

**Civcorps Elementary School
Student & Family/Caring Adult Handbook
2007-2008**



1086 Alcatraz Avenue
Oakland, CA 94608
Phone: 510-420-3701
Fax: 510-420-3703
www.cvcorps.org

This Handbook Belongs to the _____ Family

Life Practices

We recite these practices every Community Meeting.

Be alive with purpose.

Practice thanks.

Be open to challenges and opportunities to grow.

Be respectful of the differences we share.

Be honest with yourself and to others.

Find your part and work together.

Be a thoughtful listener.

Speak from your heart.

Letter from the Principal

August 28, 2007

Dear Civicorps Elementary School Community:

I am pleased to welcome you to the new school year and proud to present to you this newly revised (and somewhat shorter) handbook.

Since June we have changed our name—from The East Bay Conservation K5 Charter School to Civicorps Elementary School. And since June our new administrative team has been hard at work, assessing our programs and preparing our entire staff to meet our priorities and fulfill our mission.

You will notice that the change in our name is far from cosmetic. Whether it is in our weekly “community meeting,” in our classrooms, on the playground or in Parent Association meetings, we will bring to the fore what it means to be an engaged citizen.

Civicorps Elementary School is a place where we emphasize the knowledge, the skills, the values and the habits of citizenship. It is a place that stresses literacy, whether it is the academic, the artistic or the civic kind. And it is a place where our students can grow and develop into “citizen learners” and “citizen leaders,” all under the tutelage of an extraordinary group of teachers and administrative leaders.

I want to take this opportunity to encourage you to exercise your own skills as citizens in support of this fine school. Get involved. Offer your help and your expertise. Don't hold back. We adults are very powerful role models, and we can exercise leadership in all kinds of ways. Working together, we can truly transform our students' lives.

With warm regards,

Clint Wilkins
Interim Head of School

General Operational Information

Address, Telephone & FAX

1086 Alcatraz Avenue
Oakland, CA
94608-1265

(510) 420 – 3701 – Phone
(510) 420 – 3703 – FAX

Email: K5info@cvcorps.org
Website: www.cvcorps.org

School Hours

Staff Hours:	8:00 AM – 4:00 PM
Student Hours (1 – 5):	8:00 AM – 2:45 PM
Student Hours (K):	8:00 AM – 2:30 PM
Wednesday (K- 5):	8:00 AM – 1:30 PM
Noon Release Days:	8:00 AM – 12:00 PM (see schedule for noon release days)

Extended Day Telephone & Hours

(510) 420-3701 x226 – After School Program Telephone

After School Program Coordinator reports to work at 12 noon.

Early Care	7:30 AM – 8:00 AM	Begins September 4 th
After School Program	2:45 PM - 6:00 PM	Students must be registered to participate.

General School Day Schedule:

Monday, Tuesday, Thursday, Friday	Kindergarten, First & Second	Third, Fourth & Fifth
Day Begins	8:15	8:15
Morning Recess	10:00-10:20	10:30-10:50
Lunch & Recess	11:30-12:15	12:15-1:00
Day Closes	2:45 (K 2.30)	2:45

Wednesday	Kindergarten, First & Second	Third, Fourth & Fifth
Day Begins	8:15	8:15
Morning Recess	10:00-10:20	10:30-10:50
Lunch & Recess	11:30-12:00	12:15-12:45
Service Projects	1:00-1:30	1:00-1:30
Day Closes	1:30	1:30

Noon-Release Days	Kindergarten, First & Second	Third, Fourth & Fifth
Day Begins	8:15	8:15
Morning Recess	9:30-10:00	10:00-10:30
Day Closes	12:00	12:00

2007-2008 Civicorps Elementary School Staff

Administrative Team

Clint Wilkins – Interim Head of School

Kate Mellin – Assistant Head of School

Angelina Vergara – Service Learning Coordinator

Kelly Robinson – After School Program Coordinator

Alison Ross – Office Manager

Asa Sizemore/Gretchen Hosler – Family Liaison/Attendance Clerks

Teaching Team

Julia Gelormino – Kindergarten Teacher

Emily Roberts – Kindergarten Teacher

Cassandra “KC” Bull – First Grade Teacher

Tami Muniz – First Grade Teacher

Liz Leisy – Second Grade Teacher

Jodi Warner – Second Grade Teacher

Rachel Morgan – Third Grade Teacher

Sarah Nilmeyer – Third Grade Teacher

Sumita Soni – Fourth Grade Teacher

Abdul-Haqq Khalifah – Fifth Grade Teacher

Anthea Tjuanakis -- Visual Arts Teacher

Frank Turco – Performing Arts Teacher

Teacher Intern Team

Jenny Bond –Mentor to Interns and Mentor Teachers

Deborah Lindsay --Intern

Victoria MacArthur -- Intern

Mariah Mills –Intern

Stephanie Peck -- Intern

Mission & Guiding Principles

Civicorps Schools. The mission of Civicorps Schools is to promote citizenship and build civil society by creating educational models and programs that draw upon the power of service as a way of learning.

Civicorps Elementary School The mission of Civicorps Elementary School is to prepare its students for their life long roles as citizens by instilling in them three kinds of literacy:

Academic Literacy

Artistic Literacy

Civic Literacy

Guiding Principles

Related to this organization mission and goals for the school are Civicorps Elementary School's Guiding Principles that include:

Academic and Artistic Excellence: The school is committed to teaching the academic skills of reading, writing, speaking, calculating, and reasoning in a full range of subject areas including the core academic subject matter areas of language arts, mathematics, social studies, and science. Civicorps Elementary School is also committed to exploration and expression through the arts both as an integrated entity in the core curriculum as well as the teaching of visual and performing arts as an academic discipline.

Values, Ethics and Spiritual Development Necessary to Thoughtful Citizenship in a Pluralistic, Democratic Society: Civicorps Elementary School believes in the fundamental importance of moral education and spiritual development. The goal is to foster the capacity for informed ethical judgment, the development of a moral compass sufficient to guide one's behavior as an individual and citizen, and the spiritual center that can be carried over to lifelong practices in a culturally diverse world.

Service as a Way of Learning: Through service-learning, students are engaged in a process of planning, action, and reflection to meet real community needs. Civicorps Elementary School is committed to using service-learning as a key instructional strategy for meeting its goals of academic & artistic and civic literacy for all students.

Participation in the Life of the School and the Community through Stewardship of the Environment: Civicorps Elementary School recognizes that students learn in multiple social settings including the classroom, school, and greater community and the physical environment provides a rich opportunity for growth, service, and exploration as citizens. In learning to act as stewards of the environments in which they live and learn, students develop a deeper understanding of the consequences of their actions and gain direct experiences in making an impact of the safety and well-being of others and the environment at large.

Creative Partnerships in Sustaining Public Education: Civicorps Elementary School is committed to providing students with resources that match those offered by the best public and independent schools in the nation. To sustain this commitment, the school must forge innovative partnerships with the public, non-profit, K-12, and higher education sectors to bring additional funding and resources to our community.

Student & Family Policies & Procedures

The policies and procedures that follow were developed over the past five years through the collaborative effort of our families, staff, Civicorps Schools Board of Directors, and students. These policies and procedures are designed to clearly communicate our values and reasoning for our rules as well as our expectations for all students and families. In addition, we have attempted to define clear consequences for violations of these policies and procedures that include increased support for students who need extra support and resources to learn to live by the rules of our community. Overall, we hope that these guidelines will help us all to safely live and actively participate in a community founded on respect and care for ourselves and others.

All parents/guardians/families/caring adults and students enrolled at Civicorps Elementary School are expected to know, understand, and follow/model these policies and procedures at all times that students and families are (a) on school grounds, (b) coming from and going to school, and (c) going to, at, or coming from an off-campus school event.

