

THE VILLAGE CHARTER SCHOOL HANDBOOK



2590 PINER ROAD
SANTA ROSA, CA 95401

WWW.VILLAGECHARTERSCHOOL.COM

The Village Charter School admits students of any race, color, and national or ethnic origin.

Revised August 2019

CONTACT INFORMATION

School Office

Village Charter School
2590 Piner Rd
Santa Rosa CA 95401
Phone: 707-524-2848
Fax: 707-527-5801
Email: vcsofficemanager@gmail.com

School Hours

Kindergarten 8:30 a.m. – 1:00 p.m. - Daily
1st – 8th 8:30 a.m. – 3:00 p.m. - Monday, Tuesday, Thursday, Friday
8:30 a.m. – 1:00 p.m. - Wednesday

Office Hours

Monday – Friday 8:00 a.m. – 3:00 p.m. during the school year
Summer hours are limited.

2018– 2019 Governing Bodies

Chris Naber	Board of Director - Chair
Deneene Bell	Board of Director – Secretary
Catherine Carlisle	Board of Director - Treasurer
Scott Chapman	Board of Director – Member
Nancy Le	Board of Director – Member
Ashley Hamlett	Board of Director – Member
Robert Ethington	Board of Director – Member

Staff

Rebecca Ivanoff	Director	rlivanoff5@gmail.com
Carolyn Jensen	Office Manager	vcsofficemanager@gmail.com
Kristen Pearce	Teacher	kelizpearce@gmail.com
Malika Harville	Teacher	ravengirl@sonic.net
Bonnie Barnum	Teacher	N/A
Travis Robbins	Teacher	tm_robbins@yahoo.com
Rachael Parent	Teacher	r8chaelp@gmail.com

GOVERNING BODIES

There are two governing bodies at The Village Charter School in which parents can participate. The first is the **Board of Directors**. The main purpose here is to oversee the school as a whole, to make sure the charter is being upheld and run in accordance with the rules and regulations of the Village Independent Charter established in 2007. When VCS was initially formed it was a dependent charter. The difference between these types of charters is significant, especially in the realms of curriculum and funding. The Charter Board of Directors oversees the school director, who oversees the school staff. Parents are invited to attend any Board meeting. These meetings are held on the third Tuesday of each month.

The second body is the **Parent Association (PA)**. The main purpose of this body is to organize parent participation to fulfill the needs of the school. These needs are stated by the Board and the School Staff. The PA is overseen by the school director. The goal of the PA is to elicit 100% parent participation of requested volunteer hours (one hour per week throughout the school year). Volunteer hours can include participation in school festivals, fundraising events, classroom specific activities, and overall beautification of our school site. PA meetings occur monthly during the first Friday of each Monday during morning coffee.

To join any of these bodies, please ask any of the Chairs, or the school Director, for further details.

PARENT INVOLVEMENT & PARENT ASSOCIATION

Village Charter School is a cooperative organization. The parents/guardians and staff work closely together as partners to ensure the success of our students. This collaborative effort is integrated into every aspect of the school's management, including decision-making, fundraising, governance, and the educational program. It is essential that all parents and guardians understand the important role that their participation plays in sustaining our school. Below is an outline of the commitment that is needed from each of our families to sustain our community charter school. We welcome and encourage parents and guardians of all of your child's family to be a part of the educational process and to assist with the participation requirement.

PARENT PLEDGE PROGRAM (PPP)

See appendix for PPP Agreement form

- PPP is an integral part of the VCS's annual budget as the income from the state is not enough to cover our expenses. PGP monies are used for enrichment programs, staff support, festivals, office supplies and other general operating expenses.
- ***It is our goal that each family contributes \$1250 per year (\$125/month).***
Donations are non-refundable. All donations are tax-deductible and a statement will be issued upon request.

PARENT PARTICIPATION REQUIREMENTS

- **Parents/guardians/family members are responsible for providing the equivalent of one hour per week of classroom support or to serve on at least one committee.**
- Per VCS policy, parents/guardians/family members who participate in classroom activities must have a cleared fingerprint notification on file with VCS. Classroom support includes, but is not limited to:
 - ♦ Assisting in the classroom and classroom jobs
 - ♦ Field trip scheduling and/or chaperoning
 - ♦ Cleaning and maintenance of the classroom and school site
- **All School and Classroom Meetings:**
 - ♦ At least one parent or guardian from each family is expected to attend school wide and classroom meetings as scheduled throughout the year.

WILLIAMS UNIFORM COMPLAINT FORMS

The Williams Complaint Form is for local educational agencies (LEAs) to make available to anyone, especially parents, guardians, pupils and/or teachers, who wants to file a complaint regarding Williams-related issues. A Williams issue concerns deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and/or teacher vacancy or misassignment. This form contains elements required by California Education Code (EC) Section 35186 and California Code of Regulations, Title 5 (5 CCR) sections 4600- 4687. See appendix.

THE VILLAGE CHARTER SCHOOL

OUR MISSION

The Village Charter School is dedicated to providing a quality education in a positive and respectful multi-age environment where world cultures are explored, our connection to nature is honored, and character development is nurtured. Our school is a place where the intellectual, imaginative, and humanitarian promise of each student is cultivated and celebrated in a community that practices mutual respect, embraces diversity, and inspires a passion for learning.

OUR VALUES

- We develop and maintain a diverse school community that fosters respect and cooperation.
- We provide a rich, well-rounded, developmentally and age-appropriate learning environment.
- We guide and stimulate thinking, embrace and nourish feelings, strengthen the body, encourage and accept creativity, and promote environmental and social responsibility.

MULTI-AGE, DEVELOPMENTAL EDUCATION

We are committed to a developmental, multi-age learning environment that honors the whole child and meets each individual student's need for academic achievement and real world opportunity. A student's classroom placement is based on their developmental needs and readiness.

Why a multi-age, developmental education?

At Village Charter School, we strongly believe that all students need to be responsible for their learning actions and choices. Therefore, we are committed to providing a multi-age developmental program, as this setting provides the best opportunity to present a child-centered learning environment.

Listed on the following page are some strengths/differences between the instructional presentation of a traditional classroom setting and a multi-age developmental classroom setting.

<i>Traditional Classroom</i>	<i>Multi-age Developmental Classroom</i>
State and district determine the curriculum and assign to grade level.	The curriculum is shared by all grade levels and takes into consideration students' interests.
Subjects are often taught separately and in isolation.	Subjects are integrated and highlight real life settings.
Teachers "cover" material dictated by textbook publishers.	Student needs and interests determine curriculum.
Teachers are the central focus of the classrooms and the keeper of information	Teachers act as facilitators and guide the learning of their students.
Instruction is directed towards mastery and retention of stated objects.	Instruction is designed to develop life skills and individual interests.
Instruction often emphasizes one learning style.	Instruction centers on different learning styles.
Ability grouping and levels is an alternative to whole class instruction	Heterogeneous grouping is emphasized with students supporting students.
Emphasis on whole class instruction minimizes individual differences.	Individual differences are met through small, flexible changing groups.
Children are expected to learn the same curriculum in the same way.	Children are provided the opportunity to learn in a way that meets their learning style.
Heavy emphasis is placed on performance on a standardized test and getting the right answer.	Students are afforded the opportunity to demonstrate their learning through real life application.
Teachers are held responsible for student behavior.	Students are held responsible for their own behavior.
Learning occurs best in quiet, orderly classrooms.	Learning is enhanced by student interaction and movement.
Children work on goals established by the teacher.	Children work on developmentally appropriate goals established by the child, teacher and parent.

