

The San Diego Cooperative Charter Schools Mountain View Campus



THE CoOP SCHOOLS

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Mountain View Campus

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Mountain View Campus

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Welcome

Mission

San Diego Cooperative Charter Schools (SDCCS) support progressive, developmentally based, child-centered communities for active and collaborative student learning where shared values of family, diversity, relationship, creativity and academic excellence flourish.

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

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

Philosophy

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

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

School Governance

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

The Administration

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

The Parent-Staff Association

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

The Board of Directors

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

The Parent Cooperative at San Diego Cooperative Charter Schools

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

POLICIES AND PROCEDURES

Parent Involvement Policy

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

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

Level I. Required:

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

Level II. Encouraged

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

Parent on Campus Behavior Policy

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

Attendance

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

Reporting Absences

- Call the school office (619) 840-6993, send a note, or fill out our online absence form to report your child absent. All absences and late arrivals must be verified by a parent/guardian within 3 school days of the last day of the student's absence. Absences unverified after 3 school days will be recorded as unexcused.
- Include the following information when reporting your child absent:
 - Notification date
 - Student's full name
 - Teacher's name and grade
 - Date(s) of absence
 - Reason for absence
 - Name and relationship of the person notifying the school.
- Each day, the school will attempt to verify unresolved absences by using our automated phone system to contact parents/guardians.

Independent Study Contracts

Independent study contracts may be completed if the student will miss school days. Request to accommodate student learning via an independent study contract will be made on an individual basis. Please see the front office to request an independent study contract.

Arriving Late / Departing Early

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

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

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

San Diego Cooperative Charter Schools maintain high expectations for student attendance, but we also recognize that students may miss a few days/hours during the school year due to illness or family emergencies. For this reason, San Diego Cooperative Charter Schools have established guidelines for satisfactory student attendance. In the event a student falls short of these expectations, written attendance letters will be sent to the student's parent/guardian. An unexcused absence is an absence or tardy more than 30 minutes that is not defined as excused absence under California Ed. Code § 46010, 48205 (See Attendance Policy; Board approved 12/16/2008 for additional details.)

- If a student incurs 3 unexcused absences, the parent/guardian will receive a letter documenting the child's attendance. An appointment or other form of contact will be made with the child's teacher to identify the cause of such absences and to discuss how the school can work with the family to support the child's success in school, including regular attendance.
- Upon incurring the 5th unexcused absence, the parent/guardian will receive a second letter documenting the child's attendance and an appointment with our staff will be scheduled to discuss the child's continued absence, ways that we can support your family and develop an attendance improvement plan for the student.
- Upon incurring the 7th unexcused absence, the parent/guardian will be asked to meet again. At the meeting, a third letter documenting the child's attendance will be given. An attendance contract will be given as well.
- Upon incurring the 10th unexcused absence, the parent/guardian will be asked to report to our Student Attendance Review Board (SARB). Continued family support will be given and a structured plan for attendance will be created.

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

Excessive Late Arrivals or Early Departures

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

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

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

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

Disenrolling students

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

Options for Students Unable to Attend School

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

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

Discipline

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

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

San Diego Cooperative Charter Schools our school community embraces the following guiding principles for conduct between and among all members of our school community:

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

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

When students do not meet behavioral expectations they will be taken through a restorative justice process. In this process mutually consenting victims and offenders meet so that they can be given a voice and have an opportunity to make amends. Importantly, this approach empowers students to take an active role in resolving problems. Restorative practices are predicated on the positive relationships that students and adults have with one another. Healthy and productive relationships between and among students and staff facilitate a positive school climate and learning environment. All parties in discipline matters are asked to engage in reflective conversation and given opportunities to make amends.

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

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

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

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

Harassment

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

Sexual Harassment

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

Policy for Bullying Prevention

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

San Diego Cooperative Charter Schools expects students and/or staff to immediately report incidents of bullying to the principal or designee. All staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be documented by a referral to the principal and be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during any school-sponsored activity. If a student is found to have violated this policy, he/she will be subject to the progressive discipline steps outlined below.

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

- **First Incident: Verbal Warning and Notify Parents.**
Recorded in writing by a referral to the school counselor; counselor investigates the incident, identifies the elements of violation (power difference, repetitive, and intentional). The counselor notifies the principal. The principal meets separately with the victim, the perpetrator and any witnesses. Principal notifies the entire staff and contacts the parent.
- **Second Incident: Two Days In-School Suspension.**
Recorded in writing by a referral to the principal; principal investigates the incident, notifies the parent, notifies all staff, and places the student on two days of in-school suspension.
- **Third Incident: Four Days Out-of-School Suspension.**
Recorded in writing by a referral to the principal; principal investigates the incident; notifies the parent, notifies all staff; and places the student on four days of suspension.
- **Fourth Incident: Expulsion**
Recorded in writing by a referral to the principal; principal investigates the incident; notifies the parent; and places the student on five days of suspension pending expulsion.

