



FOUNDED 2006

**Parent Handbook
2009-2010**

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LFCSA 2009-2010 School Calendar:

September 10, 2009 Thursday	First Day of School for Students
September 28, 2009 Monday	Pupil Free Day (No School)
October 1, 2009 Thursday	Back to School Night
November 11, 2009 Wednesday	Veteran's Day (No School)
November 23-27, 2009 Monday - Friday	Thanksgiving Holiday (No School)
December 9-11, 2009 Wednesday - Friday	Parent – Teacher Conferences Minimum Days
December 21-January 1, 2010 2 weeks	Winter Recess (No School)
January 4, 2010 Monday	Return to School
January 18, 2010 Monday	Martin Luther King, Jr. Day (No School)
February 15, 2010 Monday	President's Day (No School)
March 24-26, 2010 Wednesday - Friday	Parent – Teacher Conferences Minimum Days
April 5-9, 2010 Monday - Friday	Spring Break (No School)
April 22, 2010 Thursday	Open House
May 31, 2010 Monday	Memorial Day (No School)
June 23, 2010 Wednesday	Last Day of School

LFCSA Who's Where:

School Location, School Office, E3

Los Feliz Charter School for the Arts Administrative Office

phone: 323.656.2810

fax: 323.656.2812

1553 Cassil Place (at Selma)

Los Angeles, CA 90028

Karin Newlin, Executive Director/Principal

Nancy Martorelli, Assistant Principal

Michelle Jones, Office Manager

Samara Fortmann, Executive/Administrative Assistant

2009/10 Campus Location

Located at Selma Elementary School

6611 Selma Avenue, Los Angeles, CA 90028

E3 / After School Enrichment

phone: 818.989.7509

fax: 818.989.1763

P.O. Box 4447

Valley Village, CA 91617

www.enrichmentkids.com

Linda McManus & Nancy Simpson, Directors

E3 at LFCSA

gate pick-up / mobile: 323.973.3956

Ms. Kristin

Ms. Prima

Mr. Ian

LFCSA Who's Who:
Board of Directors

George Abrams, Parent Representative
george@productionzone.net

Marta Alcumbrac, President
malcumbrac@sbcglobal.net

Michael P. Bishop Sr., Treasurer
MBishop@paramount.k12.ca.us

Elise Buik
ebuik@unitedway.org

Marissa Chibas
CHIBI3U@aol.com

Dr. Verna B. Dauterive
(not available)

Linda Johannesen
LJohannesen7@gmail.com

Gabrielle Samuels, Secretary
gbsamuels@sbcglobal.net

Dr. Sharon Sutton
SSutton@ucla.edu

Dr. Robert Greenberg
bobg@2-sight.com

LFCSA Who's Who: **LFCSA Site Council**

What is the Site Council?

LFCSA's School Site Council is an advisory and decision-making body comprised of representatives of our learning community, parents, teachers, our principal and other non-credentialed staff members. The Site Council supports and advises the committee chairs, facilitates communication and prepares a School Site Plan each year, which sets goals and monitors student achievement in each curricular area. Site Council meetings will be held on the second Wednesday of each month at 3:15 pm on the school campus. All Site Council meetings are open to any LFCSA parent interested in attending.

Parent Representatives

Candice Cain
Cyrice Griffith
Jodi Kramer
Susan Lee
Naomi Slodki

Administration Representatives

Karin Newlin
karin@lofelizarts.org

Samara Fortmann
sdyer@lofelizarts.org

Faculty Representatives

Janene Chan
janene117@gmail.com

Audrey Fann
msafann@gmail.com

Patricia Galli
tricia888@hotmail.com

LFCSA Who's Who: **Committees**

Capital Campaign Committee
Evan Astrowsky, Chair
eastrow@mindspring.com

Communications Committee
Christine Triano, Chair
communications@lofelizarts.org

Family Support Committee
Maggie Goldman Kimmel, Kaumudi Marathe, Co-Chairs
family@lofelizarts.org

Fundraising Committee
Gabriel Samuels & Nicole Whitaker, Co-Chairs
fundraising@lofelizarts.org

Grantwriting Committee
Tara McPherson & Traci Prinz, Co-Chairs
grantwriting@lofelizarts.com

Green Team Committee
Cecily Harrison, Sherrell Cuneo, Betina Papadeas Co-Chairs
gogreen@lofelizarts.org

Safety Committee
Andreas Wenger, Chair
safety@lofelizarts.org

Volunteer Committee
Chair TBD
lfcsavolunteers@me.com

LFCSA Who's Who: **Parent Teacher Association**

What is the function of the PTA?

First and foremost, the PTA seeks to bring our community together in an organized fashion to further enhance the school experience for the students. The PTA is comprised of parents and teachers with the mission to generate innovative ideas and continue ongoing traditions in accordance with the philosophy of Los Feliz Charter School for the Arts. The PTA encourages all of our families to join and participate. As we continue to grow the success of our school depends on our community.

Why Join the PTA?

There are many benefits to joining the PTA. Members are connected to the school and can be an integral part in making pertinent decisions for our growth. Additionally, it is a great way to stay connected and be part of this network of amazing teachers and parents. Finally, it is a great opportunity to be a model to your children and show them the importance of getting involved in an organization with positive motives and constructive goals.

In addition to the benefits to the students and the school, members can enjoy discounts at Barnes & Noble, The HP Academy Store, Southwest Airlines and access to MedAlert and MetLife Auto & Home Insurance, along with other rewards.

How much does it cost to join?

PTA Membership is \$20 per year for an individual, or \$30 per family paid at the start of the school year.

When will the PTA meet?

The first PTA meeting for this year will be announced shortly after school begins. The PTA will meet approximately four times throughout the school year (or more based on necessity). Dates for all meetings will be scheduled at the beginning of the school year.

PTA Officers

President - Patricia Galli
 Executive Vice President - Melissa Disharoon
 Ways & Means - Adam Kopald
 Historian - Lisa Franchot
 Treasurer - Reg Jones

Membership Chair - Jacqui Biery
 Auditor - Soo Choi
 Secretary - Loretta Fox
 Board Principal - Karin Newlin
 Teacher Liaison - Lisa Goodfried Levy

LFCSA Core Curriculum: **Project-Based Learning**

Project-based learning is a comprehensive instructional approach to engage students in sustained, cooperative investigation (Bransford & Stein, 1993).

