La Verne Science & Technology Charter School

Be Safe, Be Respectful, & Be Responsible

2019-20

Parent & Student Handbook
Dolores Lobaina, Principal
August 2019

La Verne Charter School Handbook

Dear La Verne Charter Families:

Welcome back to our school family! The purpose of this handbook is to communicate and ensure you are informed of our school policies and procedures which are aligned to District policies, the California Education Code, and state law. Our number one priority is the safety of all of our students while providing an inspiring, rigorous, and engaging learning environment focusing on Science and the integration of technology in a meaningful way.

Our motto is: **Be Safe, Be Respectful and Be Responsible** as our #1 priority is to keep your child safe and their job is to help us keep them safe, to learn to be respectful of themselves and others, and to be responsible for their actions and school work.

Our **Uniform Policy**: Be sure to read the full Uniform Policy in the handbook. Students at La Verne Charter wear **KHAKI BOTTOMS AND RED-COLLARED SHIRTS**. Red-collared shirts with our logo/mascot school spirit shirts and sweatshirts will be offered for sale in August and January. Some samples are available in the office. Look for the flyer in the first day folder.

**Vision Statement**: La Verne Science & Technology Charter School, a safe and caring place where students are inspired to learn and empowered to achieve.

**Mission**: La Verne Science & Technology Charter School is committed to a culture of high expectations where students will be part of a collaborative and creative learning environment in which they are engaged in rigorous and innovative experiences that will prepare them to be respectful and responsible citizens of the 21st century digital world.

Please read to become familiar with the contents of this handbook and review with your child. We are honored you have chosen La Verne Charter for your child and more excited to begin an amazing school year!

Wish you well!

Dolores Lobaina

Mrs. Lobaina
Principal
GENERAL INFORMATION

SCHOOL OFFICE HOURS

Office hours are from 7:35 a.m. until 4:00 p.m. each day. Keeping children safe is our priority; therefore, children should NOT arrive earlier than 7:30 a.m. or remain on campus later than 3:15 p.m. unless they are participating in the TLC program or a supervised school activity as there is no supervision before or after the designated times. Thank you!

SCHOOL SCHEDULE

<table>
<thead>
<tr>
<th>Phase-In Schedule for Kinder on separate bulletin</th>
<th>Regular Day</th>
<th>Late Start Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective for Kinder as of October 22nd</td>
<td></td>
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</tr>
<tr>
<td>Grades K – 3rd:</td>
<td>8:05 a.m. – 2:26 p.m.</td>
<td>Grades K – 3rd 9:00 a.m. – 2:26 p.m.</td>
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<tr>
<td>Grades 4th – 6th:</td>
<td>8:05 a.m. – 2:55 p.m.</td>
<td>Grades 4th – 6th 9:00 a.m. – 2:55 p.m.</td>
</tr>
</tbody>
</table>

**Every Wednesday ALL students are dismissed at 1:25 p.m.**

<table>
<thead>
<tr>
<th>Recess</th>
<th>Lunch</th>
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<tbody>
<tr>
<td>Primary recess begins at 10:10 and ends at 10:25</td>
<td>K: Begins at 11:40 and ends at 12:20</td>
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<tr>
<td>Upper grade recess begins at 10:30 and ends at 10:45</td>
<td>1-2: Begins at 11:45 and ends at 12:25</td>
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<td></td>
<td>3-4: Begins at 12:00 and ends at 12:40</td>
</tr>
<tr>
<td></td>
<td>5-6: Begins at 12:25 and ends at 1:05</td>
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</tbody>
</table>

All students receive a daily 15-minute morning recess and a 40-minute lunch period.

ARRIVAL AND DISMISSAL OF STUDENTS

To drop off and pick up students, use the marked white zones (crosswalks) along La Verne Avenue. Please follow all traffic laws, signs and requests from Campus Supervisors to ensure a smooth flow. If you leave your car unattended in the white zone, you may be ticketed. Unfortunately, our parking lot is small and is designated for staff parking only.