Note – A Definition/Description of Terms Related to School Policies can be found in the last section of the handbook.

School Expectations and Accountable Consequences

We believe that a good discipline policy should be clear and brief, with expectations well articulated and consequences logical so that our students are guided in becoming increasingly responsible, both for themselves and for others. In order for Civicorps Elementary School to be a safe place for every person to learn and grow, we expect our students to be held accountable to the following expectations.

Expectations

- Follow Directions and Agreements
- Be Safe – Use hands, feet and objects appropriately
- Use Put-Ups, not Put-Downs – No bullying or name-calling

Accountable Consequences. Each classroom teacher will strive to observe the following steps in holding their students accountable for their behavior, recognizing that certain circumstances may require alternative teacher responses.

1. **Warning.** Stating “this is a warning,” the teacher will alert the student to get back on track.
2. **Time Out/Re-set.** The student will be brought next to the teacher for five or ten minutes in order to take a time out and re-set for learning.
3. **Problem-Solving Place Conference.** The student will go to a designated area in the classroom where the student will wait for a private conference with the teacher. (At this step the teacher will call home to alert the parent/guardian about the student’s behavior.)
4. **Alternate Classroom.** Should a student’s behavior continue to deteriorate, the student will be sent to a designated classroom for approximately thirty minutes.
5. **Office Referral.** In the event that the student’s inappropriate behavior persist, the student will be subject to be suspended from school.

Suspension and Expulsion Procedures. In the case of suspension from school, the school will strive to follow these procedures: The Head of School or the Assistant Head of School will call home to inform the parent/guardian of the infraction and the length of the suspension. Before the student is allowed to return to school, a meeting comprised of the student, the parent/guardian, the teacher, and the Head of School (or the Assistant Head of School) will be scheduled. Immediately following this meeting, the parent/guardian will attend class with the student for a specified time.

The student will be allowed two suspensions from school. Upon the third suspension, the student may be expelled from school. At this point the student, her or his parent/guardian will meet with the Head of School and the Executive Director of Civicorps Schools.

Recruitment, Admissions, & Enrollment Policy and Procedures

We believe that a healthy, active, and powerful school community depends on the effective recruitment and enrollment of families and students who believe strongly in the mission of the school. A student and family body that reflects the diversity of Oakland and Bay Area is critical to instill in students the skills necessary for lifelong participation in a democratic society. As a public charter school in the State of California, we must also comply with the state laws governing admissions of charter schools.

Therefore:

- The school is committed to actively recruiting families and students dedicated to carrying forth the mission and vision of the school.
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- The school welcomes all applications and does not discriminate on the basis of race, gender, ethnicity, national origin, sexuality, or income in its admissions policy and procedures.
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- The school will comply with and enforce all state laws and regulations governing charter schools and admissions to these public institutions.

Recruitment Policy & Procedures

Families are encouraged to help with the recruitment process by participating in information nights, joining a speaker's team that visits schools and community centers, representing the school at a recruitment fair, and/or referring friends and family interested in the mission and work of the school.

1. Recruitment for the next school year begins as early as October, when information materials are created, made available, and sent out to pre-schools, community centers, and other prime sources for near-school aged children and families.
2. Three information nights will be held before the first lottery. These information nights give prospective families an opportunity to hear about the school and its programs. Whenever possible, the school will recruit current families and students to speak at these events.
3. Beginning in the late fall bi-monthly tours will be given during the school day. Members of the student leadership team will help to conduct tours for visitors.

Admissions & Enrollment Policies & Procedures

Continuing families

1. In February, current families will be asked to submit an Intent to Return Form.
2. All families who complete and submit the Intent to Return Form by the given deadline will reserve a space for the following academic year.
3. Families who do not submit the Intent to Return Form by the given deadline will be called to confirm that they received the form, and given the opportunity to return another form. If they then do not contact the office or return the form their space for the following year will be considered open. Families will be informed in writing that this is to occur and that should they decide to return they will need to fill out a new application and enter the enrollment lottery.
4. Following this procedure the school will determine how many spaces are open for new students and the lottery process will commence.

New Students – Lottery Process

Each year Civicorps Elementary School will hold 2 lotteries, one on the last Wednesday in February, the other the first Wednesday in April (or the following Wednesday if it conflicts with Spring Break). To participate in the lottery, all new students/families are required to submit an Enrollment Application, by the application deadline which will be 24 hours before the lottery is to take place.

In the lottery:

- a. Classes may be drawn in order to balance for gender.
- b. Students who have siblings already enrolled and confirmed for the following year at the school will be given the initial open spots, or be placed in the waitlist if no slots are currently available in the grade to which they are applying.
- c. If there are more students than spaces available, students' names will be drawn to determine an order for the waiting list.
- d. Students who have siblings enrolled in the school will be given preference for enrollment, and thus will be moved to the top of the waiting list.

If a child's name is selected in the lottery, their family will be mailed an Intent to Enroll Form. Families will have two weeks from the date of the lottery to complete and return the Intent to Enroll Form. If a family fails to return the packet by the deadline, they will be placed at the bottom of the waitlist and their spot will be offered to the next person on the waitlist.

Following the April lottery, applications for open spots will be taken and processed on a first come first served basis.

In June all families enrolled for the following year will be sent an enrollment packet for the new school year. Families must return the complete enrollment packet by the published deadline. Failure to return the enrollment packet by this date will result in the child being dropped from the enrollment list and placed last on the waitlist.

In order to retain their spot in the school students are required to be present on the first day/week of school. If a child is not present on the first day/week of school without prior arrangement with the Head of School, his/her name will be dropped from the enrollment list and his/her spot will be given to a student on the waiting list. If a child forfeits his/her spot due to absence on the first day/week, they may reenter the bottom of the waiting list by filing a written request with the Office Manager.

Names will be kept on the waitlist until the end of October.

Don't miss out!
Make sure to get all of your forms in ON TIME!

Conflict Resolution Policy & Procedures

We believe that our school community must “be the change” we wish to see in the world. Part of the change we wish to see in the world is a civil society, where individuals and groups can resolve their differences in a respectful, positive, manner by understanding the perspective of another person, respectfully communicating one’s point of view, attentively listening to all parties, and showing a willingness to compromise for the sake of the greater good. We believe that in order for our students and children to grow up and be active change agents in a democracy and in our increasingly complex world, they must be equipped with the tools for resolving their conflicts without the use of violent language and/or actions. Therefore, we believe that it is important for all individuals who are a part of this school community to model and practice positive, proactive, non-violent conflict behaviors and language at all times on Civicorps Elementary School campus.

Because of these beliefs:

- The Civicorps Elementary School community recognizes that conflicts are a normal, healthy part of all communities.
- All students, families, staff and other members of the Civicorps Elementary School community are required to use conflict resolution language and practices while on the school campus.
- Participants in a conflict must work through their conflicts either on their own or with the mediation of a third party.
- All members of the Civicorps Elementary School community will be provided with opportunities to obtain training in non-violent conflict resolution and/or positive communication practices.

Conflict Resolution Policies & Procedures

1. All members of the Civicorps Elementary School community are expected to treat one another with respect and dignity at all times.
2. All students and staff will receive training in positive communication and conflict resolution strategies and skills throughout the academic year.
3. A minimum of two positive communication and conflict resolution trainings will be scheduled for families so that they can learn about the conflict resolution practices used at the school. These trainings will also offer families ideas as to how they can use these practices in their homes.
4. When a conflict arises, all members of the Civicorps Elementary School community are expected to first attempt to directly resolve their conflicts by using positive communication practices. This includes, but is not limited to:
 - a. Asking the other party to talk about the issues – preferably in a place/time where the parties can talk away from others.
 - b. Parties should take turns laying out their concerns/issues to one another.
 - c. Parties should resist accusations and try to use “I” language when putting forth their concerns.
 - d. Parties should engage in active listening practices (not interrupting, taking turns talking, restating what the other person has said, etc.)
 - e. Parties should speak in a manner and tone that relays respect and caring for the other individual.
 - f. Parties should consider allowing the other to admit/acknowledge mistakes.
 - g. Parties should assume best intentions of all involved.
5. If the parties in a conflict are unable to resolve their conflict in a positive and productive manner, they must leverage the mediation of a third party from a member of the Civicorps Elementary

School teaching, after school, or office staff (teachers, interns, office staff, after school staff).

