

# 2018/19 School Calendar and Important Dates

## August

19 Back to School Bash  
20 MATES Board Meeting  
21 School Starts/Welcome Coffee  
27 Computer/Music Specialists Begin  
30 Back to School Night

## September

3 No School - Labor Day  
7 Directors' Dialogue  
10 No School - Local Holiday  
11 Science/PE/Dance/Art Specialists Begin  
11 Band Begins  
14 MATES Volunteer Orientation  
17 MATES Board Meeting  
19 No School - Local Holiday  
25 Core Values Assembly K-2  
28 Free Dress Day

## October

4 Picture Day  
5 Directors' Dialogue  
15 MATES Board Meeting  
15-19 Parent Conferences (minimum days)/Progress Reports  
15-19 Book Fair  
18 Parent Empowerment Day  
18 Shake Out  
21 Thousand Oaks Street Fair  
27 Charter Day (10 Year Celebration)  
30 Core Values Assembly 3-5  
31 Halloween Parade/Free Dress Day

## November

2 Directors' Dialogue  
12 No School - Veteran's Day  
13 MATES Board Meeting  
15 Make-up Picture Day  
16 Free Dress Day  
16 End of First Trimester  
19 No School - Staff Development  
19-23 No School - Thanksgiving Holiday  
27 Core Values Assembly K-2

## December

6 Band Concert 7 pm  
7 Directors' Dialogue  
7 Report Cards  
8 Camarillo Christmas Parade  
17 MATES Board Meeting  
21 Free Dress Day  
24-31 Winter Break

## January

1-4 Winter Break  
7 School Resumes  
11 Directors' Dialogue  
14 Open Enrollment Begins  
14 MATES Board Meeting  
21 No School -- Martin Luther King Day  
25 Free Dress Day  
29 Core Values Assembly 3-5  
31 Winter Art Gallery

## February

1 Directors' Dialogue  
1 Progress Reports  
11 MATES Board Meeting  
14 Free Dress Day  
15 No School - Lincoln's Birthday  
18 No School - Washington's Birthday  
22 Open Enrollment Ends  
22-28 Spring Photos - Brenda Russett  
26 Core Values Assembly K-2

## March

1 Spring Photos - Brenda Russett  
1 Directors' Dialogue  
6 End of Second Trimester  
7 Talent Show K-2  
8 Talent Show 3-5  
15 Free Dress Day  
18 MATES Board Meeting  
21 Lottery  
22 Report Cards  
26 Core Values Assembly 3-5

## April

3 Parent Empowerment Night  
5 Directors' Dialogue  
8 MATES Board Meeting  
15-22 Spring Break  
23 School Resumes  
26 Free Dress Day  
30 Core Values Assembly K-2

## May

1 Volunteer Tea  
3 Directors' Dialogue  
6-10—3<sup>rd</sup> Grade CAASPP Testing  
6 MATES Board Meeting  
10 Progress Reports  
13-17 - 4<sup>th</sup> and 5<sup>th</sup> Grade CAASPP Testing  
20-24 Book Fair  
20 MATES Board Meeting  
23 Open House  
27 No School -- Memorial Day  
28 Core Values Assembly 3-5  
31 Free Dress Day

## June

3 MATES Annual Board Meeting  
7 Last Day of School/Free Dress -Report Cards

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# Welcome Letter from the Directors

Dear Parents and Students,

Welcome to Meadows Arts and Technology Elementary School (MATES) where we Imagine Possibilities, Build Community, and Inspire Excellence.

We are proud to provide your family with a quality education, and we look forward to working with you to make the 2018-19 school year successful.

Please read and discuss this handbook together with your child. It will inform you of our programs and policies used at MATES. Please keep this to refer back to when questions arise. Keep in mind that minor changes may be made and they will be updated on the MATES website [www.matescharter.org](http://www.matescharter.org).

The staff at MATES is committed to instituting a vision that welcomes innovation, honors the past, transforms the future, commands achievement, and empowers all children through the arts and technology. Specialists enhance our students' core educational experience. These additional teachers work hand in hand with the general education classroom teachers to maximize the learning experiences at MATES.

MATES has established the following core values to signify what each member of the MATES community should strive for in their actions.

**The HEART of an Eagle:**

H - have courage to do what is right.

E - each person is responsible for their actions and words.

A - achieve your personal best - don't settle for less!

R - respect yourself, your peers, and authority.

T - take time to be friendly, giving, and caring.

We look forward to building strong working relationships with your family.