LIFE SKILLS

The life skills are integrated into every aspect of our curriculum. Parents are encouraged to reinforce these skills outside of the school setting. This list is just a starting point for the many life skills we work on daily.

Responsibility: Follows through on individual actions without guidance

Flexibility: Is able and willing to change direction

Organization: Is able to plan, arrange, and implement in an orderly way; keeps things orderly and ready to use

Effort: Does his/her best

Perseverance: Is able to continue in some effort or course of action in spite of difficulty or opposition

Problem Solving: Is able to find solutions to everyday problems and difficult situations

Curiosity: Has a desire to investigate and seek understanding of the universe

Self-Worth: Recognizes and acknowledges one's strengths, skills, abilities and attitudes and can be compassionate and forgiving about one's weaknesses

Common Sense: Uses good judgment

Patience: Is able to wait calmly for something or someone

Sense of Humor: Is able to laugh and be playful without harming self or others

Cooperation: Is able to work together toward a common goal or purpose

Integrity: Acts with an awareness of the connectedness between self and the larger whole

Caring: Is able feel and show concern for others

Initiative: Is able to do or think for oneself and to act without having to be asked or directed

Friendship: Is able to make and keep a friend through mutual trust and sharing

CURRICULUM

We know that an integrated curriculum and multicultural education will make a difference in our children's lives and their world. Our curriculum is based in experiential, hands-on activities, open-ended creative play, and an immersion-to-mastery approach. Our classrooms, gardens, and activities integrate mind, body, music and art.

Science: Environmental studies are the cornerstone of our program. Students study ecosystems: how plants, animals, earth and weather all work together to create a sustainable environment. We learn our place in the natural world as members, caretakers and protectors. Students hike, garden, and explore. Our reading and writing programs are integrated with science through poetry, science journals and cooking.

Social Studies: Our multicultural, integrated approach feeds into a rich social studies and history program. Much of our curriculum is drawn from the cultural heritage of the students. Our reading, writing, art, music and cooking programs all take on additional life and meaning as they are inspired and guided by our study of the world and our place in it.

Language: Within our multicultural, integrated curriculum, students learn about languages from all over the world. Students sing songs, count, and learn basic vocabulary from parts of the world they are studying.

Reading: Children explore folklore and mythology from the different cultures they study. The music, social studies and science curricula all help determine the literature studied. It is both original and individualized, while maintaining a high academic standard.

Writing: Our writing program can be described as "roots and wings." In the early grades our roots go deep as students become grounded in fundamental skills, phonemes and sight words in regular spelling activities. Children practice creative spelling while they learn to express their thoughts and ideas. As their skills develop they take wings and soar, practicing many writing styles, including Haiku, free verse, descriptive and expository writing.

Math: Math within the natural world and our environment is integral to our math program. Basic skills like quantity and fractions are reinforced through real world applications like cooking, music and quilting.

Music: Music is intrinsic to our studies. How do we express ourselves in song? How has this been done historically and currently in different cultures? What are people trying to share with the music they create? All children achieve basic music competence, the ability to carry a tune and keep a beat.

Art: Each student's creativity is encouraged and supported while looking at how different people and cultures around the world have chosen to express themselves, and at what these people and cultures have needed to express.

Physical Education: We do not have a traditional PE program. Basic physical skills are taught through outdoor cooperative games with class teachers. Starting in the first grade children learn non-aggressive Aikido. Students learn non-violent conflict resolution skills while developing their skills in this defensive martial art. Children also hike, run, jump, yell and play.

COMMUNITY WIDE BEHAVIOR EXPECTATIONS

It is our expectation that students and adults will treat each other and the school with respect and kindness. **We will not tolerate bullying or violent/aggressive behavior or words.** Our most important values are to be safe and friendly with one another. If you have a question about whether or not something is okay, ask yourself *“Is it safe and friendly?”*

Goals:

- To provide a safe and caring environment for all students to learn and thrive.
- To create a school in which positive, community-building attitudes are active within the student body and community.
- To facilitate behavior expectations in which consequences to inappropriate behavior become an opportunity for reflection, renewal and growth for all students and families.

Code of Conduct:

- Each individual is to show courtesy and respect for everyone. An individual will be warned once before specific corrective measures are taken.
- No hurtful behavior is acceptable—No fighting, hitting, kicking, pushing, spitting, etc.
- No unkind use of words—Name-calling, teasing and bullying have no place in the school and will not be allowed.
- Each individual is to listen and follow the directions and the policies and procedures of VCS.
- Each individual must respect the rights, safety and property of others.
- Each individual does his/her part to keep our school neat and clean, inside and out.
- Each individual is to keep all communications with WFC staff, its visitors or tenants' to cordial pleasantries and direct the need for any additional communication to the VCS office.

STUDENT - YARD RULES AND BEHAVIOR EXPECTATIONS

See appendix for Site Supervision Protocol: A Guideline for Parent Volunteers

We ask that students treat the grounds, equipment and each other with respect and safety. All equipment and materials available to the children have a specific purpose and should be used appropriately. **All school and playground rules are to be followed at all times. This includes before and after school hours, school events, meetings, etc.**

- Students need to be within sight of an adult supervisor at all times or have adult permission to leave supervision.
- ALL play should ***be safe and friendly***. Students must act safely and respectfully towards self and others. Aggressive or violent play, even if agreed upon by the kids involved, is not allowed. For example, tackle football is not allowed. Play can be modified to 2-hand touch.
 - No fighting teasing, threatening or foul language.
 - No pushing, pulling or picking up other students or grabbing their clothes.
 - No poking, hitting, sword fighting, playing guns or running with sticks.
- ALL play and games are to be inclusive of all abilities and ages. For example, if a 1st grader wants to join a soccer game with “the olders”, “the olders” must modify their play so the younger is safe and included.

Equipment:

- Balls are for kicking and throwing in a game, not at each other, the walls or the doors and are to stay on the field or basketball courts. If a ball is out of the confined yard space, please inform an adult. Older children may retrieve balls outside the boundaries only with adult supervision. Adults will retrieve balls for younger children or when they feel it is not safe for a child to go out of bounds.
- Do not throw rocks, sticks, bark or anything else.
- **Jump Ropes:** Jump ropes are for ***jumping rope only***. No whipping, horse reins, tug-o-war, tying up other students, or other equipment, etc.
- **Chalk:** Sidewalk chalk is ok to use within designated areas. All artwork and language must be appropriate.
- **Sandbox:** This should be a safe place for quieter, creative play. No throwing sand, rocks or running/chase games.
- **Containers/Bins:** Ball bins are to be kept aside and are for gathering and holding equipment only.
- All equipment is to be brought in at the end of play time.