Within its framework students collaborate, working together to develop skills such as problem-solving, critical thinking, communication, cooperation, and creativity. Student-centered inquiry is guided by essential questions or problems that result in active participation in hands-on learning that encourages flexible thinking and multiple ways of demonstrating what has been learned.

Students pursue solutions to problems and issues by:

- asking and refining questions
- debating ideas
- making predictions
- designing plans and/or experiments
- collecting and analyzing data
- drawing conclusions
- communicating their ideas and findings to others
- asking new questions, and
- creating artifacts of learning

LFCSA Core Curriculum: **Arts Integration**

Learning through the arts

The content and skills of dance, music, drama and visual arts instruction are integrated into other content areas, such as math and language arts. Such integration enhances and enriches the learning of all subjects and gives students meaningful access to the curriculum. While it is important to emphasize that we are not a “performing arts” school, students are encouraged to use their knowledge of the arts to show what they have learned in other content areas.

Example: dancing fractions, using music to understand the mathematical concept of fractions.

Learning in the arts

Music, drama, dance and visual arts are taught and valued as individual subjects. Students receive a minimum of one class per week of standards based instruction in each of these areas. They are taught the discipline and fundamentals of the arts, and they are encouraged to explore their own creative process through various modes of expression. Students show what they have learned by presenting a finished project or performance.

LFCSA Core Curriculum: **Core Values**

Focus on the whole child

At LFCSA, we challenge children to construct their own meaning from complex ideas and concepts. Acknowledging that students learn and demonstrate what they know in a variety of ways, our instruction allows children to see, hear, and express according to their individual learning styles.

Child centered learning

We believe that differences in the way children learn and the paces at which they learn are natural. An education that benefits all children must be adapted to individual learning styles. Teachers respect these differences, and provide opportunities for students to be active participants in their own learning.

Constructivist Environment

Our program provides a constructivist environment that differs from a traditional classroom in that our teachers act as facilitators of learning rather than givers of information. Student questioning is highly valued and encouraged, and deep understanding, not imitative behavior, is the goal.

Project Based

Our project-based curriculum is structured to allow students to pursue individual educational goals while at the same time requiring them to collaborate with others on a shared objective. Classroom learning is organized in meaningful, purposeful ways through rich, cross-disciplinary subject matter that corresponds to state standards. Project-based learning helps students develop the character, habits, and skills vital to our 21st century workforce.

Arts Integrated

The content and skills of dance, music, drama, and visual arts instruction are integrated into other content areas, such as math and language arts. Such integration enhances the learning of all subjects and gives all students meaningful access to the curriculum.

Authentic Family Involvement

Parents and guardians are viewed as partners and their involvement in all facets of school life, from volunteering in the classroom to sharing ideas with school leaders, is valued and encouraged.

Character Education & Service Learning

Utilizing Cool Tools, Green School, Care Projects, Service Learning

LFCSA Core Curriculum:

Cool Tools

Cool Tools curriculum is built around the belief that social-emotional student health is fundamental to learning. *Cool Tools* were developed at Corrine A. Seeds University Elementary School at UCLA. Using metaphors and props, *Cool Tools* guides students toward positive decision-making strategies that are empowering. Below is a sample of some of the *Cool Tools* strategies your child will be learning.

Put Ups not Put Downs

A put up is saying something supportive and encouraging, recognizing good behavior, acknowledging special efforts. The emphasis is on highlighting the positive rather than calling attention to the negative. The put ups need to be authentic statements.

The children learn that it takes 5 put ups to repair a single put down, but because put downs are like toothpaste squeezed out of a tube, negative or hurtful statements cannot ever be completely taken back and they should work on not making them to begin with.

Bubble of Space

Students are shown that everyone deserves their own personal space that doesn't interfere with or displace others. By imagining a "bubble" around their body, they can visualize what it means to "pop someone's bubble" and how they can show respect by making room for each other.

Choice of Voice

Students discover that tone of voice is as important as their spoken words. They are encouraged to choose "cool blue" not "red hot," voices.

Exit Shoes

When your child feels intentionally excluded, picked on or is involved in any "red hot" interaction, they are encouraged to use their "exit shoes" and take themselves away from a negative situation. This will allow room for the situation to cool down before a repair can be sought out.

Repair Square

Conflicts that don't get resolved on the playground may end up as "repairs." Children are instructed to put their name and the name(s) of those they need to make "repairs" with on the Repair Square. They are empowered to make "repairs" on their own; however, if they need support they can enlist help from their teacher.

LFCSA Core Curriculum: Testing & Assessments

State Mandated Testing

The California Standards Test (CST) / California Achievement Test (CAT - 6) must be administered in English during the spring to all students in 2nd through 8th grades. This multiple-choice test is assumed to measure student progress in language arts, and math standards.

The results from the CST/CAT-6 are used by the State of California to determine the school's Academic Performance Index (API) and to measure Adequate Yearly Progress (AYP). These are the chief accountability measures in place from the state and federal government.

The California English Language Development Test (CELDT) will be administered every fall to all students who are classified as English Learners, in Kindergarten through 8th grade.

LFCSA teachers will examine the results from this test alongside other assessments. The school will be focused on providing quality English Language Development instruction to all English Learners at the school at their proficiency level. The CELDT is one of the measures used to determine whether students re-designate from English Learners to Fluent English Proficient students. Re-designation will be one of the school's primary goals and measures of success.

The Spanish Assessment of Basic Education (SABE) is used to evaluate student's progress in Language Arts and Math in Spanish. Spanish-speaking students who are new to this country will take this test as an initial assessment.

Assessments

Individual student's progress will be evaluated at the end of each grading period. Parent-Teacher conferences will be scheduled twice a year to coincide with these assessments. A final progress report will be sent home at the end of the school year.

Grading Periods

Semester 1: September – December 2009

Semester 2: December – March 2010

Semester 3: March – June 2010

LFCSA Attendance: **Absences & Tardies**

Attendance

At LFCSA, we view every day as an essential learning opportunity. Therefore, we expect excellent attendance of all of our students. Student attendance becomes a pattern and missing school regularly is not only detrimental to a child's learning, but can create poor learning habits. A child is considered absent when he/she is not in school.