Sincerely,

**Brenda Olshever**  
Executive Director

**Kristen Walker**  
Assistant Director

## The MATES Mission Statement

*Instituting a vision that welcomes innovation, honors the past, transforms the future, commands achievement, and empowers all children through the Arts and Technology.*

The mission of the school becomes a reality for all students as we offer a school setting that reflects the community's desire to have access to a rigorous academic program with an emphasis on the visual and performing arts and technology. The school implements an integrated educational program that provides students with the opportunity to apply their knowledge and skills to real-life situations and in service to their community. We build on the collaborative learning resources of parents, teachers, community members, universities, and students, all partnered and dedicated to the goal of enabling all students to become self-motivated, competent, lifelong learners. MATES is a directly funded independent charter school and operates as a California Nonprofit Public Benefit Corporation. MATES operates autonomously from the Conejo Valley Unified School District but does receive supervisory oversight from its authorizer, the Ventura County Board of Education. MATES is governed by a corporate Board of Directors in accordance with its adopted corporate bylaws.

### Office Hours and Contact Information

Meadows Arts and Technology Elementary School  
2000 La Granada Drive  
Thousand Oaks, CA 91362  
Phone: (805) 495-7037  
Fax: (805) 374-1160  
Attendance Line: (805) 495-1955  
Web Site: [www.matescharter.org](http://www.matescharter.org)  
School office hours: 7:30 am - 4:00 pm, M - F

#### Key Office Personnel include:

Executive Director  
Brenda Olshever  
[bolshever@matescharter.org](mailto:bolshever@matescharter.org)

Administrative Assistant  
Renee Johnston  
[rjohnston@matescharter.org](mailto:rjohnston@matescharter.org)

Assistant Director  
Kristen Walker  
[kwalker@matescharter.org](mailto:kwalker@matescharter.org)

Senior Office Clerk  
Gigi Lestak  
[glestak@matescharter.org](mailto:glestak@matescharter.org)

## MATES Board of Directors

Jennifer Murasky, President  
June, 2019  
[jmurasky@matescharter.org](mailto:jmurasky@matescharter.org)

Joey Tennison, CFO  
June, 2019  
[jtennison@matescharter.org](mailto:jtennison@matescharter.org)

Nicole Flynn, Vice President  
June, 2020  
[nflynn@matescharter.org](mailto:nflynn@matescharter.org)

Christine Evangelista, Secretary  
June, 2020  
[cevangalista@matescharter.org](mailto:cevangalista@matescharter.org)

Marnee McLean  
June, 2019  
[mmclean@matescharter.org](mailto:mmclean@matescharter.org)

Leslie Blevins  
June, 2019  
[lblevins@matescharter.org](mailto:lblevins@matescharter.org)

Brian Graver  
June, 2020  
[bgraver@matescharter.org](mailto:bgraver@matescharter.org)

Therese Eyermann  
June, 2020  
[teyermann@matescharter.org](mailto:teyermann@matescharter.org)

Kim Stafford  
June, 2020  
[kstafford@matescharter.org](mailto:kstafford@matescharter.org)

The MATES Board of Directors meets monthly. Meeting dates and times are listed on the MATES website. The public is welcome to attend all open session meetings.

## Teacher Contact Information

### **Grade K**

Julianne Roll, Room 1  
[jroll@matescharter.org](mailto:jroll@matescharter.org)  
Sarah Meager, Room 2  
[smeager@matescharter.org](mailto:smeager@matescharter.org)  
Courtney Gavin, Room 3  
[cgavin@matescharter.org](mailto:cgavin@matescharter.org)  
Jennifer Glazer, Room 3  
[jglazer@matescharter.org](mailto:jglazer@matescharter.org)

### **Grade 1**

Kendal Baker, Room 4  
[ksears@matescharter.org](mailto:ksears@matescharter.org)  
Gavin Taylor, Room 5  
[gtaylor@matescharter.org](mailto:gtaylor@matescharter.org)  
Julie Stevens, Room 6  
[jstevens@matescharter.org](mailto:jstevens@matescharter.org)

### **Grade 2**

Penny Appleford, Room 7  
[pappleford@matescharter.org](mailto:pappleford@matescharter.org)  
Emily Mackenzie, Room 8  
[emackenzie@matescharter.org](mailto:emackenzie@matescharter.org)  
Alison Linklater, Room 15  
[alinklater@matescharter.org](mailto:alinklater@matescharter.org)

### **Grade 3**

Suzanne Shaffer, Room 9  
[sshaffer@matescharter.org](mailto:sshaffer@matescharter.org)  
Kim Shen, Room 9  
[kshen@matescharter.org](mailto:kshen@matescharter.org)  
Gurminder Turner, Room 10  
[gturner@matescharter.org](mailto:gturner@matescharter.org)  
Kristi Klingerman, Room 16  
[kklingerman@matescharter.org](mailto:kklingerman@matescharter.org)

### **Grade 4**

Denise Bain, Room 13  
[dbain@matescharter.org](mailto:dbain@matescharter.org)  
Kristen Fiss, Room 14  
[kfiss@matescharter.org](mailto:kfiss@matescharter.org)