Boundaries:

The play areas consist of the fenced play yard; lawn, bark and sandbox areas, gardens and the black-top area.

Eating Areas:

- **Tables/Chairs:** No standing, running or jumping on the tables/chairs.
- **Trash:** Students need to pick up their own trash and recycling and put it in the appropriate container.

Clothing:

- Students going outside when it is wet and/or muddy must have appropriate clothing (rain jacket and waterproof shoes or boots and a change of clothing).
- All jackets, lunch boxes and personal items are to be picked up at the end of play time.

End of Play:

- Students must line up and go to class when the bell rings.

Consequences: Verbal reminder, redirection into alternate activity, separation from group or activity or suspension are used as consequences for those who do not follow established procedures and/or do not respond to regular correction requests. At the discretion of the teacher or Director a child may be sent home in order to maintain a safe, orderly and respectful environment.

- 1) Verbal Reminder: Ask the child “Is it safe and friendly? Is there a safer and friendlier way to play?”
- 2) Time out or redirection into an alternate activity.
- 3) Separation from the group or activity: If the child’s behavior is disruptive or the child is not responding to verbal reminders or redirection, it may be necessary to ask the child to sit in the school office or another safe location.
- 4) Sent Home: In the event that a child’s behavior proves to be unsafe to the students and the teachers, or in the event that the child is unresponsive to the teacher’s direction and guidance, the parents will be notified and the child will be sent home (see suspension policy in the Office).

POLICIES & PROCEDURES

ATTENDANCE

At The Village Charter School, we consider “getting to school on time” and your DAILY attendance to be a common gesture of respect towards our community. Not only does it affect us financially, but it is also an indication that you truly share a common value system with us... And that you are modeling that value system for your children. Each absence affects the daily rhythm of your child’s classroom, the teacher’s ability to teach in a cohesive way, and your child’s feeling part of the classroom culture. Please continue to follow our policies around illness, but if your child is not ill please make plans and organize your schedule so that school attendance and being on time is a top priority in your family. Make carpool arrangements, plan appointments outside of school hours, have a backup plan to transport your child if you are unable to do so, and plan trips for already established school holidays.

Tardy/Absences/Tuancy:

Education Code Section 48260 – Any pupil subject to full time education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school district.

- Students arriving after 8:30 a.m. are to be brought to the office. After signing your child in a staff member will escort him/her to class. **After 8:30 a.m. parents are not to walk students to class.**
- The school should be notified of a child’s absence either by phone or email.
- A Truancy letter will be sent to the home of any child that is habitually tardy and or absent. Chronic tardies or absences will be addressed by the Board of Directors.

DROP OFF & PICK UP

Everyone should use the main parking lot/off of Piner Rd. (Please avoid bus entrance and west parking area.) The small lot is for staff and YMCA use ONLY.

7:30 - 8:15 a.m.: Students are to be signed in to the extended care room. You may accompany your child to his/her classroom cubby to drop things off, but prior to you leaving the campus your child must be left with the extended care director.

8:15 – 8:30 a.m.: Parent Escort - Parents wishing to escort their children to class are to park in the main parking lot and walk to the VCS campus/yard area.

Drop off - If you wish to use our drop off option please pull into the main parking lot where adults will be available to guide your child to the VCS campus. There will be a volunteers and signs at the turn-in location, as well as volunteers at the drop-off site. You can then continue in a circle and leave from the same place you entered. (Please see Map, page 25 in the appendix)

After 8:30 a.m.: Please walk your child to the office. Sign them in, and a staff member will walk them to their classroom.

1:00/3:00 Pick up: Children are to be picked up from their classroom by a parent or guardian. Any student not released to a parent or guardian will be signed into extended care. No child will be dismissed to the yard or parking lot.

NO PARKING AREAS

Observe the NO PARKING areas clearly marked by signs and pavement markings.

SIGN IN/SIGN OUT

Students arriving to school after 8:30 a.m. are to be signed in to the office by parent or guardian. Students leaving the school at any time during the school day prior to dismissal are to be signed out at the office by a parent or guardian. Office staff will walk the student from the classroom to the office. Students are to be signed back in upon return if during the same day and walked to class by office staff.

DISCRIMINATION AND HARASSMENT POLICY

Sexual Harassment of any students or employee by another person is prohibited. Students are directed to report incidents of sexual harassment to an Director or teacher and are advised of their rights, both as a complainant or an accused. All incidents are investigated in a timely manner. An appropriate course of action is implemented for each complaint, which may include on or more of the following:

1. Documenting and investigating the complaint
2. Parent notification
3. A report to police or Child Protective Services as appropriate to a particular incident
4. Student disciplinary actions may include suspension, detention, behavioral contract or recommendation for expulsion.
5. Initial contact with the complainant's parent(s), a letter describing the incidents and containing the Village Charter School Sexual Harassment Policy & Procedures packet and closure that assures that the incident has been handled per policy.

DISCIPLINE PROCEDURES

New Student: The Principal meets with new students to cover school rules.

Beginning of School Year: The Principal reviews rules at the community meeting.

Classroom Review: Each year classroom teachers review the school discipline rules and procedures with all students.

School Wide Reminders: Areas of concern are discussed at the community meeting.

Consequences: Students may be assigned various types of detention, in-house suspension, or suspension.

Time Out: Any student can sit out of class if staff thinks behavior has gone beyond a warning.

SUSPENSION

A teacher may suspend any student from the class for the remainder of a class period, plus an additional or the next class period. A student may be suspended from school for up to five consecutive days at the discretion of the Principal.

A student may be suspended any time if:

- Causes, attempts to cause, or threatens to cause or threatens to cause physical injury to another person.
- Possesses a weapon or any dangerous object.
- Sells provides or unlawfully uses medications or controlled substances.
- Steals, vandalizes, or damages school or personal property.
- Defies the valid authority of school staff.

Suspension and Expulsion

The Village Charter School is established as a drug-free, violence-free community where students and staff work together to develop appropriate rules and guidelines for behavior.

Village Charter School has a comprehensive set of student discipline policies that aligned with current school policies. These policies are posted in the school Parent Handbook and describe the school's expectations regarding attendance, mutual respect, substance abuse, violence, safety, and work habits. Each student and his/her parent or guardian is required to verify that they have reviewed and understand the policies prior to enrollment.

Any student who engages in repeated violations of the school's behavioral or academic expectations will be required to attend a meeting with the school's staff and the student's parent or guardian. The school will prepare a specific, written remediation agreement outlining future student conduct expectations, timelines, and

consequences for failure to meet the expectations which may include, but are not limited to, suspension or expulsion. A school Director may, pursuant to the school's adopted policies, discipline and ultimately suspend or recommend for action by the School Board to expel students who fail to comply with the terms of a remediation agreement.

The Director may immediately suspend students who present an immediate threat to health and safety, and the School Board may expel such students upon a recommendation from the Director.

The school's policies will provide all students with an opportunity for due process in conformance with applicable federal law regarding students with exceptional needs. The school will include suspension and expulsion data in its annual programmatic review report.