**Please do not drop off or pick up students in the staff parking lot as that is not safe** due to moving vehicles and arriving/departing buses. The City of Pomona provides a crossing guard on La Verne Avenue for students who walk to school. Students must be picked up promptly upon dismissal at 2:26 or 2:55 pm. Thank you!

STUDENT SAFETY IS A TOP PRIORITY

Supervision is provided for students beginning at 7:35 am Monday through Thursday and at 8:35 am on Fridays. Students should not arrive to school before these times as there is no supervision to ensure their safety. Once the bell rings, students will line up on the black top and wait for their teacher to greet and escort them to the classroom.

TELEPHONE USE

If you need to speak to your child’s teacher, the office will take a message and have the teacher return your call as soon as possible as calls to the classrooms disrupt instructional time. The office will refer messages to your child that are for emergency purposes. All other messages will be placed in the teacher’s mailbox before lunch recess. Education Code #32212 requires that governing boards adopt policies to minimize classroom interruptions. “*Interruptions and distractions shall be controlled and avoided where possible to ensure that teachers can dedicate classroom time to the instruction of students*.”
USE OF SCHOOL OFFICE TELEPHONE

The office telephone is available to the children for **emergencies only**. Backwards or lunches brought into the office should be clearly marked with the student’s name and room number. Please put money in a sealed envelope should your child need money for a school event. Prior to leaving home, communicate with your child that they will be allowed to come to the office during morning recess or their lunch period to pick up items/lunches. In order to minimize classroom interruptions, **the office staff will not disrupt classroom instruction to inform students to pick up items from the office.**

VISITING THE SCHOOL

Parents are welcome and encouraged to visit the school and become acquainted with their child’s teacher and classroom. **All visitors/volunteers must sign-in and pick-up a visitor’s badge before going to classrooms.** **Signing-in and out in the office will let us know who is on campus at all times which will help keep our students and staff safe.** Also, in the event of a major disaster, we will be able to account for all individuals on our campus. The California Penal Code states, that “persons not employed with the District must check into the office and sign in before entering the school site. The following visitation policies are approved by the Board of Education:

1. **Parents/adult visitors should call the school office to make an appointment for a visit at least one day (24-hours) in advance.**
2. Classroom visitations will be arranged with the teacher at an agreeable time. **Class visits are scheduled for 30-45 minutes.**
3. To ensure student safety, **ALL PERSONS ENTERING THE SCHOOL CAMPUS MUST PROVIDE AN ID AND SIGN IN AT THE SCHOOL OFFICE,** regardless of the time, and wear the “Visitor” sticker while on campus.
4. For subsequent discussion regarding the visitation, a conference may be arranged with the teacher after school to avoid disruption to classroom instruction.

RELEASE OF STUDENT TO PARENT OR AUTHORIZED PERSON

Please report to the school office, sign the “Student Release Register” and a call to the classroom will notify the teacher that the student is to report to the office to be released. A child will be released to a parent or authorized person only; that is, an adult designated by the responsible parent on the Emergency Card on file at the school. All authorized individuals must sign the student out, and provide picture identification. Individuals that are not listed on the Emergency Card will **NOT** be able to sign students out. You may **NOT** call on the phone or send a written note adding or give permission for a student to be released to someone else unless there is an emergency. Please keep in mind, that there may be a delay in locating your child if they are being picked-up during recess, enrichment activities, or the last half hour of the day. **NOTE:** No one under the age of 18 may sign out a student. **Please make sure that the individuals listed on your emergency card are at least 18 years of age. Identification must be shown at the time students are signed out.**

VOLUNTEERS

We value our volunteers and encourage parent participation! If you are interested in volunteering, first, speak to your child's teacher to determine the days and times that volunteers are needed. Second, stop by our school office to pick up a Volunteer Application. This needs to be done on an **ANNUAL** basis. Many of the steps take several weeks to process at the district level, so it's best if it's done early in the school year. Parent volunteers play a vital role in the overall academic development of students. **Volunteering is an excellent way to be involved in your child’s learning experience,** whether working in an individual classroom, for outside volunteering, during school events, or assisting in the library. If you would like to help in the classroom and be able to attend field trips with your child, please stop by the office and fill out a volunteer application form. A current TB test and picture ID (driver’s license or passport) is required. Upon completion, the district will obtain a background clearance and notify you for the fingerprinting process. The whole process will take about 2 to 3 weeks, so it is better to do this at the beginning of the school year.
PTA

We are proud to have a PTA (Parent Teacher Association). All family members, relatives and friends can join during our membership drive that will be held in August/September. This is a great way to become involved and support your school and child. We encourage you to become involved and volunteer for one of the many school events and/or activities during the school year.

