring for a sick child. The school must be called if the child will not be attending. In addition, you need to notify the school if you suspect that your child has an infectious disease. These include (but are not limited to) conjunctivitis (pink-eye), fifth disease, impetigo, chicken pox, strep throat, scarlet fever, and bacterial diarrhea. Children with suspected or confirmed infectious diseases should not be sent to school for the health and safety of all members of the school community.

If your child becomes ill or is injured at school, we will call you to pick up your child. Please be sure that the information on the emergency contact form is always up to date.

**How do I enroll my child in The CoOp Schools?**

All students, new and returning, must submit an application for each school year. Priority applications are accepted from October 1<sup>st</sup> until January 31<sup>st</sup>

New applicants are selected from a lottery composed of all applications received prior to the priority enrollment deadline. Applications received after the priority enrollment period are added to the wait list in the order received.

**What to do if...****You have a question about what your child is learning:**

Your classroom teacher is always eager to discuss the progress of your student. He or she can also supply you with information about what is planned for your student. It usually works best to set up a time to talk-in person or by phone, and to give the teacher specifics regarding your questions. This enables the teacher to be prepared with the information you need.

**You want to volunteer at school:**

Each volunteer activity should have a team leader or coordinator to help direct you and to help with problems that come up. If speaking with that person does not work, contact the PSA president. If you need help finding volunteer opportunities, contact the volunteer coordinator(s).

**You are concerned about something that happened at school:**

As we are teaching the children, communication is the first step towards cooperation. Your classroom teacher is likely to be able to give you the most satisfaction with your concerns.

These steps should be followed:

1. Set up a time to talk. This is a critical first step. Often parents are anxious to have an issue addressed immediately. Please remember each teacher is responsible for all of the students and is not available for private conferences during instructional time. When you are setting up the meeting time, briefly let the teacher know your concern.
2. At the meeting, first state your concern, and then listen to the teacher's response. If appropriate, devise a written plan to address the problem, and schedule a further meeting to assess progress.
3. If necessary, contact the principal for further assistance.

**You need information about a school event or schedule:**

Check the school website. If the information you are looking for is not listed, call the school office at (858) 496-1613. Most events are also noted on the school calendar available online at [www.thecoopschools.org](http://www.thecoopschools.org)

## San Diego Cooperative Charter School Extended Day Program (EDP)

### Parent Handbook Information

**NOTE: These are some of the key EDP policies and procedures. By signing up for EDP, you agree that you and your child(ren) will comply with all of EDP's Policies and Procedures. The complete Policies and Procedures document is available on request from the EDP Director.**

If you have any questions regarding this section or the Extended Day Program (EDP) in general, please contact the EDP Director at (619) 549-5496 or [edp@sdccs.org](mailto:edp@sdccs.org).

**Hours:** The program is open from 6:30-8:00 a.m. Monday through Friday before school; from 3:00-6:00 p.m. on Monday, Tuesday, Wednesday and Friday; and from 12:30-6:00 p.m. on Thursday after school.

**Days:** The program is open all school days and closed on school holidays, vacation periods, and Staff Development days.

Enrollment is open to all students grades K-8 attending San Diego Cooperative Charter School, without regard to race, sex, national origin, religion, physical handicap or disability, on a space-available basis. **Enrollment forms must be completed prior to a child's first day in the program.**

#### EDP's Mission Statement

To offer a quality before- and after-school childcare program that is based on the same cooperative philosophy employed by The CoOp Schools which provides a safe, supportive environment and encourages parent participation.

#### Signing Children In and Out of the Program

- **Before school:** A staff member must be notified that your student is being signed in so that they can be clocked into the Timedock system simultaneously by staff.
- **After school:** At the end of the school day, children will be signed into EDP by an EDP staff member. At 3:15 (12:45 on Thursday) all students remaining on campus without adult supervision will be also signed into EDP by an EDP staff member. EDP will begin charging all signed in student accounts as of 3:00 pm (12:30 on Thursdays).
- Attendance will be monitored; however staff cannot be responsible for children who either do not attend or who leave the grounds without permission. In such circumstances, emergency procedures may be employed (emergency numbers, school police). If a child will be staying after school with his/her teacher, the child or teacher must notify program staff and we are not liable for the child at that time.
- **Once a child is signed out, they cannot return to EDP.** As the number of students decrease in the program, we send staff home to keep ratio and not cost the school more money. Therefore a child cannot return after being signed out.
- **Authorized persons must sign children out. There are NO EXCEPTIONS.** A child will not be released to anyone other than individuals authorized in the contact information or the enrolling parent(s)/guardian unless there is written authorization on file. Parents must advise the staff in advance, in writing, if a person not listed on the emergency list is to pick up the child. Identification is required.
- An authorized adult must both sign their name and note the time on the sign out sheet. An EDP staff member must also be notified that the student is leaving so that they can be clocked out of the Timedock system simultaneously.
- A child will not be released to any incapacitated person (under the influence of alcohol or drugs). In this case emergency contacts will be called to pick up the child(ren).
- If a child is picked up after contracted hours, a late-pick-up fee will apply (see fees). If a child has not been picked up 15 minutes after closing time, emergency contacts will be called to pick up the child after attempting to contact the enrolling parent(s)/guardian.
- In the event that the child cannot be picked up by an emergency contact and no parental contact has been made by 6:30pm the police department will be notified. If any student is on campus after 7:00 pm the police department will gain custody of the student and therefore become responsible for getting them home.
- If a child is picked up late consistently, we reserve the right to no longer provide childcare services for your student.