If a pupil is expelled or leaves The Village Charter School without graduating or completing the school year for any reason, The Village Charter School shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information.

SHARING A CAMPUS

The Village Charter School & Northwest Prep are in regular communication regarding any events that may impact our school day. VCS will notify parents through the weekly bulletins and follow-up emails as needed, regarding events/activities that impact us and any necessary adjustments that we may need to make. Parents are asked to keep all communications with NWP & SCOE staff, its visitors or tenants' to cordial pleasantries and direct the need for any additional communication to the VCS office.

ILLNESS

When to keep a child at home with illness during cold and flu season:

Sometimes it can be difficult for a parent to decide whether to send children to school when they wake up with symptoms of an illness or complaints that they do not feel well. As we enter into the cold and flu season, please pay close attention to your child's health. Whenever there is an outbreak of a specific contagious infection, the school will send out a notice to alert you to watch out for any symptoms. If your child starts to develop symptoms, it is important that you alert your own health care provider that your child had a possible exposure. Be sure to ask your provider when it is safe for your child to return to school, both for your child's health and for the health of the rest of the school.

If your child develops a fever, runny nose, sneezing, cough, body and muscle aches, please do not send your child to school until he/she does not have a fever, is not taking any medicines to reduce the fever, and is well enough to stay in class all day and learn. Students who have a fever or vomiting are not to return to school a full 24 hours after the fever has broken or the vomiting has stopped. Until then, please allow your child to rest and get better at home.

To help protect your child please remind them to:

- Wash their hands often with soap and water for 20 seconds.
- Avoid touching their eyes, nose and mouth with unwashed hands.
- Avoid kissing, hugging and sharing cups or eating utensils with people who are sick.
- Cover their nose and mouth when coughing or sneezing, using a tissue if possible.

Hand washing with soap and water is the best method for cleaning hands. If soap and water are not available, alcohol based hand sanitizers (60% concentration or greater) may be used. We recommend you supervise your child when using hand sanitizer. If your child is sensitive to hand sanitizer products, please notify the school.

VCS staff remind students to cover their mouths when coughing and sneezing, throw their tissue in a trash can, wash their hands, and not share any personal items. Areas that students touch frequently will be given additional attention.

The following are a few situations that warrant watching and possibly calling your health care provider:

- Persistent fever greater than 100.4° orally, including a fever that requires control with medication such as Tylenol
- Child is too sleepy or ill from an illness, like vomiting and/or diarrhea
- Cough that makes a child feel uncomfortable or disrupts the class
- Sore throat that is severe along with fever and feeling ill for more than 48 hours, OR after known exposure to a confirmed case of Strep throat infection
- Honey-crusted sores around the nose or mouth or rash on other body parts; OR a rash in various stages including boils, sores and bumps that may be chicken pox; OR a significant rash accompanied by other symptoms of illness such as fever
- Red, runny eyes that distract the child from learning
- Large amount of discolored nasal discharge, especially if accompanied by facial pain or headache
- Severe ear pain or drainage from the ear
- Severe headache, especially if accompanied by fever
- Any condition that you think may be serious or contagious to others.
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Please remember to notify the school office (not the teacher) via phone or email whenever your child is absent. Giving a specific ailment is helpful in identifying illness outbreaks.

FOOD

Snacks/Lunches: We encourage you to send your child to school with snacks and lunch that are whole foods rather than processed foods. This helps guarantee that preservatives and processes which remove the nutritional value of foods are not present.

- Whenever possible, send the food in recyclable and reusable containers, reducing landfill waste.
- Send as much protein as possible to support brain function.
- Please do not send food high in sugar or with corn syrup.
- Water only.
- If your child brings highly processed food or a sweetened beverage, s/he will be asked to put it away and to save it for the ride home at the end of the day.
- Chewing gum and candy are not allowed.

Food Allergies and Sensitivities: A number of students in the school have dietary restrictions due to allergies and sensitivities. Prior to preparing a special class treat you should check with your child's teacher to find out about any restrictions in the class! Teachers may occasionally provide cooking projects that contain sugar and processed flour (i.e., gingerbread men), but that will be done at the teacher's discretion and they will notify parents of students with dietary restrictions in advance.

Class Treats: For special occasions and birthday treats, please talk to your child's teacher regarding school approved recipes and/or food alternatives.

We also actively support people who have made specific dietary choices. Please communicate any needs you have regarding diet.

Lunch Containers: Lunch containers or thermal bags must have a lid that closes securely. Label your child's reusable containers or bag. **Please do not have media images on lunch containers.**

DRESS CODE

The Village Charter School guidelines for school dress are based on matters relating to health, safety, good school organization and deportment. Safety and cleanliness are important. Items disruptive of the school's learning environment should not be worn.

Clothing: Please send your child to school in clothing that helps support his/her learning. All clothing should be free of images or language that is distracting, violent, aggressive or media based. Shorts and skirts must be fingertip length. No spaghetti strap tank tops.

Shoes/Boots: Shoes need to be comfortable, secure and able to take the wear and tear of running, hiking and everyday play. **Please avoid flip-flops or clogs without back straps.**

Rainy Weather Clothing: Everyday our children go outside, rain or shine. Children may get wet and sometimes muddy. It is important that they have appropriate rain gear. Every child should have a hooded rain jacket and rubber boots. There will be a space in every classroom for raingear to be kept at school.

A Change of Clothes Bag: Please send your child to school with a change of clothes bag that includes the following items: pants, shirt, sweater/sweatshirt, underwear, socks, change of shoes, and a plastic bag. Check the change of clothes bag periodically for dirty clothes.

Field Trip Attire: Students are to wear appropriate shoes and clothing for field trips. Long pants (unless otherwise specified), long socks, sturdy shoes or boots, weather and trip appropriate layers, and child-sized backpack. **Parents will be called to pick up their child if their child is not dressed appropriately for the field trip.**

MEDIA

In order to support the work of our teachers to create and maintain an environment that cultivates imagination, wonder and beauty, we ask that you limit your child's exposure to electronic media (i.e. TV, video games, etc.). Our school purposefully avoids media input. We support the use of media for instruction on a very limited basis. As a rule, videos, DVD's and computers are not used in the classroom.

PHONE USE

Calls to home will be made by VCS staff for illness and emergencies. At the discretion of the teacher phone calls will be made for left homework or other items. Students are not to use the school phone at any time to arrange play dates.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and personal entertainment devices (ipods, electronic toys, etc.) are **not allowed** on the school campus. If we find a student with one of these items we will hold it in the school office and return it to a parent at the end of the day.

CUBBIES

Cubbies are for daily usage, not long term storage. Please make a point of checking and cleaning out your child's cubby **on a daily basis**.

LOST AND FOUND

We will maintain a VCS lost and found area. Items left in cubbies or found on campus will be collected and displayed on a regular basis, with anything left being donated. Please make an effort to make sure your child leaves every day with whatever he/she came with. Unclaimed items will be donated at the end of each month.

PERSONAL ITEMS FROM HOME

We ask that toys and other things from home remain at home and that things from school remain at school. VCS is not responsible for lost or damaged items brought from home.