### **Grade 5**

Rebecca Winter, Room 11  
[rwinter@matescharter.org](mailto:rwinter@matescharter.org)  
Sally Tuchman, Room 12  
[stuchman@matescharter.org](mailto:stuchman@matescharter.org)

### **Special Education Staff**

Alexandra Dietz, Resource Teacher  
Room 24  
[adietz@matescharter.org](mailto:adietz@matescharter.org)  
Lora Blaney, School Psychologist  
Room 23  
[lblaney@matescharter.org](mailto:lblaney@matescharter.org)  
Julie Tunnermann, Speech Pathologist  
Room 23  
[jtunnersmann@matescharter.org](mailto:jtunnersmann@matescharter.org)

### **Support Staff**

Jessica Lara, Response to Intervention  
[jlara@matescharter.org](mailto:jlara@matescharter.org)  
Chris Haynes, IT Specialist & Computer  
Specialist  
[chaynes@matescharter.org](mailto:chaynes@matescharter.org)  
Renee Dake, Librarian & Response to  
Intervention  
[rdake@matescharter.org](mailto:rdake@matescharter.org)  
Frank LaGuardia, Music Specialist  
[flaGuardia@matescharter.org](mailto:flaGuardia@matescharter.org)

## General Communication Methods

MATES has in place a variety of mechanisms designed to keep parents informed of what is going on at the school.

- Our website, [www.matescharter.org](http://www.matescharter.org), is the primary source for school information. MATES can also be found on Facebook, and we have our own phone app.
- You will receive email updates/newsletters.
- Every Wednesday, students will be given a "Wednesday folder" containing various school communications, monthly school calendars and flyers from organizations not associated with MATES. Only your youngest child will receive an envelope containing all the aforementioned items. Folders for older children may contain materials pertinent to their grade and/or class. You have an option to receive this information in an e-folder instead of paper.
- Please make a point to also check the marquee in front of the school for important school information.
- You may periodically receive a recorded message at your home telephone via the Connect Ed Message System updating you on a MATES event or notifying you of an emergency situation. Communication with teachers may be done through email, teacher websites or blogs, or phone calls.

## Communication of Parent Concerns

Parents/Guardians may have questions concerning specific pupil progress or attentiveness within the instructional area. These parental concerns should be directed initially to your child's teacher. Escalation of the concern should follow the steps listed below per the **MATES Grievance and Dispute Policy**:

MATES encourages the early, informal resolution of complaints whenever possible and prohibits retaliation against complainants. MATES will not investigate anonymous complaints unless it so desires. To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against MATES employees:

- Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns (e.g., Teacher, Specialist, Staff Member).
- If a parent/guardian is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the Assistant Director or Executive Director or his/her designee who will attempt to resolve the complaint. A copy of the written complaint will be provided to the affected employee.
- When a parent complaint to the Assistant Director and the Executive Director does not result in a resolution of the complaint, the Board may elect to review the complaint if requested by the parent. If the Board elects to review the complaint, the written complaint, accompanied by the written response of the Assistant Director or the Executive Director (copies of which have been provided to the affected employee), will be reviewed in Closed Session of the Board and a written response provided to both the parent making the complaint and the affected employee. The Board's decision regarding the complaint shall be final.
- Complaints related to the Assistant Director or the Executive Director should first seek resolution through direct communication between the complainant and the Assistant Director or the Executive Director. If a complainant is unable or unwilling to resolve the complaint directly with the Assistant Director or the Executive Director, they may request review of the complaint by the Board. The complaint should be filed in writing with the Board. The decision of the Board shall be final.

For additional information on the MATES dispute procedures, please review the **Grievance and Dispute Policy** on the MATES website.

## School Health and Safety

For the safety of your children and the MATES staff, all access gates to our campus will be locked from 8:15 a.m. to 2:35 pm (8:15 a.m. to 1:10 p.m. on Tuesdays). All parents and visitors must enter the MATES campus via the front office and scan in/scan out on the Visitor/Volunteer LobbyGuard System. Once you have signed in, a visitor's badge will be issued to you at that time. Any forgotten lunches or other items **must be delivered to the office—parents should not sign in as a volunteer in order to deliver forgotten items to classrooms.**

In order to help maintain an educational environment that provides for student safety, the Board is committed to keeping the school free from disruptions and to keeping unauthorized persons from entering school grounds. The Executive Director, Assistant Director, or designee shall provide for the prompt removal of any individual from school grounds who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or threatens to cause property damage in accordance with law or Board policy (Health and Safety Policy 4.1).

Students may not ride bicycles, scooters or skateboards to school as there are busy streets surrounding MATES — many with fast-moving traffic which is not regulated by street lights. In addition, we do not have a secure location for bike storage during the day.