ABSENCES/TARDINESS

Punctuality and Good Attendance Requirements:
We are required by law to account for all absences and tardies. To report a child’s absence from school, please call the school at (909) 397-4684. If the absence is not verified by phone, please send a written note with your child on the day of their return to school. Homework will be given if a student is out for more than 2 days. Please provide a 24-hour notice for homework requests. Being on time reduces classroom disruption, minimizes loss of instruction, enhances positive self-esteem, and promotes good work ethics. Students who arrive to school after 8:10 a.m. are tardy and must report to the school office for a late slip.

Parent Reminder: It is the responsibility of parents to ensure children attend school daily and arrive to school on time. See page 13 for information regarding how to make up absences.

Continuance of excessive truancies, absences and tardies will be referred to the district School Attendance Review Team (S.A.R.T.) If your child’s attendance does not improve, a referral to the School Attendance Review Board (S.A.R.B.), which is made up of representatives from the school, district, community agencies, and the District Attorney’s office. SARB meets to review chronic cases and issues subpoenas for the student and parents or guardians to attend a hearing.

STANDARDIZED DRESS CODE

La Verne Science and Technology Charter School is committed to keeping our staff and students safe. Therefore, we have a Standardized Dress Code that supports a positive and effective educational environment. All students must wear RED COLLARED shirts, KHAKI uniform pants, shorts, skorts or skirts. JEANS, LEGGINGS OR SWEATS ARE NOT PERMITTED. School Spirit Shirts can be worn every Friday. The last Friday of every month is designated as “Free Dress” where students may wear appropriate clothes of their choice and safe shoes. Help your child get ready for school by laying out clean uniform clothes the night before school. The “Standardized Dress Code Guidelines” applies to Uniform wear, Spirit wear, and Free Dress days and is listed below to provide you with more detailed information.

Shirts/Blouses
- All students will wear red collared shirts (with logo/mascot or plain).
- School Spirit Shirts may ONLY be worn on Fridays.

Pants/Shorts/Skirts/Skorts
- Khaki (tan) pants, shorts, skirts, or skorts that are not “too big” are permissible.
- Shorts, skirts, and skorts must be at least fingertip length above the knee when standing.
- Baggy, oversized or too tight pants/shorts are not allowed as they are not safe.

Sweatshirts/Jackets
- Sweatshirts/jackets may be worn one size larger. Label student’s names on tags.
- Sweatshirts/jackets with wording that references alcohol, tobacco, illegal substances, profanity, violence, or gang affiliated logos or symbols are not allowed.
- Students may not wear hoods indoors or when the weather is hot.

Shoes – Safety is First!
- Rubber soled or tennis shoes are required so that students can participate in all activities safely.
- Shoes must be fastened correctly, buckled, or laces tied securely to ensure safety.
- Primary students, who do not know how to tie their shoes, should use Velcro fastened shoes until they learn how to tie their shoe laces. (Please teach your child to tie their shoelaces beginning in Kinder.)
- Open toe shoes, sandals, flip-flops, high heels, Heely roller shoes, or backless shoes are not allowed due to safety concerns.
Jewelry/Accessories/Hair/Make-Up

- Earrings should not be larger than a “nickel” size for girls. (Dangling earrings, wallets, or key chains are not permitted)
- Earrings are not recommended for boys.
- Necklaces, bracelets, etc. must be worn securely fastened and not too long for safety reasons.
- Jewelry or accessories that symbolize drug or alcohol use or those expressing derogatory statements may not be worn or brought to school.
- Studded bracelets or belts are not safe and, therefore, not permitted.
- No hats, headwear, wristbands, bandanas, or caps are allowed (District Policy) unless attending a school field trip during hot weather.
- **Hairstyles or unnatural hair colors that, in the judgment of the school administrator, cause disruption to the educational environment will not be permitted.**
- Make-up and fake nails are not allowed at the elementary level.

