

Topanga Elementary Charter School

2017-2018 School Year

2017-2018 BACK TO SCHOOL OPENING PACKET

Topanga Elementary Charter School
22075 Topanga School Road
Topanga, CA 90290

Phone: (310) 455-3711

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www.topangaelementary.org

Dear Parents,

On behalf of the staff at Topanga Elementary Charter School, I am pleased to welcome to the 2017-2018 school year! I'm excited to begin my fourth year at this very special learning community nestled in the heart of beautiful Topanga Canyon. Our school staff recognizes that a strong partnership between home and school is a necessary ingredient your child's success at school. As partners, we share the responsibility for our children's success, and we want you to know that we will do our very best to carry out our responsibilities. We ask for your support as together we ensure that your child follows these important guidelines:

1. Attend school every day and on time – rested and ready to do their best
2. Complete all homework assignments and projects
3. Read daily to improve literacy skills and develop a love of reading
4. Share school experiences with you to strengthen our connections between home and school
5. Inform you if they need additional help or support in any subject or area
6. Know that parents and teachers at Topanga share high expectations for our students to succeed in school and have continued success in college

Our students greatly benefit from your involvement and contribution to the school's programs and operation. We are always looking for volunteers to help us in the following areas:

- Teacher-led instructional support, usually in the classroom
- Reading with children who needs extra support and practice
- School-wide activities and events
- Ongoing school operations & activities (traffic duty, Art Trek, etc.)
- Outreach and recruitment of parent and community volunteers

On the following pages you will find a great deal of information including our school expectations so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact me or discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. Please review the LAUSD Parent Handbook, which can be sent home or electronically accessed at www.lausd.net.

I feel privileged to be working with our excellent teaching staff as a part of this very special school family. Thank you for your support – we look forward to working together to make this an enjoyable and productive school year.

Sincerely,

Steve Gediman

Steve Gediman, Principal

Welcome to Topanga Elementary Charter School for the 2017-2018
School year!

Dear Parents,
This packet contains a number of very important documents for you to read and retain for future reference. Following this packet are forms that need to be completed and returned to your child's teacher. Please return the requested items **no later than Friday, August 25, 2017**. Thank you in advance for reading and completing these documents in a timely manner. We are looking forward to a great school year!

Read & Save

- August 2017 School Calendar
- Tentative Master Calendar (It is updated throughout the year on the school website)
- Topanga Elementary Faculty/Staff Roster
- Bell Schedule
- Parent Expectations & Responsibilities
- Volunteer Policy & Requirements
- Student Code of Conduct
- Attendance Policy
- Traffic Safety Letter
- Weekly Traffic Duty/Frozen Treat Sales Schedule
- Absences, Illnesses and Medication
- Leadership Council
- Parent-Teacher Communication Policy
- School Communication Procedures for Parents
- School Cell Phone Policy
- Homework Tips for Parents
- TEP Welcome Letter
- TEP FAQs
- TEP Meeting Dates

Documents and additional information can be found on the school's website at:
www.topangaelementary.org

Check the website throughout the year for important information and updates.

TOPANGA ELEMENTARY CHARTER SCHOOL
2017-2018 Staff Roster

Room	Teacher	Grade
K	Amy Weisberg	TK
1	Linda Kort	K
2	Raquel Galindo	K
3	Moria De La O	1
4	Sarah Winikoff	1
6	Reale Santora	5
7	Sondra Tapper	5
9	Brandy Batz	4
10	Moira Talan	4
11	Julie Tobisman	2
12	Devon Chatham	2
16	Rena Benor	Science
17	Angela Lopez	STAR Program
19	Kelly Welch	3
20	Roger Harrell	3
22	Margaret Morrow	Resource
Upper Yard	Derik Saenz	Youth Services

Staff Member	Position	Staff Member	Position
Steve Gediman	Principal		Library/Instructional Aide
Ryann Fletcher	APEIS Consultant	Nicole Currie	Dance Teacher
Amanda Achen	School Psychologist	Planet Bravo	Technology Teacher
Sean Terrell	PE Coach	Michelle Garcia	Campus Aid
Joanna Williams	School Admin. Asst.	Nena Villanueva	Campus Aid
Lisa O'Connor	Office Technician	Donna Wabnig	Educational Aide
Oscar Gutierrez	Occupational Therapist	Sunny Lannutti	Instructional Aide
Youmna Haddad	Speech & Language	Crystal Estrada	Instructional Aide
Tammy Jones	Cafeteria Manager	Eric Landaverde	Instructional Aide
TBD	Plant Manager	April Urquidi	Instructional Aide
Roxanne Fuentes	Custodial Staff	Raul Estrada	Instructional Aide
Larry Newman	Orchestra	Lynn Wexelman	Instructional Aide
Cecille Basilio	School Nurse	Marie Villanueva	Sp. Ed. Assistant
Talia Kruger	JFS Counselor		
Joshua Sipe	Adapted PE Teacher		
Eloise Porter	Vocal Teacher		