6. If the parties in a conflict are unable to resolve their conflict in a positive and productive manner with the assistance of a member of the Civicorps Elementary School teaching, after school, or office staff, they must leverage assistance from one of the Assistant Head of School. The Assistant Head of School may elect to:
 - a. Attempt to mediate the conflict at that time.
 - b. Schedule a meeting (within 48 hours of the conflict) with both parties to mediate the conflict.
 - i. The Assistant Head of School is empowered to demand a meeting of the two parties involved in the conflict. If the parties involved refuse to meet, the Assistant Head is empowered to suspend those parties from the school grounds until they agree to a meeting the administrator.

If the parties in a conflict are unable to resolve their conflict in a positive and productive manner with the assistance of the Assistant Head of School, a meeting will be scheduled for all parties to meet with the Head of School. These meetings must be held within 48 hours of the conflict. Failure of any member of the parties to attend this mediation will result in continued suspension of the offending party until they meet with the Head of School.

Attendance, Tardy, and Truancy Policy and Procedures

Attendance is a critical factor in student achievement and building an engaged school community. Promptness is a virtue needed for success in the workplace and in life. Being on time to school demonstrates a respect for learning and our community of learners. When students regularly arrive late to school they disrupt the students who are already actively engaged in their learning, and may have missed instructional time. Being 'just' 5 minutes late means the class will take longer to settle and be ready for learning. When students are regularly absent, they miss out on important lessons that are required to keep them progressing academically and they may feel disconnected from the community as they are not in school regularly enough to develop positive relationships with their classmates.

The school must also comply with state law regarding school attendance, which states that *"any student who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on 3 occasions in one year, or any combination thereof, is a truant."*

To demonstrate respect for their own learning and that of others:

- **Students must attend school every day, except in the case of illness or family emergency.**
- **Students are expected to arrive at school no later than 8:10 AM each day.**
- **Students must line up on the yard and pass into the building with their class promptly at 8:15 AM.**
- **Any student who is not present for line up on the yard at 8:15 AM is considered tardy.**

Absences

Parents/Guardians are responsible for contacting the school when their child is absent:

- The following are the only **acceptable** reasons for excused absence from school. All other reasons will be deemed an unexcused absence unless previously arranged with the Head of School.
 1. Health Appointments (with a note from the doctor's/dentist's office).
 2. Illness
 3. Funeral
 4. Participation in religious instruction
- If the absence is **unplanned**, parents/guardians are expected to contact the school (420-3701 x222) on the day of the child's absence by 8:45 AM. Parents/guardians may leave a message with the following information:
 - a. Parent/Guardian's name
 - b. Child's name
 - c. Child's Teacher and Grade
 - d. Reason for absence
- If the absence is **planned**, parents/guardians are expected to contact the school in writing a minimum of 24 hours prior to the child's absence. Parents/guardians should include the following information in their note:
 - a. Parent/Guardian's name
 - b. Child's name
 - c. Child's Teacher and Grade
 - d. Reason for absence

For all absences longer than one day in length, students will be expected to do additional work to make

up for the lessons they missed. This process is described in the Independent Study section of this manual.

Families will be contacted to collect make up work (in the case of lengthy unplanned absence) or be given make up work prior to the absence (in the case of planned absences). This work must be returned to the office when the child returns to school at the earliest, or two days thereafter at the latest. Should the family not collect or return the packet; the student will have to complete the make up work during recess.

Tardies

Any child who arrives after the school gate is closed at 8.15am is considered tardy. They must enter the school by the front door and collect a tardy slip from the front office. If the student does not have a note explaining the reason for being late and there has been no phone call from the family indicating the reason, then the Attendance Clerk will ask the student to note it on the tardy slip. Tardies may be excused for the same reasons as absences. According to California Law, a student who misses 30 minutes or more of schooling over 3 or more days in a year, should be considered truant.

Truancy

We have developed the following policies to support families who are having particular problems with getting to school on time or attending regularly while respecting the need to minimize disruptions to schooling for every student. Please note that we want to work with families to assist them in adhering to our attendance policies, but that we need to protect the learning environment for all our students that is disrupted by excessive tardies and absences.

- If a child accumulates five unexcused absences and/or tardies in a trimester, the parent/guardian will receive a letter from the school. The letter will remind the family of the attendance policies and that the student is in danger of being considered truant. The family will be invited to meet with an administrator to discuss solutions to their attendance issues.
- If a child accumulates an additional five unexcused absences and/or tardies (total of ten) in a trimester, the parent/guardian will be *required* to attend a meeting with the Assistant Head of School and complete a contract aimed at supporting the improvement the child's attendance. If special arrangements need to be made, the administrator will work with the family to create a plan for improved attendance.
- If the family continues to demonstrate a pattern of repeated truancy, which will be measured by the continued accumulation of five additional unexcused absences and/or tardies (total of fifteen) after meeting with an administrator, the family will be called back in and advised that they are no longer in good standing with the school and cannot return the following school year.
- In extreme cases, where the family has failed either to attend any administrative meetings or comply at all with an attendance contract the school reserves the right to pursue all measures allowable under state law. These may include:
 - calling a peace officer to issue a written warning of truancy
 - Reporting the family to Oakland Unified School District's Student Attendance Review Board (SARB).
 - Recommending that the family be referred to the judicial system either through juvenile hall or child protection services.
 - Expulsion from the school.

Uniform Dress Code Policy and Procedures

Civicorps Elementary School chooses to have a uniform, as we believe they help to foster a sense of community and belonging. Uniforms have also been shown to decrease distractions and a sense of competition among students that lead to lower academic achievement. Students will therefore be required to wear uniform every day Monday thru Thursday. ***This year every Friday will be a free dress day.***

The Student Uniform consists of the following:

Shirts

Students must wear one of the following each day:

1. White or Light Blue polo or Oxford Shirts with or without the school Logo
2. Navy blue T-Shirts with the school Logo



Sweaters and Sweatshirts

Students may also wear (OVER an approved shirt):

1. Navy Blue Crew or V-Neck Sweaters with or without the School Logo
2. Navy Blue Sweatshirts with the school Logo

Bottom Apparel

Students must wear one of the following each day:

1. Khaki Pants or Walking Shorts (Hitting just above the knee)
2. Khaki Skirts or Jumpers (Hitting just above the knee)

Denim pants/jeans are NOT acceptable parts of the uniform.



Footwear

Students are to wear safe, well-soled footwear at all times. No open-toed shoes, sandals, flip-flops, or slippers are to worn to school.

Hats & Head Coverings

Hats and other head coverings (hoods, scarves, bandanas, etc.) may not be worn inside of the building. Exceptions can be made with the permission of a teacher or the Head of School. Hats and head coverings may be worn outside on the yard.

Accountability Procedures to Support the Uniform Policy

As part of the registration packets, all caring adults have signed an agreement that they will send their students in uniform every day. We ask that you remember this commitment and work with your student and the staff of the school to ensure that you maintain this agreement. At the school we will do our part to ensure that all families keep to this agreement by:

1. Ensuring that uniforms are available for purchase at the school.
2. Maintaining a supply of donated uniforms for distribution.
3. Holding families accountable by the following measures:
 - a. Daily Attendance will include a notation if the student is not in uniform.