HEALTH REQUIREMENTS

Health Screenings

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

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

Exclusions from Screenings: Any parent may opt their child out of screening by contacting the school.

Medication at School

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

Immunization (Shot) Requirements

State law requires that all students under age 18 years, pre-kindergarten through grade 12, be immunized against certain diseases unless they are exempt for medical reasons. At the time of registration, the school is required to have proof that your child has received all currently due immunizations. San Diego Cooperative Charter Schools participate in the San Diego Regional Immunization Registry (SDIR), a county-wide computer system that keeps track of immunizations (shots). See Table 1: Immunizations for specific requirements. Please check with your pediatrician, family physician or medical clinic to make sure your child is fully immunized. Your child may be excluded from attending school if these requirements are not met.

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

Table 1: Immunizations

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

Children entering child care must have:

Age When Enrolling.....Immunizations Required

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

* On or after the 1st birthday

** At any age

Children entering kindergarten must have:

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

Children entering 7th grade must have:

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

Children entering 7th - 12th grade must have:

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

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

Kindergarten Physical Exam

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

K-1 Physical Exam

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

K-1 Dental Exam (OHA)

Effective January 1, 2007, an Oral Health Assessment (dental examination) by a licensed California dental health professional is required for children entering public school for the first time (at kindergarten or first grade). The Oral Health Assessment must be completed and returned to the school by May 31 of that first school year (at kindergarten or first grade). Assessments done 12 months prior to school entry also meet this requirement. Obtain the form from the school or your dental health provider to complete. Parents/guardians may sign a waiver of this requirement which is found on the OHA form available at the school. There is no penalty or exclusion if this requirement is not met. The parent/guardian may call (800) 675-2229 for assistance in finding a provider for the Oral Health Assessment.

Pediculosis Policy (Head Lice)

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

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

Control of Communicable Diseases

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

Asbestos Awareness

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

Pesticide Use and Notification

San Diego Cooperative Charter Schools comply with the Healthy Schools Act of 2000 requiring use of effective and least toxic pest management practices, and provides annual notification to all parents/guardians of students enrolled at a SDUSD site with a listing of all pesticides that may be applied at their site. Parents or guardians may request prior notification of individual pesticide applications for their school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. In an emergency that requires spraying of pesticides, the site will be notified and signs posted; however, those listed on the registry will not be notified.

TECHNOLOGY

Network Use Guidelines

Students will have access to:

- Electronic mail (e-mail) communication with the organization, and in middle school with people all over the world.
- Information, online databases and news from a variety of sources and research institutions.
- San Diego Cooperative Charter Schools provided access to software to support student learning.
- Discussion groups on a wide-variety of topics.
- Variety of web-based and software programs to publish content to the web.
- Collaborative web-based programs for the purpose of project based learning.
- Online courses and curriculum, academic software and electronic learning resources.

Responsibilities

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

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

Prohibited Uses

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

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

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

Network Rules and Etiquette

We expect both students and adults to act appropriately while using technology. These include, but are not limited to, the following:

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

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

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

Social Media Parent Expectations

- Parental and community feedback is important for schools and its departments. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school administration about the matter, rather than discussing it in a public forum. The staff works really hard to create programs and it can be hurtful to see it being publicly criticized.
- While many schools use social media to update parents of school notices, the school and departments prefer that parents contact the school directly with a complaint or enquiry due to privacy considerations. Imagine if your doctor, accountant or banking institution tried to contact you to discuss important matters via Facebook.
- If you have raised an issue with a school or know that another person has, consider refraining from discussing those details on social media, particularly the names of anyone involved.
- Keep comments calm and polite, just as you would in person.
- If you encounter negative or derogatory content online which involves the school, hinders a child's learning and/or affects the school community at large, please contact the school administration immediately.

Cyber-Bullying

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

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

Security

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

Vandalism

Vandalism will result in cancellation of technology use privileges. Example of vandalism is a hacker or cracker who breaks into a computer system with the sole intent of defacing and or destroying its contents. This could include others' work.