GIFTS

Gifts: for individual students should be shared outside of school hours.

Gifts: in celebration of special occasions to be shared with the entire classroom are to be approved by the teacher beforehand.

Party Invitations: We ask that party invitations ***not*** be given out at school. To avoid classroom disruption and exclusion please find others means of distribution (ie; phone calls, U.S. Mail, email, etc.).

E-MAIL POLICY

With the increasing use of email, social media and texting in our society and with the realization that it is now possible to contact many individuals with the same message by copying and sending we have set our E-mail Policy. The intent of this policy is to reiterate that class e-mail lists are to be used for official school business only. Use of school email lists for commercial interests or any other non-school related business is strictly prohibited. Non-compliance of this request may result in being removed from the official school e-mail lists.

Values: Here are some values to consider when communicating at VCS. These values hold for face-to-face communication, but are even more relevant to consider in electronic communication since so many aspects of communication are non-verbal:

- **Empathy:** Imagine the impact of our words on others. Ask yourself before communicating: “How will others interpret what I am saying?”
- **Truth:** Communicate known facts as distinct from opinions or rumors. If you are stating an opinion, use facts rather than other opinions to support your assessment.
- **Authentic use of emotion:** Emotion is what makes us human. Acknowledge your emotions when communicating rather than letting that emotion drive what is being said or written.
- **Restraint:** Choose what you say to whom based on consideration of its impact and necessity. You can always say more at a later point, but you can’t “unsay” what has been stated.
- **Respect:** Consider the value of another’s dignity and privacy at all times. Remember the Golden Rule!

E-MAIL COMMUNICATION POLICY

- Be aware of the potential impact that goes beyond the scope of the e-mail communication.
- Be mindful of the range of interpretations your communication will produce.
- Say only what you would say to your recipients publicly.
- Show respect always for the dignity of others.
- Maintain the privacy of others whenever possible.
- Forgo e-mail communications during times of conflict and use face-to-face, one-on-one phone contact, meetings with involved parties, and public meetings instead.
- The use of e-mail communication for personal attacks will result in exclusion from all VCS e-mail lists.

VILLAGE CHARTER SCHOOL CHAPERONE GUIDELINES AND REQUIREMENTS

Village Charter School is dedicated to providing a diverse and experiential curriculum for our students. The curriculum typically includes field trips to enhance the educational experience. In order to ensure a safe and controlled environment for our students, Village has adopted the following conditions for chaperones for these events and for classroom volunteers. Our intent is not to be exclusive, but to create structure around the participation of parents, relatives and friends who wish to contribute as classroom volunteers or participate in school sponsored outings, driving and chaperoning during the outings.

FINGERPRINTING/ BACKGROUND CHECK

Any individual who wishes to volunteer in classrooms or participate in curriculum-based outings sponsored by Village Charter School **must have been fingerprinted through the Village Charter School ORI number**. A background check must have been received from the Department of Justice *PRIOR* to volunteering or participation. This is a one-time event that does not need to be renewed by returning families.

Fingerprinting: Fingerprinting fees through TruScan are \$54. TruScan collects \$22, the DOJ application fee is \$32. There is an additional charge for their mobile service.

Participation in community wide functions or festivals *does not* require fingerprinting.

PRINCIPLES OF RESPONSIBILITY

Village Charter School holds very high standards of behavior around our children. Your behavior is a model for our students. If at any time we feel that an individual's behavior is not appropriate or safe, the Board empowers teachers, classroom aides, and office staff with the authority to deny your participation as a volunteer, chaperone or driver. The Board will determine questions of future participation.

FIELD TRIPS AND CURRICULUM BASED EVENTS – EXPECTATIONS

If a child is late for a scheduled departure time (s)he is ***not*** to be brought to the event site independently. The child must be signed in to the office and will be supported in another classroom for the day. There are no exceptions.

Teachers clearly state the proper clothing to be worn and other needs required for outings. If a child shows up unprepared (s)he will not be allowed to attend the field trip and will be supported in another classroom for the day.

When acting in the capacity of a chaperone, driver or a classroom volunteer, at no time shall a sibling of any age be in attendance, unless the sibling is enrolled in the subject classroom.

CHAPERONE GUIDELINES

VCS students go on many field trips during the school year, some by walking and some requiring parent drivers. All students upon enrollment to VCS are to return a consolidated fieldtrip permission form. All drivers/chaperones must have fingerprint clearance through the DOJ (see fingerprinting).

Chaperones:

- Field trips are an addition to classroom instruction for the students not a social gathering for parents.
- Unless leaving the group has been pre-arranged, stay with your students at all times.
- You are an extension of the teacher's eyes and ears. You must assist the teacher in keeping the students respectable and cooperative during the trip.
- You are responsible for the students put in your care or any other student that may need your assistance.

Drivers:

- Autos carrying students must be safe. Perform your own auto inspection; check tire wear and pressure, fluid levels, wipers, turn signals, brake lights and gas prior to any trip. Village Charter School reserves the right to refuse the use of any vehicle that appears unsafe.
- The driver/Chaperone must have copies of the Field Trip Permission/Emergency forms with them at all times. Contact the teacher for copies prior to departure.
- Assure that all children have lunches and water and have been to the bathroom *before* they leave.
- Do not make or answer any cell phone calls or text messages while driving.
- Assist students buckling in and out of your vehicle.
- Car/booster seats are required for students who are under six years of age or under 60 lbs.
- No students may sit in the front passenger seat of a vehicle equipped with front passenger airbags unless they are 12 years of age and parental permission has been received through the office and if the airbags can be disabled.
- In the event of rain, exercise appropriate caution. Allow extra time for braking.
- **Unscheduled stops are not permitted.**
- Excessive noise can be a distraction. If it is too noisy in the car, please feel free to quiet the students.
- If you are dropping off and picking up only, please be prompt.
- Please **no videos** during the car ride.

Overnights:

- Chaperones will be assigned a group of students for whom they are responsible during the overnight according to a specific schedule. Responsibilities include the students' well-being, safety, proper nutrition and their emotional and physical comfort
- All laws must be followed.
- Siblings are not allowed to attend overnight trips unless a family meal is included in the activities in which case siblings and parents may attend only that portion of the program.
- Chaperones, parents and siblings are required to pay fees according to the rules of the facility.

Swimming: No swimming is allowed on field trips for Village Charter School. Students may be in the water only under the following conditions:

- There is no surf.
- There is no current.
- They may only enter up to their knees.
- They may not swim in the water.
- They must be under the **direct supervision** and **line of sight** of their **teacher**.

Driver's License: All volunteers must supply the school office with a copy of their current valid driver's license.

Auto Insurance: Village Charter School's insurance company requires that all drivers carry a **minimum of \$100,000.00 of Property Damage and \$100,000/person and \$300,000.00/occurrence of Bodily Injury coverage**. We will need a copy of the **declaration page** from your insurance policy demonstrating this coverage. It is also an option to obtain one-day coverage from your insurance company at this level of coverage. Evidence of this coverage must be provided to the school.

Remember to update expired licenses and insurance upon renewal.

