



The Mission Preparatory School

Family Handbook

2018-19

Mission

The Mission Preparatory School equips kindergarten to eighth grade students with the knowledge, skills, and strength of character needed to succeed in college and serve as leaders in their communities.

The Mission Preparatory School opened in August 2011 with 50 Kindergarten students. Each subsequent year, we will add one grade and enroll a new cohort of 50 Kindergarteners. We will work to ensure the school merits charter renewal and continue expanding to serve grades Kindergarten through eight. At full capacity, Mission Prep will serve a maximum of 450 students in grades K-8.

Vision

The Mission Preparatory School addresses the need for a free, public, college-preparatory school that provides a rigorous, high-quality K-8 education in San Francisco. We have an uncompromising commitment to upholding the highest academic and behavioral expectations for all children. Through an intensive focus on literacy and the implementation of strategic academic support structures, we ensure mastery of essential skills and content knowledge, accelerate student achievement, support student acceptance to top high schools, and lay the foundation for every child to excel in and graduate from college.

School Calendar & Schedule

Copies of our academic year calendar are available on the school website and in the office.

Regular school day schedule:

- Arrival is between 7:20 – 7:40am
- Dismissal on Monday, Tuesday, Thursday, and Friday is from 4:00- 4:10pm
- Dismissal on Wednesday is from 2:30 – 2:40pm

The typical daily schedule for each grade includes: Breakfast, Community Meeting, Read Aloud, Vocabulary, Writing, Phonics, Guided Reading, Math and Problem Solving, Morning or Afternoon Snack, Lunch, Physical Education, Science and Social Studies, Spanish, Enrichment, Music, Technology and Free Play.

After School Care

The Mission Preparatory School offers after-school care until 6:00pm on all school days. This is a grant-funded program and a requirement of the grant is that students who enroll must participate daily. This is not a drop-in program. Parents who choose to enroll their student must commit to their student attending daily.

Key information about After School Care at Mission Prep:

- Pick-up Time: 5:50-6:05pm.
- Wednesday Only Option: Parents may opt for care until 4:00pm on Wednesdays only.
- Cost: The cost for any after school care option is \$400 for the entire school year. Families will receive an invoice at the start of the school year.
- Program: After School Care includes a snack, homework time, and activities.

If your child is absent (or picked up early) more than three times in a school semester, we will have to dismiss them from the program. If your student must be absent from after-school please call the office at (415) 508-9626 to make arrangements for early pick-up. In the case of an absence you must pick up your child at Mission Prep at the regular school dismissal time (4:00pm on M,T, Th, F and 2:30pm on W).

We cannot provide care for any children after 6:05pm. Parents who arrive after 6:05pm will incur a fee of \$1 per minute and families for whom this is a recurring problem will need to make alternative arrangements and leave the program.

Attendance & Punctuality

Regular attendance is essential to our student's success. Parents and guardians are expected to ensure their student is in school each day, except in cases of serious illness or other emergency. Excessive absences will be considered a violation of the school commitment and students who miss an excessive number of school days may not be promoted to the next grade (please reference the Promotion Policy). Mission Prep will keep records of all student absences.

If parents or guardians know their child will be absent due to illness, a religious holiday, or family emergency, please call the Mission Prep office by 8:00am on the date of the absence. **Please note, absences due to illness, holiday, or emergency are still considered absences and recorded as such.** If a student misses school without notice to the office, Mission Prep staff will contact the student's parent or guardian by telephone, writing, or in person.

Parents and guardians are responsible for scheduling medical appointments outside of school time. The best times are Wednesday afternoons after 2:30pm or days when school is not in session. Please note that departures which occur before 1:00pm on regular days and before 12:00pm on early release days will result in the student being marked absent for the entire day.

Consequences for Absence

If a student is absent three times in a semester or seven times in a year, it is considered a serious issue. The parent or guardian will meet with the Head of School or a Dean. At the meeting, the issue will be discussed and an attendance plan will be developed.

The Head of School reserves the right to retain any student who misses more than ten days of school. In addition, a report may be filed with the Department of Children and Families.