TOPANGA ELEMENTARY CHARTER SCHOOL
2017-2018 BELL SCHEDULE

REGULAR SCHEDULE

7:30 a.m. Supervision Begins
7:55 a.m. Freeze Bell

8:00 a.m. School Begins (1-5)
8:15 a.m. School Begins (Kindergarten)
10:00 a.m. Recess Begins (K-5)
10:20 a.m. Recess Ends
11:30 a.m. Lunch Begins (K)
11:45 a.m. Lunch Begins (1-5)
12:28 p.m. Freeze Bell
12:30 p.m. Lunch Ends
2:40 p.m. Dismissal

TUESDAY/THURSDAY & SHORTENED DAY SCHEDULE

7:30 a.m. Supervision Begins
7:55 a.m. Freeze Bell

8:00 a.m. School Begins (1-5)
8:15 a.m. School Begins (Kindergarten)
10:00 a.m. Recess Begins (K-5)
10:20 a.m. Recess Ends
11:30 a.m. Lunch Begins (K)
11:45 a.m. Lunch Begins (1-5)
12:28 p.m. Freeze Bell
12:30 p.m. Lunch Ends
1:35 p.m. Dismissal

MINIMUM DAY SCHEDULE

7:30 a.m. Supervision Begins
7:55 a.m. Freeze Bell

8:00 a.m. School Begins (1-5)
8:15 a.m. School Begins (Kindergarten)
10:00 a.m. Recess/Brunch Begins (K-5)
10:28 a.m. Freeze Bell
10:30 a.m. Recess/Brunch Ends
12:40 p.m. Dismissal

2017 – 2018 Cafeteria Prices

Student Breakfast (Recess Snack) = \$2.25

Student Lunch = \$ 3.00

Parent & Student Expectations & Responsibilities

Dear Parent,

As a charter school, our success depends on a well-informed and involved parent body to support the students, teachers and administration. Therefore, we count on parental participation in the following areas to help our children and our school:

1. **Attend at least one parent/teacher conference each year.** This will keep you informed of your child's progress and enable you to ask questions about your child and his/her classroom performance and progress.
2. **Read or listen to weekly or monthly correspondence from school.** This helps keep you up to date about school events and calendar changes, as well as other information of importance to every member of the school community.
3. **Attend school meetings that you may be available for (Leadership, Committees, TEP).** Check the master calendar and website for dates. This is a great way to meet other parents, ask questions, voice concerns and participate in the ongoing process of improving our school.
4. **Volunteer at School.** There are many opportunities to participate during and after school hours. Volunteers are needed in classrooms, for a wide variety of large and small jobs. Without parental involvement, many activities would not exist.
5. **Support TEP's fundraising efforts.** TEP (Topanga Enrichment Programs) is our school's parent organization which oversees all of the school's fundraising events. Attend a meeting and participate in a program that TEP sponsors (Art Trek, Halloween Carnival, Book Fairs, etc.)
6. **Support the school in academic and disciplinary matters.** This include supporting your child in the following areas: completion and return of homework, regular attendance, and prompt arrival. The school is open to students at 7:30am
The first bell rings at 7:55am. Your child will be tardy if not in line when the 2nd bell rings at 8:00am. (8:15 for kindergarten). Tardy children will require a pass to enter their classroom. Your cooperation in our academic efforts and citizenship standards encourages your child to obey school rules and solidifies the partnership between home and school.
7. **Support the safety standards of our school.** In order to ensure the safety of all our children while coming to and leaving from school, it is imperative that all parents respect and abide by the safety standards that have been set forth (enclosed).

8. **Maintain confidentiality when volunteering.** Parent volunteers must adhere to the following policy:

“As a parent volunteer at Topanga Elementary Charter School, I agree that it is my responsibility to preserve and protect the right of privacy of any child that I observe, or have contact with, in the course of my work at school. I will protect the confidentiality of children by not discussing them with others. I will contact only the child’s teacher if I have pertinent information that must be shared.”