### Student to Staff Ratios

The program maintains an approximate ratio of one staff for every 15 children. We are a license exempt facility; however we do follow California Department of Education and Title 22 regulations. We do participate in inclusion and will make every reasonable accommodation for children of all abilities. One to one care cannot be provided. Children who cannot function in a group setting and/or require intensive supervision are referred to other services.

<b>EDP Fee</b>	<b>\$6.00/hour or \$1.50/every quarter hour</b>
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- We will charge to the nearest quarter hour

### Payments

- EDP charges \$1.50 every 15 minutes that a child is signed in to the program.
- Monthly billing statements will be sent to the enrolling parent by the 5th of every month for the previous month's service. The enrolling parent will be responsible for all fees due if other funding sources who have agreed to pay for the child care fail to pay (employer, CDA, County, etc.)
- Fees are due by the 15th of the month after care was provided.
- Details of the billing breakdown can be requested from the EDP Director.
- Payments should be delivered to The CoOp Schools Director of Business Operations' mailbox in the main school office or mailed directly to the school office, please include "Attn: Director of Business Operations, re: EDP." **The program strongly suggests that parents do not request their child bring payments to the office.** EDP Staff will NOT accept payments.
- Parents are responsible to contact The CoOp Schools Director of Business Operations, in writing, to acquire receipts for their personal taxes, if needed. The program uses the school's tax number, which is 33-0931009.

### Additional Charges

- A fee of \$1.00 per child will be charged for every minute a child is picked up after closing time, 6:00 pm. For example, if a child is picked up at 6:20, a \$20.00 fee will be assessed. If they are picked up at 6:25, a \$25.00 fee will be assessed. Late pickup fees will be billed separately. Failure to pay the fees may result in termination of services.
- There may be small additional charges for special field trips or activities. In these cases, the staff will notify you in advance. If you do not wish for your child to participate in these activities, alternate arrangements will be made for them.

### Delinquent Fees

- A delinquent fee notice including a \$15 late fee may be issued if payment is not received by the 15<sup>th</sup> of the month, or if the bank returns a check.
- The parent must respond within one week of the date of the notice by either making the payment in full, or submitting a reasonable plan for payment. See Director of Business Operations for more information.
- If payment is delinquent by more than 60 days, your child may be excluded from the EDP program until a reasonable plan for payment is made.

### Items Not Allowed at EDP

- Program staff cannot be responsible for lost articles.
- **Cell phones are not allowed at EDP.** If you need to talk to your child, please call the EDP Director at 619.549.5496.
- Toy weapons and wheelies are not allowed.
- Handheld game systems, music players, and other expensive toys are **Not Permitted.** (Examples: PSP, Game Boys, DS, and iPods).
- Trading of any belongings or toys, including cards, is not permitted.

### Illness and Medication

- If a child becomes ill at the program and cannot participate in the normal routine, the parent or emergency contact may be phoned, at staff discretion, and asked to pick up the child within the hour.
- If your child requires medication, please see the EDP Director to make arrangements.

### Injury

All EDP staff are required to report any injuries. If your child has been injured, a report will be made which you will be required to sign when picking up your child. If your child has had an accident away from the program that resulted in an injury, please advise the program.

**Registration**

One designated Parent/Legal guardian must sign the enrollment agreement as the "enrolling parent." This parent is the only person authorized to make changes to the contract or other enrollment forms, and is responsible for payment of fees.

**Program Overview**

The CoOp Schools EDP high quality, well-supervised program offers a balance of activities designed to develop self-esteem and provide a creative educational and recreational experience for children. Involvement of parents is highly encouraged.

**Homework**

Monday through Thursday, middle school students are scheduled for 1 hour of homework time. The purpose of homework time is to give a structured setting to work on assignments, not to replace the individual attention that parents can provide.

**Snack**

One snack will be provided each day for your child. If your child has any dietary restrictions, be sure to indicate them on the emergency sheet in the enrollment packet and inform the EDP Director and/or Assistant Director. While we will make every attempt to provide for any dietary restrictions, we cannot be responsible to accommodate them. Parents are responsible for providing lunches for their children on half days. It is not the program's responsibility to ensure that your child finishes their meal.

**Clothing and Outdoor Supplies**

- Children will participate in a variety of activities, some of which may soil clothing. A change of clothing is encouraged for those children who may need it. Please send clothing appropriate to the season and the outdoors as we spend a significant of time outdoors all year, especially jackets or sweaters in the colder weather.
- Sending bottled water and sunscreen with your child(ren) is a good idea in the warmer months.