HEALTH OFFICE/CONCERNS

Our Health Office is staffed by a health assistant Monday through Friday and a school nurse for one day each week. Together with the office staff, your child’s health needs will be taken care of. If a student becomes ill at school, they will be taken to the Health Office and parents will be notified. In case of an emergency, the school nurse will be contacted, if not on campus, parent will be notified, and, if necessary, 911 will be called. Your child’s health and safety is a priority! For this reason it is extremely important that we have current telephone numbers where parents can be reached. We should also have a doctor’s name and a second contact where the student can be taken if we are unable to reach parents. Students will **never** be sent home alone. Students cannot be released to anyone that is not listed on the emergency card or at least 18 years old.

**Accidents and Illness:** If students are involved in accidents or become ill in the classroom, they must report it immediately to their teacher. If students are involved in accidents while on the playground, they need to report at once to the campus supervisors so that they can be escorted to Health Office, if necessary. Every effort will be made to prevent situations that could lead to injuries during school hours. **Reminder: No one under the age of 18 may sign out a student.** Please make sure that the individuals listed on your emergency card are at least 18 years of age. Identification must be shown at the time students are signed out.

**Medication:** Students may not take **any medication** at school without signed authorization from a doctor and a parent. All medications will be kept in the Health Office. Medications will be given at school under the following conditions:

1. A written order from a physician and written consent by the parent must be on file in the Health Office. Forms can be obtained in the school office.
2. The medication must be in a prescription labeled bottle as ordered by the physician. It should contain only the necessary medication for school.
3. All such medication must be kept in the Health Office in a locked cupboard. Refrigerated medications must be stored in the Health Office refrigerator.
4. **No child may take any type of medication (prescription or over the counter medication) on his/her own.**

**Vision and Hearing Tests:** State Mandated vision tests are given to all Kindergarten, first, and fourth grade students. Hearing tests are administered to all Kindergarten, second, fifth grade, and special education students by the school nurse and a team of district nurses. All new students and referrals from parents and teachers are also tested. If the school notes any vision or hearing problems, parents will be notified.
SAFETY FOR LA VERNE LIONS COMES FIRST!

The safety and well-being of our “Lions,” your children, is our #1 concern and highest priority. We can never be complacent about safety issues. What we can do is make sure that we have policies and procedures in place to ensure the safety of all students. La Verne has a Safe School Plan which will be reviewed, revised, and approved this school year by our School Site Council and presented to PTA, ELAC, and SAC committees.

The California State Department of Education lists the components of a Safe School Environment as follows:

- Conveys an atmosphere in which members of the school community feel comfortable.
- Encourages open lines of communication among school personnel, students, and parents and provides a well-established system for students and parents to report problems.
- Clearly defines rules for students’ conduct and enforces them in a consistent and equitable manner.
- Has discipline policies known by all, that cover issues such as violence, drugs, alcohol and enhance ethnic and cultural relations.
- Invites and sustains visible parent presence on campus to promote safety.
- Ensures the buildings and grounds are well maintained.

SAFETY PREPAREDNESS

As parents we face many challenges in providing for and nurturing our children. None is more important than the safety and welfare of each one of them. This concern certainly does not stop when we send our children to school. To prepare students for emergencies, student will participate in fire drills, earthquake preparedness drill, lockdown drills, and classroom teachers will review and practice these procedures with students throughout the year.

FIRE DRILLS

We practice safe evacuation of classrooms in the event of a fire. Routes are posted in every classroom and safety zones are marked on the blacktop. To ensure safety of our students, fire drills are practiced monthly.

EMERGENCY LOCK-DOWNS

Under some circumstances, there may be a time when dangerous situations occur in the immediate school community that will require the school to be “locked down” as a precaution to ensure student safety and prevent intruders from coming onto the school site. An announcement is made on the Public Address system informing everyone that we are in “Lock Down” mode. All staff immediately locks their doors. If students are outside, staff ensures students quickly enter a secure area that is secure and locked. During lock-downs, no one is allowed to leave or come on to the school site. In addition, students CANNOT BE RELEASED TO ANYONE until the lock-down is cleared.