9. **Wear your visitor badge.** ALL visitors on the campus, need to wear a yellow visitor’s badge. Please make sure to sign in at the school office and keep your badge on your person while on campus. This helps us identify who is on campus and keeps your child safe!
10. **Be considerate with use of your cell phone on campus.** If you’re volunteering, please keep your cell phone on silent. If you must answer a call, do so outside of the classroom and out of earshot of other children.
11. **Please refrain from using school areas close to classrooms for socialization.** This includes the school office and the assembly area. This can be distracting to our students as they need to focus in their classrooms during the instructional day.
12. **Make an appointment when you need to see a teacher.** Teachers are preparing for class in the morning. Please don’t arrive unannounced for a conference or even to say, “do you have a minute?” This is the teacher’s preparation time and every child, including yours, may suffer when the teacher loses important preparation time. Contact your child’s teacher by phone, email or a note in the school office.
13. **Please label your child’s belongings.** We want to prevent any arguments regarding ownership of items. It helps to locate lost items as well. Expensive toys, iPods, and other electronic devices should not be brought to school.
14. **Please be respectful when a staff member reminds you of our policies.** Rules and policies are for everyone and we need to be role models for our children.

Student Expectations for Learning

1. I will come to school to learn and will do my best every day.
2. I will treat fellow students the way I would like to be treated.
3. I will listen to and respect my teachers and school staff.
4. I will respect school property.
5. I will take care of my books and materials.
6. I will keep my school supplies and materials organized.
7. I will complete all homework assignments on time.
8. I will ask questions if I do not understand.
9. I will bring a note from my parents if I have been ill or tardy.
10. I will arrive at school on time and be ready to learn.

Student,
By reading the
expectations for
learning, you agree
to make this a great
school year for your
teachers, your
fellow classmates,
the school staff, and
YOU!

Dear Topanga Elementary Charter School Volunteers,



Volunteers are a vital resource for many schools. You bring much needed assistance, experience and knowledge to our school on a daily basis and we welcome you to be a part of our school community!

Purpose of the School/Office Volunteer Program

- Assist in classrooms, thereby allowing teachers to attend to students in need of extra help
- Support school personnel in meeting the needs of students more effectively
- Strengthen school/home/community relations by engaging parents and community as school volunteers
- Provide adult role models for students through tutoring and mentoring opportunities that broaden their educational experience
- Provide enriching intergenerational experiences for students and senior citizens that enriches students' lives.

For the safety of our students, we are asking you to adhere to the LAUSD and Topanga Elementary School policies and procedures for becoming a school volunteer. Please follow the requirements below:

1. All LAUSD volunteers must complete an LAUSD School/Office **Volunteer Application**, applications are to be completed on-line at volunteerapp.lausd.net, then printed and brought to the school office.
2. **Tuberculosis Clearance** Requirements:
 - *Tuberculosis clearance must take place prior to beginning a volunteer assignment. Volunteers must have written documentation of tuberculosis clearance on file at the school/office prior to beginning an assignment. (The volunteer may present their own doctor's form or may use attachments B or B1).*
 - *The initial TB examination must consist of a Mantoux Skin Test (not a chest X-ray unless required due to medical circumstances).*
 - *Continuing volunteers with negative skin tests must repeat the Mantoux skin test every four (4) years.*
 - *Volunteers with documented positive skin tests must subsequently show proof of a negative chest X-ray. X-rays are permissible and required only for volunteers with a documented positive Mantoux skin test.*
 - *Volunteer can utilize their own healthcare provider or contact the following clinics for free Tuberculosis screening:*
Central Health Center: 241 N. Figueroa St., Los Angeles, CA 90012 213-240-8204
Pacoima Health Center: 13300 Van Nuys Blvd., Pacoima, CA 91331 818-896-1903
3. **Sex Offender Statement and Megan's Law:** In accordance with District policy, school administrators must check all volunteer applicants against the California Megan's Law online database for sex offender clearance. Any person whose name appears on the list is prohibited from serving as a volunteer.
 4. **All volunteers must sign-in at the school office** when they enter the school premises and sign out when they leave.
5. **All NEW Volunteers must attend a one-time MANDATORY Volunteer Training** with the Principal/Administrator
Dates for these trainings can be found on the school's monthly calendars or on the website at www.topangaelementary.org

Individuals will not be permitted to volunteer until they have fulfilled this requirement.
Please contact us at (310) 455-3711 if you have further questions about our School Volunteer Policy.