## Emergency Authorization Cards

Each year parents are asked to fill out an "Emergency Authorization" card for each child in school. It is very important for the safety of your child that these cards are kept up to date. These cards are maintained in a file and are used by the office in the event that we need to reach you. A change during the school year in any of the following must be reported to the school immediately.

- Home phone number, address, cell phone
- Parents' business phone number and/or address
- Doctor's name and phone number
- Names, addresses, and phone numbers of friends or relatives you have designated on the emergency card. These are contacts the office may call in case of illness or emergency. They DO NOT necessarily have permission to remove your child from school for any other reason.
- Please be sure to list all medications your child currently takes—and make changes as necessary.

For your child's safety, please keep your Emergency Card current.



## **Medication Guidelines**

If your child takes medication during the school day, a medical form, signed by the physician, must be on file in the school health office. Without the form, school personnel cannot dispense medication to children. This includes any over-the-counter medication such as Tylenol, cough medicine or cough drops. Children are not permitted to have medication of any kind in their possession at school.

## **Disaster Preparedness**

The MATES Administration maintains a comprehensive school safety plan which details provisions for handling emergencies and disasters. This plan addresses emergencies and disasters including, but not limited to the following: fires, earthquakes and other natural disasters, environmental hazards, attacks or disturbances by an individual or group, and medical emergencies and quarantines such as a pandemic influenza outbreak.

As part of the preparation for these events, MATES has developed and tested communication platforms, such as Connect Ed and web sites to effectively distribute information about school site emergency procedures to staff, students, and parents/guardians.

In the event that a fire or other emergency situation merits a site evacuation, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

Additional information related to the MATES Disaster Preparedness and Health and Safety Policies can be found in the Policy section on the MATES website.

# Daily Bell Schedule

## **Daily Bell Schedule**

(Mon, Wed., Thurs., Fri.)

7:45 am Gates open

8:05 am Warning Bell

8:10 am Tardy Bell

9:45 am Primary Recess

10:05 am End Primary Recess, begin Upper Recess

10:25 am End Upper Recess

11:40 am Primary Lunch

12:15 pm Upper Lunch

12:25 pm End Primary Lunch

1:00 pm End Upper Lunch

1:40 pm Primary Recess

1:45 pm Kindergarten dismissal

2:00 pm End Primary Recess

2:45 pm Dismissal

## **Tuesday Bell Schedule**

7:45 am Gates open

8:05 am Warning Bell

8:10 am Tardy Bell

9:45 am Primary Recess

10:05 am End Primary Recess, begin Upper Recess

10:25 am End Upper Recess

11:40 am Primary Lunch

12:15 pm Upper Lunch

12:25 pm End Primary Lunch

1:00 pm End Upper Lunch

1:20 pm Dismissal

# Academic Information

## Student Learning Objectives

MATES establishes curriculum priorities based on the needs of students at the school as determined by the school's vision and mission, demographic data, achievement data, current research trends/innovations, and recommendations of staff, parents/guardians, and community members.

The curriculum development process provides for ongoing development, review, and evaluation of the MATES curriculum in keeping with these priorities. Student Learning Objectives - MATES believes that all students need to meet high standards of academic knowledge and skills. In addition, they must have the ability to apply their skills to the workplace, where they will be required to adapt to emerging technologies and changing societal needs. A summary of these standards include:

- Mastery of skills and knowledge in mathematics, English, science, civics, government, economics, history, geography, health, safety, physical education, and encourages participation the visual and performing arts and technology.
- Ability to analyze, think creatively, solve problems, make decisions and apply knowledge and skills to real-life situations
- Strong communication and interpersonal skills
- Experience with a variety of technologies
- Skills that can lead to more advanced education and/or interests
- Respect for a diversity of cultures and thoughts
- Opportunities to develop healthy self-esteem
- Awareness of the responsibilities of citizens in a democracy and the importance of community service
- A positive work ethic, and ability to work independently or in a team
- Ability to seek out, organize and learn new information

For additional information on the definition, selection and evaluation of MATES curriculum, please review the **Curriculum Policy** on the MATES website.

## Homework Guidelines

Homework assignments are an integral part of the school instructional program. Homework is designed to help students with a wide range of subjects, and to develop many different skills. Homework assignments will take many different forms, but should always be based on skills previously taught in the classroom. The MATES homework policy allocates up to 10 minutes per night in Kindergarten, up to 20 minutes in grades 1-2 and 30-50 minutes per night in grades 3-5. Parents may request homework for an absent student by calling the Absence Line at 805-495-1955 prior to 9:30 a.m. for pickup after school.

## Library and Textbooks

All MATES students have an opportunity to visit the school library on a weekly basis with their class and to check out books. Students are responsible for library books they check out. If books are damaged or lost, students will be expected to pay for repair or replacement.