EARTHQUAKE PREPAREDNESS

In the event of an earthquake, students will evacuate buildings, meet on the playground where staff will account for all students and adults, and will be safe until picked up. Students will be released ONLY to parents or authorized adults. We have evacuation drills so that everyone on campus knows exactly what to do and where to go. In order to be adequately prepared, district wide drills are conducted annually.

SMOG ALERT

A county program is in place to limit the activity of children during a Smog Alert or extremely hot days. During high risk days, the District maintains contact with the Department of Air Pollution. When the ozone content reaches a critical point, schools are notified. At that point, physical activity will be limited or curtailed until school ends or the alert ends. This helps keep students safe by preventing them from breathing contaminated air and from possible heat related illnesses.
PROTECT YOUR SCHOOL
If you see anyone ever harm your school, please tell an adult immediately or call SCHOOL POLICE at (909) 627-7797. You can also call the We Tip Hotline at 1-800-78-CRIME, anonymously.

LIBRARY BOOKS, TEXTBOOKS AND BACKPACKS

Being respectful and responsible for library books, textbooks and personal belongings is important for student success. Students are responsible for their own books, backpacks, and personal items. Textbooks issued during the year and library books checked out of the library are the property of the school district. We know our students will care for textbooks, library books, and personal belongings, however, in case of loss or damage, parents will be notified and will be responsible for the cost of any lost and/or damaged books. Students are required to return the textbooks they were issued by their teacher at the end of the year. It is the responsibility of each student to keep his/her belongings, such as jackets, backpacks, and lunch boxes to prevent confusion with other student’s items. Please label your child’s personal belongings.

FOOD SERVICES

Students may bring their own lunch. All students will receive free breakfast and lunch in the cafeteria.

- **BREAKFAST PROGRAM** - Breakfast is served “free” to all students from 7:35 am-7:55 am Monday through Thursday 8:35 am – 8:55 am on Friday.

- **LUNCH PROGRAM** – Lunch is also provided at NO COST to all students

  1) Students may bring a sack lunch from home. Label your child’s sack lunch with their name. Forgot lunch, no problem. Just bring the sack lunch with name and room number to the office and we will make sure they receive their lunch on time.

  2) Hot lunches are served daily at our cafeteria beginning the first day of school. Milk and/or orange juice are included with the lunch. Water is always available for students and very important especially during very hot days. We strongly encourage you to send your child with water bottles, thermos, or other containers. School lunch times are supervised by our staff of Campus Supervisors.

  3) Parents that wish to eat lunch with their child, may do so at the picnic tables or in the breezeway. Please notify the school office and sign-in to obtain a visitor’s badge.

  4) **Snacks for Recess**: For kindergarten through grade 3, we encourage parents to pack healthy snacks for children to eat during recess as they usually get hungry by 10:00 am. Students in grades 4-6 may also bring a healthy snack from home. Students will be allowed to eat their snack at recess time on the playground benches before they play. Healthy snacks include: fruit, vegetables, cheese/crackers, granola bars, Cheez-its, etc. Unhealthy snacks are strongly discouraged and affect your child’s ability to focus on learning, therefore, please do not pack the following items for your child: **foods high in sugar content, Hot/Flaming Cheetos, Taquis or any kind of chips, doughnuts, candy, chocolate, cupcakes, or other unhealthy foods.** Thank you!!
GENERAL BEHAVIOR EXPECTATIONS AND PROCEDURES

Basic Rights

All students have the right to learn in a peaceful, safe, and secure environment.

Duty of Pupils

Education Code Section 48908 states, “All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school.”

School-Wide Conscious Discipline:  Be Safe, Be Respectful, Be Responsible

What is Conscious Discipline? Conscious Discipline is a research-based comprehensive self-regulation program that combines social-emotional learning with discipline and guidance. Built on a foundation of current brain research, the School Family is constructed from safety, connection, and problem-solving. Parents can visit www.consciousdiscipline.com for additional information and resources.