**Rules and Consequences**

- Specific rules that children are to follow are available upon request.
- Our program employs the "time-out" or redirection method, after which the child is free to rejoin the group's activities. If a child is not responsive to our redirection methods after several attempts, or is in danger of causing harm to other students, staff members, or themselves, the parent will be called to remove the child. If the child is not removed within one hour of receiving notification from the site, the parent will be charged \$1.00 per minute.
  - ❖ After three indiscretions that result in removal from EDP, the child will not be able to attend the EDP program, for the balance of the school year.
  - ❖ Students who are suspended from school are also suspended from EDP.
  - ❖ EDP cannot provide a one-to-one supervision, if parents would like to provide tutoring or an aide, it can be arranged with the EDP Director and must be paid for by the parent.

**Parent Volunteering**

If you are interested in helping out, please contact a staff member for further information.

**End of EDP Section**



# Mountain View Addendum

## CAMPUS BASED POLICIES AND PROCEDURES

### A Multiage School

Multiage classrooms are formed by intentionally grouping students of a specified age range together for classroom instruction. Students remain with their teacher for a period of two-three years. A multiage classroom contains a balanced ratio of all learners—that is: all ages, all levels, abilities, and learning modalities. The intention of the multiage classroom is to allow children of various ages and abilities to interact with one another in the social learning process, and for students to progress at their own individual rate rather than solely according to specified objectives for a particular grade level.

There are many benefits of organizing classroom in a multiage format. Students remain with a teacher for an extended period of time, reducing the number of student-teacher transitions, allowing for continuity of expectations and instruction, and a powerful long-term relationship between, student, teacher and family. Multiage classrooms build strong community and familial ties, holding the whole child at its center. There is an increased sense of stability for students as a result of consistent classroom routines. Multiage classes do not have the necessity to begin anew each year, given that at least half of the class has already experienced routines, structures, and teacher/student expectations. In multiage classes children accept natural differences of children in age and achievement. There are opportunities for all students to possess different roles in the educational process. Students of different ages have the opportunity to work together in a number of academic and social capacities throughout the day and the year.

### Drop-off and Pick-up Procedures

Some SDCCS Mountain View students are driven to and from school via private car. If your child will be using any other form of transportation (bus, taxi, etc.) to and from school, please send a note to the main office so that we may add your child to the alternate transportation list. Students must always be under the immediate supervision of an adult when on campus before or after school hours. Children on campus without designated adult supervision will be escorted to the Extended Day Program and parents will be charged drop-in rates for services. Please drive and walk your children into their respective campus. Administrators will be assigned positions at the main gate on both campuses during drop off and pick up.

**\*\*The following is subject to change upon observing the participation rates and trends concerning the dual campus locations. A map of both campus access gates are included in this addendum.**

**Early Morning Drop-Off (EDP) at North (Bandini):** All students who arrive at school between 6:30 a.m. and 8 a.m. must be enrolled in the Extended Day program. All students must be dropped off and signed in at the North (Bandini) campus office with the EDP representative. Those students in EMA and Bridging that were dropped off early at Bandini will be escorted by two staff members to the South (Emerson) campus between 7:45 and 8:00am daily. District provided breakfast will be served at 8:10am.

**Early Morning Drop-off at South (Emerson):** Students in Elementary (3/4) and Bridging+ (5/6/7) Multiage classes can be dropped off with EDP staff at the South (Emerson) campus with EDP between 7:45 – 8:15am. The SDCCS gate is on 36<sup>th</sup> and Boston Ave. District provided breakfast will be served at 8:10am. Students arriving after 8:15 should go directly to their classroom.

**Regular Morning Drop-Off at North (Bandini):** Kindergarten and Primary Multiage students need to be walked to class and signed in by either a parent or guardian. Teachers will be prepared to have students in their class around 8:10/ 8:15 a.m.

**Friday Drop-Off:** Unless notified otherwise, on Fridays ALL STUDENTS can be dropped off on the North (Bandini) campus. EMA and Bridging students will meet their teachers on the black top at 8:15 and proceed to the auditorium. Friday Whole School Sing is at 8:45 – 9:15 in the Bandini auditorium. All parents and siblings are welcome to attend. On most Friday's students will participate in cross age "Family Groups" on the (North) Bandini campus. EMA and Bridging students will be carefully walked to South campus after "Families".

**Afternoon Pick-up at North (Bandini):** At 3:00 pm on regular school days and at 12:30 on Thursdays, parents are welcome to come on campus to pick up their children. Main gates will open 10-15 before dismissal. All Kindergarten and

Primary Multiage students must be picked up at their classroom by a parent/guardian. Parent/guardians may authorize a family member or another trusted person to pick up their student by adding the adult to student's authorized pickup list housed in the office.

**Afternoon Pick-up at South (Emerson):** At 3:00 pm on regular school days and at 12:30 on Thursdays, families are welcome to come on campus to pick up their children. Parents with students at both campuses will be allowed to dismiss their older student early in order to pick up each of their children by 3:00.