Students will be assigned textbooks in some of the curriculum areas. Teachers may request that these books be covered with book covers to increase the longevity of the books, particularly those books that go home for home study.

## Communicating Student Academic Progress

Each child receives a report card three times during the school year indicating his/her performance in school. In accordance with Education Code 49069 a signature is required by parent or guardian in order for your child to hand carry their report card/progress report home. If parental consent is not given, reports cards are sent home via US Mail. Parents are asked to sign and return the report card envelope to their child's teacher to confirm receipt of the report card.

Progress reports are another way to keep parents informed about how their children are doing in school. At the time of the first progress report a parent/teacher conference will be held. This conference is an important way for us to communicate to you how your child is doing in school and also to learn about your child from the information you share with us. Please make every effort to attend this conference. Other than the scheduled conferences at progress report time, a conference can always be initiated by parent or teacher as need dictates. Please write an email or a note to your child's teacher or call the office to request an appointment.

## Independent Study

MATES offers Independent Study as a means of addressing occasions where students face restrictions in their ability to participate in a regular classroom setting (Such instances include illness, funerals, weddings, and other **unavoidable** circumstances - Vacations are avoidable and will not be granted independent study). Students are not required to participate in independent study. Short-term independent study will not be utilized for any absences of less than two consecutive school days and should not extend for any period longer than three continuous weeks.

Parents are asked to provide adequate notification (at least one week) of an upcoming independent study request in order to allow certificated staff to design the short-term contract and subsequently evaluate its completion.

For additional information on the independent study guidelines, please review the **Independent Study Policy** on the MATES website.

# Parent / Student Rights and Responsibilities

## Character Education/Discipline

Values and character education development usually occurs over a number of years and within a number of environments. As students progress through their foundational school years, it is important that their education provide instructional opportunities, explicit and implicit, that help them develop their beliefs about what is right and good.

When student misconduct occurs that runs contrary to the best interests of MATES and fellow students, disciplinary procedures are necessary to control and/or correct the misconduct. This Student Code of Conduct and Disciplinary Policy has been established in order to promote learning/character development and protect the safety and well-being of all students at Meadows Arts and Technology Elementary School ("MATES").

MATES has established the following core values to signify what each member of the MATES community (students/parents) should strive for in their actions.

### The "HEART" of an Eagle

**H** ~ have courage to do what is right

**E** ~ each person is responsible for their actions and words

**A** ~ achieve your personal best - don't settle for less!

**R** ~ respect yourself, your peers, and authority

**T** ~ take time to be friendly, giving, and caring.

MATES supports the use of frequent positive reinforcements to students who behave appropriately. MATES staff should make themselves visible, seek out students who are behaving responsibly and strive to create a positive environment throughout the school. Positive reinforcements can be provided to students, groups of students, or to an entire class. Although not limited to the following, reinforcements can take the form of:

Praise

Awards

Positive notes to parents

Positive phone calls to parents

Special privileges

Minor Acts of Misconduct - Addressed directly by classroom teacher, specialist or campus supervisor

Moderate Acts of Misconduct - Addressed directly by classroom teacher, specialist or campus supervisor. Includes parent notification.

Major Acts of Misconduct - Must involve the Assistant Director or the Executive Director or other administrative designee.

For further information please review the **Student Code of Conduct and Disciplinary Policy** on the MATES website.

# School Rules

## Before and After School

- Students should not arrive before 7:45 a.m. and should leave the school at 2:45 p.m. (1:20 p.m. on Tuesdays) unless they are enrolled in a special class - as there is no campus supervision.
- Students need to be in their classrooms by the time school begins at 8:10 (second bell) or they are considered tardy and must report to the office for a tardy slip.