IMMUNIZATIONS

Under these statutes, children in California are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries, and developmental centers. Schools, child care centers, and family child care homes are required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports.

Exemptions to Immunization Requirements:

The exemptions permitted by California law are:

Medical Exemption

Only a licensed Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) may provide a medical exemption that states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted.
- Whether the medical exemption is permanent or temporary.
- The expiration date, if the exemption is temporary.

Personal Beliefs Exemption

- Personal belief exemption documentation is no longer available.
- PBE filed before January 1, 2016 is valid until entry into the next grade span (transitional kindergarten through 6th grade).

MEDICATION AT SCHOOL

VCS cannot administer any medication to students without prior parental permission. All medication including inhalers must be brought to the office with instructions on dosage and use if it is to be given during school hours.

TOBACCO AND ALCOHOL

The Village Charter School is an alcohol, tobacco and drug free campus. There are no exceptions to this policy whether or not students are present. Any exceptions to this policy (Gala, adult only fundraisers, etc) will be clearly communicated to the community in advance.

FRAGRANCE-FREE POLICY

Per American Lung Association www.Lung.org • 1-800-LUNG-USA (1-800-586-4872)

A fragrance-free environment helps create a safe and healthy workplace. Fragrances from personal care products, air fresheners, candles and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. People with allergies and asthma report that certain odors, even in small amounts, can cause asthma symptoms. The Village Charter School will work with building management to ensure that products used to clean the workplace are fragrance-free and follow best practices to limit employee exposure to cleaning chemicals. Village Charter School recognizes the hazards caused by exposure to scented products and cleaning chemicals and we have a policy to provide a fragrance-free environment for all employees, students and visitors to keep a safe and healthy environment. This policy applies to both employees, students, parents and visitors of Village Charter School.

Policies

- Village Charter School expects that all classrooms, offices and spaces used by the staff, students and their visitors remain free of scented products.
- Personal care products such as cologne, perfume, aftershave lotions, scented lotions, fragranced hair products and/or similar products are not to be worn at the Village Charter School
- Use of artificial air fresheners and chemically derived candles are prohibited at the Village Charter School
- Use of cleaning products should also be free of fragrances.

VISITORS & VOLUNTEERS

All VCS visitors are to check in and out at the office prior to going to classrooms. Visitors must wear a school badge at all times on campus; these are found in the office by the check-in volunteer sheet.

Former students are welcome to visit VCS with prior approval from the hosting teacher and the Director. Visits are limited in time and activity participation.

PETS

Pets brought for share must first be approved by the classroom teacher. Dogs are to be kept on a short leash at all times and under the control of an adult. Due to liability and fear that some children have we ask that you think twice before bringing a pet on campus.

AFTER SCHOOL ENRICHMENT PROGRAMS

- All school rules apply to students enrolled in after school programs.
- After school programs are open to students of VCS only.
- Age ranges will be determined by the instructor.
- Payments can be dropped off in the school office but are to be made payable to the instructor.
- Students in extended care will be signed out for the program time period.
- Students not picked up at the end of the program will be signed in to extended care.
- There are no makeup dates for missing an afterschool lesson.

ENROLLMENT POLICIES

Village Charter School is an independent public school chartered by the Windsor Unified School District.

Open Enrollment: Open enrollment takes place after the first of the year. Dates for open enrollment will be posted on the school website and in school publications.

Applications: Applications for new students are accepted at any time throughout the year.

Siblings: Siblings applying for enrollment will have priority over other applicants.

Lottery: Whenever the number of applicants exceeds the number of spaces in the class, a lottery will be held.

Waiting List: Students whose applications are not drawn during the lottery or student applications received after the lottery will be placed on a waiting list. The waiting list will be valid for the school year in which the student has applied.

Exit Policy: Parents of students who leave VCS at any time during the school year are asked to put their exit reasons in writing. All extended care payments and the PGP pledge are to be paid at time of exit.

NON-DISCRIMINATORY POLICY

The Village Charter School admits the students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Extended Care Policies and Procedures

Program Rules

- Every student with the exception of kindergarteners* on campus 15 minutes after the end of the school day will be signed into the Extended Care program unless the child(ren) is in ***direct supervision (the child is within arm's reach) of a parent/guardian and is in an area of the campus not designated for extended care use.***
*Kindergarten students are signed in at their 1:00 p.m. dismissal.
- ***The Extended Care staff will ring a bell at 1:15 (Wednesdays) and at 3:15 marking the time that all students must be formally signed in to Extended Care. If you choose to stay on campus, we ask that you directly supervise your child(ren) and support the transition of other students in to extended care.***
- ***Please remember that at no time should a child be allowed to wander the campus unattended.***
- The school can only be responsible for supervising children signed into extended care. Please make every effort to supervise your child while on campus.
- Any non VCS children/siblings must be under direct supervision of an adult at all times.
- You must sign your child out of the program every day. Children not signed out by a parent at time of pick up will automatically be signed out by VCS extended care staff at 5:30 p.m.
- Please notify the office by 3:00 if a new person is picking up your child or there is a change to your regular pick up routine. New individuals must show picture I.D. until the Extended Care staff recognizes him/her.
- All school rules and behavior expectations apply to visiting siblings and guests.

Extended Care Fees:

- Hourly rate \$5.00 per hour.
- Materials fee \$50.00 - This onetime fee applies to anyone who uses Extended Care for more than 15 hours during the given school year. Families will be billed once a student reaches 15 hours of use.
- Hourly rate broken down by the $\frac{1}{4}$ hour – regardless of how many minutes into the $\frac{1}{4}$ hour:
(00-15 = .25 hr, 16-30 = .50 hr, 31-45 = .75 hr, 46-00 = 1 hr)
- Kindergarten care time begins at 1:00 p.m.
- 1st – 8th grade care time begins 15 minutes after the end of the school day:
 - ◆ 1:15 on Wednesday
 - ◆ 3:15 on Monday, Tuesday, Thursday, Friday
- Late pick-up fee \$20.00 (for any portion of 15 minutes after 6:00 p.m.)
- Bills are emailed the first week of the month.
- **NON-PAYMENT OF FEES:** After 30 days of non-payment toward your Extended Care balance with no payment attempt or payment arrangements being made your child will not be able to participate in the Extended Care program.
- Payments can be mailed to the school or brought in to the office (Exact cash or check only. Memo: E/C).

Non-Payment of Fees

Your child will not be able to participate in the Extended Care program if, after 30 days of non-payment towards your Extended Care balance, no payment or payment arrangement has been made. We thank you in advance for your prompt attention to any outstanding balances.

VILLAGE CHARTER SCHOOL PAYMENTS

Payments: can be dropped off in the school office.

- **Checks:** Make separate checks payable to VCS with a memo for; Extended Care, PPP, etc. Checks must be separate for bookkeeping purposes.
- **Cash:** Due to required accounting procedures cash is not an ideal payment option. Please pay by check when possible. If this is your only means of payment, please have exact change.
- **Credit Card:** Can be used for PPP payments.

Parent Pledge Program (PPP): We ask for a donation of \$125 per family per month. If you have more than one child attending VCS, please consider giving more.