Excused Absences

Excused absences are absences in which a student is too ill to report to school or has a medical, legal, dental appointment or a death in the family. All absences require appropriate documentation, i.e. note from home, a note from a doctor or medical facility, court documents, etc. If appropriate documentation is not provided, the absence will be considered unexcused.

A parent or adult caregiver must notify the school the same day of absence by telephone, letter, fax, email, or in person. Do your best to inform us of an absence by 8:30 a.m.

If a child exceeds five excused absences, the school will require a conference between parent, student, and administration to devise an action plan for ensuring the child does not fall behind in school.

Tardy Procedure

A student is considered tardy if he or she arrives to school after the official start time (see 2009/10 hours on page 16). A late student must obtain a tardy slip from the school office in order to be admitted to the classroom. If your child arrives after normal drop-off, you must park and walk them to the office.

Tardiness is excused only if a student has a medical, dental, legal appointment, death in the family or a legitimate family emergency. All excused tardies require appropriate documentation.

- 5 tardies will receive a phone call from the classroom teacher.
- 8 tardies an official letter is sent home and letter will go in cumulative file.
- 10 tardies a conference will be held with teacher, principal and parent.

LFCSA Attendance: **ADA (Average Daily Attendance)**

Our federal & state educational funding is directly tied to our Average Daily Attendance (ADA).

Our school gets “charged back” every time your child is absent. For example, last year we lost \$62,923 in funding due to low ADA.

As a parent, here are some things you can do to help us minimize those losses:

- **Be thoughtful when planning extended family vacations.** When you take your child out during regularly scheduled school days, it costs about \$35 a day/child. A whole week is worth about \$175 in lost income to the school.

If you must take your child out for a significant number of days, consider making a donation to the school to offset the loss.

- **Bring your child to school before or after a doctor’s appointment.** As long as your child is at school a portion of the day, your child may be counted as being present.
- **Keep a contagious or infectious child home.** While we stress good attendance, we also want to ensure the health and safety of all our children. You may think you are helping by sending in a sick child (to keep our ADA up) but if they infect a number of others, you could end up costing our school even more! As our school population grows, passing of germs will be an even bigger challenge.
- **Encourage healthy habits with your child.** It may sound obvious, but healthy children get sick less. Make sure your child is getting enough sleep, especially on school nights. Offer them a balanced diet with lots of fruits and vegetables, whole grains, and limit the sweets and fast food. Teach them to wash their hands frequently, particularly before they eat and after they use the restroom. Help them find ways to be physically active.

LFCSA Parent Information:

School Hours

School Hours

Kindergarten	Drop-off: 8:15 am
AM	Class hours: 8:30 am - 11:30 am
	Pick-up: 11:30 am
PM	Class hours: 11:50 am - 2:50 pm
	Pick-up: 2:50 pm
Grades 1 & 2	Drop-off: 8:15 am
	Class hours: 8:30 am - 2:15 pm
	Pick-up: 2:15 pm
Grades 3 & 4	Drop-off: 8:40 am
	Class hours: 9:00 am - 2:50 pm
	Pick-up: 2:50 pm

AM/PM Care

There will be supervised playground activities provided for those children who have siblings starting at different times, both in the morning before school starts and in the afternoon once classes end.

LFCSA Parent Information: **School Policies & Procedures**

Appropriate Dress

Sensible, comfortable play clothing is suitable for school. Children should not be afraid to get their clothes dirty. Clothes should also never detract from the learning process. Logos or messages should be appropriate and positive. Shorts should be worn under short skirts or dresses. Undergarments should not be visible to the general public.

Footwear should be safe and comfortable for play equipment and running. No open-toed shoes are allowed, including sandals, flip-flops or slippery soles (California Educational Regulation).

All kindergarten and first grade children should have a complete change of clothes labeled with their name in a zip lock bag in case of accidents.

Backpacks

Our backpack policy was implemented after careful consideration, at which point we reached the conclusion that children do not need to be burdened with a backpack on a daily basis when it is not required for carrying school supplies, etc. In the past, a great deal of instructional time was wasted on accessing materials/lunches from the backpacks. However, if a child needs to carry a backpack for any special reason (for after-school materials, gear, medicines, etc.), he or she may do so.

Bathroom Usage

Our students will use the girls and boys bathrooms located closest to our portable classrooms. Selma Elementary students will use these facilities only when they are at recess. There will be direct, adult supervision of the bathrooms during these times.

Before & After School Care

E3 will continue to provide childcare for our kindergarten students each morning and for all interested students each afternoon until 6pm. For more information: www.enrichmentkids.com/los_feliz.

Birthdays

Students will receive a special birthday treat from LFCSA. Student birthday celebrations (parties, food etc.) will not be permitted during the school day. Invitations to birthday parties should be mailed and not passed out at school, unless you child's entire class is included.

School Policies & Procedures (cont'd)

Carpooling

Our policy has always been to encourage carpooling whenever possible. While at the Selma location, it is even more critical that families try to carpool to limit the congestion and frustrations from the line up of cars waiting to pick up kids.

Drop-Off & Pick-Up

Drivers should approach the Drop-Off and Pick-Up area from the westbound lane on Selma. This year we will be entering and exiting our students at the drive through drop-off/pick-up area only. There will be no pedestrian pick-up unless your child needs to leave during the school day. Accordingly, please stay in your car and move through the line. We will have assistants to help your child exit and enter your car safely. Given the traffic conditions surrounding the Selma campus, it is important to adhere to the drop-off/pick-up schedule outlined above.

The only exception to this policy will be for those parents picking up their children without vehicles. In this case, parents are asked to please make arrangements through the school office to have their child wait at the pedestrian gate.

Field Trips

A Parent/Guardian permission form must be completed before your child can participate in a scheduled field trip. Teachers are required to carry the student's emergency cards on each trip, as well as any student medications. In addition, LFCSA aims for a high chaperone-student ratio to ensure the safety and well being of the children during field trips. You can support this effort by volunteering to chaperone at your child's class field trip.