Punctuality

Getting to school on time is key to your child's success – at school and in life. Our doors open at 7:20am each morning. Students must arrive between 7:20am and 7:40am. Students arriving early must wait with a guardian until the gate is opened at 7:20. Students arriving after 7:40am are considered tardy.

Consequences for Tardiness

If a student is late five times in a semester or eight times in a year, it is considered a serious issue. At this point, the parent or guardian will meet with the Head of School or Dean of Students. The issue will be discussed and a plan for on time attendance will be developed.

Suspensions Are Considered Absences

If students are absent from school due to suspension, these days will be treated the same as absences.

Arrival & Dismissal Procedures

Arrival

The school officially opens to students at 7:20am each day. Upon arrival, all students will be greeted by members of the school team. The students' uniforms will be checked and any violations will be noted and the parent or guardian contacted as appropriate. Students will enter through the back gate, pick up breakfast, and then proceed to their classroom door to be greeted by their teacher, who will supervise breakfast and Bright Work.

Dismissal

The school day officially ends at 4:00pm, except for Wednesdays, when it ends at 2:30pm. The first pick up window is 3:50-4:00pm and the second pick up window is 4:00-4:10pm. Families will enter through the gate at the top of the steps from the middle courtyard and check in with the teacher to pick up their children from the classroom.

Animals are not allowed on campus. Please refrain from bringing animals whenever dropping off or picking up your child(ren).

Families who are not participating in After-School Care are responsible for picking up their students promptly at dismissal time. Any students remaining at 4:10pm will be taken to the office for Late Pick-Up, which incurs a charge of \$1 per minute. Students who remain at 4:20pm will be taken to the after-school program, which incurs a fee of

\$20. Students who are taken to the after-school program may not be picked up until program dismissal at 5:50 – 6:05pm.

On Wednesdays, students remaining at 2:40pm will be taken to the after-school program immediately, which incurs a fee of \$20. These students must be picked up at 4:00pm.

The safety of our students is of utmost concern. Therefore, no student will be allowed to leave the school without an adult escort and no student will be allowed to leave the school with an adult who is not his or her legal guardian unless that guardian has indicated on the school release form that the adult is authorized to pick up their child(ren). California's laws establish that an individual reaches the age at which an individual is legally considered an adult when they reach 18 years of age.

School Uniforms

All students must come to school in the Mission Prep uniform every day. Uniforms unite our school community, demonstrate our sense of pride in education, reduce distraction, and create a sense of equality. When you see a group of students in the Mission Prep uniform, it is a powerful visual statement about our community and our commitment to education. When they put on their uniforms each morning, Mission Prep students commit to live up to high expectations for themselves.

If a student arrives at school with an incorrect or missing uniform item, the family will be called and asked to bring in the appropriate item, or the child will be changed out of the inappropriate item, the family will be notified and asked to return the borrowed item the next day. The family will be charged for the cost of any uniform items not returned within one week.

Students may not change out of the Mission Prep uniform at any point during the school day. Students must wear the Mission Prep uniform on all school field trips and on all special event days.

The Mission Prep uniform consists of:

- An orange polo shirt (long or short-sleeved)
- Black sweatshirt (pull-over; no hood, no zipper) Khaki pants
- Black shoes (rubber sole, all-black; not boots)
- Black socks
- Black belt (optional)

OTHER LOGOS: No logos, emblems, markings, designs, or insignias of any kind (e.g., Levi's, Polo, Gap, Fubu, Tommy Hilfiger, Phat Pharm, Sean John, etc.) are allowed on shirts, sweatshirts, pants, belts, shoes, or socks.

SHOES and SOCKS: Students must wear closed shoes that fit securely. Because students have physical education each day, we prefer that students wear sneakers instead of dress shoes. All shoes should be plain black without any distinctive logos or markings. If your child does not know how to tie shoes, please use shoes with Velcro instead of laces. Boots may **not** be worn in classrooms, but they may be worn on rainy days,

provided that students bring their uniform shoes in their backpacks and change into them upon entering the classroom in the morning. Students should wear plain black socks.