## During School Hours

- Students are to eat in the designated areas and not while they are playing.
  - Students are to use good manners while waiting in line, remain seated while eating lunch and are responsible for cleaning up their eating area.
  - Students are to remain seated until dismissed from lunch tables by the campus supervisors. Once dismissed to the play area students may not leave the yard without permission from a campus supervisor.
  - Rock throwing or throwing of any items other than designated playground equipment is not allowed.
  - Students are to walk on the sidewalks at all times.
  - Games are "open" to all students unless closed due to specific grade level game or number already playing.
  - Games involving tackling, pushing, shoving, or tripping are not allowed.
  - All equipment is to be used properly (i.e. jump ropes are for jumping).
  - Students are not to bring any electronic equipment such as iPads, iPods etc. to school.
  - Students are not to bring any playing or trading cards to school.
  - Students are to play in designated areas and not behind classrooms, in bathrooms or on the hills.
  - Students are not permitted to sell items or to buy items from other students on school grounds.
  - Swearing or offensive language will not be tolerated at school.
  - Students may not bring any dangerous items or materials to school at any time.
  - Bicycles, skateboards, scooters, rollerblades, or roller skate shoes are not permitted on school grounds at any time.
  - Cell phones are not recommended at school. They may not be used in class and, if lost or stolen, they are not the responsibility of the school. Students who possess a cell-phone must keep it off and in a secure location during the school day.
    - Valuables such as jewelry or watches should also be left at home.
  - Students' attire and grooming (no non-human colored hair) shall not interfere with or cause a disruption to the educational program. Please see the Dress Code Guidelines section of this handbook for more information.
  - Appropriate clothing and shoes (no flip-flops, clogs, heels) should be worn at all times to ensure safety at recesses and at physical education. Shoe skates are not allowed unless the rollers have been removed. Hats are not to be worn in the classroom except for medical or religious reasons. Students may wear hats on the playground for sun protection, forward facing.
  - Students are not allowed to chew gum at school (unless permitted by the teacher).
- For additional information on the MATES discipline procedures, please review the **Student Code of Conduct and Disciplinary Policy** on the MATES website.

## STUDENT RULES

### MATES STUDENTS DO:

- Respect others and their property.
- Respect the landscaping, including the trees.
- Walk on campus in and around the classrooms.
- Talk quietly outside the classrooms.
- Keep a friendly and positive attitude.
- Act in a polite/respectful manner in assemblies
- Listen to and follow instructions of teachers and school employees.
- Take their hats off inside any building.
- Run only on the grassy field, not on the campus.

### STUDENTS AT MATES MAY NOT:

- Possess or carry a knife, gun, explosive or other dangerous object.
- Fight with, or cause or attempt to cause physical injury to, another person.
- Possess or use any tobacco product.
- Cause or attempt to cause damage to school or private property.
- Commit an obscene act or engage in profanity or vulgarity.
- Disrupt school activities or willfully defy the authority of supervisors, teachers or administrators.
- Steal or attempt to steal school or private property.
- Bring toys, games, or electronic equipment to school without permission of a teacher or other authority.
- Ride rollerblades, roller skate shoes, skateboards or bikes on campus.
- Chew gum on campus or during any school function off campus.
- Throw rocks or any other objects

EVERY STUDENT AT MATES SHOULD WORK TO BECOME THE VERY  
BEST THAT HE/SHE CAN BE ON A DAILY BASIS.

## GENERAL RULES

Students are to remain in the play area at recess. All snacks must be eaten in the designated areas. No student should be visiting his/her teachers, be in the garden or animal area, or in the area of classroom instruction during their recess time.

## RECESS RULES

- When walking in the hallways, do not talk when class is in session.
- Balls brought from home cannot be used unless approved by the office and donated to MATES.
- Soccer field boundary lines will be played - the fence line will not be the out of bounds line.
- Swing Rule - 100 swings, then time to share.
- In the event of a dispute, the Campus Supervisor will make the final ruling.

## LUNCH RULES

The following are guidelines for acceptable play while on the school grounds. (All students are expected to follow the directions of the Campus Supervisor).

When eating on the patio:

1. All students will sit while eating and will not change seats.
2. All food will be eaten in the MPR or on the patio.
3. All students will walk on the patio and stay out of the planters so the plants can grow.
4. All students will help keep the MATES patio clean. Before dismissal from the patio lunch area, all students will pick up their trash and deposit it in the trash barrel prior to walking to the play area.
5. All students will wait until being dismissed by the Campus Supervisor before walking to the play area.
6. No students are permitted in the classroom areas without a written note from their teacher.
7. There will be no ball playing in the patio area.
8. **Students are never allowed to move rolling cafeteria tables.**



# PLAYGROUND RULES

## SWING RULES

Swing safely. Do not place another student in danger.

- Swing in one direction towards the playground.
- No pushing of the swinging person.
- No jumping off the swings.
- No running between the swings while students are swinging.
- Only one student per swing in a sitting position (no laying on the swings).
- No diagonal swinging or twisting of the swings.
- If all swings are taken, waiting students should line up behind the swinging student and begin a 100 swing count, counting forward and back as one count.

## HANDBALL RULES

- Any game like "Butts Up" is prohibited.
- Students line up on the side of each court as they join the game.
- All games are "open" to all students.

## FLAG FOOTBALL RULES

- Tackle football is NOT allowed, students may play Flag football only.
- All games are "open" to all students.
- Dog piles are **never** allowed.
- Tackling, tripping or grabbing shirts is not allowed.

## PLAYGROUND EQUIPMENT

- Playground equipment is meant to be used for exercise and activity- visiting while sitting on the top of apparatus is not allowed.
- Sand is never to be thrown, those who throw sand may hurt others and will be benched.