Attendance

Dear Parents,

Welcome to the 2017-2018 school year! Our Attendance Goal this year is to have 76% of all our students at Topanga Elementary School attending school 96% of the time. This means that your child should miss no more than 7 days this school year.

Did you know that last year, the Los Angeles Unified School District lost \$630 million dollars in Average Daily Attendance (ADA) funding due to student absenteeism? Losses of this magnitude are catastrophic for our school district and directly impact your child's education. If a student does not attend school, regardless of the reason, Topanga Elementary School does not receive funding from the state. . . a school community last year, we lost a substantial amount in potential revenue due to absences.

Positive attendance behaviors directly correlate with increased academic success! Statistically, students with chronic absenteeism in kindergarten show the lowest math and reading scores in the fifth grade. Remember, attendance is a life-long behavior pattern that will continue through college and the workforce years. It is our goal as a district to prepare our students to be successful contributors to society and to our communities.

How can you help Topanga Elementary School reach our goal? Please send your child to school every day and always on-time! Make all routine medical appointments before or after school, weekends, or during scheduled breaks. Please review the included calendar for our vacation dates and holidays, and understand that extended vacations are not legally recognized as excused absences.

Thank you for your continued support of your child's education and to Topanga Elementary Charter School. We know this is going to be an OUTSTANDING school year!

Sincerely,

Steve Gediman

Steve Gediman, Principal

TRAFFIC DUTY

Welcome back to what we hope will be a successful and safe year! For those of you who are new to the school, we rely on fellow parents to help keep traffic flowing at pick up and drop off times. This requires each family to volunteer for at least one traffic shift per year, per child (whether you drive, walk or bike to school). The shifts are only about 30 minutes long and you will have advance notice of your shift in order to arrange your schedule accordingly. Your class is assigned a week during the year, and your traffic room rep will be in charge of helping everyone sign up for individual shifts.

It is understandable that there are occasions when traffic duty is impossible. However, we need each person to **STILL BE RESPONSIBLE FOR A SHIFT**. If you can't fulfill the shift assigned, you need to find someone to replace you (a friend, a grandparent, a neighbor...), if that is impossible, **YOU MUST CONTACT YOUR TRAFFIC ROOM REPRESENTATIVE**.

IT IS IMPERATIVE THAT EVERY SHIFT IS COVERED!!

As we did last year we will ideally like to have 1-2 parents at morning drop off and two at afternoon pick up. In the mornings, we will have parent(s) helping to unload students in the "Kiss & Drop" zone. In the afternoon, the parent traffic volunteers will keep the "Kiss & Drop" zone clear of parked cars and assist in getting children into their cars quickly and safely. In addition, the volunteer(s) will monitor the space availability in the parking lot.

We are also trying to assemble a corps of traffic volunteers, people who are willing to fill in occasionally when, due to circumstances beyond one's control, a shift is left uncovered. Please contact me if you are available to help.

We welcome any suggestions or comments you may have regarding the traffic issues around Topanga Elementary Charter School and I thank each and every one of you for your participation and cooperation!



Incidents with cars are still a leading cause of death and serious injury for school-age children, whether they're walking, riding their bikes or being driven. Surprisingly, recent studies indicate that as many as two-thirds of drivers speed in school zones.

2017 - 2018 Classroom

Responsibilities

Week of:	Parking/Traffic Duty (Monday through Friday) MWF 2:30-3:00 T/Th 1:30-2:00
August 14	Winikoff
August 21	Chatham
August 28	Harrell
September 5 (T-F)	Santora
September 11	Tobisman
September 18 (no Thu)	Weisberg
September 25	De La O
October 2	Tapper
October 9	Welch
October 16	Batz
October 23	Kort
October 30	Galindo
November 6	Talan
November 13	Winikoff
November 27	Chatham
December 4	Harrell
December 11	Santora
January 8	Tobisman
January 15	Weisberg
January 22	De La O
January 29	Tapper
February 5	Welch
February 12	Batz
February 19	Kort
February 26	Galindo
March 5	Talan
March 12	Winikoff
March 19	Chatham
April 3	Harrell
April 9	Santora
April 16	Tobisman
April 23	Weisberg
April 30	De La O
May 7	Tapper
May 14	Welch
May 21	Batz
May 28	Kort
June 4	Galindo
*Room Parents will coordinate traffic duty.	It is imperative that every shift is covered. Just 30 minutes of your time helps to ensure the safety of all of our students!

Traffic Duty

Thank you for stepping forward to assist with traffic duty at dismissal time. We truly appreciate your time and efforts in helping us ensure that all Topanga Elementary students are safe at all times!