Students have the right to expect their school provide a safe and orderly campus that is conducive to learning. In order to maintain that right, specific behavior expectations have been established. Please discuss and reinforce these with your child as often as necessary to help your child understand the importance of appropriate behavior.
Be Safe, Be Respectful, Be responsible

- When you disagree with another student, first discuss, problem solve, and then, ask for help from an adult.
- Keep your feet on the ground – Safety First.
- Be responsible for your belongings. Keep an eye on them. If you set them down, make sure they are labeled with your name to distinguish them from others that may look similar.
- **Cell phones at school may not be used during the instructional day.** Student cell phones must be kept in backpacks and off during the day. They may be used before or after school only.
- Use restroom quickly, wash hands, and be responsible by leaving it clean.
- Walk in the halls, corridors and on black top.
- Do not throw rocks or any dangerous item.
- Do not leave campus without permission.
- **Keep toys, cards, games, pets, iPods, cd players, cell phones, other electronics, and other personal equipment at home.** If items are taken from students, they will be held in the office for parent only pick-up
- Eat lunch in the cafeteria NOT on the playground or in class. Candy, gum and all junk food are not allowed at school.
- **Be responsible,** put and pick up your trash and any litter in the trash cans.
- **Be respectful** of all school property. Take care of your school!
- Tackle football, use of hardballs, or other games that are not safe and will not be played.
- Play only in designated areas on playground and never behind or between portables as it is not safe.
- **Be Respectful** means no use of profanity and obscene gestures.
- **Be Safe** and do not play tag on the playground equipment area or climb up the slide.
- Obtain permission and get a pass from the recess teacher or campus supervisor if you need to come to the office. **Students must have a pass to visit the office unless it is an emergency.**
- Follow all behavior expectations for classroom and cafeteria.
- Children may not use equipment or play on the yard without adult supervision as it is not safe.
- Use restroom and drinking fountains at the warning whistle and before the recess bell.

Parents will be contacted if their child has difficulty following behavior expectations. They will also be contacted if their child is demonstrating behaviors that are respectful, safe, and responsible.

**In the Classroom**

- Teachers will create positive learning environments that focus on building positive relationships through morning meetings and implementation of the Leader in Me program that will strengthen leadership skills in our students.
- Teachers will introduce Conscious Discipline strategies; model and role play scenarios, practice using their BIG VOICE, and practice problem solving strategies with students.

**During Lunch: Remember, Be Safe, Be Respectful, Be Responsible**

1. Line up quickly and quietly. Use low, inside voices in the cafeteria.
2. Stay in line with your class. No cuts or crowding in line as this is not safe.
3. Eat lunch and snacks in the cafeteria only.
4. Good behavior and table manners are expected. Be courteous to the cafeteria staff.
5. If you bring your own lunch, do not ask others for their food or share yours.
6. Clean your eating area. Check that you have all of your trash and dispose of it appropriately.
7. Follow Campus Supervisor requests.
Playground: Remember, Be Safe, Be Respectful, Be Responsible
The playground is supervised by Campus Supervisors during all scheduled play periods. Supervisors have been trained to use Conscious Discipline strategies by the principal and ensure the safety of all students.
1. Use playground equipment properly.
2. Follow game rules and be fair
3. Take turns with all equipment
4. When the bell rings, FREEZE, Supervisor will blow the whistle to signal it is okay to WALK to line and wait quietly for teacher.

LOST & FOUND
As often as we remind students to take care of their belongings, they do forget. Please label your child’s jackets, sweatshirts, backpacks, etc. with their name (first and last). Articles of clothing that are lost or found will be placed in the cafeteria. Unclaimed items will be donated to a local charity in December and June.

BICYCLES, SKATEBOARDS, SCOOTERS
Since student safety is a priority, only 4th, 5th, and 6th grade students may ride bicycles to school. Bicycle locks are recommended and students must use the bike racks to lock their bicycles up for the day. Skateboards, scooters, and razors are not allowed before, during, and after school hours, including events in the evenings.