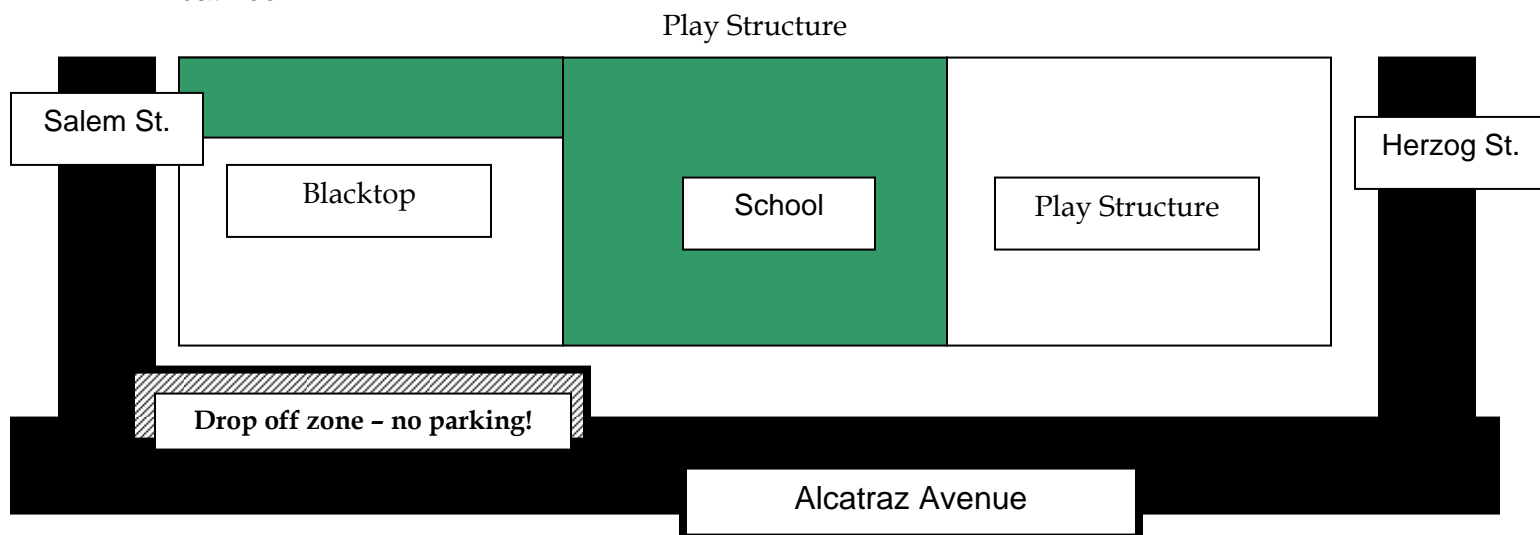
- b. Students who are out of uniform will be given a “loaner” shirt for the day. Each teacher will have a set of loaners that they will keep in their classroom.
- c. Families of students out of uniform will be called and reminded of the uniform policy and a request made for someone to come in and bring uniform.
- d. Students who are out of uniform more than three times in a month will receive a phone call from one of the principals and a warning letter. At the next instance of them not appearing in uniform on a uniform day, they will be sent home.
- e. Families who demonstrate a continued pattern of non-compliance with the uniform policy after receiving a warning letter from the school will be required to attend a meeting with one of the administrators to try to resolve the issue. If the student continues to be sent to school out of uniform, then discussions will need to be held regarding the appropriateness of the school for the student.

Arrival and Dismissal Policy and Procedures

A student's transition between home and school influences a child's school day, outlook toward learning, and – most importantly – their safety! We firmly believe that every child should be and feel safe during these daily transitions and therefore, we ask that all members of our school community follow these guidelines.

Arrival (7:30 AM – 8:15 AM)

- Students arriving prior to 8:00 AM will enter the gate on the blacktop side of the school and go immediately to the multipurpose room. Students will be escorted out to the yard at 8:00 AM.
- **TO ENSURE STUDENT SAFETY, DRIVERS MAY NOT DOUBLE PARK AND UNLOAD CHILDREN IN FRONT OF THE SCHOOL ON ALCATRAZ AVENUE.**
- The school will “cone” a drop off area in front of the blacktop gate where drivers may pull over next to the curb and quickly drop their children off. Drivers may never “live park” or leave their vehicles in this coned area for any reason.
- If the coned area is occupied with cars, drivers should (a) wait in line without letting the children out of the car, or (b) pull along or park on one of the side streets (Herzog or Salem) to let children out of the car.
- Family members of young children are asked to park their cars and walk their children to the gate.
- When walking a child across the street, family members are to access the crosswalk – **DO NOT CROSS IN THE MIDDLE OF THE STREET.**
- Students will arrive in front of the school and enter through the playground gate, not the main school entrance.
- Parents/families who are conducting business at the school are asked to enter the building from the blacktop side of the yard rather than the front door.
- Staff will welcome and supervise students on the blacktop.
- No playground or other balls may be used during the morning arrival time.
- Between 8:00 and 8:15 AM, students may only enter the building, with a pass, to use the bathroom.



Dismissal K (2:30 – 2:45 PM); 1st – 5th (2:45 – 3:00 PM)

- Students staying for After School Program activities will form separate lines in their classroom and will be picked up by after school staff from their classrooms.
- Students leaving immediately after school will form lines on the “blacktop” yard for dismissal with one classroom staff member.
- Older children who walk or take the bus (without a parent/family member) will be dismissed right away. These students are expected to leave school without delay.
- Families are encouraged to park their cars and meet their children on the yard. This is often a good time for a very quick check-in with the child’s teacher. Please be aware, however, that all staff members are required to be in meetings promptly at 3:00 PM on Mondays and Thursdays, and at 2:00 PM on Wednesdays.
- **TO ENSURE STUDENT SAFETY, DRIVERS MAY NOT DOUBLE PARK AND LOAD CHILDREN INTO THE CAR IN FRONT OF THE SCHOOL ON ALCATRAZ AVENUE.**
- The school will “cone” a drop off area in front of the blacktop gate where drivers may pull over next to the curb and quickly pick up their children. Drivers may never “live park” or leave their vehicles in this coned area for any reason. Cars will pull up and load children two at a time, making sure to courteously pull forward to maximize the number of cars in the coned area at one time.
- If the coned area is occupied with cars, drivers should (a) wait in line allowing children to enter the car only when the car is well inside the coned pick up area or (b) pull along or park on one of the side streets (Herzog or Salem) to let children out of the car.
- Staff members will dismiss children who are picked up by a designated family member only after the staff member has made visual contact with the child’s usual caretaker. Staff will release the children to the caregiver when once the caregiver’s vehicle is within the coned pick up area or the caregiver is physically present at the gate.
- No play equipment will be brought out during dismissal and no running games are allowed.
- Students may only re-enter the building – with permission from a staff member – to use the bathroom.

Arrival and Dismissal Policy and Procedures (continued)

Accountability Procedures to Support the Arrival & Dismissal Policy

While we realize that occasional circumstances may arise that lead to families to be late in picking up their student, we cannot allow continuous instances of late pick up. Picking children up consistently late can make a child feel unvalued and conveys a lack of respect for the adults who must adjust their schedule to care for the student in their caregiver's absence, leaving their scheduled work undone.

Therefore, if circumstances arise that mean it will be difficult to collect your student on time, we expect that you will make arrangements for someone else to collect your student on time.

