

King City Arts Charter School

“Where Arts and Academics Meet”

Student and Parent Handbook *2009-2010*



Principal: Brad Smith

415 Pearl Street
King City, CA 93930

Phone: (831) 385-5473 Fax: (831) 385-1016

King City Arts Charter School

August 16, 2009

Dear Parents,

I want to welcome you to the King City Arts Charter.

Six years ago, the Charter school was started by a group of parents and teachers who wanted to make sure that Art, Music, Drama, and Dance were part of their children's education. Now, more than ever, we at the Charter School feel that it is important to keep offering The Arts to our students, and we hope that you feel the same!

The PTO (Parent Teacher Organization) did such a fantastic job last year planning activities and fundraisers, that we had the ability to offer our students and teachers programs and materials that otherwise they would not have been able to receive.

Please make it a point to read all the newsletters that PTO sends home and attend PTO meetings so that we can all work together toward the common goal of building an outstanding school!

As we move into the 2009-2010 school year a *philosophy/motto* for the school has been developed that we hope you share, and it this:

King City Arts Charter

*Where Arts and Academics Meet
&
Where Everyone Helps Everyone*

Where everyone helps everyone—nothing means more to us at the King City Arts Charter School than this statement. With everyone helping everyone, there is nothing that we can't accomplish as a school, and as a community.

Again, I would like to tell you how much I look forward to working with you this year. Please feel free to contact me anytime, about anything, morning, noon, or night. My cell phone # is (805) 712-7847. The schools phone # is (831) 385-5473.

Sincerely,

Brad Smith, Principal
King City Arts Charter
artscharter@gmail.com

KING CITY ARTS CHARTER

2009-2010 BELL SCHEDULE

Regular Day

7:40 – 7:55	Breakfast.
7:55	Line-up bell
8:00	Classes begin
10:30 – 10:45	Recess
11:45 – 12:30	K-3 lunch
12:15 – 1:00	4-6 lunch
2:10	K-3 dismissal.
2:55	4-6 dismissal

CEM Schedule

7:30 – 7:55	Breakfast
7:55	Line-up bell
8:00	Classes begin
10:30 – 10:45	Recess
11:45 – 12:30	K-3 lunch
12:15 – 1:00	4-6 lunch
2:10 dismissal	

Conference/Minimum Day 1:20 dismissal

Rainy Day Schedule Lunch Schedule

11:45 – 12:15	K-3 lunch
12:30 – 1:00	4-6 lunch

Kindergarten

Early Bird 8:00 – 12:30
Late Bird 9:30 - 2:10

Mission Statement

The King City Arts Charter School will provide a balanced approach to state standards by integrating visual and performing arts with the core curriculum. The goal of our program is that all students will meet the state content standards in core academic subjects, English language development, visual and performing arts and that they will develop positive values including responsibility, kindness, courage, initiative and creativity.

Admissions Policy

Any student living in the King City Union School District is invited to enroll in the charter school. The target students are those who best learn through the arts, but we believe learning occurs best for all students when all modalities are involved in the learning process. No students will be denied admission based on ethnicity, religion, gender, color, race, or national origin.

Arrival/Dismissal

School will begin at 8:00 a.m. Students may be dropped off on the south side of Pearl Street anytime after 7:45 a.m.

School will be dismissed at 2:10 p.m. for grades K-3, and 2:55 p.m. for grades 4-6. If your child is to walk home, we will need a note from you giving him/her permission to do so; otherwise, please be prompt in picking up your child when school is over. For students in grades K-3, they are not allowed to wait around on campus for older siblings. We hope that will be able to offer an after school program for these students, and we will let you know as soon as we have the programs up and running.

Attendance

It is essential that your child attends school every day and is on time. If your child is absent for any reason, a written excuse must be sent to the teacher or a phone call made to the school office (385-5473) before he/she returns to the classroom. Any absence not verified by written note or phone call may be noted as truant.

Any student who leaves school during the school day must be signed out in the office at the King City Arts Charter School by their parent/guardian. Students returning to school later that day must check in at the office before returning to class. When possible, medical and dental appointments should be made outside school hours.