FIELDTRIPS
Field trips provide wonderful learning experiences for students. Classroom teachers will plan field trips and communicate details with parents. We highly encourage parent participation on field trips. However, only a limited number of parents are able to attend depending on the venue for the field trip. Please let your child’s teacher know if you are interested and able to attend classroom field trips. Parents who attend field trips are not able to bring younger siblings or other children on field trips as students must be enrolled at La Verne. All parents/volunteers attending a field trip must have a completed and approved Volunteer Application on file, including a valid identification and TB test (with date given and date read). This process includes fingerprinting and may take from 4-6 weeks so complete an application early in the school year.

CELEBRATIONS
New legislation affects how birthdays, holidays, and other parties are celebrated at school. The state of California is concerned about childhood obesity and early onset diseases such as diabetes. Legislation has been passed that limits the food that can be given to children at school. Birthdays are very special for families who celebrate them and some students like to celebrate their birthday by bringing treats to school for their classmates, but we must ask that the following guidelines be followed:

- Always speak with your child’s teacher at least one week in advance if you would like to do something special for your child.
- Birthday treats must be healthy, i.e., vegetables, fruit, pretzels, cheese crackers, or juice.
- Consider sending individual goodie-bags of wrapped treats or prizes (fruit roll, pencil, stickers, erasers, etc.)
- Birthday treats or goodie bags will be passed out at the end of the day (last 15 minutes of the school day)
- Cupcakes, cakes, and other sweets will not be accepted for student birthdays (Referr to allowable food items list).

Another way to celebrate your child’s birthday is to have your child’s name “In lights” on the marquee. We will display your child’s name and birthday beginning at 4:00 pm the day before until 4:00 pm the day of their birthday. Simply fill out the birthday request form along with $5.00 and drop it by the office. Please give office 48 hour notice. Thank you!
SCHOOL EVENTS:

Several events and activities are planned throughout the year for students and families. Monthly newsletters will inform you as to what is happening during each month. All students and families are welcome and encouraged to attend all school events. **Students must be accompanied by an adult at all school-sponsored and PTA events.** Thank you!

HOMEWORK POLICY

For Kindergarten through Sixth grades, the frequency and amount of homework may vary. Homework assignments will **not exceed two hours** per week at the primary level (K-3), and **three hours per week** at the intermediate level (4-6).

- Kindergarten homework assignments are aligned to the Common Core Grade Level Standards, are used to stimulate conversations between students and their parents, and for practicing what they have learned. Parents are strongly encouraged to read to their child daily for 15-20 minutes as studies prove this has long lasting and positive results.

- Homework assignments in grades 1-3 are aligned to the Common Core Grade Level Standards, promote the development of skills and reinforcement of classroom instruction. Homework should also encourage family participation. Reading to and/or with your child daily for 20-30 minutes make an enormous difference for children in their vocabulary and comprehension skills. Studies prove that this has long lasting and positive results.

- In grades 4-6, homework is aligned to the Common Core Grade Level Standards, reinforce skill development. Assignments help develop good personal study habits, and may include special projects. Teachers will teach and work with students on how to develop good study techniques and habits. In addition, parents are again strongly encouraged to read to and/or with their child daily for at least 30 minutes. Studies prove this has long lasting and positive results.

STUDENT PROGRESS REPORTING/PARENT CONFERENCES

**Progress Reporting:** Progress Reports will be sent home six (6) weeks prior to semester grades for students who earn an “N”, “U”, “F”, “D” grade. Should you receive a Progress Report for your child, please contact your child’s teacher to determine what your child must do and how you can help your child improve.

**Conferences:** This year conferences will be held earlier as Pomona Unified School District is now using semester periods. Conferences have been scheduled during the following months and your child’s teacher will set up appointments prior to that time.