**Afternoon EDP / Drop in:** If your child is enrolled in Extended Day Program, a staff member will pick them up from class within 15 minutes of school ending. At 3:30 pm on regular school days and at 1:00 on Thursdays children that have not been picked up will be dropped into EDP at the regular drop-in rate charged to parents.

### Daily Parking

SDCCS Mt View does not have any parking lots for parent use. Parents are asked to park along surface streets paying close attention to signs, cross walks and other pedestrians. Do not double park or leave your vehicle running unattended. Please be kind and respectful of our neighbors and their driveways. Please walk with your children and teach them how to safely approach school. Do not EVER park in the fire lane blocking the double gates on either campus or in front of the fire hydrants along 36<sup>th</sup> St. Your car will be cited and towed.



### Field Trip Safety

The safety of our children is our primary responsibility as parents and educators. Never are we more conscious of the safety of our students than when we are away from the campus. We expect all parents to adhere to the following field trip safety policy.

PLEASE NOTE: Your child will not be able to participate in field trips without signed Permission and Emergency Information Sheets.

We will always have an appropriate number of chaperones accompanying each group of students. The adult: child ratio will vary depending on the age of the children.

The teacher is always in charge. If at any time you feel a child is unruly or compromising the safety of the group, notify the teacher immediately. If you are driving with a child that is causing a disturbance, return to the school immediately and place that child in the care of the Principal. Please do not attempt to discipline children in any way. Teacher reserves the right to limit a child's access to a field trip if the health and safety of the child or other comes into question.

## **Driving Safety**

In order to be considered as a driver for a field trip, a parent must provide the following documents at the beginning of each school year:

- A current Driver's License
- Current Proof of Insurance, which must indicate coverage meeting or exceeding SDCCS requirements
- Current Vehicle registration for the vehicle used to transport students
- A completed Driver's history questionnaire

All children must be transported in age and weight appropriate restraints in the back seat. No child, regardless of age, may be transported in the front seat of the car or in a lap belt.

Drivers may not stop while transporting children for any reason other than an emergency. If an emergency should occur, please proceed to the nearest safe destination and call for help. Do not stop at the side of the freeway or at the scene of an accident.

Parents may not under any circumstances use a cellular phone while transporting students. If you find it necessary to make a call, proceed to the nearest safe destination, stop your vehicle and make the call.

All cars transporting children will contain the following:

- Emergency information for each child in vehicle
- Directions and map to destination
- Teacher's cellular phone number
- School phone number

## **Special Event Parking**

During school wide special events, we make every effort to open the playground area for parking. When the playground area is open for parking the following guidelines must be followed:

- Follow the directions of staff members to your parking location.
- Absolutely no children on the playground unless they are under the direct supervision of their parent or guardian travelling to/from their vehicle. Do not permit your children to play on the playground equipment even if they are under your supervision.
- Drive VERY SLOWLY—remember, there are pedestrians and play equipment in the area.

## **How is my child evaluated?**

Parents are encouraged to have an ongoing dialogue with their child's teacher about their development. Teachers hold Goal-Setting conferences in October. We use a developmental approach in all of our conversations about evaluation.

- ☐ All Students will participate in a student led conference to present their learning.
- ☐ Students will participate in formative assessments decided by their teacher.
- ☐ Teachers collect work samples as evidence of development of growth over time.
- ☐ All Students in EMA / Bridging will participate in CA State Testing in the Spring.
- ☐ Our school uses the NWEA MAPS testing for student EMA and higher to measure individual student development.
- ☐ Students in PMA and up utilize project rubrics and self assessments
- ☐ Students in exiting middle school will present portfolios to a panel of teachers, parents, administrators, and community members.

## **Will my child have homework?**

SDCCS is a child-centered school that values the time that families spend together. We firmly believe that children are more successful in school when they have a balance in their lives between school work, play and time spent with family and friends.

Each teacher will set homework policy for their class that adheres to the school philosophy and pedagogy. When assigned, homework will be a meaningful continuation of class explorations and be designed to provoke family engagement. If you have concerns about the amount of homework that your child is assigned, speak directly to the classroom teacher.

## San Diego Cooperative Charter School

### Extended Day Program (EDP) Mt. View

#### Parent Handbook Information

**NOTE: These are some of the key EDP policies and procedures. By signing up for EDP, you agree that you and your child(ren) will comply with all of EDP's Policies and Procedures. The complete Policies and Procedures document is available on request from the EDP Director.**

If you have any questions regarding this section or the Extended Day Program (EDP) in general, please contact the EDP Director Eboni Wyatt at (619) 840-6820 or [eboni@sdccs.org](mailto:eboni@sdccs.org).

**Hours:** The program is open from 6:30-8:00 a.m. Monday through Friday before school; from 3:00-6:00 p.m. on Monday, Tuesday, Wednesday and Friday; and from 12:30-6:00 p.m. on Thursday after school.

**Days:** The program is open all school days and closed on school holidays, vacation periods, and Staff Development days.