The following are Guidelines to use at pick –up and dismissal times:

All Volunteers

At start, set up cones for “Kiss and Drop” zone

At end, gather cones and signs and place back inside fenced area

Kiss and Drop Zone

Keep the cars moving forward, they should pull up as far as possible before stopping

Parents should remain in the car at all times

Cars should be parallel to the curb and the tail end should not be sticking out

Parents should not double park and have children run between cars

Circle

Direct cars either to pull in the carpool zone or to the parking lot

Inform parents if parking lot is full so they can either wait next to the cones or turn around

Direct cars from kiss and drop zone to turn safely in the circle

Remind parents/students to use the crosswalks and to not walk across the circle

Do not allow parents to pick up in the middle of the circle

Encourage traffic to keep moving – slowly and safely



Absences, Illness, and Medication:

State law requires that we have a **written note** stating a valid excuse from parents for each **pupil absence**. In this packet is a copy of our **Absence Excuse Form**. Please use this form whenever your child returns from an absence. If you choose to write your own note, please include the information requested on the form. Extra copies of the form are available in the office and on our school website.

The first requirement for learning is to be in attendance. Please do not schedule family vacations when school is in session. Our categorical funds that flow directly from the State of California to Topanga Elementary Charter School are based on the actual attendance. When your child misses school for vacations, the school loses money. Please plan your family’s schedule accordingly.

Special Permission for readmission: Certain types of illnesses require special permission for readmission.

- PERMISSION OF PHYSICIAN OR SCHOOL NURSE required for hepatitis, measles (7c from onset of rash and otherwise recovered), meningitis, mumps, polio, scarlet fever, whooping cough, tuberculosis and scabies.
- PERMISSION OF PHYSICIAN AND PRINCIPAL required for surgery, stitches, casts, orthopedic appliances, and previous illness requiring hospitalization. Students must comply with safety regulations as determined by the principal. A written statement from the private physician with instructions and signature is required for readmission to be considered by the principal.
- PERMISSION OF PRINCIPAL required for pink eye, pneumonia, German measles, mononucleosis, impetigo and pediculosis (head lice).

Prescribed medication in school:

No pupil shall be given medication during school hours except upon written request from licensed physician who has the responsibility for the medical management of the pupil. Parents are urged, however to request that the physician develop a schedule so that taking medication in school will be minimized or eliminated. (California Education Code 11753.1) All requests are processed through the school nurse.

All medications must be stored in the school office in the original prescription bottle, label with dosage instructions and be administered in the office. No pupil should carry his/her medication or take medication unsupervised. A District Medication Request Form (BUL-387) available in the Front Office, must be completed and signed by a physician if your child needs medication during school hours.

If your child takes medication regularly during non-school hours you should leave a short-term supply in the office to be used in case of an emergency such as an earthquake. A District Medication Request Form also needs to be completed for medication taken during non-school hours. Medication should be labeled in red FOR EMERGENCY USE ONLY.

Topanga Elementary School CODE OF CONDUCT

In order for our students to receive a high quality standards-based education, it is important and expected that all students adhere to this Code of Conduct. Please review our expectations with your child(ren). We appreciate your cooperation in maintaining and safe and positive learning environment.

The students at Topanga are expected to follow “The 3 B’s”:

Be Safe!

Know your full name, address and telephone numbers.

Follow the rules in the restrooms, playground, cafeteria and classroom.

Walk at all times on campus unless engaged in recess or P.E. activities.

Always travel in pairs on campus.

Use crosswalks when appropriate. Students should only be dropped off and picked up at the designated locations.

Be Responsible!

Behave in a manner that does not interfere with the rights of other students to learn.

Use kind words and actions. Play fairly, include everyone, and be a team player.

Respect property and equipment – yours and others.

Take lost and found items to the designated “lost and found” location. Only take items from the lost and found that belong to you. Valuables should be taken to the main office.

Be Respectful!

Be honest and accept responsibility for your actions.

Be prepared to learn. Have your pencils, paper, books and completed homework with you daily.

Always play in designated play areas. Stay away from unsupervised areas.

Avoid walking through the school’s parking lot for any reason.

Food and drink served by the cafeteria staff may not leave the cafeteria area.

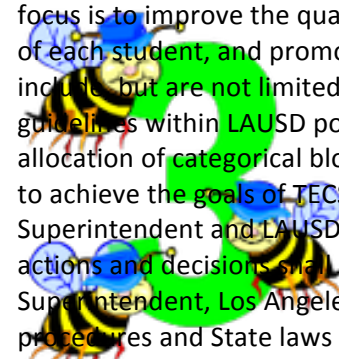
Candy, gum, soda, toys, collection cards, electronic games are not allowed on campus.