Going Home with Friends After School

Permission will be granted to go home with another parent or designated caretaker provided the office has received permission from both parties.

Health Report

Children may only attend school if all inoculations are current, and completed immunization forms are on file in the school office.

Homework

An important part of LFCSA's philosophy includes maximizing our in-school instructional hours so that afterschool hours may be dedicated to extra-curricular and enrichment activities rather than spent doing homework. As such, students will not receive regular homework assignments. At the teacher's discretion, however, homework activities may occur during the school year to support student research or project assignments.

School Policies & Procedures (cont'd)

We DO strongly request that each student spend at least 20 minutes per/night reading material of interest at his or her "just right reading level." For those students able to do so, we recommend that parents do not have their child read out loud, but rather that they encourage silent, independent reading. For beginning readers, we ask parents to read with their children for at least 20 minutes each night.

Incident Reporting Policy

If you wish to report an incident, forms are available in the school office.

Internet Access at School

Students will have supervised access to the computers and the Internet for learning, communicating and researching at school. LFCSA takes the privacy and security of our students while using the Internet very seriously. As such, all families will receive a student Internet-use policy for review and signature at the beginning of the school year.

Leaving Campus

No child is permitted to leave the LFCSA campus at any time during school hours unless they have permission from the office and are accompanied by an adult. Children will only be released to parents or designated caretakers unless the office is notified of other arrangements.

Lost & Found

Please make it part of your routine to check our lost and found section each week! We accumulate an amazing array of articles throughout the school week. Unmarked and unclaimed items will be donated to charity at the end of each month.

Lunch

Our hot lunch provider this year will once again be Revolution Foods. Parents will receive a sign-up sheet at the end of each month for the following month. Lunch will be available on a monthly basis at a cost of \$3.75/day, with the total amount varying depending on the number of school days in the month. A regular, vegetarian, and non-dairy option will be offered. Lunches brought from home should be healthy and filling. No sodas or candy will be allowed at school.

Personal Belongings

All personal belongings such as clothing, and lunch bags should be clearly labeled with your child's name. Children are not permitted to bring toys or other personal items (unless directed to do so as part of a class project) to school. LFCSA will not be liable for lost or stolen items.

School Policies & Procedures (cont'd)

Snacks

It is recommended that students bring a healthy (no sugar please) snack for the morning recess break.

Student Code of Conduct

LFCSA has adopted a "Cool Tools" curriculum designed to assist students in handling conflict. If any student breaks the "Red Hot Rules" (danger to self or others; defiance of authority) they will be sent home immediately.

Sibling Enrollment

By law, admission to LFCSA is based on a public random drawing with the following exception:

Siblings of present LFCSA students whose families have fulfilled their contractual requirements with the school are given preference for admission. All families who have upcoming kindergarten siblings must put their child's information on the waiting list and complete and return the SIBLING LETTER OF INTENT. If this information is not provided to the school, your child will remain on the waiting list with the general public.

Visitor Policy

Parents are welcome to visit our classrooms, however please note that all such visits must be arranged in advance. Unexpected drop-in visits are disruptive and distracting to the class and our staff. When visiting or volunteering on campus, parents and guests must sign in and out at the school office. By state law, all visitors must wear a "visitor" pass while on any school campus.

While sharing the Selma campus, parents are required to remain within the LFCSA area of the school. If it is necessary for any reason for a parent to enter the Selma area of the school, parents must be accompanied by an LFCSA employee. Please note that you will be immediately asked to leave campus if you are found in violation of this policy.

By law, both visitors and volunteers must exit the LFCSA campus promptly at the conclusion of their scheduled visit. Roaming or lingering on the school campus is disruptive to our classrooms and we ask that parents respect this policy by moving onto the sidewalk or park adjacent to school should they desire to continue interacting with other parents.

School Policies & Procedures (cont'd)

Volunteer Requirements

LFCSA families are required to volunteer 60 hours each school year. Parents who plan to volunteer at school must show documentation of a Mann TB test within the past 4 years. Each parent is responsible for keeping track of their own hours and submitting them to the volunteer coordinator or their room parent in January and June of each school year.

LFCSA Parent Information: **Dispute Resolution Policy**

The purpose of LFCSA's dispute resolution process is to have school community members resolve issues in-house in an amicable and fair manner whenever possible and to avoid unnecessarily contacting the Board of Education or LAUSD. The school community includes students, parents, teachers, applicant families, volunteers, advisors, community members, partners and collaborators.

In the event of a dispute:

- 1) Make an appointment with the teacher or the person whose area of responsibility the issue involves, or the person directly involved in the issue.
- 2) If the meeting did not resolve the issue, make an appointment with the Principal. When appropriate, the Principal may request the teacher, staff member, or other party to take part in the meeting.
- 3) If after a reasonable amount of time, the issue has not been adequately addressed, you may submit in writing a statement to the LFCSA Board and the Principal. The person about whom the complaint is made will be given a copy of the written statement. The Principal and the president of the Board will work with all parties to resolve the issue.
- 4) If the issue or complaint is against the Principal, first, bring the issue to the Principal's attention. If after a reasonable amount of time the issue is not resolved, you may file a written complaint with the Board for resolution.
- 5) If the issue involves a school policy, first, bring the matter to the attention of the Principal.
- 6) If the Principal is unable to resolve the matter, you may appeal to the Board by either submitting a written statement, or attending a board meeting.

All LFCSA faculty, staff, administrators, parents, applicant families and Board members will be asked to agree to resolve disputes via this dispute process. This means that individuals will avoid contacting the Board of Education and LAUSD regarding a conflict at LFCSA until all of the relevant procedures listed above have been exhausted and documented.

LFCSA Parent Information: **California Education Code**

Suspension

The California Education Code enumerates safety policies that also relate to suspension and expulsion. For example, students will be recommended for suspension and may be recommended for expulsion upon a determination that the student has committed one of the acts listed below:

- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a responsible person to conclude that the replica is a firearm unless, in the case of possession of any object of the type, the student had obtained written permission to possess the item from a certified school employee, with the administrators or designees concurrence.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Knowingly received stolen school property or private property.
- Aided or abetted the infliction or attempted infliction of physical injury to another person.
- Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- Engaged in sexual harassment as defined in Section 48900.2.
- Engaged in harassment, threats, or intimidation directed against school district personnel or pupils as defined in Section 48900.4.
- Used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- Unlawfully possessed, used, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- Made terrorist threats against school officials, school property or both as defined in Section 48900.7.