Enrollment is open to all students grades K-8 attending San Diego Cooperative Charter School, without regard to race, sex, national origin, religion, physical handicap or disability, on a space-available basis. **Enrollment forms must be completed prior to a child's first day in the program.**

#### EDP's Mission Statement

To offer a quality before- and after-school childcare program that is based on the same cooperative philosophy employed by SDCCS which provides a safe, supportive environment and encourages parent participation.

#### Signing Children In and Out of the Program

- **Before school:** A staff member must be notified that your student is being signed in so that they can be clocked into the Timedock system simultaneously by staff.
- **After school:** At the end of the school day, children will be signed into EDP by an EDP staff member. At 3:15 (12:45 on Thursday) all students remaining on campus without adult supervision will be also signed into EDP by an EDP staff member. EDP will begin charging all signed in student accounts as of 3:00 pm (12:30 on Thursdays).
- Attendance will be monitored; however staff cannot be responsible for children who either do not attend or who leave the grounds without permission. In such circumstances, emergency procedures may be employed (emergency numbers, school police). If a child will be staying after school with his/her teacher, the child or teacher must notify program staff and we are not liable for the child at that time.
- **Once a child is signed out, they cannot return to EDP.** As the number of students decrease in the program, we send staff home to keep ratio and not cost the school more money. Therefore a child cannot return after being signed out.
- **Authorized persons must sign children out. There are NO EXCEPTIONS.** A child will not be released to anyone other than individuals authorized in the contact information or the enrolling parent(s)/guardian unless there is written authorization on file. Parents must advise the staff in advance, in writing, if a person not listed on the emergency list is to pick up the child. Identification is required.
- An authorized adult must both sign their name and note the time on the sign out sheet. An EDP staff member must also be notified that the student is leaving so that they can be clocked out of the Timedock system simultaneously.
- A child will not be released to any incapacitated person (under the influence of alcohol or drugs). In this case emergency contacts will be called to pick up the child(ren).
- If a child is picked up after contracted hours, a late-pick-up fee will apply (see fees). If a child has not been picked up 15 minutes after closing time, emergency contacts will be called to pick up the child after attempting to contact the enrolling parent(s)/guardian.
- In the event that the child cannot be picked up by an emergency contact and no parental contact has been made by 6:30pm the police department will be notified. If any student is on campus after 7:00 pm the police department will gain custody of the student and therefore become responsible for getting them home.
- If a child is picked up late consistently, we reserve the right to no longer provide childcare services for your student.

### Student to Staff Ratios

The program maintains an approximate ratio of one staff for every 15 children. We are a license exempt facility; however we do follow California Department of Education and Title 22 regulations. We do participate in inclusion and will make every reasonable accommodation for children of all abilities. One to one care cannot be provided. Children who cannot function in a group setting and/or require intensive supervision are referred to other services.

<b>EDP Fee</b>	<b>\$6.00/hour or \$1.50/every quarter hour</b>
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- We will charge to the nearest quarter hour

### Payments

- EDP charges \$1.50 every 15 minutes that a child is signed in to the program.
- Monthly billing statements will be sent to the enrolling parent by the 5th of every month for the previous month's service. The enrolling parent will be responsible for all fees due if other funding sources that have agreed to pay for the childcare fail to pay (employer, CDA, County, etc.)
- Fees are due by the 15th of the month after care was provided.
- Details of the billing breakdown can be requested from the EDP Director.
- Payments should be delivered to the SDCCS Director of Business Operations' mailbox in the main school office or mailed directly to the school office, please include "Attn: Director of Business Operations, re: EDP." **The program strongly suggests that parents do not request their child bring payments to the office.** EDP Staff will NOT accept payments.
- Parents are responsible to contact the SDCCS Director of Business Operations, in writing, to acquire receipts for their personal taxes, if needed. The program uses the school's tax number, which is 33-0931009.

### Additional Charges

- A fee of \$1.00 per child will be charged for every minute a child is picked up after closing time, 6:00 pm. For example, if a child is picked up at 6:20, a \$20.00 fee will be assessed. If they are picked up at 6:25, a \$25.00 fee will be assessed. Late pickup fees will be billed separately. Failure to pay the fees may result in termination of services.
- There may be small additional charges for special field trips or activities. In these cases, the staff will notify you in advance. If you do not wish for your child to participate in these activities, alternate arrangements will be made for them.

### Delinquent Fees

- A delinquent fee notice including a \$15 late fee may be issued if payment is not received by the 15<sup>th</sup> of the month, or if the bank returns a check.
- The parent must respond within one week of the date of the notice by either making the payment in full, or submitting a reasonable plan for payment. See Director of Business Operations for more information.
- If payment is delinquent by more than 60 days, your child may be excluded from the EDP program until a reasonable plan for payment is made.

### Items Not Allowed at EDP

- Program staff cannot be responsible for lost articles.
- **Cell phones are not allowed at EDP.** If you need to talk to your child, please call the EDP Director at (619) 840-6820.
- Toy weapons and wheelies are not allowed.
- Handheld game systems, music players, and other expensive toys are **Not Permitted.** (Examples: PSP, Game Boys, DS, and iPods).
- Trading of any belongings or toys, including cards, is not permitted.