Fingerprinting: Fingerprinting fees are \$54 through Tru Scan of Santa Rosa and includes the live scan service and DOJ fees. Fees are to be paid to Tru Scan (or the fingerprinting service of your choice) at the time of service.

Enrichment: Additional enrichment opportunities are offered at an optional, additional fee. Fees are paid directly to the vendor. Enrichment classes are subject to change and open to parent feedback.

Extended Care:

- Hourly rate \$5.00 per hour
- Materials fee \$50.00 – this one-time yearly fee applies to anyone who uses E/C for more than 15 hours in the school year.
- Late pick-up fee \$20.00 (for any portion of 15 minutes after 6:00 p.m.)
- Bills are emailed the first week of the month
- **NON-PAYMENT OF FEES:** After 30 days of non-payment toward your Extended Care balance with no payment attempt or payment arrangements being made your child will not be able to participate in the Extended Care program.
- The final payment for the year is due by June 15.
- Sliding scale is available. Please see Rebecca.

APPENDIX

Enrollment in The Village Charter School is a choice to participate in a specific approach to education that requires a strong working partnership between the school and every parent. As partners, we agree that:

THE SCHOOL WILL:

- Provide a safe and positive learning environment and program.
- Treat parents and students respectfully.
- Maintain regular ongoing communication with parents through a weekly school newsletter and written information from your class teacher.
- Inform parents of the progress and activities of the class through letters from the teacher and regular class parent meetings. Parent participation in the activities of the school will be encouraged.
- Provide opportunities for parent education throughout the year.
- Provide time for two parent/teacher conferences per child, per year.
- Provide teachers with professional development and mentoring as needed.
- Encourage open and direct communication, with opportunities for parents to provide feedback and input, and clear protocols for expressing and resolving concerns, disagreements, or conflicts.

THE PARENT WILL:

- Provide a home life for their children that supports the efforts and approach of the school, including a rhythmic daily schedule, adequate sleep, a healthy diet, restricting electronic media exposure, and minimizing stressful circumstances in daily life.
- Read the Parent Handbook and follow the school's policies, procedures, and practices.
- Read the weekly VCS Bulletin and quarterly Village Voices to stay informed and respond as needed.
- Learn about multi-age education to understand and be able to support the approach.
- Ensure regular and punctual daily attendance by their children.
- Monitor and support their children's adherence to the school's dress and behavior expectations.
- Attend regularly scheduled parent meetings and individual parent/teacher conferences.
- Participate in (volunteer) activities for the school using the guideline set forth in the Parent Participation Requirements. (See VCS Handbook for details)
- Participate in our Parent Giving Program to the degree they are financially able, so that the school can continue to provide an enriching educational experience for all students. (page 25-26 of the VCS Handbook)
- Treat teachers and staff respectfully.
- Communicate concerns or conflicts quickly and directly to the appropriate person; follow the established procedures for healthy resolutions of disagreement or conflict.
- Refrain from using private emails and/or social media to discuss school related conflicts.
- Keep all communications with POUUSD employees, Northwest Prep staff, SCOE staff, YMCA staff, their students and visitors to cordial pleasantries and direct the need for any additional communication to the VCS office.

The _____ family agrees to The VCS School & Parent Partnership Agreement.
Family Last Name

Print parent name: _____

Parent signature _____ Date _____

Why does VCS need the Parent Pledge Program (PPP)?

As an independent charter school, we have the freedom and flexibility to hand select our own amazing staff and to individualize our curriculum so EACH child's needs are met and his/her educational experience is full of joy and wonder. In exchange for this freedom and autonomy, we are responsible for significantly more of our own expenses than traditional, district supported public school sites. Traditional public schools are not responsible for managing costs related to leases, insurance, special education, or other operating costs.

A fully funded PPP at **\$125/month per family** enables us to meet our annual operating budget needs and fund all of our magical enrichment programs, field trips and festivals. It allows us to maintain our commitment to small class sizes and an extraordinary adult/student ratio in our classrooms. **\$125/month/family**, in addition to our major fundraising events (Gala, Creek Clean- up, etc.), will facilitate the growth and development of much needed reserves, help us create and maintain a teacher pay scale that is at parity with other local schools and ensure that our programs and school remain vital and sustainable for generations to come!

Thank You! ~ Please complete and return page 2

The Village Charter School

Annual Parent Pledge Program Agreement

Please complete, sign and return with registration packet

The _____ family pledges the following monthly donation:

\$125 / month

\$_____ / month

\$_____ / month

Additionally, to support VCS families
in
need of pledge assistance.

I/We will pay our pledge via the following payment option:

A **one-time payment** in full by **September 28, 2019** via the following method:

Check Credit card withdrawal (complete info below) Debit withdrawal (complete info below)

Credit card withdrawals* processed by the 15th of each month (At \$125/month this option costs VCS \$4.60)

Card number: _____

Expiration date: _____

Security code: _____

Debit Card Credit Card

Name on card: _____

Street Address: _____

Billing zip code: _____

Automatic bank withdrawals* (please fill out the ACH Debit section below)

AUTHORIZATION AGREEMENT FOR AUTOMATIC BANK WITHDRAWALS (ACH DEBITS)

I hereby authorize **The Village Charter School** to initiate withdrawal entries, for the purpose of fulfilling my Parent Pledge Program, from my/our account at the depository financial institution named below. I acknowledge that the origination of ACH transactions from my/our account must comply with the provisions of U.S. law.