California Education Code (cont'd)

Expulsion

In terms of **mandatory expulsion**, federal laws state that a school must expel, for a period of not less than one year (except on a case-by-case basis), any student who is determined to have brought a firearm to school. In addition, students shall be expelled upon determination that the student has committed one of the acts listed below:

- Assault or battery upon any school employee-Section 48915(a)(5).
- Brandishing a knife-Section 48915(c)(2)
- Causing, attempting to cause or threatening to cause serious physical injury to another person, except in self-defense-Section 48915(a)(l).
- Hate violence-Section 48900.3.
- Possession, selling, or furnishing of a firearm-Section 48915(c)(1).
- Possession of an explosive-Section 48915(c)(5).
- Robbery or extortion-Section 48915(a)(4).
- Offering, negotiating a sale or selling a controlled substance-Section 48915(c)(3).
- Committed or attempted to commit sexual assault or committing a sexual battery (as defined in Section 48900)-Section 48915(c)(4).
- Harassed, threatened or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

Property Policy

Building upon the need to have a safe and nurturing school, students must respect the property of the school and others at all times. Any student action or intention that can be deemed as damaging the property of the school or others can result in serious consequences. In addition to the violations described above, examples of property violations include:

- Stealing
- Defacing school property or the property of others
- Unauthorized use of equipment
- Inappropriate use of the internet

Parent Involvement: **Volunteering**

The success of our school is directly tied to parent involvement. While we want you to find the volunteer activities that suit and inspire you, it is important that you see your volunteer contribution as a serious commitment. Whether you sign up for a regular volunteer “job” or for a one-time event, others will be counting on you, and dozens of little eyes will be learning by your example.

What is the parent volunteer time commitment at LFCSA?

LFCSA requires a minimum of **60 volunteer hours** per family each year. That breaks down to just 1 ½ hours a week! Many parents volunteer significantly more than that, but every family must fulfill the minimum each year their child attends LFCSA.

Who keeps track of volunteer hours?

You are responsible for keeping a detailed accounting of your own volunteer hours and submitting them to the volunteer coordinator or your room parent in January and June of each year. Families that do not have at least 50% of their hours logged in by February 1, 2010 will receive a written reminder.

Take the time at the start of the year to think about how you want to volunteer – don’t get caught at the end of the year scrambling to make it up in a few short months.

How do I volunteer?

There are a myriad of volunteer opportunities at LFCSA. There are ongoing needs and one time or event needs. Here is a sampling of typical volunteer needs

- Room parent (for the school year)
- Classroom helper
- Administration helper
- Drop-off and Pick-up
- Field trip chaperone
- Event set-up or take down
- PTA officer
- Parent Representative – Site Council
- Committees

Volunteering: (cont'd)

Here's what volunteering can do for you:

- Your volunteer contribution can be **a very fulfilling and enlightening experience**. As a classroom volunteer you will have the opportunity to witness our unique curriculum in action. It's a chance to see your child as you normally wouldn't see them. You will have a greater understanding of how your child spends their day and how you can help them thrive in this environment.
- As you participate in school events you will have the opportunity to **meet and get to know other LFCSA parents**. Many carpools, playdates, entrepreneurial ideas and business connections have originated from relationships built through volunteer projects at school.
- **Become involved in the decision-making process by running for the School Site Council or joining one of our various committees**. You can take part in shaping our school. As parents we have an amazing opportunity to be involved with an educational model that wants our input. Rather than being on the receiving end of mandates and dictates from a slow moving bureaucratic machine, our charter school is free to innovate and create.
- Volunteering can be an **outlet for expressing your own talents and skills**. You may have something you love to do, or discover something you didn't know you could do. Regardless, you will have a receptive and appreciative audience for your efforts.
- While every family has an obligation to the minimum of 60 hours, **it's up to you how you do it!** How many jobs offer that kind of flexibility? We will make every effort to work with you so that your volunteer assignments match your availability and interests.
- Being involved in school, **teaches your child an important life lesson** about the value of education and community service.

Parent Involvement: **Volunteer Job Descriptions**

Room parent

Each class / teacher has a room parent for the school year. The room parent is the communication point-person for the class, acting as a key link between the school administration, site council, committee chairs and the families in your child's class. All room parents will be required to participate in a mandatory training to be held in October, where more specific information on this important role will be shared. At the discretion of your child's teacher, this job may be shared with a co-room parent.

This volunteer job is for you if: you can commit to it for a full school year, like being in the "information" stream of school news and activities, are comfortable contacting fellow parents via phone and email and are willing to keep the accounts for class activities.

Contact: your child's teacher

Classroom helper

For those who can spend time helping in the classroom there is no more illuminating role. As a classroom helper, you may assist the teacher in daily lessons, art projects, organization, homework etc. But you will also have the privilege of witnessing LFCSA's project-based learning first hand. This volunteer job can be one day a week, or more depending on your availability and the teacher's needs.

This volunteer job is for you if: you have free time during the school day, can prepare materials at home, enjoy working with children, are comfortable with a variety of tasks, and are interested in playing a support role to a teacher.

Contact: your child's teacher

Administration helper

For those who can spend time helping in the school office. This may include making copies, stuffing Thursday packets, answering the phones, filing etc.

This volunteer job is for you if: you are available during office hours, are willing to do a broad variety of administrative tasks, can work alone, and are computer proficient in basic Microsoft programs.

Contact: Michelle Jones

Volunteer Job Descriptions (cont'd)

Drop off & Pick up helper

The smooth transition to and from the school day starts in the parking lot! We rely on the assistance of parent volunteers to guide children safely to their cars.

This volunteer job is for you if: like being outside, can be counted on to arrive on time, want to meet other LFCSA parents.

Contact: Andreas Wenger

Field Trip Chaperone

Field trips are important learning experiences for our kids. In order to conduct safe and successful field trips, the teachers must have a number of adults willing to chaperone their classes.