Use restroom facilities and drinking fountains appropriately.

Cell phones may not be turned on during the school day. *Cell phones will be taken from students who use them during school hours. Staff persons will give confiscated cell phones to an administrator who will store it until a parent retrieves it.*

Topanga Elementary Charter School LEADERSHIP COUNCIL

What is the Leadership Council?



The Los Angeles Unified School Board is the governing body for TECS. The Leadership Council is the school's site decision-making body. The Council's focus is to improve the quality of education, enhance the learning experience of each student, and promote overall student achievement. Responsibilities include, but are not limited to: some staff development, student discipline guidelines within LAUSD policy, schedule of school activities and events, allocation of categorical block grant, setting policies and procedures necessary to achieve the goals of TECS within the authority of the Local District Superintendent and LAUSD Board of Education. The Leadership Council's actions and decisions shall be bound by the decisions of the Local District Superintendent, Los Angeles Unified School Board, LAUSD policies and procedures and State laws applicable to charter schools. The Charter School will comply with the District policy related to Charter Schools, as it may be changed from time to time.

Who can serve on the Leadership Council?

The ten-member council includes members who represent all stakeholders administrator, teachers, classified (non-certificated staff), parents (including legal guardians), and community members. 50% of the council is comprised of the UTLA chapter chair (standing position) and 4 elected certificated teachers. The other 50% are the school’s principal (standing position), 1 elected classified staff representative and 3 elected parent/community representatives. There are two alternate teachers and one alternate parent representative. Members of the Leadership Council and any other committee of the school shall comply with federal and state laws, LAUSD Charter School policies and regulations and District policies regarding ethics and conflicts of interest.

When are the elections for Leadership Council?

Elections to select the certificated and classified representatives to serve on the Leadership Council shall be held prior to the end of the second week of October in the particular academic year by a vote of their peers. The election of the parent community representatives to serve on the Leadership Council shall be held at the TECS Back-To-School night. Each family will cast their vote, place its ballot in the ballot box. The candidate with the most votes shall be the elected parent constituency representative and the candidate with the second most votes shall be named as alternate, for the same two-year term. Election results will be communicated to those involved in the election and the school community.

When does the Leadership Council Meet?

The Council holds regular monthly meetings, with additional meetings scheduled as necessary. Six members from the Leadership Council with each stakeholder group represented constitute a quorum. A meeting will be rescheduled in the absence of a quorum. All Leadership Council and committee meetings are open to the public. Any stakeholder may request that an item to be placed on the agenda by putting a note in the "Agenda Box" which is located in the school office for review by council members when creating the agenda.

2017-2018 Leadership Meeting Dates:

September 12
October 10
November 14
December 12
January 30
February 20
March 13
April 17
May 22

Parent-Teacher/School Communication Policy

What parents can EXPECT

- Parent communications responded to within a reasonable time
- Requests for appointments responded to or scheduled within a reasonable time
- Parent to be notified about single serious issue or ongoing problem
- Two formal conferences per year, other meetings and calls within reason

What parents should NOT EXPECT

- Teachers returning a call after work hours
- Answering email in the evening/weekends
- Access to teacher's private phone number or email



When you should contact your child's teacher:

- Changes in family situation (divorce, new baby, move)
- Medical issues that arise or change
- Illness lasting longer than 3 days
- Safety issues, change in behavior at home
- Family emergencies, sleepless nights, play dates, appointments (send a note)
- Ongoing and pervasive problems/concerns at school or home
- When you can't keep a scheduled appointment
- When homework takes way more time than expected, or your child is unable to do it independently

When you have last minute information for the teacher:

- Send a note
- Call the office and leave a message for the teacher

Communication that interferes with teaching and learning:

- Showing up at the classroom during the teacher's prep time before school or during school day without an appointment
- Discussing an issue with the teacher when they come out to pick up their class in the morning and it's time for instruction to start
- Speaking to the teacher disrespectfully or angrily, especially in front of your child or other students
- Gossiping to other parents rather than discussing issues directly with staff members

Remember that you are the model of how you want your child to communicate.