- Students who are not picked up by 2:55 PM will be brought to sit outside of the office. The Attendance Clerk will start to call primary guardians and then each person listed for pick up on the students' emergency card until someone can be reached to arrange pick up.
- If the caregiver then arrives to pick up the student it is their responsibility to contact anyone who may have been called to pick up the student in their place.
- Caregivers picking a student up late will be required to sign their student out in the office
- If the person collecting the student late is a daycare provider, then the guardian will be contacted to advise them that their service is tardy.
- If a child accumulates five late pick ups the parents/guardians will receive a warning letter from the school. The letter will remind parents/guardians of their responsibility for picking their child up from school in a timely manner. If the person collecting the student late is a daycare provider, the parents/guardians will still be held accountable for the tardy pickups and will need to have the appropriate conversations with their service.
- If a child accumulates an additional five late pick ups, the parent/guardian will be required to attend an administrative team meeting and complete a contract aimed at supporting the improvement the parent/guardian's pick-up performance.
- If the family continues to demonstrate a pattern of repeated tardiness in picking up the child, which will be measured by the continued accumulation of eight additional late pick ups after the initial administrative meeting, the family will be required to attend a second administrative team meeting. At this meeting, the administrator and the family will discuss additional action steps, including the exploration of other alternatives for the child's education such as finding appropriate after care arrangements, another (more conveniently located) school and/or (in VERY severe cases) the administrator's recommendation to the Executive Director of Civicorps Schools that the child no longer attend the school.

Bike Safety Policy & Procedures

We believe that biking to school can be a fun, healthy, and environmentally friendly way to get to school each day. We further believe that the safety of the bike rider and the people around him/her are very important and can never be compromised. EBCC seeks to encourage safe bike riding to and from school by its staff, students, and families.

Because of these beliefs:

- All students who ride their bikes to school **MUST** wear the appropriate safety protection – especially a bicycle helmet. Family members who ride with the students to school are also encouraged to wear this important piece of safety equipment.
- When arriving at the school, all bike riders are to dismount at the corner and walk their bikes to the bike racks.
- Bicycles **MAY NOT** be ridden on the school campus or in the building at any time.
- All bicycles must be secured with a sturdy lock on the bike racks provided at the front of the school. No bikes should be stored in the school or on the yard without the prior consent of a school administrator.
- EBCC is not responsible for the theft or damage to anyone's bicycle on campus

Hallway and Line-Up Policy and Procedures

We believe that students need to take responsibility for displaying appropriate behavior in the entryways, hallways, and exits of the school. Such behavior is expected in order to ensure the safety of the school community and to respect the learning environment of all students. The following line-up and hallway policies are to be followed by all Civicorps Elementary School students while on the school grounds. This includes those students in morning and afternoon care.

- 1) Students are expected to line up in an orderly manner. This will be accomplished by:
 - a. Walking, not running, to the line.
 - b. Forming a straight line facing forward.
 - c. Not pushing one's peers.
 - d. Keeping hands to oneself.
 - e. Maintaining one's place in line.

- 2) As a line, students are expected to walk through the hallways in a safe and respectful manner. This entails:
 - a. Walking, not running.
 - b. Maintaining a quiet zone
 - c. Facing forward and maintaining a single file line.
 - d. Having hands kept to oneself.
 - e. Not touching anything posted on the walls.
 - f. Staying on the right side of the hallway so that others may pass through on the left.
 - g. When on stairways, hands are to be used on the railing to balance oneself on the stairs; no sliding down the railings.
 - h. Following specific instructions of the teacher/adult (such as the role of a line leader or checkpoints where the class must stop).

- 3) When students are alone or accompanied by a buddy as they walk through the hallway, they are expected to:
 - a. Carry a hall pass.
 - b. Go directly from the classroom to the desired destination and back.
 - c. Refrain from disturbing classes in session.
 - d. Follow the hallway policy listed in section #2.

Accountability Procedures to Support the Line-up and Hallway Policies

1. Classes or students who do not follow the guidelines listed above will be expected to practice correct line-up and hallway policies during recess.

2. A mandatory buddy system will be implemented for those students who cannot follow hallway policy of section #3.

3. Students who demonstrate a continued pattern of non-compliance with the line-up and hallway policies are in violation of the Civicorps expectations will be accountable for the consequences listed within the policy.

Healthy Eating Policy & Procedures

We believe that active, happy children need healthy food to consume during morning recess. In keeping with our mission, the Civicorps Elementary School Community also believes that learning to take care of one's body is a critical aspect of growing and developing into a healthy, productive citizen capable of making a strong contribution to our world. We are concerned – from both a public health and an educational perspective – with the recent upward trends of childhood obesity and diabetes that are so rampant in our community. Current research about healthy eating habits for students indicates that students who eat fresh and nutritious meals and snacks experience fewer behavioral and learning challenges in their school day. Furthermore, as stewards of the environment and in an effort to “reduce, reuse, recycle, and rot”, we also believe that our community must make an effort to act in a conscious and responsible manner when making choices about how lunches and snacks are packed and packaged, and how we dispose of waste at the school.

Because of these beliefs and findings:

- We have entered into a partnership with Revolution Foods to supply our breakfast and lunch programs.
- Students who order school lunch must bring a healthy snack to eat during morning recess time.
- Students who do not buy a lunch must bring simple, healthful snacks and lunches to school every day.
- Snacks and lunches may not include high-sugar items.
- Soda and candy are not allowed in student lunches or snacks. If a student is found with these items, they will be confiscated and disposed of by a staff member.
- Students may not bring items that require cooking, heating, or microwaving.
- Students are encouraged to bring their lunches in environmentally friendly and waste-reducing lunchboxes, containers, and thermoses.
- Students may not use or enter the Civicorps Elementary School Kitchen Facilities.
- Children with food allergies or special diets should:
 - a. Bring a note from home at the beginning of the year informing the teacher and staff of the child's needs.
 - b. Bring their own food to special events.

School Lunch and Breakfast Program Procedures

The school provides a healthy school lunch and breakfast program for students who order in advance. We provide free and reduced cost lunches to eligible students following the submission of a completed application as part of the registration packet. Our program is provided by Revolution Foods - 85% of all food served is organically grown; the meals follow the nutritional requirements of the National School Lunch program, and are made fresh each morning. Revolution Foods follows

- School breakfast will be priced as follows:
 - Full price \$2.25/meal
 - Reduced price 30¢/meal
- School lunch will be priced as follows:
 - Full price \$3.50/meal
 - Reduced price 40¢/meal
- School lunch and breakfast menus will be sent home (in the homework packets) on the last Monday (Tuesday in the event of a holiday) of every month.
- School lunch order forms and full payment for the following month's meals must be turned in to the child's teacher by 8:45 on the last Wednesday of every month.
- No late orders will be accepted.
- Returned checks will be charged a fee of \$25.
- New order forms will not be accepted for families who owe fees or other payments to the school until payment is made in full.

Restroom Facility Policy and Procedures

We believe that a clean and safe bathroom is important to our mission as a school and community. Good hygiene and appropriate behavior are important to maintain a healthy school culture.

In accordance with our beliefs:

- Students are required to use the bathroom facilities in a timely manner
- Students are required to respect all bathroom facilities
- Bathrooms should be maintained as a safe and clean environment

Because of our beliefs:

1. No loitering in the bathroom (2-3 minutes for use)
2. Flush the toilet after use
3. Trash, paper towels, etc. go in appropriate receptacles
4. Wash hands before exiting bathroom
5. If problems arise, students should alert the office staff immediately

Accountability Procedures to Support Bathroom Policy

1. The custodian will check bathrooms to ensure cleanliness and update faculty when necessary.
2. Students not conforming to bathroom policy will be given warnings.
3. Students who do conform to policies more than once a week will receive a parent phone call and a warning letter.

Cellular Telephone Policies & Procedures

We believe that communication between a child and his/her parents and guardians is important. We also believe that the learning environment of the school must be protected at all times.