This volunteer job is for you if: you are available during the school day, have a car that can safely seat 3 kids and/or are willing to walk with the kids, are interested in the field trip activity, can be counted on to arrive on time and be responsible for the kids assigned to you.

Contact: your child's teacher

Event Support, Set up & Take down

It takes an army of volunteers to put on a major school event. If you are a working parent and can't volunteer during school hours, helping with set up, support during an event or helping take down at one of our weekend events could be a great way to get your hours in.

This volunteer job is for you if: you can only volunteer on the weekends, have a truck or mini van, like to work with a team, want to get to know other LFCSA parents.

Contact: The Event Chair

Volunteer Job Descriptions (cont'd)

Are there volunteer jobs I can do from home?

Yes! Throughout the year there are projects and tasks that can be done from home, including writing articles for the school newsletter, contributing to the LFCSA website and helping with projects that involve reaching out to school families or others in the community via phone or email.

At any given time, our school is comprised of a mix of parents who are artists, accountants, musicians, craftsman, computer geeks, writers, photographers, architects, chefs, or those with other skills and expertise. We believe everyone has something valuable to offer. Just let the volunteer coordinator know what you have to offer, and we will do our best to help you “get in where you fit in.”

Finally...

There are so many ways to gain volunteer hours once you start thinking about how to contribute to our school community. One such way is by showing up and participating in LFCSA workshops and school-wide informational meetings. These meetings take place several times during the year and your attendance counts toward your volunteer hours!

It is very important to us that our families attend these forums. We know how hard it can be to get out on a weeknight, which is why LFCSA will always make our best effort to provide childcare for school-wide meetings. As part of your volunteer commitment, we ask that at least one parent or family representative attend a minimum of two workshops or meetings over the course of the school year.

LFCSA Health & Safety: **Health & Wellness Policies**

Immunization Requirements

All students who enroll for the first time must show a written report to show they are free of tuberculosis. Children must also have the following immunizations:

- Polio (4 shots)
- DPT (5 shots)
- MMR (2 shots)
- Hepatitis B (3 shots)

If your child is not vaccinated, a parent must sign a waiver of these requirements available in the school office. You child will not be allowed at school until these requirements are met.

Illness

If your child is too ill to attend school, you must notify the school the same day of the absence. If your child has a communicable (contagious) disease the school office should be informed immediately so that we can notify other parents.

Injuries

If your child sustains any type of major injury, a note from your doctor is required before your child may return to school. Students needing supportive appliances (crutches, cast, wheelchair, etc.) must also have a written order from the prescribing physician. Children with cast and splints will not be allowed to participate in P.E., but alternative activities will be arranged until the cast or splint is removed.

Head Lice

Head Lice is a very common condition, especially among children ages 3 – 10. Outbreaks of head lice occur often in schools and group settings. Children with head lice will not be allowed at school until all nits (eggs) are removed and the LFCSA school health specialist has given clearance.

If you suspect your child has been exposed to head lice, or you detect lice, please inform the school office immediately so all other children can be checked and monitored.

If there is a confirmed outbreak of head lice at LFCSA, you will be notified and asked to monitor your child. Children should be instructed not to share hats, hair accessories, brushes or combs at school. For more information about head lice: <http://www.dhpe.org/infect/lice.html>

Health & Wellness Policies (cont'd)

Medication

Children may only receive medication during school hours with a written request from the parent/guardian and the physician who is responsible for the medical management of the child.

All medications must be stored in the school office in the original prescription bottle, labeled with dosage instructions, and be administered in the office. No student may carry his or her own medication or take medication unsupervised.

If your child takes medication regularly during non-school hours, you should leave a short-term supply in the office to be used in case of an emergency.

You may obtain the Medication Request Form from the school office.

LFCSA Health & Safety:

Physical Education

The Journal of "Sports and Exercise Physiology," in an analysis of nearly 200 previously conducted studies that evaluated the interaction between physical activity and behavior, found that regular physical activity supports learning. Additionally, higher achievement was associated with higher levels of fitness at all of the grade levels measured.

California Education Code 51210 states that each school district maintaining an elementary school composed of grades 1 – 6 must provide students at least 200 minutes of P.E. instruction for every 10 school days, not including recess and lunch period.

As part of our focus on the whole child, LFCSA places value and emphasis on physical education. Your child will participate in both P.E. and dance classes each week. We also encourage our families to be active together, to reinforce this message and help our students develop life-long healthy habits.

LFCSA Physical Education Instructor

Andreas Wenger

andreaswenger@sbcglobal.net

LFCSA Health & Safety: **Emergency Procedures**

As a charter school, we are governed by the LAUSD's Emergency Drill procedures. For more information please go to the LAUSD Office of Health and Safety website: www.lausd-oehs.org and review their safe school plans.

The following is the list of drills we will conduct throughout the school year.

Fire Drill:

Monthly

Earthquake Drill:

Quarterly

Lock down-no response drill:

One per semester

Lock down-response drill:

One per semester

LFCSA Safety Committee Chair

Andreas Wenger

andreaswenger@sbcglobal.net

School Finance:

Non-Profit vs. Public School

LFCSA is a non-profit business rather than a traditional public school. What this means is that we are not funded at the same level as a traditional public school. Our survival depends on **YOU**. Here's how we are different from public schools:

- As a charter school, **our state and federal education funding per student is 30% less than an LAUSD public school.** We receive roughly \$35/day per child from the state based on Average Daily Attendance (ADA). If your child is not in school, we LOSE \$35/day.
- **Unlike a public school, charter schools are responsible for the school site.** This means, rent or property ownership, insurance, utilities, and maintenance. In our case, that cost represents 20% of our total expenses. This year, until we move into the Media Center Site, we will be paying our lease at the Media Center site as well as rent at Selma Ave. Elementary.
- **Fundraising is a critical element of our financial strategy.** While many public schools are now looking to fundraising to shore up their shrinking budgets, we are different in that our budget requires that at least 7% of our total income be generated from community fundraising. **For 2009/2010 that means raising \$175,000.**
- As part of our charter, we have identified **parent involvement** as key to our mission. We depend on each family fulfilling their commitment of at least 60 volunteer hours each year to the school. No public school requires parents to be that involved.
- Our school has an innovative curriculum. As a project-based, constructivist, and arts-integrated curriculum, our school offers **an alternative to the traditional model offered by LAUSD.**
- We offer **the only standards-based arts curriculum in the state of California,** unique in providing four full-time arts programs (music, dance, drama & visual arts). No LAUSD or state public school teaches to all four arts standards as comprehensively as LFCSA.
- **Professional development** is the cornerstone of LFCSA's philosophy. Due to partnerships and relationships we have established, such as Seeds Elementary School at UCLA, and the coaching provided by Karolynne Gee, the school is able to provide a quality in the level of professional development that is unique. Naturally, this comes at a cost.