Ways to make your child more responsible and independent:

- Encourage your child to talk to the teacher about problems with homework or other issues at school. Send an email or note to the teacher so they're aware, simply saying, "Joe had a problem on the yard yesterday that he needs to talk to you about." Let the teacher take it from there.
- Have your child write a note to the teacher explaining why homework wasn't completed, then sign the note. This is a requirement in upper grade rooms.
- Make your child responsible for carrying their own backpack and belongings to and from school – even in kindergarten!
- If your child forgets their lunch, their homework, or their instrument, don't bring it to them. Let them be accountable for it rather than delivering it to school.
- Leave your child at the drop-off line; their teacher will take them into the classroom or building! When you walk along, it interferes with the line, and sends the message that you're not totally comfortable leaving your child at school.
- If your child is late, bring them to the office to fill out a tardy slip. In the case of kindergarten students, walk them from the office to the classroom door.
- Do not go into classrooms or hallways before or after school without an appointment.

Please note, bringing your child's lunch or belongings after the start of the school day discourages independence and sets a poor example. If you must drop something off for your child, they should check in the office. Staff will not call the classroom and interrupt instruction to deliver belongings to your child. If a student forgets their lunch or money, they will be provided with a cafeteria lunch and can pay it back the following day. Belongings left in the classroom after the end of the school day can be retrieved the following morning.

To increase mutual respect, remember:

- Teachers will make mistakes; they're human, too
- Teachers have their own families and lives; respect their privacy.
- We're all on the same team – your child's support team!
- Take chats off campus after drop-off so teachers and students can begin learning.
- Use age-appropriate language around children on campus and at the curb when you drop them off.
- Recognize that we won't always agree, but we promise to listen. • Speak positively in front of your child.

Homework:

Homework is based on what was taught and learned in the classroom. Please understand that a teacher may not be able to compile homework on the same school day in which your child is absent. Unless your child has an extended absence, please allow the teacher to go over missed work and homework assignments when the child returns to school.

Procedure for Parents with School Related Issues

For Student Issues

Step 1: Schedule an appointment with your child's teacher. Fill out the light blue "Request for Teacher Communication" form in the office and put it in his/her mailbox, or communicate through email.

Step 2: Schedule an appointment to meet with your child's teacher and your child.

Step 3: If you feel the issue needs further attention, schedule an appointment with the Principal and your teacher. Fill out the goldenrod "Conference Request" form located in the office and place it in the clear box on the Principal's door.

For School Site Issues

1. Write a letter with your concern and give it to the office staff.
2. The office staff will contact you with the answer or suggest another course of action.
3. Attend the appropriate Leadership Committee meeting. Please confirm the schedule with the school calendar for specific dates and times.

Below is a list of our Leadership Committees and sample issues each may address:

1. **School Climate:** *Safety related issues, initiation of a school wide recycling program, gardening, traffic safety*
2. **Long Range Planning:** *Public Relations, Enrollment, Grant writing*
3. **Curriculum:** *Ideas to enrich our curriculum; presentation of new programs for possible funding/adoption*
4. **Technology:** *Maintain cutting edge technology on campus; beautify or upgrade our library*

Cell Phone Policy

Field Trips

When you are chaperoning a trip, use your cell phone only for communicating with other chaperones or the teacher. Please keep your phone on vibrate so it does not disturb the children during a tour or activity. Field trips are learning time, just as if we were in the classroom, and students deserve to have as few interruptions as possible.

Cell Phones on Campus

Be considerate with use of your cell phone on campus. If you are volunteering, please keep your phone on silent. If you must answer a call, do so outside the classroom and out of earshot of other children. Children want our undivided attention, and a cell phone is a distraction for both you and our students.

Children's Cell Phones

Children may not use cell phones during the school day. Phones must be turned off and kept either in their backpack or in a buttoned pocket until afterschool. Phones that are taken out or turned on during the school day will be confiscated and given to an administrator, who will store the phone until a parent retrieves it. After school, children enrolled in STAR or the Youth Services playground must ask adult permission to use the phone. We have had numerous incidents where children call their parents to resolve a problem when the adults in charge are not even aware of the issue. It creates a lot of confusion and undermines both the authority of our personnel and your child's ability to solve problems without parental intervention.

Dear Parents,

As part of the Los Angeles Unified Schools' goal to provide only healthy snacks and meals for our students, we will not be allowing families to bring sugar treats (cakes, cookies, candy, brownies etc.) for birthdays and other celebrations. The following list contains some suggestions for healthy alternatives for our students:

Healthy Birthday and Classroom Treat Ideas

Here are some suggestions for healthier and nut-free classroom treats. Please arrange with teachers and inform the office in advance for final approval.