PHYSICAL EDUCATION (P.E.): There is no gym uniform and students may not change clothes for P.E.

SHIRTS TUCKED IN: All shirts must be tucked in at all times.

FIT: Clothing must fit appropriately. Clothing that is excessively baggy or tight is not allowed.

JEWELRY: Jewelry is not part of the Mission Prep uniform. Large earrings, chains/necklaces, rings, and bracelets tend to create distractions, and we do not want teachers and administrators to have to waste valuable learning time evaluating whether a piece of jewelry is too big or too noisy. In addition, such items are easily lost or damaged. If a particular item of jewelry is of significant importance, you may contact the Head of School to request a special allowance.

HEAD COVERINGS: Students must remove all hats, head-wraps, bandanas, kerchiefs, and other head-coverings upon entering the building unless worn in accordance with a religious observation.

JACKETS: Students may not wear jackets inside the classroom. All children must wear a uniform sweatshirt so will not have issues being cold inside the building. Students may wear jackets over their Mission Prep uniform sweatshirt on their way to and from school.

SHOELACES: Shoelaces must be tied at all times. If your child does not know how to tie shoes, use Velcro shoes.

MAKE-UP / NAIL POLISH: Make-up and nail polish should not be worn or brought to school.

HAIR: To minimize distractions and prevent the spread of lice, we recommend that students with long hair wear their hair pulled up in a bun or braids.

Whenever **any** element of physical appearance or grooming—even if it is allowable under the school's current rules—becomes a distraction to one's self or to others, it is no longer acceptable.

Homework

Homework is an essential component of the Mission Prep educational program. It is designed for students to practice skills taught in the classroom and develop good study habits. **Homework will be assigned EVERY night at Mission Prep.** Families can help their students by establishing routines at home for students to follow each day and providing a quiet, organized place to work.

Homework will include 20 minutes of required reading every night (including weekends and holidays), for which a parent signature is required on the Reading Log. Homework

must be completed in full and in accordance with Mission Prep high standards for professional presentation.

Each student will be provided with a Homework Folder in which to keep their work and will receive instruction on how to keep their work looking professional. Each student's Homework Folders will include their nightly Reading Log. Homework Folders are designed to teach students essential organizational skills, and they must be kept neat and in working condition with no stickers or writing on them.

The Reading Log on the Learning Log cover page of the homework packet must be filled out properly with a parent or guardian signature, and all assigned homework must be completed and in the folder. There are high standards for homework. **All homework must be neat, clean, and thorough.** All homework must be completed in pencil. Homework folders are turned in to teachers each morning as soon as students arrive at school.

If the homework or Reading Logs are late, missing, incomplete, or of poor quality, or if the Reading Log is not completed properly, then the student will make up the work at school during free play and/or during scheduled breaks. Parents will receive a note and/or phone call if their child has not completed homework or the Reading Log.

Independent Reading

The students who read the most at home are consistently the best readers. **Supporting your child's reading at home is the best way to help them improve their reading fluency, accuracy, vocabulary, and comprehension.** Mission Prep students are expected to read at home for **at least 20 minutes** each night, including on weekends and during school vacations. Great readers read for enjoyment and are always excited to pick up a book!

It is especially helpful when you ask your child to read out loud and stop occasionally to tell you what he or she has just read. **Only sign your child's independent reading log once you have actually seen him or her reading or being read to.**

Behavior

At Mission Prep, we work to ensure that every child is safe and has the chance to learn without disruption. We have high expectations for student behavior and we "sweat the small stuff" to create and preserve a focused learning environment.

Our teachers will use a variety of strategies to promote positive behavior and use positive reinforcement to create a healthy classroom community. We recognize and celebrate student successes at every opportunity. We also use logical consequences to address inappropriate behavior and to teach appropriate behavior. Students may lose school privileges (free play, field trips, etc.) when they violate the rules of their classroom and school communities. Mission Prep staff members are committed to enforcing consequences consistently and fairly for student behavior.