Because of these beliefs:

- Families who provide their children with cell phones do so with the understanding that Civicorps Elementary School will not be responsible for the loss, theft, or damage to a child's cell phone.
- Families who provide their children with cell phones do so with the understanding that student cell phones will be turned OFF and will be kept off of the child's person and desk area the entire time they are on campus – including during after school programming hours.
- Families who provide their children with cell phones do so with the understanding that they must contact their children through the EBCC main or after school office during school and (if enrolled) after school program hours. Children are not to be called, paged, or text messaged during the school day.
- Families who provide their children with cell phones do so with the understanding that if a child is found using a cell phone during the school day, the phone will be confiscated and will be returned ONLY to the parent/guardian of the child. Further, students who violate the cellular phone regulations more than once will have their rights to carry a cell phone discontinued until an administrator has deemed the child ready.

Civicorps Elementary School Parent / Family / Guardian / Caring Adult Participation Policy

We believe that parent/family/guardian/caring adult participation in the life of the school is critical to our mission as a school and a community. Parent/family/guardian/caring adult participation is related to higher student achievement and literacy rates. Our school needs all of the talents, skills, involvement, and love that our adult community provides to its students.

Because of these beliefs:

- Each family is expected to contribute a minimum of four hours per month to the school community.
- A family member is required to attend all parent/guardian/family conferences to discuss their child's academic, social, and emotional growth and achievement.
- A family member is required to attend all administrative conferences requested by the Head of School or other administrative designee.
- Each family is expected to stay in frequent contact with their child's teacher throughout the year.

Volunteering

At the start of the year, all families will be asked to sign up for the activities that interest them. Teachers will post and/or send home information about ways parents can assist the class both at the school and from home. Volunteering at the school takes many forms and can include:

1. Helping in a classroom
2. Working as a classroom "room parent" to organize other families in assisting the teacher to meet the needs of the students
3. Chaperoning field trips
4. Supervising before school child care, recess duties, or after school activities
5. Assisting with the school lunch program
6. Assisting in the main office

School-wide Volunteering

There are many ways to benefit all students by volunteering outside the classroom. Parents may sign up in the main office for these ongoing volunteer functions:

- Lunch Distribution (assemble and hand out trays)
- Main Office assistant (file, copy, clean, organize, etc.)
- Main Office substitute (answer phones, greet people, etc.)
- Art Smock washing
- Loaner uniform washing
- Working with the Parent Association to organize and support school fundraisers
- Assisting with maintaining the school grounds (gardening, painting, fixing things, etc.)

Classroom Volunteer Policy

We encourage interested family members to assist classroom teachers during the school day. In order to assure that adults in the classroom have the information they need to assist the teacher and students, all adults who wish to be in the classroom on a regular basis (more than 2 hours per month) will be required to first attend an orientation at Civicorps Elementary School.

All parents are welcome at our all school "Community Meeting" the first day of the week at 8:15 a.m.

Classroom Observation Policy

Parents who would like to visit a classroom to observe (not volunteer) during class hours must be accompanied to the classroom by a school administrator.

Attending Parent Meetings

The Parent Association meets one day per month. Meetings generally last 2 hours. In addition, throughout the year the school sponsors a number of events and meetings such as parent-teacher conferences, family nights, parent workshops, and special events. Each time an adult family member attends one of these events, it will count as volunteer time to the school community.

“Work from Home” Opportunities

The school understands that adult family members have many responsibilities to juggle in their lives. Therefore, volunteer work done outside of the school campus is counted towards volunteer hours for the school. Work at Home activities can include:

1. Cooking for a school event or fundraiser
2. Organizing school fundraisers/community connections
3. Working on projects for your classroom teacher (newsletters, websites, cutting materials, etc.)
4. Implementing phone-tree calling

Mandatory Parent/Guardian/Family Conferences

Family conferences are held a minimum of two times per year. These meetings are structured so that the teaching staff and families can have in-depth dialogue about each child’s academic, social, and emotional growth. These meetings are mandatory and are usually held during a noon release day. Prior to the conference date, the EBCC staff will contact each family (usually in writing) to schedule the family conference. Families are responsible for confirming a given meeting time or contacting the teacher to arrange an alternate appointment. Families who fail to attend rescheduled family conferences will be contacted by the Head of School or designee to arrange a meeting time. Families who continue to attend family conferences will be contacted by the Head of School or designee to arrange a meeting time. In the event that a family consistently fails to send a representative to a family conference, the family may be referred for expulsion from the school.

Fundraising Policies and Procedures

As a school that exists largely on public funding, we must always be creative in leveraging new resources that benefit our school community.

Fundraising at EBCC consists of both classroom based and school wide fundraising.

Classroom Based Fundraising

Each Friday one class is allowed to hold a fundraiser where they sell semi-healthy snacks and treats to the rest of the school during dismissal time. The schedule for class fundraisers is posted in the school calendar. Parent volunteers are responsible for organizing these sales by:

1. Working with student volunteers to create and post signs in and around designated areas of the school to advertise the sale.
2. Purchasing/baking snack items prior to the sale.
3. Checking a cash box out from the office (with pre-counted change).
4. Setting up the sale area by using the folding tables kept in the staff bathroom area on the kindergarten wing of the building.
5. Selling all items.
6. Working with designated student helpers to clean up all extra trash on the yard after the sale.
7. Working with designated student helpers to take down all sales signs posted during the week.
8. Cleaning up the sales area by wiping down tables and storing them back in the hallway.
9. Counting profits from the sales and placing the cash in an envelope with the teacher's name, date of sale, and amount of cash in the envelope.
10. Returning the cash envelope and cash box to the office.

School Wide Fundraising

Throughout the school year, the school community, led by the Parent Association, conducts a series of fundraising events. These events will be announced well in advance and placed on the school calendar. School-wide fundraisers benefit (1) the PA general fund, which is used to pay for small student events such as the Harvest Festival, food for family events, and other small projects designated by the PA Board, (2) arts programs at the school. Fundraising events include:

1. Catalogue Sales
2. Valentines Day Fair (Co-Sponsored by the Student Leadership Team)
3. Night Out Gala Event and Auction
4. Cookie Dough Sales

Parents and families are encouraged to get involved in at least one fundraising committee and/or activity per year. PA meetings will organize and co-sponsor these events.

California Education Code Policies & Procedures

We believe that our school must be a safe and sacred place for learning. As a school community we believe that both the teaching and modeling of exemplary civic behavior by adults and common sense are probably adequate means for educating our school community about appropriate behavior at school. However, we also acknowledge that, as a California Public School, we are bound to uphold and enforce the California Education Code and thus feel it is important to make five of its guidelines for student behavior as explicit as possible.

The following items and actions are STRICTLY FORBIDDEN AND/OR BANNED at all times at the EBCC K-5 Charter School:

- **Weapons (Real or Imitation)**
- **Intoxicants, Paraphernalia, and/or Tobacco**
- **Sexual Harassment, Assault, Battery**
- **Hate Violence**
- **Harassment, Threats, or Intimidation**
- **Terroristic Threats**

Weapons

The California Education Code (§48900-b) strictly forbids students from possessing, selling, and/or furnishing of any firearm, knife, explosive, or dangerous object on a school campus.

The California Education Code (§48900-m) bans students from possessing an imitation firearm (toy gun, knife, weapon, explosive, etc.).

Intoxicants, Paraphernalia and/or Tobacco

The California Education Code (§48900-c) bans students from unlawfully possessing, using, selling, or otherwise furnishing, and/or being under the influence of, any controlled substance listed in chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.