Birthdays

On the day of your child's birthday, you may send a snack (as long as it is from a store) to school for the class if you would like to do so. The teacher will serve the snack at recess. Invitations to birthday parties should not be handed out at school unless there is an invitation for everyone in the class.

Character Development

According to the King City Arts Charter, “The educated person in the 21st century is best educated when the opportunity is given for the student to develop positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy. ...” To help develop an awareness of these positive character traits and to encourage their development, students will be recognized who exhibit selected traits. **See Appendix A for a list of the Character Traits for each month.** Students of the Month will be given certificates at a monthly assembly.

Complaint Procedure

Anytime people work together there will inevitably be times when misunderstandings or disagreements occur. If you have a concern or complaint about something that has happened in the classroom, go directly to the teacher to express your concern or ask questions about the situation. If the problem is not resolved, then go to Principal Brad Smith, 385-5473, 415 Pearl Street, King City, Ca. 93930

For complaints that allege a violation of federal or state laws or regulations governing educational programs or any other issue that is not settled by the principal, please see the District Uniform Complaint Procedure. These written complaints should be sent to the District Office, Attention: Kim Williams, 800 Broadway, King City, CA 93930.

Dress Code

Students should come to school prepared to learn. Dress and appearance often influence actions and expectations. Dress or grooming that draw undue attention detract from the educational process and is therefore unacceptable. The principal or designee shall be the final authority on the appropriateness of all clothing. **See Appendix B** for the Dress Code Policy of the King City Union School District.

Discipline

In order to ensure a learning environment that will allow the highest quality of education and provide for the students’ safety, there must be rules that explain acceptable student behavior and procedures. These rules will be enforced fairly and consistently without regard to race, creed, color or sex.

Your child’s teacher will send home a copy of the classroom rules and consequences. All students will also be given a copy of school rules and consequences. The principal, teachers and classified staff share the mutual responsibility for student conduct and safety and the enforcement of the school rules and procedures. If a student has difficulty with these rules, he/she may be given a written notice which will be forwarded to the parent, and the student may be sent to the office to see the principal.

Student Behavior Referrals are used when a student displays disruptive behavior in the classroom. A copy of the referral will be mailed home to the parent.

- Positive Referrals (PR’s) will be given for behavior that is unusually good. These will be put in a box at school. Some PR’s will be drawn each day, and students will

be given small prizes. The PR's that are not drawn at school will be sent home for parents to notice and reward.

If a student is sent to the principal with student behavior referral, the following consequences may occur:

- Warning
- Discipline Assignment
- Call home
- Benched for recesses in the office
- In-House suspension for a day or part of a day
- Parent requested to attend school with student
- Suspension or Expulsion

Bullying and/or Harassment

At the King City Arts Charter we strive to make sure that all students feel safe and secure, and we will do whatever it takes to create an environment where respect for all individuals is a top priority. Bullying or harassment, in any form, will not be tolerated, and any student who bullies or harasses another student (or other students) will immediately have a behavior plan written up by the principal and the parent.

Extended Day

Students in grades 1-3 may have the opportunity to stay until 3:00 for dance, music, theater, fitness, or art on Monday, Tuesday, Thursday or Friday. More details will be sent home to let parents know which classes will be offered on those days.

Field Trips

Teachers may schedule field trips for their students to enhance and support the instructional program. Parents will be notified of the destination, date and approximate time of departure and return. Parent volunteers may be asked to assist with the field trip by supervising students on the bus and in small groups during the trip. For safety and insurance purposes, private vehicles and non-King City Arts Charter students are not allowed on field trips.

Fund Raising

All fund raising should be approved by the school administration and the Parent Advisory Council. Fund raising activities should be planned that are the most efficient and least intrusive to the community. Fund-raisers may be planned by the King City Arts Charter PTO to purchase musical instruments, help pay for field trips, buy art supplies or costumes, and whatever else is deemed a necessity in order to further the educational opportunities for our students.

