

# Chico Country Day School

## Student-Family Handbook

### 2017-2018

**Phone:** (530) 895-2650

**Fax** (530) 895-2646

**Office Hours:** 8:00 AM- 4:00 PM

102 West 11th Street (Elementary)

1054 Broadway Street (Middle School)

Chico, CA 95928

[www.chicocountryday.org](http://www.chicocountryday.org)

## Welcome to Chico Country Day School

The mission of Chico Country Day School (CCDS) is to provide a safe, joyful community where all learners are inspired to achieve their personal best.

### Handbook Use and Purpose

This handbook is designed to help family members and students get acquainted with CCDS. It explains some of our philosophies, beliefs, structures, procedures, and policies. We hope that it will serve as a useful reference to you while your child is enrolled at CCDS. CCDS is a growing and changing organization and it reserves full discretion to add, modify, or delete parts of this Handbook, or the policies and procedures on which they may be based, at any time.

**ACKNOWLEDGEMENT/CONSENT OF THE  
2017-2018 CCDS STUDENT-FAMILY HANDBOOK**

I understand and agree that I have read and will comply with the 2017-2018 CCDS Student-Family Handbook that is available beginning July 29, 2017 on the school website ([www.chicocountryday.org](http://www.chicocountryday.org)). If I am unable to access the handbook online, it is my responsibility to check out a copy in the main office and return once I have reviewed it. Because CCDS is a growing and changing organization, it reserves full discretion to add, modify, or delete parts of this Handbook, or the policies and procedures on which they may be based, at any time. Any changes in policy will be updated on website and notification will be send via E-flyer.

---

Parent/Guardian’s Printed Name

---

Parent/Guardian’s Signature

Date

---

Children’s Names/Grades

**\*\* Please initial the following items and/or check the appropriate choice\*\***

\_\_\_\_\_ I hereby certify that I have not been charged with or convicted of any violent or serious felony crimes as defined in CA ED. Code 45222.1 (p. 12)

\_\_\_\_\_ I agree to the Statement of Confidentiality for all CCDS Volunteers (p.12)

\_\_\_\_\_ I consent for CCDS to provide personal identifying information for my child consisting of first name, last name, email address and username to web-based operators such as Google Apps for Education and any additional web-based educational programs and services which CCDS may add during the upcoming academic year.

\_\_\_\_\_ I am stating that I have read and understand the Attendance Philosophy of CCDS (pg. 25 of Family Handbook).

\_\_\_\_\_ **IDO** or \_\_\_\_\_ **IDO NOT** give consent for my child(ren) to be used in photos/videos on school websites and advertisements (p.36)

\_\_\_\_\_ **IDO** or \_\_\_\_\_ **IDO NOT** give permission for my contact information to be used in the CCDS Family Directory. The Directory will be available as an App. for your mobile device and only available/accessible to CCDS Families. User name and passwords will be required.

## TABLE OF CONTENTS

<b>I. Acknowledgement/Consent Page</b>	<b>2-3</b>
<b>II. Overview of the Educational Program at CCDS</b>	<b>7</b>
Curriculum and Instruction	7
Our Schoolwide Learner Outcomes	7
Student Assessment	8
Feedback	8
School Structures that Support Student Learning	8
<b>III. School Information and Procedures</b>	<b>9</b>
School Schedule	9
Arrival	9
Dismissal	9
After School Program (ASP)	9
<b>IV. Family and Community Involvement at CCDS</b>	<b>10</b>
Back-to-School Night	10
Exhibition Night	10
Volunteering	10
Fieldwork	10
Volunteer FAQ	11
Visiting the School	12
First Day Policy	13
Emergency Information Card	13
Who can my child go home with?	13

Leaving School during the Day	13
Breakfast and Lunch Program	14
Textbooks/School Materials	14
Lost and Found	14
Non-School Property	14
Attendance	14
Tardy Policy	15
Independent Study	16
Behavior at Chico Country Day School	16
Life Skills	17
Universal Expectations	18
Dress Code	19
Homework	19
<b>V. Internet Use at CCDS</b>	<b>19</b>
Internet Use at School	19
Student Responsibilities	20
<b>VI. Photo/Video/Website Release</b>	<b>23</b>
<b>VII. Student Health and Safety at CCDS</b>	<b>23</b>
Health Standards and Immunizations	23
Illness	24
Health and Medical Conditions	24
Medications at School	24
Treatment of School Related Injuries	24