### Illness and Medication

- If a child becomes ill at the program and cannot participate in the normal routine, the parent or emergency contact may be phoned, at staff discretion, and asked to pick up the child within the hour.
- If your child requires medication, please see the EDP Director to make arrangements.

### Injury

All EDP staff is required to report any injuries. If your child has been injured, a report will be made which you will be required to sign when picking up your child. If your child has had an accident away from the program that resulted in an injury, please advise the program.

**Registration**

One designated Parent/Legal guardian must sign the enrollment agreement as the "enrolling parent." This parent is the only person authorized to make changes to the contract or other enrollment forms, and is responsible for payment of fees.

**Program Overview**

SDCCS's EDP high quality, well-supervised program offers a balance of activities designed to develop self-esteem and provide a creative educational and recreational experience for children. Involvement of parents is highly encouraged.

**Snack**

One snack will be provided each day for your child. If your child has any dietary restrictions, be sure to indicate them on the emergency sheet in the enrollment packet and inform the EDP Director and/or Assistant Director. While we will make every attempt to provide for any dietary restrictions, we cannot be responsible to accommodate them. Parents are responsible for providing lunches for their children on half days. It is not the program's responsibility to ensure that your child finishes their meal.

**Clothing and Outdoor Supplies**

- Children will participate in a variety of activities, some of which may soil clothing. A change of clothing is encouraged for those children who may need it. Please send clothing appropriate to the season and the outdoors as we spend a significant of time outdoors all year, especially jackets or sweaters in the colder weather.
- Sending bottled water and sunscreen with your child(ren) is a good idea in the warmer months.

**Rules and Consequences**

- Specific rules that children are to follow are available upon request.
- Our program utilizes the same principles of student conduct and Second Step social emotional curriculum including steps for calming down and problem solving. If a child is not responsive to our redirection methods after several attempts, or is in danger of causing harm to other students, staff members, or themselves, the parent will be called to remove the child. If the child is not removed within one hour of receiving notification from the site, the parent will be charged \$1.00 per minute.
  - ❖ After three indiscretions that result in removal from EDP, the child will not be able to attend the EDP program, for the balance of the school year.
  - ❖ Students who are suspended from school are also suspended from EDP.
  - ❖ EDP cannot provide a one-to-one supervision, if parents would like to provide tutoring or an aide, it can be arranged with the EDP Director and must be paid for by the parent.

**Parent Volunteering**

If you are interested in helping out, please contact a staff member for further information.

**End of EDP Section**

## **Frequently Asked Questions**

### **What is our schedule?**

We follow a slightly modified version of San Diego Unified School Districts' traditional calendar; a copy is included at the back of this handbook. Make sure to check our website for updates.

### **How should my child be dressed?**

Children should be dressed comfortably and age appropriately. Shoes should enable full participation in physical education and movement activities no high shoes, or wheelies. Children should wear clothing that will encourage participation in art and other "messy" endeavors. Valuable jewelry and other accessories should not come to school.

### **What can I expect from the curriculum?**

The content of our curriculum follows California Curriculum Frameworks and is aligned with California Content Standards and Common Core National Standards. The Frameworks and Standards may be viewed on the State Board of Education's website at <http://www.cde.ca.gov/be/st/> Common Core National Standards available at [www.corestandards.org](http://www.corestandards.org)

### **What can my child expect from his/her day at SDCCS?**

Before-school care opens at 6:30 a.m. for the children who have been registered. The school day begins at 8:30 a.m. for all grades. Each classroom will post a schedule of the typical routine for that class. Recess and lunch times are staggered to enable thorough supervision. Lunches should be nutritious, with limited sweets and no sodas. Each class will set a policy regarding snacking.

School concludes at 3:00 p.m. Students who are not picked up by 3:30 p.m. will be escorted to the Extended Day program and parents will be charged at the drop-in rate. The Extended Day program continues until 6:00 p.m.

We have a minimum day ending at 12:30 p.m. on Thursday of each week. Children who are not picked up by 1:00 p.m. will be escorted to the Extended Day program and parents will be charged at the drop-in rate.

### **What information do I need to give the office if I move?**

If you changed your address, you need to bring a proof of residence that shows your new address to the main office. Acceptable documents include: recent utility bill, water bill or cable bill; recent rental agreement or mortgage documents; property tax payment receipts; military housing orders.

### **What do I do if we moved/changed our phone number(s)?**

If you changed your home/work/cell number, contact the front office. It is very important to have working phone numbers in case of an emergency.

### **What if my child is absent from school?**

Call the school office, report an absence online, or send a written note or email within 3 school days. For absences longer than 3 days a contract for independent study may be an option, if it is approved by the principal or designee. Review the attendance section of this handbook for additional information and also refer to the Attendance policy posted on our website.

### **Should I send my child to school if she/he is ill?**

Your child's health should be assessed before leaving for school. Children whose schoolwork would be impeded by a cold or other illness should stay home. Parents should have a plan in place for caring for a sick child. The school must be called if the child will not be attending. In addition, you need to notify the school if you suspect that your child has an infectious disease. These include (but are not limited to) conjunctivitis (pink-eye), fifth disease, impetigo, chicken pox, strep throat, scarlet fever, and bacterial diarrhea. Children with suspected or confirmed infectious diseases should not be sent to school for the health and safety of all members of the school community.