Health Information

- Student Information Update

Annually each student is given a new Student Information Update sheet for parents to update school records with current address, home and work telephone numbers, and an alternate telephone number so that a student may be cared for in case of illness or injury. The alternate telephone number(s) should be of a person who can care for the child in the event neither parent can be reached. A student will be released only to person(s) named on the Student Information sheet. Parents must submit changes to the Student Information Sheet to the King City Arts Charter Office as soon as possible. It is very important that we have phone numbers where parents can be reached during the school day in case of an emergency.

- First Aid

Cheryl Garcia, Secretary of the Arts Charter, will assist with ill or injured students and will contact the parent/guardian as appropriate. Parents must have a person available to pick up their sick or injured children.

- Insurance

King City Union School District does not furnish student accident or health insurance.

- Immunizations and Screenings

It is necessary that your child have certification of immunizations on file in the school office. Please keep your child's immunization record up to date.

To aid in the health of children, the State requires health screenings for certain grade levels by health professionals.

- All first and third grade students receive vision screening.
- All first and second grade students receive hearing screening.
- All Kindergartners must receive an oral health assessment. More information and dates will be sent to you in the mail.
- All first graders need to have a physical. More information and dates will be sent to you in the mail.

To receive more information about these screenings or to keep your child from being screened, please contact Cheryl Garcia at the King City Arts Charter or call 385-5473.

- Medication

Both prescribed and over-the-counter medication must be kept and administered in the school health office. If a child is to receive any medication at school, the parent must have the following information on file in the Health Clerk's office:

- A written statement from the physician prescribing the medication indicating how it is to be administered at school
- A written statement from the parent giving permission for the child to take the medication at school (Check in the office for the required form.) School personnel will not dispense medication unless the appropriate documentation is on file. The parent may come to school to administer medication to his/her child.

Homework

Homework is assigned to reinforce, apply and extend the skills and concepts learned during classroom instruction. For students in grades K-3, homework should take no more than 15 – 20 minutes each evening. Grade 4, 5, and 6 homework should last about ½ hour a night minimum. In addition to homework, it is advisable for parents to read to and to listen to their children read each evening.

Parents can do their part to help students get the most benefit from homework when they:

- Check the homework to be sure it is done and returned to school on time.
- Show interest in what their child is doing, but do not do the work for them.
- Provide the child with suitable study conditions (desk or table, light, books, supplies)
- Reserve a time for homework and turn off the television.
- Encourage the child, but avoid undue pressure.

Lost and Found

Lost and found clothing containers are located in the King City Arts Charter Cafeteria. Please write your child's name on clothing and belongings.

Lunch

Students still have the option between a school breakfast or lunch, or a sack lunch from home. Prices for meals will be included in the first day packet. Charter students will go to lunch at **11:45 K-3, 12:15 4-6**, each day. They will be required to sit at the lunch table for at least 15 minutes before being dismissed to go to the playground, but they may stay in the cafeteria as long as they would like to finish eating.

School Organizations

- Advisory Council

The Parent Advisory Council is a small group of parents and teachers who meet to discuss the goals and vision of the Charter School and act as an advisory council to the King City Union School District Board, which is the official governing board of the school.

- Parent Teacher Organization

The King City Arts Charter School encourages parental involvement. The Arts Charter PTO hopes to do more than raise funds for the school. Meetings will be held monthly for parents to come together to find out what is happening in the school and to participate in planning events. Meetings for the 2009-2010 school year will be decided upon within the first two weeks of school and a letter with the dates will be sent home to parents so that they can plan accordingly.

- The District English Learners Advisory Committee (DELAC)

This committee meets during the year to make parents aware of the District Language Program and State-mandated testing for English learners. All parents of English learners should attend these meetings.

- Migrant Parent Advisory Committee

Parents of migrant students meet monthly to hear special speakers and receive information concerning services available for migrant families.

Report Cards

The report cards for the King City Union School District are standards-based report cards. They will be issued at the end of each trimester and will indicate which of the grade level standards students have mastered. Parent-Teacher conferences will be held at the end of the first and second trimesters to discuss the progress of the students.