Communicable Diseases – Lice Policy	25
Returning to School after an Illness or Prolonged Absence	25
Speech, Hearing and Eye Examinations	25
Food and Nutrition	25
Students Placement Policy	25
Formal Grievance/Complaint Procedures	27
Grievance Filing Process	27
<b>Appendix I. 2017-2018 Staff</b>	<b>27</b>
<b>Notes</b>	<b>29</b>

## II. Overview of the Educational Program at CCDS

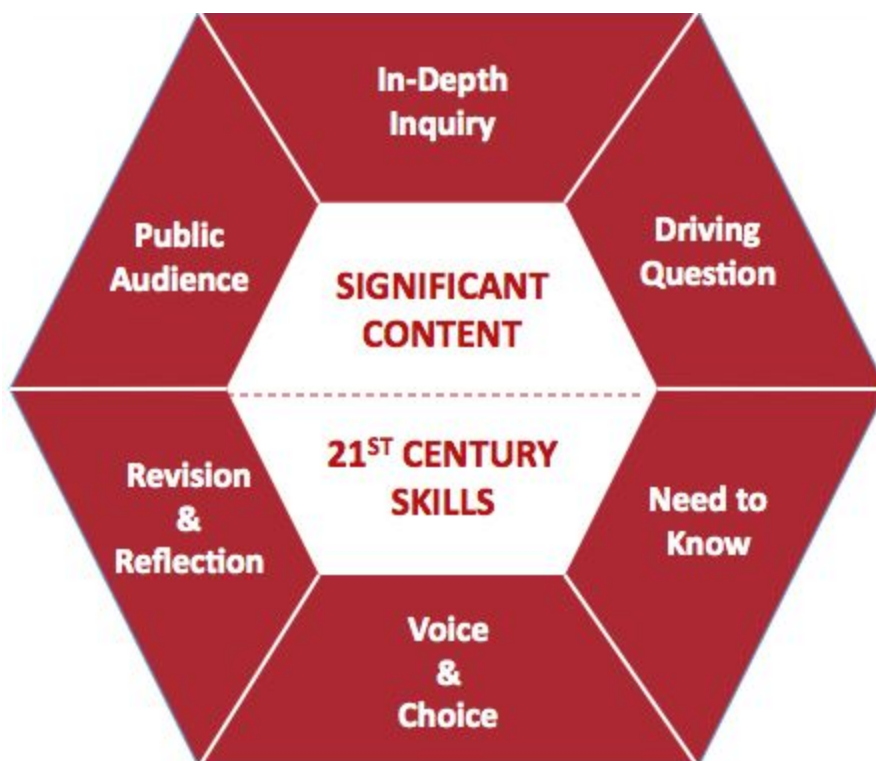
### Curriculum and Instruction

The first tenet of the mission of Chico Country Day School is to hold each child to clearly articulated, high expectations for academic achievement. We achieve this tenet by developing thoughtful projects that connect with students' interests, engaging in critique and feedback, and presenting beautifully crafted work to an authentic audience.

Our instructional strategies include project based learning as well as workshop models that allow for personalization of student learning. Relationships are at the core of what we do- an essential function of schooling is to foster the creation of deep and meaningful relationships.

Traditional core subjects: math, science, history, and English will be integrated into projects. Many projects will also include physical education, health, computer science, art, and music.

The graphic below represents the elements of a project-based academic environment.



### Our Schoolwide Learner Outcomes

1. Engaged students at CCDS strive for academic excellence and apply content knowledge and basic skills to authentic applications.
2. Connected students at CCDS build character and become responsible citizens by making conscientious choices locally and globally, authentically applying life skills and serving their community.

3. Innovative students at CCDS are skilled inquirers and creative problem solvers who work collaboratively, communicate effectively, and utilize technology to produce purposeful work.

## Student Assessment

What a child accomplishes as a result of study is tremendously important. Most assessment at CCDS will be performance-based: students develop projects, solve problems, write reflections of their findings, and often present them to a panel or during exhibition (usually comprised of teachers, community members, and other students). Consequently, our students are given traditional exams and tests sparingly. At CCDS, the measure of accomplishment lies primarily in the student's ability to explain or demonstrate his/her learning from the beginning of the project to the end.. Teachers will monitor growth and progress through formative assessments throughout the year and adjust and support students as needed.

## Feedback

At CCDS, regular feedback for our students is important to ensure that children are aware of the progress they are making regarding their learning and understanding. Students will often present their work for critique and feedback by peers, teachers, and adults in the field of study. This cycle of drafting, critique, and revision supports students in seeing what is exhibition-worthy, beautifully crafted work. Families will also be a part of this feedback cycle as participants in exhibitions throughout the year. While we utilize a traditional method for communicating progress on report cards, teachers emphasize the process of learning, collaborating, articulating and reflecting on learning experiences.