## FIELD RULES

- Students should stay on the field close enough to hear the whistle.
- Students never are allowed in the corners of the field, behind hills, etc.

## Attendance Guidelines and Reporting Procedures

All absences must be verified by phone or in writing. Parents can call our 24-hour Attendance Line at 805- 495-1955 to report a child's absence and/or to request homework. Excused absences include:

- Illness of the student
- Doctor or dental appointment of the student
- Bereavement for death in the immediate family
- Religious, or previously approved personal reasons (excluding vacations)

To report an absence and/or request homework: Please leave your child's name, date and reason for absence, teacher's name and a request for homework to be picked up after school. Please make your homework request before 8:30 a.m.

Absences which are not cleared within 72 hours will be marked as truanancies. Please ensure that you notify us of all absences.

Any student arriving after school begins (8:10a.m.) is tardy and must report to the school office before going to class. Excessive tardies and/or absences will be reported to the School Attendance Review Team and could cause your child to lose their spot at MATES and return to their home district. It is important that students be on time in order to hear important instructions and input from their teacher, and so as not to be a disruption for other students.

If you find it necessary to take your child out of school during school hours, please check him/her out at the school office. If someone other than the parent will be taking the child, please call the school office beforehand and provide the name and relationship. Simply listing a friend/relative on the emergency card does not confer the right to sign out a student from school — those contacts are for the school office personnel to call in case of illness or emergency when the parents are not available.

## Parking Lot Procedures

Our continued concern for student safety at MATES has prompted the following parking lot procedures for student drop off and pick up:

- **No access** will be permitted at any time without a parking permit (**including afterschool enrichment classes**).
- Handicap permits grant access to the lot at any time.
- Temporary permits will be issued in the school office for those that need access because:
  - Student has broken leg/foot injuries.
  - Parent has temporary medical problem and is unable to walk student.
- Children are **never** to walk through the parking lot unless accompanied by an adult. Please arrange with your child to pick them up in a safe, designated area.

Students may use the back gate with the entrance on Falmouth.

Please show respect to the crossing guard and campus supervisor on duty; they are keeping our students safe.

## Bringing Animals to Campus

Dogs or other animals (unless they are service animals) are not allowed on campus without special permission— this includes the parking lot and school walkways. We have students that are EXTREMELY allergic to dogs and some that are fearful. When you bring your dog on campus, other children touch and pet the dog bringing more allergens into the classroom. Children are to leave their pets at home during school hours. However, there may be special times when it would be of benefit to the class for a child to bring his/her pet for observation or study. Permission may be granted only upon prior consent of the teacher. The pet must be leashed or caged at all times while at school.

## **Lost and Found**

Lost clothing and lunch boxes are stored outside the cafeteria. Small articles such as wallets, jewelry, etc. are taken to the school office. We invite you to come to school to check our lost and found if your child has misplaced items. Please label all your child's sweaters, jackets and lunchboxes so they can be returned. Items not picked up from the Lost and Found will be donated to charity on a regular basis. Please remember that valuables should not be brought to school. The school is not responsible for any lost items.

## **YMCA Child Care and Kindergarten Enrichment**

On-site Child Care and Kindergarten Enrichment program is offered through the Conejo Valley YMCA for MATES students. Questions regarding Child Care and/or the Kindergarten Enrichment program should be directed to the YMCA at 805-630-8477 (on site) 805-523-7613 (main office).

## Dress Code Guidelines

In an effort to help create a safe and orderly environment conducive to learning, MATES has established a mandatory Dress Code Policy along with these Dress Code Guidelines. Student attire has a direct effect upon the educational environment and a student's ability to function at the optimum level in the classroom. The learning environment is enhanced when social differences are minimized. These Dress Code Guidelines are designed to permit students to focus their attention on academics and on the aspects of their personality that are truly important rather than on their attire while at school.

**General Dress Code** - Students must wear the appropriate Dress Code attire, as described below, each school day and must be neat, clean and well-groomed at all times.

- Skirts and skorts must be the appropriate length (no shorter than fingertip length).
- Shirts must be no more than six (6) inches below the waist when not tucked in.
- Students are not to wear shoes with open toes or that have a heel or platform.
- Socks should be **plain white, black or khaki, tights or knee socks (white or black only)** may also be worn with an appropriate bottom, as described above.
- Hats are not permitted in the classroom (except for medical or religious reasons). They may be worn at recess for sun protection, and must be stored in a student's backpack during instructional time until the end of the school day.
- The MATES learning environment will consist of artistic and technology lessons that will include significant hands-on activities. As such, excessive jewelry (including necklaces, bracelets, rings, etc.) should be avoided. Students may be asked to remove such items if they interfere with the learning process or safety. MATES is not responsible for any items lost or damaged if worn to school.