Textbooks

Textbooks issued to students are the property of the King City Arts Charter School. Books should be used with care and returned in good condition. Students are responsible for replacing any books that are lost, stolen or damaged. Parents will be billed for this replacement.

Transfers

If you plan to move out of the school district, please contact the school office in advance so your child's teacher has adequate time to prepare any reports or files. The school office will prepare a Pupil Transfer which will facilitate your child's entrance into a school elsewhere.

School Activities and Rewards

- Student of the Month assembly- Parents are welcome.
- Student of the Month Assemblies – If your child is receiving a reward, you will be notified ahead of time.
- Accelerated Reader Awards – Encourage your child to read, read, read.
- Positive Referrals – Watch for these coming home and reward accordingly.
- Outstanding Otter Award – each trimester
- Back to School Night is held in the fall, and Open House is held in the spring.
- Drama/Musical – twice a year
- Volunteer Recognition Day is a way to say “thank you” for helping.
- School Parties – Christmas, Valentine's Day, End-of-the-Year
- Science Fair – We want to help our students understand the scientific method.
- Evening of the Arts—an evening during the school year where students perform both music and theater, display original artwork, and show off other talents that they have developed at the Arts Charter.
- Other activities and awards

Search and Seizure

The district is entitled to take appropriate measures if the district reasonably believes they are necessary to provide and maintain a safe and orderly learning environment. Appropriate searches of students, backpacks, and desks may occur as situations arise which could jeopardize the health, safety, and welfare of students and staff. Such searches must be justified at its inception and reasonably related to the scope of the situation that prompted it.

Student desks are the property of the district; school officials have the right to open and inspect any school desk without student permission. If such an inspection is made to search for illegal items, it must be initiated by reasonable suspicion.

Toys

Students should only bring toys, games, etc. to school when their teacher invites them to do so. The student will assume responsibility for any item brought to school. See the School Rules for items that are not allowed at school.

Visitors and Volunteers

For the safety of the children, all visitors must sign in at the King City Arts Charter office, upon entering school. Classroom volunteers are to log in their time for each day. There are many ways to volunteer at school. Please ask your child's teacher about helping the class; sometimes this can even be done from your home.

APPENDI X A

KI NG CI TY ARTS CHARTER
CHARACTER TRAI TS
2009- 2010

September: Responsibility

Demonstrating responsible behavior and self-discipline by always trying hard to do my best

October: Initiative and Diligence

Starting things and working hard without needing to be told what to do

November: Honesty and Integrity

Expressing only what I know to be true and doing what is right

December: Courage

Being brave enough to make right choices even if it is hard to do so

January: Perseverance

Working hard without giving up

February: Respectful and Peaceful Behavior

Showing respect, consideration, and courtesy for others and encouraging peaceful behavior in the classroom and on the playground

March: Kindness, Encouragement and Thoughtfulness

Treating other people like I want to be treated

April: Joyfulness and Being a Cheerful Helper

Working and helping others without complaining

May: Resourcefulness and Creativity

Skillful at solving problems and being imaginative and inventive

APPENDIX B

KING CITY UNION SCHOOL DISTRICT

Dress Code Policy

2009-10 School Year

The purpose of the Dress Code Policy is to specify standards for dress and grooming that promote a safe school setting conducive to a positive learning environment consistent with the Board's policy governing acceptable and appropriate apparel and appearance for students. Consistent dress and grooming policies are necessary in order to maintain order, provide a safe school environment, promote discipline, and **academic success. Dress for success!** Dress or grooming that draws undue attention detracts from the educational process and is therefore unacceptable. All students are expected to follow these requirements regarding student dress. Authorized by Education Code 35294.1 and 35183.