If your child becomes ill or is injured at school, we will call you to pick up your child. Please be sure that the information on the emergency contact form is always up to date.

### **How do I enroll my child?**

All students, new and returning, must submit an application for each school year. Priority applications are accepted from October 1<sup>st</sup> until January 31<sup>st</sup>

New applicants are selected from a lottery composed of all applications received prior to the priority enrollment

deadline. Applications received after the priority enrollment period are added to the wait list in the order received.

### **What to do if...**

#### **You have a question about what your child is learning:**

Your classroom teacher is always eager to discuss the progress of your student. He or she can also supply you with information about what is planned for your student. It usually works best to set up a time to talk-in person or by phone, and to give the teacher specifics regarding your questions. This enables the teacher to be prepared with the information you need.

#### **You want to volunteer at school:**

Each volunteer activity should have a team leader or coordinator to help direct you and to help with problems that come up. If speaking with that person does not work, contact the PSA president. If you need help finding volunteer opportunities, contact the volunteer coordinator.

#### **You are concerned about something that happened at school:**

As we are teaching the children, communication is the first step towards cooperation. Your classroom teacher is likely to be able to give you the most satisfaction with your concerns.

These steps should be followed:

1. Set up a time to talk. This is a critical first step. Often parents are anxious to have an issue addressed immediately. Please remember each teacher is responsible for all of the students and is not available for private conferences during instructional time. When you are setting up the meeting time, briefly let the teacher know your concern.
2. At the meeting, first state your concern, and then listen to the teacher's response. If appropriate, devise a written plan to address the problem, and schedule a further meeting to assess progress.
3. If necessary, contact the principal for further assistance.

#### **You need information about a school event or schedule:**

Check the school website. If the information you are looking for is not listed, call the school office or contact your child's teacher. Most events are also noted on the school calendar available online.

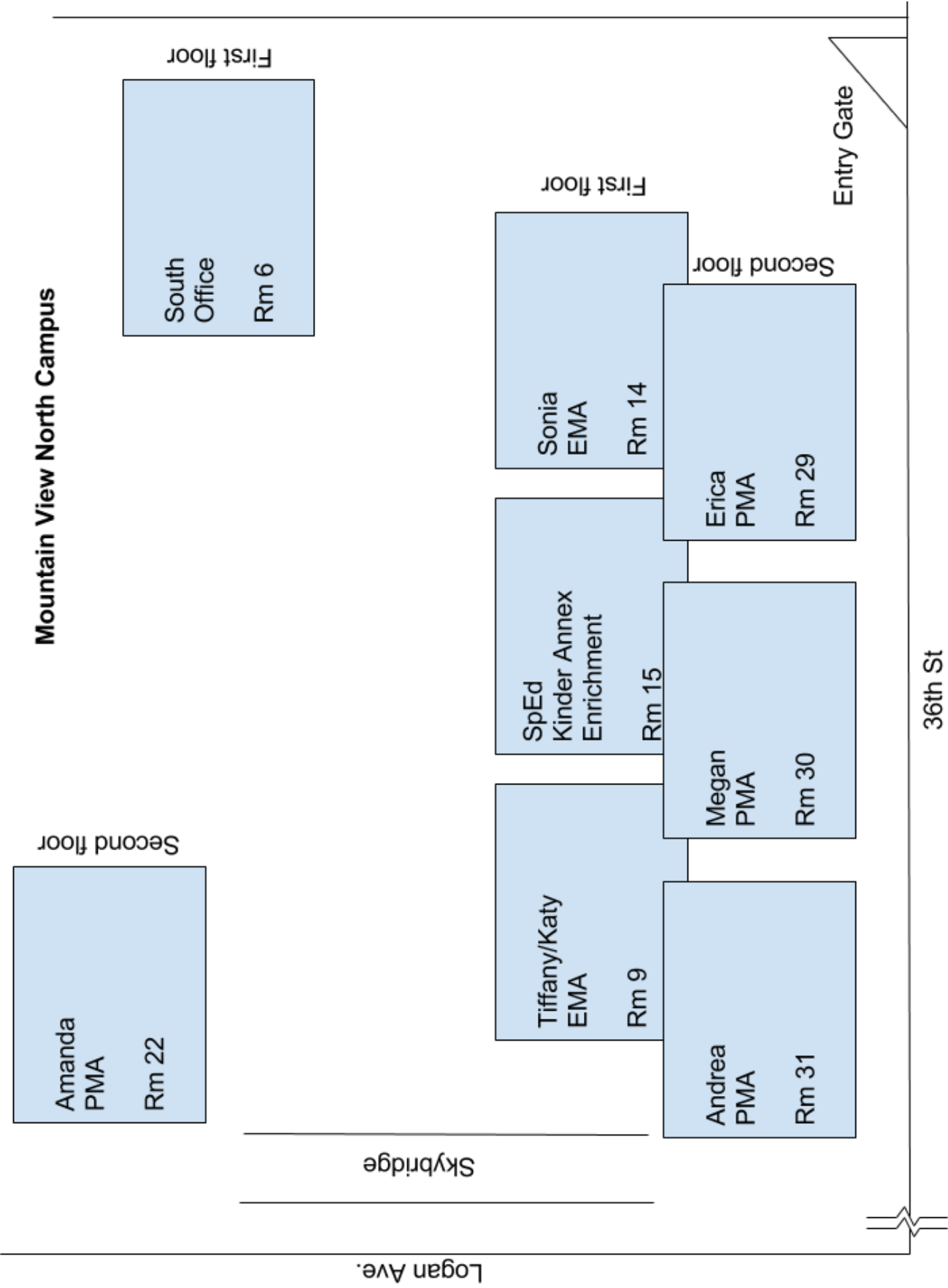
### **Parent Staff Association (PSA) Executive Committee**