School Finance:

Fundraising

Why do we need to raise funds?

LFCSA is a public charter school and as such we receive about \$35/day for each student in attendance from public school coffers. While this provides the majority of our overall budget, it does not cover all of the expenses of running the school. We depend on fundraising to fill a significant budget gap.

It is also important to note that we are charged back for “non attendance” (absent students) and last year we were required to give back over \$62,000 to the district. You can help us keep this number down by making sure your child is on time and has no unnecessary absences.

What is the overall dollar amount we need to raise this year?

We must raise \$175,000 (7% of the total operating budget) in 2009/2010. This money goes towards the General Operating Budget. This is the budget that pays our teachers and staff, rent at Selma Ave. Elementary, utilities, insurance, etc. In short, this is the budget that pays for our school to keep its doors open and operate. This is not the Capital Campaign, which is described later on in this section.

The fundraising strategy has been designed to provide a variety of events and activities to draw support beyond our immediate school community, however each LFCSA family is expected to play an active role in the fundraising efforts.

This year we have the following fundraisers planned:

- Annual Giving Program (Year-round)
- Parent Mixers (Fall & Spring)
- Halloween Carnival (October)
- Photo Fundraiser (November)
- Jogathon (March)
- Big Night Out Auction (May)

Fundraising

(cont'd)

Who is in charge of fundraising?

The fundraising committee is lead by Co-Chairs Gabrielle Samuels and Nicole Whitaker. Fundraising initiatives must also be presented to and approved by the LFCSA Site Council. If you have an idea for a fundraiser, please fill out the attached Fundraising Event Application and return it to the office.

Contact info for Fundraising:

Gabrielle Samuels, gbsmuels@sbcglobal.net

Nicole Whitaker, stellan@earthlink.net

Or

fundraising@lofelizarts.org

What are parents expected to contribute to these efforts?

Annual Giving Program. Parent involvement is the cornerstone of our school. We expect to raise 50% of our total fundraising goal from our Annual Giving Program. If every family could contribute just \$40/month for one school year (just nine months), we can meet this goal! That's less than a \$2 a day! A lump sum donation may just be too stressful in our current economic climate, but when we break it down to a monthly "give," the number is much more reasonable. This can be done through a monthly check, or a monthly charge to your credit card. All donations are, of course, tax deductible.

Halloween Carnival. The Halloween Carnival is a family-friendly weekend event in October featuring games, rides and food. This event relies on parent volunteers to staff the booths, take tickets, set-up and break down. Families are encouraged to come to this event and to bring friends and extended family to help make it a success.

Photo Fundraiser. For the third year, LFCSA offers an opportunity to have portraits taken by several professional photographers (who are also LFCSA parents!) for a very reasonable fee. This is not only the chance to get those Family Portraits ready for the Holidays, but also the time to invite all of your family and friends that are actors, musicians, in bands, etc to get their professional portraits done. Fliers need to be made and posted where attendees would see them. Parents are needed to work the event, setting up, assisting the photographers, and breaking down sets.

Fundraising (cont'd)

Jogathon. Building on the success of last year's event, LFCSA will host our 2nd Annual Jogathon. Our students solicit pledges per lap (or a flat donation) from outside the community and then jog an arranged course. Those who attended last year were blown away by the enthusiasm, determination and dedication of our student joggers. This is a great event to not only raise money, but to also showcase our community's dedication to physical fitness. Parents can help by encouraging their children to solicit pledges and by volunteering the day of the event for set up and break down, checking in the participants, and handing out water, or cheering on the joggers.

Big Night Out. The final fundraising event of the school year is the Big Night Out Auction Gala in May. For the past two years, Big Night Out has been the biggest fundraiser that our school has. Last year it brought in more than \$40,000, which was 35% of our fundraising goal. As the name implies, this is a chance for parents to get all gussied up and have an adult evening out. It is also an important opportunity to draw support and attendance from outside our immediate school community. Parents can help by volunteering on the planning committee, soliciting auction items, selling tickets, volunteering for set up, staffing the event, and break down.

LFCSA FUNDRAISER APPLICATION FORM

TODAY'S DATE:

NAME OF EVENT PLANNER:

PHONE/EMAIL:

NAME OF PROPOSED FUNDRAISER:

DATE OF FUNDRAISER:

LOCATION:

IF ON SCHOOL PROPERTY, WILL THERE BE ALCOHOL SERVED?

PROJECTED AMOUNT TO BE RAISED:

EXPENSES FOR EVENT:

NUMBER OF VOLUNTEERS NEEDED FOR EVENT:

PLEASE DESCRIBE THE EVENT IN DETAIL:

Please return form to Michelle Jones in the office, ATTN: FUNDRAISING. Your application will be reviewed and approved by the Site Council. Please allow 60 school days for your application to be reviewed. Any applications received after Spring Break will be considered for the next school calendar year.

School Finance:

More Easy Ways to Help Fundraise

In addition to our fundraising campaign and event, we have ongoing activities that make it easy to help raise funds for LFCSA:

- **Ebay online auction** – A great way to help fundraise with donations of many items, especially entertainment collectibles and entertainment experience packages. Contact Modi Frank, 323-988-9693 or modi@givingengine.com.
- **eScrip donations** - Get groceries that give back to our school with this easy way for our community to fundraise without spending additional dollars. Many schools in this area raise a great deal of money for their school through the eScrip program. Sign up today at www.escrip.com/program/3ways/.
- **Amazon.com** - Buy books, gifts, and more from Amazon using the link provided on the LFCSA website (www.losfelizarts.org) and help fundraise for the school at the same time!
- **Greenraising.com** - Raise money for LFCSA while also giving our children an opportunity to help change the world. Go "green" and buy products from Greenraising. Log on to: www.greenraising.com, find our school in the affiliate pulldown, and start shopping. A donation of 25% will go to LFCSA for any purchases made.
- **Target** - Raise money for LFCSA while shopping at Target. To participate in Target's "Take Charge of Education" Program please visit <http://www.target.com/tcoe>.