Cellular Telephone and Electronic Signaling Device Policy

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

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

Use of or Reference to San Diego Cooperative Charter Schools Name(s) or Logo(s)

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

Fire Drills, Lockdown and Emergency Drills

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

Free/Reduced Lunch

To help our students be prepared to learn, free school meals are available for all children at SDCCS-MV. Information about this program is available at the school office.

San Diego Cooperative Charter Schools Parent Agreement and Understanding

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

Expectations of Parents:

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

The School's Obligations

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

POLICIES AND PROCEDURES

A Multiage School

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

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

Drop-off and Pick-up Procedures

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

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

Early Morning Drop-Off (EDP) at North (Bandini): All students who arrive at school between 6:30 a.m. and 8:15 a.m. must be enrolled in the Extended Day program. All students must be dropped off and signed in at the North (Bandini) campus office with the EDP representative. District provided breakfast will be served at 8:10am.

Early Morning Drop-off at South (Emerson): Students in Bridging Multiage (5/6), and Middle School (7/8) classes can be dropped off with EDP staff at the South (Emerson) campus with EDP between 6:30 a.m. and 8:15am. The SDCCS gate is on 36th and Boston Ave. District provided breakfast will be served at 8:10am. Students arriving after 8:15 should go directly to their classroom.

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

Afternoon Pick-up at North (Bandini): At 3:00 pm on regular school days and at 12:30 on Thursdays, parents are welcome to come on campus to pick up their children. Main gates will open 10-15 before dismissal. All Kindergarten and Primary Multiage students must be picked up at their classroom by a parent/guardian. Parent/guardians may authorize a family member or another trusted person to pick up their student by adding the adult to student's authorized pickup list housed in the office.

Afternoon Pick-up at South (Emerson): At 3:00 pm on regular school days and at 12:30 on Thursdays, families are welcome to come on campus to pick up their children.

Afternoon EDP / Drop in: If your child is enrolled in Extended Day Program, a staff member will pick them up from class within 15 minutes of school ending. At 3:15 pm on regular school days and at 12:45 pm on Thursdays children who have not been picked up will be dropped into EDP at the regular drop-in rate charged to parents.

Daily Parking

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



Field Trip Safety

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

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

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

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

Driving Safety

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

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

All children must be transported in age and weight appropriate restraints in the back seat.

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

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

All cars transporting children will contain the following:

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

Special Event Parking

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

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

How is my child evaluated?

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

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

Will my child have homework?

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

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

San Diego Cooperative Charter School

Extended Day Program (EDP) Mt. View

Parent Handbook Information

NOTE: These are some of the key EDP policies and procedures. By signing up for EDP, you agree that you and your child(ren) will comply with all of EDP's Policies and Procedures. The complete Policies and Procedures document is available on the school's webpage <http://mv.sdccs.org/extended-day-program/>.

If you have any questions regarding this section or the Extended Day Program (EDP) in general, please contact the EDP Director at edp@sdccs.org.

Hours: The program is open from 6:30 a.m.-8:10 a.m. Monday through Friday before school; from 3:00 p.m.-6:00 p.m. on Monday, Tuesday, Wednesday and Friday; and from 12:30 p.m.-6:00 p.m. on Thursday after school.

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

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

EDP's Mission Statement

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

Signing Children In and Out of the Program

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

Student to Staff Ratios

The program maintains an approximate ratio of one staff for every 20 children. We are a license exempt facility; however, we do follow California Department of Education and Title 22 regulations. We do participate in inclusion and will make every reasonable accommodation for children of all abilities.

EDP Fee	\$7.60/hour or \$1.90/every quarter hour
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- We will charge to the nearest quarter hour

Payments

- EDP charges \$1.90 every 15 minutes that a child is signed in to the program.
- Monthly billing statements will be sent to the enrolling parent by the 5th of every month for the previous month's service. The enrolling parent will be responsible for all fees due if other funding sources that have agreed to pay for the childcare fail to pay (employer, CDA, County, etc.)
- Fees are due by the last day of the month after care was provided.
- Details of the billing breakdown can be requested from the EDP Director.
- Payments can be made online or at school with cash, check, or credit card.
- Payments should be delivered to the SDCCS Director of Business Operations' mailbox in the main school office or mailed directly to the school office, please include "Attn: Director of Business Operations, re: EDP." **The program strongly suggests that parents do not request their child bring payments to the office..**
- Parents are responsible to contact the SDCCS Director of Business Operations, in writing, to acquire receipts for their personal taxes, if needed. The program uses the school's tax number, which is 33-0931009.