#### **Mountain View Campus**

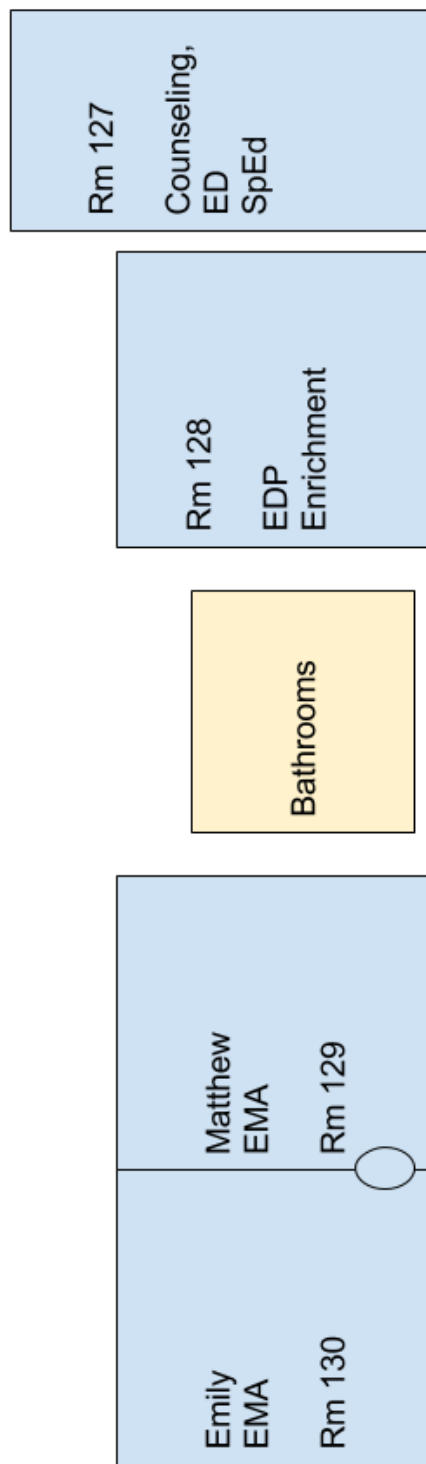
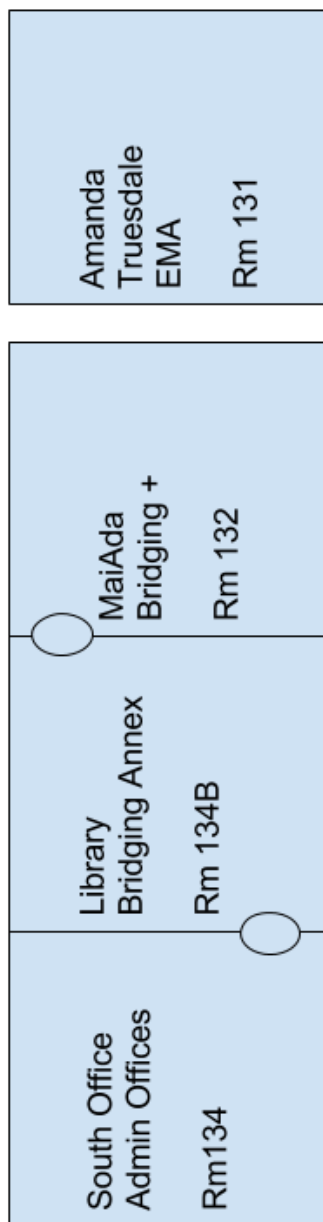
President	Aubrey Pierce
Vice-President/PSA Board Liaison:	Nelwyn Del Frate
Treasurer:	Kate Ross
Secretary:	Jaime Brown
Fundraising Chair:	Emily Griffiths
Volunteer Chair:	Jennifer Rust
Even Chair:	Nicole Dollick
Community Liasion:	Patty Bacame
Staff Liaison:	Emily Murray
Member at Large:	Xuchi Eggleton and Lacey Gonzalez



Mountain View North Campus



# Mountain View South Campus



Entry  
Gate

Boston Ave.

36th Street