Mission Prep teachers and administrators will write notes to and/or call parents to share specific information regarding their students' behavior as appropriate. Parents will be contacted by phone in the case of any severe behavior.

Family Involvement

Mission Prep families are partners in the education of their children. The important task of educating a child calls for the school, the student, and the family to work together to ensure success. Our School-Family-Student Commitment reflects this shared responsibility and outlines our roles and obligations.

Family Involvement Opportunities

Our families are involved through:

- Family Orientations
- Academic Progress Conferences
- Teacher-Family Calls
- Daily Homework, Reading, and Learning Logs
- Volunteer Projects
- Family Achievement Council Meetings
- School and Classroom Events
- School Committees
- Monthly Cafecito

Family Orientation

Our Family Orientations will be held every August the week before the first day of school. Orientations will include a review of this handbook, presentation of key school policies, information about the instructional program, and systems for family communication.

Academic Progress Conferences

At the end of the first, second, and third quarters, parents come to the school for Academic Progress Conferences with their children's teachers. Please see our calendar for dates for Parent Teacher Conferences.

Teacher-Family Phone Calls

Throughout the year, you will receive phone calls from your child's teacher. This is an opportunity for you and the teacher to share updates about your child's academic and social progress and address any questions you may have. If you have an urgent question or concern, you can always contact your child's teacher or the school office via phone or email and expect a response within 24 hours when school is in session.

Learning Logs and School Announcements

Every day, your child will bring home their Homework Folder. The Homework Folder will contain:

- Homework packet
- Reading Log and Learning Log
- School/class announcements
- A monthly calendar with school events
- Student work and assessments

The Learning Log is the method we use for daily communication between teacher and parent. The log will include a note about what your child is learning each day, share

any noteworthy triumphs, and also note any specific concerns. There is also space on the Learning Log for the parent to write a short note back to the teacher.

School/Class Announcements will be placed in the left pocket of the Homework Folder. This will alert you to any updates to the schedule/calendar, upcoming events, field trip information, and other reminders. It is very important that you take the time to read information completely and respond when requested.

Volunteer Projects

The Operations Manager will send out requests for volunteers who can assist at the school with ongoing needs, such as arrival, dismissal, meal delivery, art class or specific projects. We are always grateful for any help you can offer.

Family Achievement Council Meetings

All Mission Prep parents and guardians are invited to monthly gatherings when we discuss school happenings, build community, exchange resources, and provide workshops related to supporting home learning.

School and Classroom Events

Mission Prep plans and hosts school-wide events such as the Winter Performance and Stepping Up Ceremony, and grade levels plan quarterly classroom events. Parents are welcome to attend these special events. We also appreciate families helping with planning, setting up, and cleaning up at events.

School Committees

Parents may volunteer to serve on school committees, such as the District/School/English Learning Advisory Council and the Wellness Committee. We will send out meeting announcements and requests for participation throughout the year.

School Visitor Policy

Parents and guardians of Mission Prep students are encouraged to visit the school during designated event and meeting times and are always welcome to schedule individual meetings with teachers and administrators. Unless prior written approval from the Head of School has been granted, parents and guardians will not visit classrooms during instructional hours in order to limit disruption to our students and teachers.

Assessments

Mission Prep employs multiple assessments to monitor student progress, inform instruction, and ensure that all students are on the path to college. Teachers and administrators work to create a positive environment for assessments, making them opportunities to show off all that students have learned. The assessments, which include the Measures of Academic Progress (a nationally normed math and language arts test), the Developmental Reading Assessment (DRA - a reading level assessment), and other internally developed assessments are administered throughout the year. Beginning in 3rd grade, students will participate in state testing using Smarter Balanced assessments. Teachers analyze the results to inform their instruction and identify students ready for the next level of challenge and/or in need of extra help. Results are shared with families through notes home, phone calls, conferences, and report cards.