School Finance: **Capital Campaign**

What is the Capital Campaign?

The Capital Campaign is the fund that our community has been building for the past two years as we have searched for a permanent home for our school. Fortunately, we have found that home in the Media Center site, which we hope to transition into as of February 2010. We estimate the amount we need to raise from our parent body is \$500,000. To date, our families have pledged \$247,000. Less than half of this has been collected. To reach our goal, we are asking every family to voluntarily donate or raise \$2,600.

It cannot be stressed enough how important it is that we reach this goal. The future of our children's school depends on it.

Evan Astrowsky is spearheading this large fundraising task. A Capital Campaign Coach will contact each family. These Parent Volunteers can give ideas or advice on how to throw your own fundraiser, send out a mass mailing drive to family and friends and generally support you in your fundraising efforts. They will also stay in touch with you to review how your fundraising efforts are developing.

If you have already collected funds, please send them along with a completed 2009 Capital Campaign Contribution form to:

Evan Astrowsky
1645 Redcliff St.
Los Angeles, CA 90026

More questions? Please contact Evan at eastrow@mindspring.com

LFCSA Communications:

Staying Informed & Involved

LFCSA Board Meetings

All LFCSA Board Meetings are open to the public and parents are welcome to attend. The agenda of each monthly board meeting will be posted 72-hours in advance in both the Cassil office and by the pedestrian gate on Selma.

Anyone wishing to address the board will be asked to complete a speaker request form available at the beginning of each board meeting and to limit their remarks to the allotted time of three minutes. While audience members may address the Board on any topic, Board discussion is limited to agenda items. Topics raised during public comment may, at the discretion of the Board, be investigated by the LFCSA administration and put on the agenda for a future meeting. By law, any Board discussion of matters involving either students or personnel must remain private and be conducted in a closed session.

The minutes of all LFCSA board meetings will be made available on the LFCSA website.

Thursday Packets

The primary form of communication to parents each week is the "Thursday packet." It may contain information from teachers, school administration, school committees, Site Council, or the PTA. You can do your part by taking the time to carefully review the contents of the packet each week when your child brings it home.

Notification of school-wide meetings will be circulated in the Thursday packet as well as communicated by email. All notifications about such meetings will include information about the availability of childcare. A reminder email will always be sent out the day before any school-wide meeting.

Any individual wishing to include material promoting family fundraisers or other activities in the Thursday packet must submit that material for review to Christie Thomas at least two weeks before the desired distribution date. In the case of personal fundraisers, your flier must clearly state that your activity, service, or event is part of your effort to meet your fundraising commitment to LFCSA. Once the material is approved, parents must provide the appropriate number of fliers for inclusion in the Thursday packet. A specific color paper may be requested (e.g. green for fundraising fliers).

LFCSA Communications (cont'd)

Thursday Packets (cont'd)

The main contents of the Thursday packet will also be sent to all families via email each week.

Contact:

Christie Thomas

thursdaypackets@lofelizarts.org

E-mail Blasts

In addition to distributing an electronic version of the Thursday packet each week, email blasts may be used to disseminate important, urgent or late breaking news to the school community. You can help by providing the school with a current email address. LFCSA families should expect all school-related messages to generally originate from 1) Karin Newlin or Administrative Staff, 2) Room Parents, or 3) the PTA.

We ask that you refrain from sending "blanket" emails to other LFCSA parents. Too many messages dilute our ability to communicate with our families via email. LFCSA respects both the time and privacy of our families and wants to ensure that we keep parents tuned-in to important school business. We request that all parents do the same.

If there is an immediate need to get a message out to our school community, parents should first contact Karin Newlin regarding the matter at hand. If the email relates to school business, administrative staff will then send the message. All families are requested to be respectful of this process and to utilize the Thursday packet to share information about personal fundraisers and extracurricular activities not directly related to pressing school matters.

Room parents and communications

Room parents will be required to participate in a training outlining their role and responsibilities at the beginning of the school year. A guide describing the responsibilities of this role will be distributed and reviewed at this time. Room parents will be part of an email "tree" under which important information about school activities (e.g. fundraisers, events, volunteer needs) will be sent to each parent to then forward to their room.

In-class communications

Communication among parents within classrooms is encouraged and does not require review by Karin or school personnel. Room parents will be responsible for monitoring in-class communications and will serve as a liaison beyond the classroom.

LFCSA Communications (cont'd)

Communication with teachers

Any parent or individual wishing to communicate with *all* LFCSA teachers should discuss their issue or idea with their child's teacher first. Pending the outcome of this discussion, the most appropriate means of moving forward will be determined.

When communicating with your child's teacher or school staff, we ask that you respect weekends and holidays as their personal time. Your patience in waiting for a response during the school week is greatly appreciated. Likewise, when reaching out to personnel via email, please anticipate that it may take 48-hours or more to receive a response. When leaving a phone message for a teacher with the front office, likewise please allow at least a day for a response.

Communication with the outside community

Any communication related to the school with audiences outside of the LFCSA community, including foundations, educators, project partners, and community leaders, must be presented to the school administration for review before distribution.

School Newsletter

LFCSA's newsletter, *State of the Arts*, is produced and distributed every two months. Copies of past newsletters are available on the school website. The newsletter contains articles about school activities, teacher and faculty profiles, and highlights upcoming events on the school calendar.

newsletter@lofelizarts.org

School Website

It is the goal of LFCSA to maximize use of its website to reduce the distribution of paper notices and enhance the availability and accessibility of current information related to school business. LFCSA's website is: www.lofelizarts.org

Site Council, Town Hall & PTA Meetings

Attending school meetings offer parents another way to stay in the loop of developments at school, and provides an opportunity to share feedback or suggestions. And remember, attendance at LFCSA workshops and informational meetings counts toward volunteer hours!