## School Structures that Support Student Learning

**Student Success Team and Response to Intervention:** CCDS employs a Student Success Team (SST) referral process and a Response to Intervention (RTI) model in order to assist students that may be struggling. Students may be referred to and SST if a teacher or parent feels the need to develop an intervention plan for specific identified needs related to a student's behavior, attendance, social-emotional growth or academics. The purpose of the team is to develop and implement an action plan that supports the student while targeting specific needs. The RTI model supports students in the classroom with academic and behavior intervention strategies and programs.

**Special Education:** We use an inclusive model for our students with special needs. We believe the regular classroom is often the best environment for our special needs children to learn. Services are available for students who qualify and an Individualized Education Plan (IEP) is written to support those students in the least restrictive environment. CCDS operates its own special education department as an independent Local Education Agency (LEA) in the local Special Education Local Plan (SELPA).

**Intervention for Students At-Risk of Retention:** Appropriate support and interventions are offered for students at risk of retention, including interventions for Reading and Mathematics. Students may be recommended for retention by classroom teachers based on standardized test scores, progress toward achieving grade level content standards, and teacher observations. In the event that a teacher recommends a student for retention, a Student Success Team meeting will be held to discuss the recommendation with parents/guardians.



### III. School Information and Procedures

#### School Schedule

	Regular Day	Minimum Day
<b>Kindergarten</b>	Start: 8:30 AM Dismissal: 2:15 PM	Start: 8:30 AM Dismissal: 12:15 PM
<b>Grades 1-3</b>	Start: 8:30 AM Dismissal: 2:30 PM	Start: 8:30 AM Dismissal: 12:15 PM
<b>Grades 4-8</b>	Start: 8:30 AM Dismissal: 2:45 PM	Start: 8:30 AM Dismissal: 12:30 PM

#### Arrival

Students (1st-8th) can arrive at school no earlier than 7:45 a.m. and should be dropped off on the Main Campus (K-5 side.) Upon arrival, your child must remain in supervised areas on campus. Students may be dropped off in the Middle School Building at 8:25 AM. Please make sure that your child enters the school safely and that he or she is supervised as he/she is crossing streets, etc. Do not drop your child off in the parking lot.

#### Dismissal

Kindergarten students MUST be picked up at their classroom at 2:15 p.m by a parent or other authorized individual.

All students MUST be picked up by 2:40 PM (grades 1-3), 2:55 PM (grades 4-8). On minimum days, all students MUST be picked up by 12:30 PM.

Students not picked up by the required time will be checked into the ASP. After which, parents will receive a phone call to pick up their child in a timely manner. There will be a \$10 fee assessed per child if this occurs. If this becomes a routine occurrence, there will be a meeting with Administration to address the situation.

#### After School Program (ASP)

The After School Program (ASP) provides socialization opportunities for your child. **The After School Program is offered every school day, beginning at 2:15 PM until 5:30 PM, or earlier for minimum days.** You must fill out the appropriate form, pay registration fee and the month’s tuition, in advance, if you want your child to participate in the after school program. ASP forms can be found in the ASP office, online, or in the office.

Students who are staying for the After School Program (ASP) will be dismissed when a parent or guardian comes to pick them up. The After School Program will have a sign-in/out policy and proper identification must be shown at the

time of pick-up. Anyone other than an authorized guardian must be listed on the emergency information card and must show ID.

## IV. Family and Community Involvement at CCDS

Parent participation is an important part the school community. Families are encouraged to find ways to be involved. Each family is encouraged to participate in fundraising and special event committees, as these school-wide functions serve our entire community in deep and lasting ways.

### Back-to-School Night

Back to School Night is an annual event to invite families to join in on the school day and includes information on discipline at CCDS, academics at CCDS, how to help with homework and how to help in the classroom or in the school.

### Exhibition Night

Being a Project Based Learning school, students participate in 2-3 exhibitions of their project work per year. One exhibition will take place in the fall and one in the spring. All families should plan to attend, as this is one way students present their beautiful, meaningful work to an authentic audience.

### Volunteering

Ways for you to be involved include:

- Volunteering in your child's classroom.
- Chaperoning for field work
- Participating on a Special Event Committee (PTP)
- Being called upon as an "expert" for a project, offering to provide feedback for student work or to be interviewed as a part of the research phase

### Field Work

At CCDS, we believe that teaching and learning extends beyond the four walls of the school. Field work is any planned journey for one or more students away from CCDS and is approved by the Director of Education.