The California Education Code (§48900-d) bans students from unlawfully offering, arranging, or negotiating to sell any controlled substance listed in chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

The California Education Code (§48900-j) bans students from unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

The California Education Code (§48900-h) bans students from possessing or using tobacco, or any products containing tobacco, or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, close cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Students who need to take prescription drugs and medications must follow the school's guidelines for storing and administering these products. Parents/Guardians are to bring these medications to the office, with the doctor's written directions/prescription for administration (there is a form for this that may be obtained in the office). All medications must be stored and administered (by a qualified school staff member) in the office unless otherwise directed by DOCTOR'S ORDERS.

Students with asthma must have an asthma action plan on file in the office. The asthma action plan will direct the school as to storage and responsibility for administration of inhalants related to the student's asthmatic condition. Civicorps Elementary School Staff may not administer over-the-counter medications to a student unless parents/guardians provide written permission that is reviewed and cleared by the Head of School (or designee).

Sexual Harassment, Assault, and Battery

The California Education Code (§48900.2) bans students from engaging in sexual harassment as defined in the Education Code section 212.5. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

The California Education Code section 212.5 states that sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the work or educational setting, under any of the following conditions: (a) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress; (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the educational institution.

Hate Violence

The California Education Code (§48900.3) bans students from causing, threatening to cause, or participating in an act of hate violence, as defined in the Education Code 233. Hate violence means the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation or the perception that the other person has one or more such characteristics. (Penal code sections 422.6, 422.7, and 422.75)

Harassment, Threats, or Intimidation

The California Education Code (§48900.4) bans students from intentionally engaging in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual or reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group or pupils by creating an intimidating or hostile educational environment.

Terroristic Threats

The California Education Code (§48900.7) bans students from making terroristic threats against school officials or school property, or both. For the purposes of Education Code section 48900.7, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school, or the personal property of the person threatened or his or her immediate family.

After School Enrichment Program

PROGRAM DESCRIPTION:

The After School Enrichment program will be offered to 90 students during the 2007-2008 school year. The program takes a multi-disciplinary approach to learning and includes homework assistance and tutoring, arts instruction, music appreciation, special interest classes, daily healthy snacks and physical activity. Destiny Arts continues its partnership and will provide weekly instruction in dance and martial arts through its Project Destiny, an innovative after-school violence prevention program. Project Destiny combines the practices of traditional martial arts and modern and hip-hop dance with practical skills of self-defense and conflict resolution. Students will learn self-discipline, positive means of self-expression and will build confidence and a sense of mastery. The Museum of Children's Art (MOCHA) also continues its partnership with our program. MOCHA artists will present project-based visual arts education during weekly classes at the school.

Each one of 7 enrichment instructors will work with groups of up to 15 students several times per week in program activities. Students will work closely with these committed and caring adults and will develop trusting and bonded relationships. Program instructors will maintain a ratio of no more than 15 students to one adult at all times.

The After School Enrichment program will celebrate student achievement several times this school year through performances and exhibitions showcasing students' accomplishments in dance and martial arts, music, leadership and visual arts. Parents, family members and others will be invited to attend and to help make these events memorable for students.

APPLICATION PROCESS

Spaces in the after school program will be offered on a first-come, first-served basis (upon submission of a **completed** enrollment application and applicable eligibility documents (for families requesting tuition assistance). Applications received at the school will be dated from the date that an application is complete, not from the date submitted. If requesting tuition assistance, please include **all** required documents when submitting the program application. Tuition assistance applicants with incomplete paperwork will be notified of missing documents by mail only once and will be offered a deadline by which to complete application packets. Incomplete application packets will not be considered for enrollment or for tuition assistance. *All families previously enrolled for the 2006-07 school year are asked to reapply for **both** a position in the after school program as well as for tuition assistance for the 2007-08 school year.* Priority for enrollment will be given first to those completed applications received by the deadline and secondly to those of returning families.

Hours of Program Operation:

Monday, Tuesday, Thursday and Friday from 2:30 pm to 6:00 pm
Wednesday from 1:30 pm to 6:00 pm
Noon release days from 12:00 pm to 6:00 pm

The After School Program starts on the first day of school and concludes on the **day before** the last day of school. The program will close during all school holidays and break periods.

Daily Schedule

The After School Program daily schedule will be posted at the entrance to the school as well as outside of the after school program office and in the stairwell landings. The schedule lists program activities and locations. Additionally any program staff member can direct parents and caring adults to the appropriate classroom or campus location.

Civicorps Elementary School After School Program Schedule

Schedule Overview

Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten sign in 2:30	Kindergarten sign in 2:30	Early Release Day Sign in All Students 1:30	Kindergarten sign in 2:30	Kindergarten sign in 2:30
1 st – 5 th grade sign in 2:45	1 st – 5 th grade sign in 2:45		1 st – 5 th grade sign in 2:45	1 st – 5 th grade sign in 2:45
Snack/Free Play 2:30-3:15	Snack/Free Play 2:30-3:15	Structured play 1:30 – 2:00	Snack/Free Play 2:30-3:15	Snack/Free Play 2:30-3:15
315-415 Homework Centers/Tutoring 1-5 Kindergarten Storytelling/rest/games/art	315-415 Homework Centers/Tutoring 1-5 Kindergarten Storytelling/rest/games/art	First Club 2:00-3:15 Cooking Club, 3-5 Magic Club, 1-5 Game Club, K-5 Science/Chem. Exp., 3-5 Kid's Choice, 3-5 Crafts Corner, K-5 Photography, 3-5 Knitting, 3-5	315-415 Homework Centers/Tutoring 1-5 Kindergarten Storytelling/rest/games/art	315-415 Homework Centers; Game Centers/Tutoring 1-5 Kindergarten Storytelling/rest/games/art
415-515 K-5 Destiny Arts (2) Music Physical Activity Visual Arts/MOCHA Other	415-515 K-5 Destiny Arts (2) Music Physical Activity Visual Arts/MOCHA Other	Snack & Physical Activity 2nd Club Set-up 315-415 K – 2 on play structure 3 rd – 5 th on blacktop	415-515 K-5 Destiny Arts (2) Music Physical Activity Other	415-515 K-5 Destiny Arts (2) Music Physical Activity Other
515-600 K-5 Movie Indoor Games Outside Free Play MOCHA Quiet Reading (reading, homework)	515-600 K-5 Movie Indoor Games Outside Free Play MOCHA Quiet Reading (reading, homework)	Second Club 4:15 – 5:30 Cooking Club, 3-5 Magic Club, 1-5 Game Club, K-5 Science/Chem. Exp., 3-5 Kid's Choice, 3-5 Crafts Corner, K-5 Photography, 3-5 Knitting, 3-5	515-600 K-5 Movie Indoor Games Outside Free Play Quiet Reading (reading, homework)	515-600 K-5 Movie Indoor Games Outside Free Play Quiet Reading (reading, homework)
Program ends 6:00pm	Program ends 6:00pm	Program ends 6:00pm	Program ends 6:00pm	Program ends 6:00pm

(sample schedule, subject to change)

*Learning/Homework Centers are held on Monday, Tuesday, Thursday and Friday provide opportunities for students to complete homework independently and to receive assistance from instructors if needed. Students who indicate that their parents do not want them to complete homework after school will still be expected to read or to engage in some other silent activity during the period.

Parent and Guardian Pick-Up Responsibilities:

The parent, guardian or a designated adult must pick up the student before 6:00 p.m. each day. Children must be picked up at or before 6:00pm even if there is a school event scheduled to begin at or after 6:00pm (i.e., Parent Association meeting, parent conferences, special events). After **two** late pick-ups (after 6:05 pm) the parent or guardian will receive a letter from the program manager and will be required to pay a late fee of \$3.00 per minute. The letter will specify that the child's enrollment may be discontinued if late pick-ups persist. The late fee must be paid within 24 hours of the late-pick up to ensure that the student can continue to attend the program. After **four** late pick-ups the student's enrollment in the program will be terminated. The pick-up policy applies both to parents, guardians and any other authorized adult picking up students from the program.