Promotion Policy

Mission Prep is committed to setting up students for success, so we have rigorous standards for promotion. It is not automatically assumed that students will pass from one grade to the next: each student must earn promotion by demonstrating mastery of essential grade-level knowledge and skills. Students may not be promoted if they are performing significantly below grade-level standards and will instead have an additional year to develop the skills, knowledge, and capacity needed to be successful in the next grade and beyond. Promotion decisions will be made by the Head of School and Academic Dean and will be based on measures including a student's performance in class and on assessments, attendance, and homework completion.

General standards for promotion include:

- Attendance at least 90% of school days.
- Demonstration of grade-level proficiency in reading as indicated by the Developmental Reading Assessment and MAP assessment.
- Demonstration of grade-level proficiency in math as indicated by a minimum average of 70% mastery of math standards.
- Completion of required homework and home reading.

A student may be a candidate for retention if he or she does not meet one or more of the above standards. The School Director and Dean of Curriculum and Instruction will consider each of these factors in making promotion decisions. We will track daily attendance, reading and math proficiency, homework, and home reading completion closely and communicate promptly and directly with families to minimize the impact of absence and/or homework on any child's academic progress.

Students who have IEPs will be promoted to the next grade based on successful completion of the goals of the IEP in alignment with the school's promotion policy.

School leaders and staff will communicate this policy proactively to students and families and will uphold and implement the policy fairly and consistently.

School Meals

Breakfast, lunch, and snack will be available each day at Mission Prep through our food vendor, Revolution Foods. Families that choose to participate in the school meals program and are not eligible for free lunch will receive a quarterly invoice which must be paid within 15 days.

Families may send breakfast, lunch, and snack to school; however, students will not have access to a refrigerator or microwave. If you are sending meals to school with your child, we ask that you send nutritious foods in one bag or container that has the student's name on it. **Candy, gum, junk foods, and sugary drinks (i.e. soda, Capri Sun, Nesquik) may not be brought to school.** Any food items that are not allowed will be sent back home.

Nursing Services & Medication

Mission Prep will notify the parent or guardian immediately if a student is too ill to be at school. In the case of a minor illness or if a child requires medication during school hours, we can assist by administering medication. However, medication may not be given without the completion of a release form by a healthcare provider. This policy applies to all medication, including aspirin, Tylenol, and other over-the-counter drugs. All student medications will be kept in a locked cabinet.

Student Records

The school administration is in charge of student records. If a parent or guardian would like to examine a child's record, they should submit a request in writing to the Head of School. Within five business days of receipt of a written request, the school, depending on the requested information, will respond by:

Making the information available at the school itself during normal business hours to the person requesting it;

Denying the request in writing; or

Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.

There are two different types of student records:

Directory Information: Directory Information is basic information such as name, address, and telephone number. We will not share family information without permission from that family. Other information may be obtained, such as contact information for an employee of the school.

Confidential Records: Confidential Records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parent / guardian.

Other Information and Policies

Cell Phones / Electronics

Students are not allowed to use cell phones or other personal electronic devices (games, ipods, etc.) in school or on school field trips. If a cell phone or personal electronic device is seen at school, it will be confiscated from the student and returned when a parent or guardian comes to the school to pick it up.

Messages / Phone Use / Voicemail

Students and teachers may not receive incoming phone calls or messages during the school day unless there is an emergency that requires immediate attention.

Student Belongings

Items including, but not limited to, toys, game cards (Yugio Cards, Pokemon Cards, etc.), trading cards (baseball cards, football cards, etc.), silly bands, markers, stickers, and other non-school items are not allowed at school. Mission Prep provides students with all of the learning tools they need. Students who violate this rule will have their item(s) confiscated until picked up by a parent and will receive a consequence for the violation of a school rule.

Lost and Found

The school keeps a small lost and found box in the main office. At the end of every quarter, items left in the box may be donated to a local charity.

Classroom Parties, Birthdays, and Other Events

To maintain the structure and consistency of the school day, Mission Prep does not host classroom parties. The school will celebrate special days in the lives of students in alternative ways, such as with a song during calendar math time or recognition during community meetings. Out of respect for other families' traditions, dietary choices, and values, please do not send any party items to classrooms.