All MATES students must comply with the Dress Code and Dress Code Guidelines.

For all School outings all students must comply with the Dress Code Guidelines as designated by MATES administration. Plain/solid black, royal blue, or white sweatshirts or sweaters are acceptable outerwear. Heavy jackets or rain gear

of any color are acceptable when necessary. Additional dress code combinations are acceptable for all other regular school days, as further described below.

Spirit wear (alternate, non-required, logo wear is available for purchase through the MATES Marketplace) may only be worn on Spirit Days. Spirit Days and Free Dress Days are at the discretion of the school administration and announced as they arise. Student participation in Spirit Days and Free Dress Days are completely optional; however, a student must dress in accordance with the Dress Code if not participating in Spirit Days.

**Dress Code Guidelines (Non-School Outing Days)\***

All clothing pieces identified below must be plain/solid **WITHOUT** any visible designer logos (i.e., Nike, Under Armour, Ralph Laruen, etc.) or with the optional MATES logo (available for tops and outerwear) and either white, black, royal blue, or khaki or plaid as designated below in order to comply with the Dress Code.

<b>General Clothing Pieces**</b>
Plain/solid short or long sleeve polo (white, black, or royal blue)
Plain/solid short or long sleeve crew neck t-shirt (white, black, or royal blue)
Plain/solid flat front pants (black or khaki)
Plain/solid flat front capris (black or khaki)
Plain/solid flat front shorts (black or khaki)
Plain/solid Basketball shorts (black)
Plain/solid skort (black or khaki)
Mayfair (royal blue/black/yellow) Plaid skort
Plain/solid zip-up hooded sweatshirt (white, black or royal blue)
Plain/solid pull-over hooded sweatshirt (white, black or royal blue)
Plain/solid hooded microfiber jacket (black or royal blue)
Plain/solid hooded zip cardigan (white, black or royal blue)

Heavy coats or rain gear of any color are acceptable when necessary

\*For your convenience, parents/guardians may opt to purchase dress code appropriate tops and/or bottoms from any local retailer (i.e., J.C. Penney, Target, Old Navy, Land's End, etc.) that are plain/solid without any designer logos (i.e., Nike, Under Armour, Ralph Lauren, etc.) and either white, black, royal blue, or khaki or plaid, as identified above, in order to comply with the MATES Dress Code Guidelines. Parents/Guardians also have the option to purchase MATES logo tops, outerwear, and basketball shorts as described below.

\*\*Optional MATES Logo tops, bottoms, and outerwear are available for purchase from Dennis Uniforms. Parents/Guardians may order online at [Dennis Uniforms](#)

Dennis Uniforms  
20920 Victory Blvd., Woodland Hills, CA 91367  
National Customer Service (800) 854-6951

## Parent Volunteer Opportunities

### **Classroom Participation and On-Campus Volunteers**

Parent volunteers are always welcome at MATES. Your time is greatly appreciated and helps enrich the educational program for our students. Please check with your child's teacher to arrange your volunteer time. Impromptu drop-in visits to your child's classroom will not be allowed as they disrupt the educational program. If you need to deliver a forgotten lunch, sweater or book to your child, please bring it to the office, not to the classroom.

All parents volunteering on campus are required to sign a confidentiality form, to obtain a TB test every four years, and prior to working with students in a school sponsored student activity program (including chaperoning on field trips), a volunteer shall obtain, at volunteer expense, both a Department of Justice ("DOJ") and Federal Bureau of Investigation ("FBI") criminal background clearance. (AB 346 - Conway). Parental involvement is not a requirement for acceptance to, or continued enrollment at the charter school.

Volunteers need to sign in at the front office and wear an identification badge at ALL times when on campus.

Volunteers and visitors shall act in accordance with school policies, regulations, rules, and behavior norms (including MATES Core Values). The Executive Director, Assistant Director or designee shall be responsible for investigating and resolving complaints regarding volunteers and visitors.

For additional information on the MATES volunteer procedures, please review the **Volunteer/Visitor Policy** on the MATES website.

### **Board Committees**

The MATES Board of Directors establishes committees to support the ongoing needs of the school. Information on current committees and how you can become involved is available on the MATES website and in the school office.



## Classroom Celebrations

In an effort to reduce the amount of sugar being served on campus, we're asking families to keep the following recommendations in mind.

- *Make it a Mini!* If a sweet treat is being offered for a birthday, please limit the serving size to a two-bite treat, or consider other healthy edible treats such as fruit, or non-edible offerings such as pencils, erasers, etc.
- For classroom celebrations, please only bring in food items that have been requested by the teacher and that you have signed up for on SignUpGenius. If you signed up to bring in a sweet treat, *Make it A Mini!*
- Please limit all-class food contributions to only those associated with your child's birthday or classroom celebration as requested by your child's teacher.