It is essential that parents and guardians personally sign students out of the program at the time of pick-up each day. Sign-out sheets provide important safety information for example, in case of a building evacuation or if a parent phones to ask if a child has been picked up. Sign out sheets will be posted outside of the School office at all times and parents and guardians are expected to come inside of the building to collect children. Children will not be released from the After School Program until an authorized adult has signed them out. After School staff members are not allowed to permit a student to leave the yards or the school unless and until an authorized adult comes into the building to sign them out. Please follow the guidelines listed below to help the School staff to maintain the safety of all children in the program:

- Sign your name and list the correct time each time when signing your child out of the program. Be aware of any notices, messages or hand outs from staff next to your child's name or attached to the clipboard; Make sure that all adults who will pick up your child are aware of this procedure;
- Make sure that the child has collected **ALL** personal belongings (backpacks, lunch boxes, clothing, and other materials) before signing out each day;
- Notify staff and add any new person picking up your child to the "authorized pick-up person" list on your application;
- Please **immediately** contact the After School Program staff by phone (510) 420-3701 when someone other than you or another adult listed on your "authorized pick-up person" list will pick up your child. Please specify name, relationship and expected time of pick-up (if different than usual). After school staff will check identification prior to releasing child. An after school staff member will contact you if someone not on your child's pick up list arrives to pick up your child without your prior authorization;
- Please do not send a person younger than 18 to pick up your child;

Payment of Tuition:

Tuition payments allow the After School Program to offer a high-quality program including materials and supplies, nutritious daily snacks, staff and other resources.

- Tuition payments are due in full on or before the 7th of each month (unless otherwise noted on the calendar).
- If tuition is not received by the due date the program manager will contact parents /guardians to request that payment be made immediately. Failure to pay within 5 working days of the due date will result in temporary suspension of the child's enrollment (until such time as the outstanding tuition is collected);

- Any alternative payment arrangements must be requested by parents/ guardians and agreed to in writing with the program manager. The collection procedures described above will apply for all alternative payment arrangements.
- Tuition for the months of December and June will be charged at one half of the normal rate. All other months will be charged at the full tuition rate.
- Tuition payments for both May and June 2008 will be due on or before Monday, May 7th.

2006-07 After School Program Tuition Payment Schedule

Month	Due Date
September 2007	Friday, September 14th
October 2007	Friday, October 5th
November 2007	Wednesday, November 7th
December 2007	Friday, December 7th
January 2008	Monday, January 7th
February 2008	Thursday, February 7th
March 2008	Friday, March 7th
April 2008	Monday, April 7th
May and June 2008	Wednesday, May 7th

TUITION ASSISTANCE:

The monthly tuition rate is \$200. Tuition assistance is available for those who qualify. Funds for tuition assistance are very limited and will be offered to the neediest families on a first-come, first-served basis. Families **must submit full documentation**, including income for **all** household members

If you are applying for tuition assistance, you must complete the Free and Reduced Lunch application form (only one is needed per household) with the necessary proof of income documents attached. Additional mandatory documents required to apply for after school tuition assistance include:

_____ 2005 Federal Tax Return/W-2 Forms _____ Pay Stubs for All Employment
(for all household members)

Award/Notification Letters for:

_____ Social Security _____ Disability Insurance _____ Unemployment Insurance
 _____ Child Support _____ AFDC/TANF _____ Food Stamps
 _____ Retirement _____ Other Income

Tuition assistance will be awarded on a first-come, first-served basis; completed applications will be considered first. Failure to submit a complete application will result in a denial of a tuition assistance request.

COMMUNICATION

The staff and management of the After School Program maintain an open-door policy to meet with parents and guardians to address questions, conflicts and suggestions. Direct, timely and respectful communication among all parties will help to achieve resolution. Please discuss matters of immediate concern with Enrichment Instructors. Contact Kelly Robinson, Program Manager to schedule a meeting to discuss more persistent and unresolved issues. Parents and guardians may schedule a meeting with the Head of School, Clint Wilkins if the program manager and program instructors are unable to

satisfactorily problem solve.

Parents and guardians are expected to respect all norms and program policies in attempting to solve conflicts in collaboration with staff. Those individuals who fail to follow established communications guidelines and who disrupt program operations with inappropriate behavior may jeopardize student enrollment in the program. Members of the administrative team reserve the right to request that those parents/guardians find other after school services.

After School staff members will communicate informally and verbally with parents and caring adults on a daily basis. Additionally, the program coordinator as well as instructors may have the occasion to share written reports with parents regarding student behavior and the consequences for those behaviors. Please promptly sign and return any documents regarding behavioral code violations directly to the After School Program office.

Parents and guardians are actively encouraged to observe programming, to volunteer to lead activities and to donate new or gently used materials and supplies. Please contact the program manager if you would like to volunteer to assist with scheduled activities.

DISCIPLINE POLICY AND PROCEDURES

After School Program staff and administrators will use the same procedures and protocols that are utilized in the day program at Civicorps Elementary School. *(Please see the discipline section of the school handbook for this information.)*

Definition/Description of Terms Related to School Policies:

Disrespectful behavior. Disrespectful behavior includes (but is not limited to): talk or actions that are inconsiderate of others, or the norms of a classroom and/or the school. This may include: not following directions after a reminder, talking back, bothering others, not using attentive listening, attending to peers at the wrong time, etc.

Respectful behavior. Respectful behavior includes (but is not limited to): talk or action that shows caring for others, and following the norms of a classroom and/or the school. This may include setting an example by following the directions given by a staff member or other adult, reminding other students to do the right thing by setting an example, treating others in a kind manner, attending to the teacher during instructional time, attending to one's work during individual work time, etc.

Student Success Team. The Student Success Team is the convening of a group of caring adults usually consisting of the student, his/her parent/guardian(s), teacher(s), school administrator(s), and others. The group discusses the student's strengths, issues/areas of concerns, in order to then create a positive action plan to support the child's ongoing success and improvement in school.

Administrative Conference. An Administrative Conference is a convening of the student, his/her parent/guardian(s), the administrator/designee, and (sometimes) the teacher. An administrative conference is scheduled in order to create a plan to support the student in changing a negative or inappropriate behavior/circumstance that is interfering with his/her success in school and/or is inhibiting the functioning of the school's learning community.

Behavior Contract. A Behavior Contract is a plan developed in an Administrative Conference to clarify expectations for a student and his/her behavior as well as to devise a strategy for supporting and providing incentive for the student in changing inappropriate behavior and patterns in order to be more successful in school.

Fighting. Fighting includes the mutual exchange of more than one punches, kicks, slaps, or other forms of physical violence between two or more parties.

Following Directions. Following directions involves a student acknowledging a direction and doing what is asked of him/her immediately after the direction is issued as well as following all standard procedures (such as walking quietly in line, not talking during instructions, etc.) without explicit directions from an adult.

Logical Consequence. A logical consequence is a task given to a student that is related to making restoration for an inappropriate action. For example, staying in from recess to make up work that was missed due to talking during class, cleaning the desks when a student has defaced school property, sharing a part of his/her lunch when a student has caused another student to drop their meal.

In-School Suspension. During at-school suspension time, a student completes work assignments in another classroom or space and is not allowed privileges such as recess, music, or art instruction. When a student is issued an at-school suspension, his/her parents/guardians are not required to be with him/her during school hours.

Suspension. Suspension means that the student may not be at school without the one on one supervision of his/her parent/guardian. If one on one supervision can not be provided at school, the child will need to stay at home. During suspension, the child may not participate in recess activities. If a field trip is scheduled during a child's suspension period, the child will not be permitted to attend.

Expulsion. Expulsion means that the child will no longer be allowed to attend school at Civicorps Elementary School.