- Apple slices tossed in cinnamon
 - Muffins
- Home-baked low-sugar cookies
- Natural, low-sugar granola bars
 - Popcorn
- Popcorn tossed with cinnamon
- Natural fruit leathers (fruit as the only ingredient)
 - Pretzels
 - Individual edamame packs
 - String cheese
 - Watermelon slices
 - Dried fruit (raisins, apricots, etc.)
 - Unsweetened applesauce cups
- Strawberries, tangerines, grapes, pineapple spears
 - Fruit and cheese kebabs
- Baked tortilla chips with or without dips (hummus, salsa, guacamole, etc.)
 - Low-sugar Greek yogurt
 - 100% fruit juice popsicles
 - Roasted seaweed packages
- Quick bread slices such as banana, zucchini or pumpkin
 - "Pirate's Booty" snacks
- Bagels topped with cream cheese (mix chopped fruit into cream cheese for a sweeter treat)
 - Non-food treats such as pencils, books, erasers, bubbles or stickers

Rule of thumb: Avoid any processed foods containing high-fructose corn syrup, artificial colors, artificial sweeteners, frosting or high sugar content.

Master Calendar ~ 2017-2018

Aug. 11	Prep & Polish Day 9 - 11am
Aug. 14	Pupil Free Day
Aug. 15	First Day of Instruction 8:00-1:35 - 1 st - 5 th Grade 8:45-1:35 - Kindergarten 8:45 New Parent Orientation
Aug. 16	Positive Behavior/Anti-Bullying Assembly K-2 9:30 / 3 rd - 5 th 10:30
Aug. 25	Opening Packets & Comfort Bags Due Volunteer Training
Aug. 29	Back to School Night 6-7:30pm (Leadership elections)

Sept. 1	Admissions Day-No School
Sept. 4	Labor Day-No School
Sept. 5	Orchestra Recruitment Assembly
Sept. 8	Volunteer Training
Sept. 12	SSC/Leadership Meeting
Sept. 13	Art Trek Docent Training
Sept. 21	Unassigned Day - No school
Sept. 22	Volunteer Training
Sept. 26	Picture Day K/1 st
Sept. 27	Picture Day 2 nd /3 rd
Sept. 28	Picture Day 4 th /5 th First Day of Orchestra

Oct. 3	Committee Meetings
Oct. 10	Picture Day Make Ups Leadership Meeting
Oct. 18	Art Trek Docent Training
Oct. 19	Shake Drill
Oct. 21	Halloween Carnival
Oct. 31	Committee Meetings

Nov. 6	1:35 Dismissal/Conferences
Nov. 10	Veteran's Day Observed
Nov. 14	SSC/Leadership Meeting
Nov. 15	Art Trek Docent Training
Nov. 20 - 24	Thanksgiving Holiday - School Closed

Dec. 5	Committee Meetings
Dec. 12	SSC/Leadership Meeting
Dec. 15	Holiday Program 12:40 dis.
Dec. 18- Jan. 5	Winter Recess

Jan. 8	Second Semester Begins
Jan. 15	MLK Jr. Day-No School
Jan. 17	Art Trek Docent Training
Jan. 23	Committee Meetings/ Charter Lottery Opens
Jan. 30	SSC/Leadership Meeting

Feb. 7	Art Trek Docent Training
Feb. 13	Committee Meetings
Feb. 16	Jump Rope for Heart - Early Dismissal 1:35
Feb. 20	SSC/Leadership Meeting
Feb. 26- March 2	Conference Week/Dismissal 1:35

March 6	Committee Meetings
March 8	Kinder Round Up 12-1pm
March 7	Art Trek Docent Training
March 12	Lottery Applications Due
March 13	SSC/Leadership Meeting
March 16	8:30 Lottery Drawing 1:35 Dismissal
March 26	Spring Break

April 2	Cesar Chavez Day - No School
April 10	Committee Meetings
April 17	SSC/Leadership Meeting

May 7-11	Staff Appreciation Week
May 2	Art Trek Docent Training
May 10	Orchestra Concert 10:30 Assembly, 6:30pm Parents
May 15	Committee Meetings
May 17	Open House
May 22	SSC/Leadership Meeting
May 25	Volunteer Appreciation Breakfast
May 28	Memorial Day-No School
May 31	Track n' Field Day

June 4- 6	1:35 Dismissal
June 5	5 th Grade vs. Faculty Kickball Game
June 7	12:40 Dismissal Final Day of School 5 th Grade Culmination Report Cards sent home
June 8	Pupil Free Day