All clothing shall be neat, clean, appropriately sized, and acceptable to school personnel in repair and appearance. Clothing shall also be within bounds of decency and good taste, as appropriate for school. Outer garments shall be sufficient to appropriately conceal undergarments at all times. All clothing which display gang symbols, profanity, products, or slogans which create a hostile environment for other students by causing a disruption are not allowed. All clothing which promotes tobacco, alcohol, drugs, sex, interferes with school work, creates disorder, or disrupts the educational process are not allowed. **The school principal or his/her designee shall be the final authority on the appropriateness of all clothing.**

Upper Body

1. For boys and girls, "fold over" collars are not required.
2. Shirts or blouses that are not tucked into lower garments **must not** hang below the body crux where legs meet the torso. (This is not to be confused with the crux/crotch of sagging pants.)
3. Tank tops, spaghetti straps, beach-wear, halter tops, see-through outfits, low neck lines, exposed "cleavage" or off-the-shoulder shirts are not appropriate for upper body wear and shall not be worn.
4. Undergarments and bras are to be completely concealed. Undershirts may be seen at the neckline only.
5. Bare midriffs or chests are not allowed.

Lower Body

1. Shorts, skirts, skorts or other short lower garments must cover at least to mid-thigh, with no slits. Sportswear-type shorts such as bicycle shorts (spandex), gym shorts, frayed shorts, or shorts with holes are not appropriate and **shall not** be worn. Shorts deemed appropriate for physical education and athletic practice may be worn only when participating in those activities.
2. Leggings may be worn, if outer garments come to mid-thigh.
3. Sweat pants, warm ups, sport uniforms, and work-out pants are not permitted.
4. Capri pants are allowed for girls.

5. $\frac{3}{4}$ length pants for boys are **not** allowed. They must either be shorts or shoe top length pants.
 6. Pants of denim material **are allowed**; however such pants must have the appearance of being in good repair and properly sized for school. Lower body wear must fit neither too loose nor too tight. Denim pants that are distressed or overly faded are **not allowed**.
- Foot Wear

1. Shoes must be appropriate for running and participating in P.E. activities.
2. Shoes must be worn by all students, and must cover the heel and toe.
3. The following are **not** allowed: Flipflops, flojos, slippers, skates, blades, cleats, steel-toed shoes, or bare feet.

Outer Wear

1. King City Union School District and King City High School sweatshirts are permitted. (Each site may have its own line of sweatshirts, T-shirts, and distinct school colors).
2. Jackets and sweatshirts with college and university logos are allowed.
3. Jackets and sweatshirts with other logos are acceptable.
4. Hoods or head coverings may not be worn within the buildings, classrooms, or outside, unless there are inclement weather conditions. Hats may be worn outdoors in accordance with policies set by the principal or designee.

Other Apparel & Personal Adornments

1. Garments of military/combat appearance, such as green or khaki camouflage pattern or material, are **not allowed**.
2. Logos of professional sports teams are **not permitted**.
3. The following is a list of symbols/sports teams/apparel considered to be “gang-related” and therefore are not allowed:
 - **Cloth belts with metal buckles having cut out initials** are not allowed.
 - **Skulls, skeletons, or any other symbols related to death** are not allowed.
 - **Overlong belts and buckles with symbols** are not allowed.
 - **Substantially disruptive logos promoting ethnic superiority** are not allowed.
4. Earrings are allowed. Earring designs must not be gang related.
5. The following are **not** allowed: body piercing, animal collars, watch fobs, chains, spiked bracelets, wrist guards, and tattoos.

Exemptions

1. Exceptions for verified religious beliefs and medical conditions may be made by the site administration.

Special Days

1. **Scouts, Camp Fire, 4-H uniforms, club cheerleader uniforms are acceptable on meeting days.**
2. **“Special Dress Days” will be determined by the site administration each year. “Special Dress Day” clothing shall also be within bounds of decency and good taste. Field trips will be considered as possible “Special Dress Days.”**

Violations and Consequences

For students in kindergarten through eighth grade: Violations of the Dress Code may result in the issuing of a written warning. If a written warning is issued, a copy of this warning shall be sent to the parents/guardian. Parents may be contacted immediately to bring appropriate attire to remedy the situation. If parents cannot be contacted, school “loaner” clothing may be issued to the student for the day. A third violation of the Dress Code in one year may result in the suspension of the offending student. Education Code 48900(k).