<table>
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<tr>
<th>Parent Conference Dates for 2019-20 School Year:</th>
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<tbody>
<tr>
<td>Session I: October 10 through October 18</td>
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<td>Session II: March 19 through March 27</td>
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THE LEARNING CONNECTION (TLC)

We are fortunate to be able to offer the TLC after school program at La Verne Charter at no cost to parents. This program is supervised by a certificated teacher with college tutor support. Students are provided homework assistance, snack time, focused/enrichment lessons, and physical education activities. All Kindergarten (after Phase III begins on Oct. 21) through grade six students are eligible to participate every day after school. On Monday, Tuesday, Thursday, and Friday, the TLC program begins at dismissal time: 2:26 pm for K-3 and 2:55 pm for 4-6 and Wednesdays at 1:25 pm. Please pick up an application in the school office to register your child as soon as possible as the program reaches full capacity quickly.
DISTRICT AND STATE TESTING PROGRAMS

District: District Interim Assessments (DIA) are administered two (2) times per year and are aligned to the Common Core State Grade Level Standards. These are administered to students in first through sixth grade in English Language Arts, Writing, and Mathematics and are used to determine student progress and to guide instruction. Kindergarten students are also administered assessments aligned to the Common Core State Grade Level Standards.

State Testing Program: The California Department of Education implemented a new testing program, California Assessment of Student Performance and Progress (CAASPP) created by the Smarter Balanced Assessment Consortium (SBAC). The SBAC assessments in English Language Arts and Mathematics are administered online, are rigorous, and aligned to the Common Core State Standards. The SBAC assessments are administered to students in grades three through sixth during April and May of each school year. Students in fifth grade are assessed in Science, however, due to new standards in Science, that assessment is being redesigned.

Physical Education Performance Test (PPFT): This series of tests are designed to yield information in fitness, stamina, strength, and agility. Fourth, fifth, and sixth grade students participate and take the PPFT during the testing window from February to April.

SPECIAL ASSISTANCE PROGRAMS

OPPORTUNITIES FOR STUDENTS TO MAKE UP ABSENCES

Short Term Independent Student Study – Request one week in advance
Parent/guardians may make a signed written request for a Short Term Independent Study Contract for their child when the student will be absent from school due to emergency, illness, or family vacation. All requests for a Short Term Independent Study Contract must be submitted to the Office Assistant in the office no later than 5 school days prior to the first day of absence. The written request must include the dates of the absence and the reason(s) for the absence.

Response to Intervention (RTI)
This program is a function of the general education program. It provides intervention to struggling students who may be experiencing difficulty with reading, writing, math, etc. Classroom teachers provide intervention during class time and monitor student achievement to determine progress or if a student needs additional interventions. Students may be provided intervention in small groups (before, during, or after school) using research based programs to close the achievement gap. You will be notified if your child qualifies and is identified to participate in any intervention program.

After School Enrichment Programs/Tutoring/Intervention
As funding permits, specialized programs such as Robotics/Coding, Mathematics, Visual & Performing Arts, and intervention for struggling students will be offered during the week and/or Saturdays. Parents of students who meet the criteria and are eligible for any of these programs will be notified with details in a timely manner.
**Student Success Team (SST)**

This team is a function of the general education program. It is also an intervention that helps students experiencing difficulty with attendance, behavior, or learning. Prior to referring a student, a teacher provides support in the classroom to help the student succeed, including conferencing with parents. The classroom teacher will refer the student to SST for additional assistance if concerns continue. The SST is composed of teachers, administrator, parent and sometimes the student. Members of the SST work together to review academic information, learn more about the student, and offer additional interventions to help the student succeed in school. When a student does not make adequate progress and continues to struggle, the SST may refer the child to the Special Education Team (SET) who will offer other interventions or may recommend assessment for special education services.

**Special Education**

Special education services require parent consent and authorized testing by a school psychologist, education specialist, and other personnel depending on the suspected areas of concern. Upon completion of assessments, an Individual Education Plan (IEP) meeting is held to review assessment results with parents and determine eligibility for special education services. Services may include Resource Specialist Program (RSP), Adapted Physical Education (APE), Language and Speech Specialist (LSS), and/or Special Day Class (SDC). Parents can visit the school office to find out more about special education services.

**Gifted and Talented Education (GATE)**

This is state funded program that offers enrichment for students whose talents and academic scores place them in the top 5% intellectual group of students throughout the state. Students who meet the criteria are recommended by their classroom teacher beginning in grade three where they are screened and assessed to determine eligibility. Parents of children in grade three through sixth and believe their child may be GATE can request screening and assessment. All screening and assessments take place in the spring each school year.