Check preferred date of withdrawal: ___ 1st of each month ___ 15th of each month

Account # _____

Type of account: ___ checking ___ savings

Routing#: _____

Name of Bank: _____

Name on Account: _____

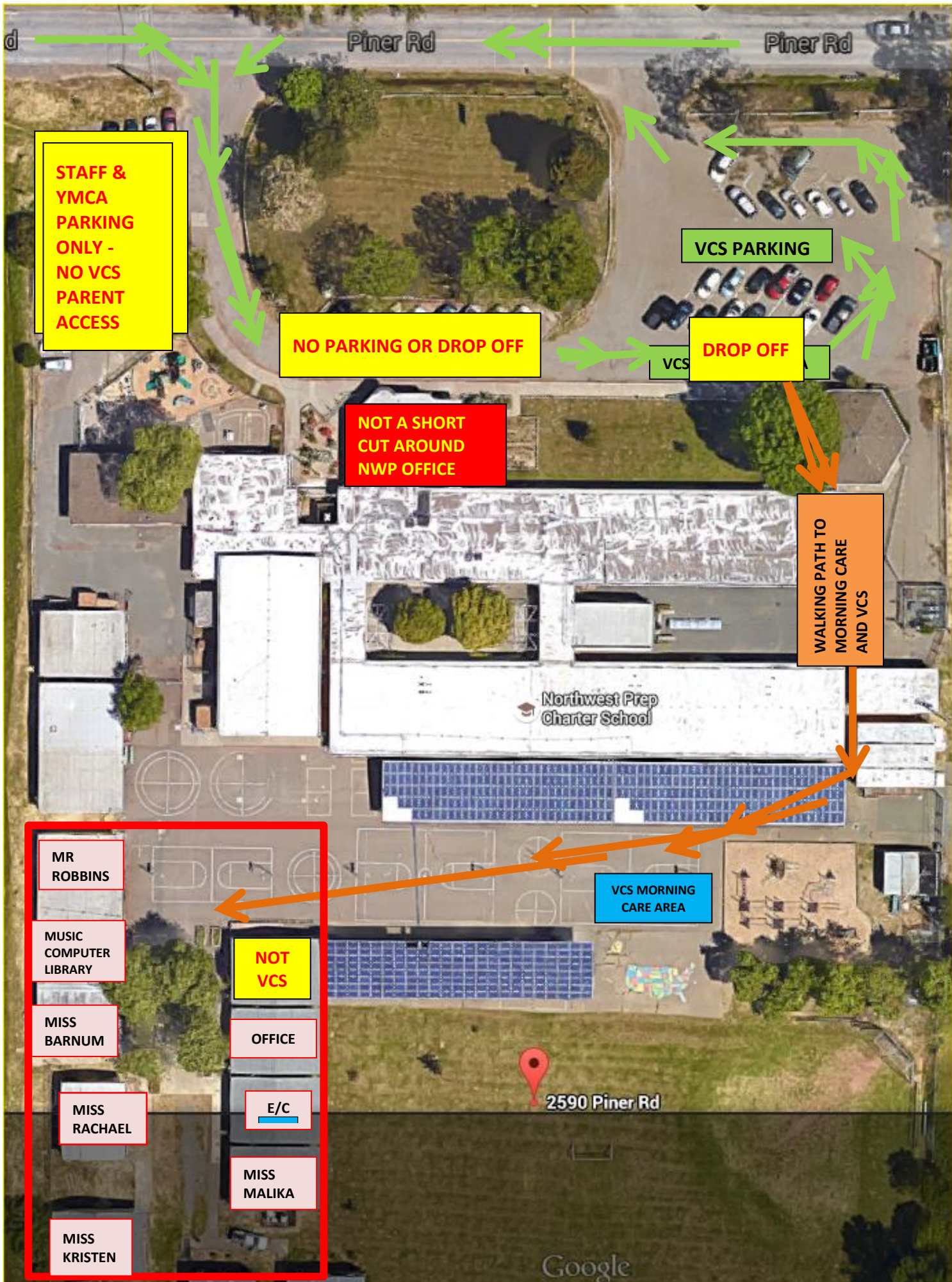
Phone Number: _____

By completing the Annual Parent Pledge Program Agreement, I/We pledge my/our support to the unique public education experience offered at The Village Charter School. I understand that this is a donation to The Village Charter School, a non-profit, EIN# 26-0642896 and has no effect on my child's enrollment. This voluntary tax-deductible contribution helps bridge the gap between the state public funding provided and the actual cost to deliver an integrated, holistic, child-centered, developmentally-based education at The Village Charter School.

Print Name _____ Signature _____ Date _____

Regular statements will be sent via email as a payment reminder and/or balance check. Please notify us if you find a discrepancy.

THANK YOU FOR SUPPORTING YOUR SCHOOL!



Piner Rd

Piner Rd

STAFF & YMCA PARKING ONLY - NO VCS PARENT ACCESS

NO PARKING OR DROP OFF

VCS PARKING

DROP OFF

NOT A SHORT CUT AROUND NWP OFFICE

WALKING PATH TO MORNING CARE AND VCS

Northwest Prep Charter School

- MR ROBBINS
- MUSIC COMPUTER LIBRARY
- MISS BARNUM
- MISS RACHAEL
- MISS KRISTEN
- NOT VCS**
- OFFICE
- E/C
- MISS MALIKA

VCS MORNING CARE AREA

2590 Piner Rd

SITE SUPERVISION PROTOCOL: A GUIDELINE FOR PARENT VOLUNTEERS & STAFF

Other than for telling time or for first aid emergencies, cell phone use is prohibited.

As a support to the community, anytime you're on site, please help attend to our children.

Using and naming the life skills are the foundation for all school community interactions (adult-adult, adult-child, and child-child). Children's behavior improves when they know that they're being actively supervised. This requires roaming, listening to interactions, and intervening using life skills.

- All games must be safe and friendly.

Take initiative and communicate with other yard supervisors to ensure that all areas on the playground are covered. If coverage is sufficient, engage with groups of children for non-competitive games and play.

- Introduce yourself to the students.
- Game Ideas: Hopscotch, jump rope, tag, fairy garden trip, skills course etc.
- Please understand this time is not an opportunity for personal conversations, but an opportunity to practice responsible supervision for the good of the children.

In play, you are the role model. This is crucial in how children learn to use life skills language.

- Example: "I noticed you were practicing friendship when you invited us to play"

Playground

- All play must be safe and friendly – Aggressive play such as killing or that which could cause harm should be redirected to a more safe and friendly game.
- Children must be in view by at least one adult supervisor at all times
- Whenever possible, play and games are to be inclusive of all abilities and ages.

Equipment: All equipment must be used for the purpose intended. Ex. Jump ropes are for jumping rope only. Balls are for kicking, throwing, and bouncing. Hula hoops are for well...you know. Cones are for marking games or spaces.

Sandbox: This is a safe place for quieter, creative play. No throwing sand period. If a child is throwing sand (even at the wall), he/she must leave the sand area.

Group Games: The kids love to play group games with facilitation. You are encouraged to set these up whenever possible.

Bathrooms

- Children must ask to go and must check in when they return!
- Always ask staff on duty about whether supervision is needed for specific children.

End of Play: When it is time for children to go back to class, encourage children to practice care, organization, and responsibility by gathering equipment, clothing, lunchboxes, and personal items.

Safety Concerns: Parents and staff should follow up with the child's teacher or Director if there are ongoing safety questions or concerns.

Communication: Keep all communications with NWP, SCOE staff and students to cordial pleasantries and direct the need for any additional communication to the VCS office.

We are asking you to uphold this level of integrity in using your life skills whether in the classroom, playground, parking lot, field trips, etc.

The Village Charter School Williams Uniform Complaint Form

The Williams Complaint Form is for local educational agencies (LEAs) to make available to anyone, especially parents, guardians, pupils and/or teachers, who wants to file a complaint regarding Williams-related issues. A Williams issue concerns deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and/or teacher vacancy or misassignment. This form contains elements required by California Education Code (EC) Section 35186 and California Code of Regulations, Title 5 (5 CCR) sections 4600- 4687.

California Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Response requested: Yes No

Name (Optional): _____

Mailing Address (Optional): _____

Phone Number (Optional): _____

Issue of Complaint (please check all that apply):

1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage. A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- Condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district

determines appropriate. A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers

The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

Teacher Vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)

Teacher Misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

Teacher Misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: _____

Location of problem: School name: _____

Address: _____

Room number: _____

Course or Grade Level and Teacher Name: _____

Describe specific nature of the complaint in detail. You may include as much text as necessary (please use additional pages):

Please file this complaint with the principal of the school or his/her designee in which the complaint occurred.

Location: _____

Title of Office: _____

Address: _____

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district official for resolution.