Additional Charges

- A fee of \$1.00 per child will be charged for every minute a child is picked up after closing time, 6:00 pm. For example, if a child is picked up at 6:20, a \$20.00 fee will be assessed. If they are picked up at 6:25, a \$25.00 fee will be assessed. Late pickup fees will be billed separately. Failure to pay the fees may result in termination of services.
- There may be small additional charges for special field trips or activities. In these cases, the staff will notify you in advance.

Delinquent Fees

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

Items Not Allowed at EDP

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

Illness and Medication

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

Injury

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

Registration

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

Program Overview

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

Snack

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

Clothing and Outdoor Supplies

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

Rules and Consequences

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

Parent Volunteering

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

End of EDP Section

Frequently Asked Questions

What is our schedule?

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

How should my child be dressed?

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

What can I expect from the curriculum?

The content of our curriculum follows California Curriculum Frameworks and is aligned with California's Common Core State Standards. The Frameworks and Standards may be viewed on the State Board of Education's website at <https://www.cde.ca.gov/re/cc/>

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

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

School concludes at 3:00 p.m. Students who are not picked up by 3:15 p.m. will be escorted to the Extended Day program and parents will be charged at the drop-in rate. The Extended Day program continues until 6:00 p.m.

We have a minimum day ending at 12:30 p.m. on Thursday of each week. Children who are not picked up by 12:45 p.m. will be escorted to the Extended Day program and parents will be charged at the drop-in rate.

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

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

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

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

What if my child is absent from school?

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

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

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

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

How do I enroll my child?

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

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

What to do if...

You have a question about what your child is learning:

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

You want to volunteer at school:

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

You are concerned about something that happened at school:

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

These steps should be followed:

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

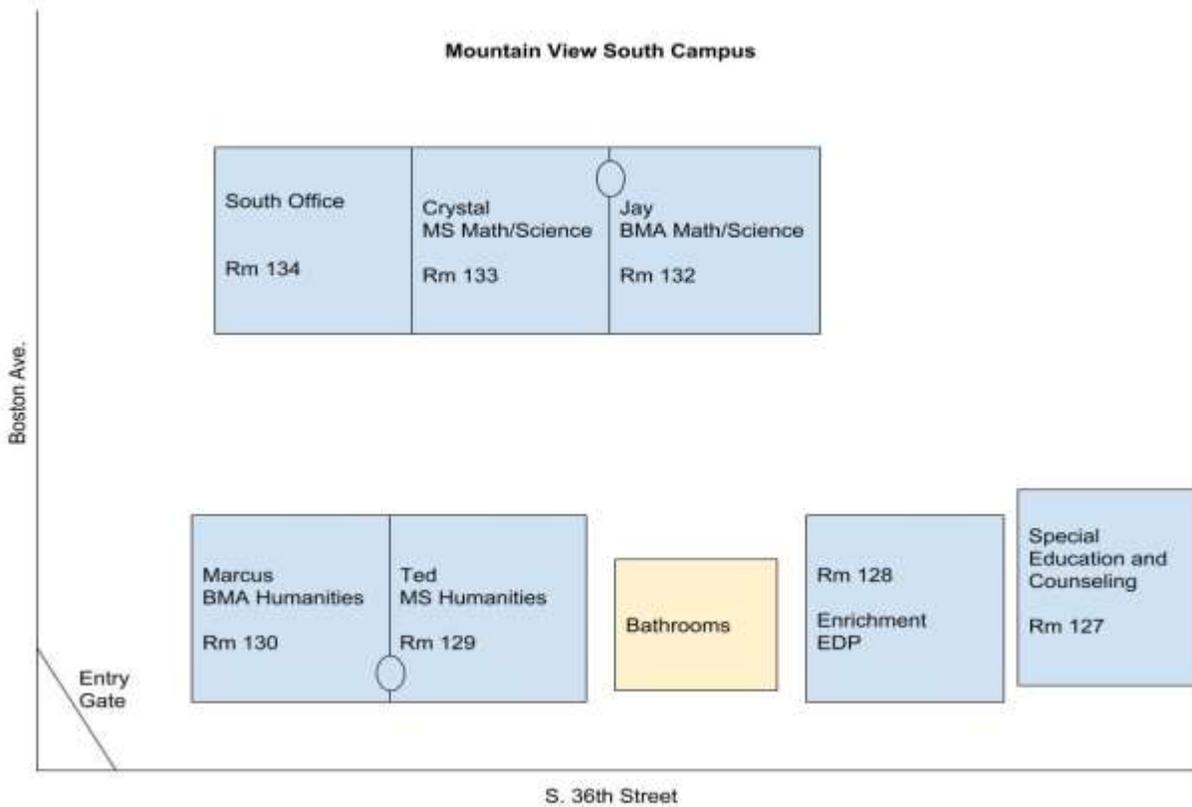
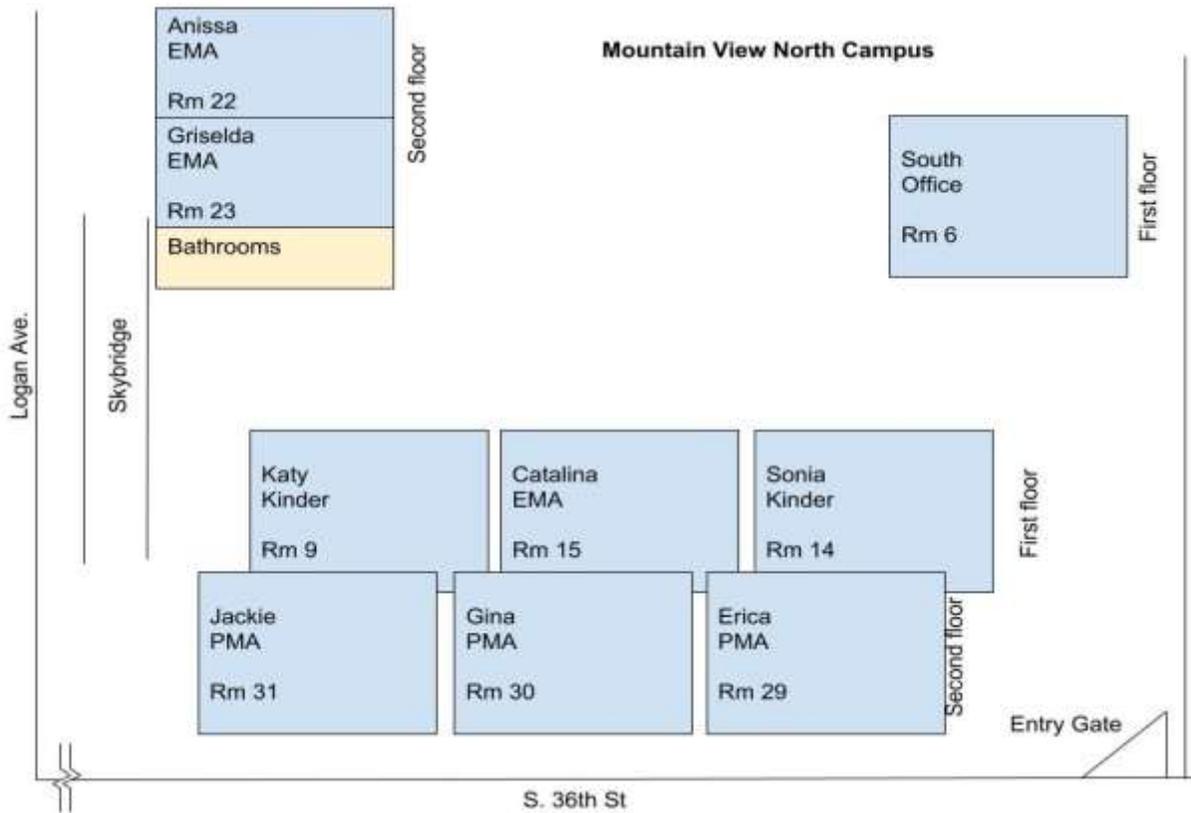
You need information about a school event or schedule:

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

Parent Staff Association (PSA) Executive Committee

Mountain View Campus

President	Patty Bacame
Vice-President/PSA Board Liaison:	Jorge Sanchez
Treasurer:	Dawn Gifford
Secretary:	Amanda Rogers
Fundraising Chair:	Emily Griffiths
Volunteer Chair:	Lisa Marchesini
Event Chair:	Rebecca Villa
Community Liaison:	Erica Ruiz and Michelle
Staff Liaison:	Marcus Van
Member(s) at Large:	Sarah Gonzalez, Sandy Sloan, Xuchi Eggleton, Erin Soong Muscat





San Diego Cooperative Charter Schools SDCCS Linda Vista and Mountain View Campuses 2018-2019 Calendar

<p style="text-align: center;">August 2018</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	M	T	W	Th	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	<p style="text-align: center;">September 2018</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </tbody> </table>	M	T	W	Th	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	<p style="text-align: center;">October 2018</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	M	T	W	Th	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31							
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