A Permission Form must be sought and obtained before any student leaves the school building on a trip. Parental permission shall include written consent from parents/guardians authorizing the supervisors to arrange for necessary medical treatment. **Permission received by telephone is not permitted.** If a student does not have a Permission Form, signed by a parent/guardian, he/she will remain in a supervised area/classroom at CCDS until the class returns from the trip.

The teacher/sponsor(s) shall provide parents and guardians with information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return, arrangements for supervision, cost to the student, safety precautions, and a detailed itinerary when the study trip will extend beyond the school day. If you are volunteering to drive on the study trip, you must abide by the following policy:

**Absolutely no diversions are permitted from the approved itinerary. No other children of chaperones or drivers are allowed on study trips. Drivers must abide by all traffic laws, follow the posted speed limits, and drive safely at all times. Drivers shall not use cell phones while driving. Parent drivers or chaperones who violate school policies on study trips may be forbidden to participate in subsequent school sponsored study trips.**

Student safety shall be a primary consideration. School staff is responsible for being familiar with and conducting a safety assessment of the proposed site of the study trip and each trip will be properly monitored and supervised. Prior to participating in the study trip, teachers will review with students the conduct standards and emergency procedures that provide for their safety. Student behavior while on all study trips must comply with the code of conduct set forth by the teacher and all other rules policies and procedures of the school. Parents will be informed of rules and regulations and any consequences of infraction of rules. The signed permission form will contain a statement of understanding and acceptance of rules by a parent and the student. Permission notes for any trip will include authorization to obtain emergency medical care. Students are expected to travel to and from the study trip with the staff and chaperones responsible for the trip. Students will not be permitted to leave the study trip group during the trip. The School assumes no liability for students who are for any reason transported by parents or in private cars other than those responsible for the trip

## Volunteer FAQ

All documentation should be provided to the office well in advance of a field trip, volunteering, or chaperoning. Fax (530) 895-2646

### *What do I need to work in the classroom?*

1. **Live Scan (see description below) or signed affidavit** which certifies that you have not been charged with or convicted of and violent or serious felony crimes as defined in CA ED. Code 45222.1 (Parent Handbook 2016-17). This is included in the Parent Handbook confirmation which can be completed through the Parent Portal. You may also come by the main office for a hard copy. (see pg. 14 for complete description)
2. **Negative test for tuberculosis** within the past four years. Certificate must be on file in the school office. If you need to have a skin test completed, we recommend Paramex, which is located at the corner of E. 5<sup>th</sup> Avenue and Sherman. Tests are available on a walk-in basis M- W and are \$25. TB Test must be renewed every four years.
3. Signed **Confidentiality Statement**. (see pg. 14 for complete description)

### *What do I need to chaperone on a field trip?*

1. Be cleared through **the Department of Justice Live Scan**. The Live Scan is a one-time event— for as long as your child is enrolled at CCDS or the CCDS Preschool. We will offer Live Scan during Back to School Night on our campus.
  - i. a. **Chico State Information Center** - Pick up Live Scan form in the CCDS main office which has our account information. Take completed form to Chico State Information Center (898-4636) located at 2nd Street and Normal Avenue. Live scan services are provided on a walk-in basis. Cost is \$52. Hours are 9 a.m.-4 p.m. M-F during the school year

- ii. b. **Blue Oak Mobile Live Scan** – Provides on-site live scan services and will come to your home. Cost is \$67 with a \$5 donation back to CCDS.. For an appointment, call (530) 387-4540.
- 2. **Negative test for tuberculosis** within the past 4 years. See information above for more information.
- 3. Signed **Confidentiality Statement**. (see pg. 14 for complete description.)
- 4. Completed **Chaperone Field Trip Participation Form** per field trip. This will be handed out by your child's teacher.

### *What do I need to drive on a field trip?*

- 1. Cleared through the **Department of Justice Live Scan**. See information above for more information.
- 2. **Negative test for tuberculosis** within the past 4 years. See information above for more information.
- 3. Signed **Confidentiality Statement**. (see pg. 14 for complete description)
- 4. Completed **Chaperone Field Trip Participation Form** filled out per field trip. This will be handed out by your child's teacher.
- 5. Completed **Parent Field Trip Driver Application** and a copy of **your current insurance policy declaration page with required limits of liability, name and current date of expiration** on file in the school office.
- 6. **Study Trip Procedures** must be reviewed and signed.
- 7. Drivers must be 21 years old or over and possess a **valid California Driver's License**, a copy of which will be on file in the school office.

### **Visiting the School**

If you have a prearranged time set up with the teacher to visit the school and/or volunteer in your child's current classroom, sign into the front office and wear an ID Badge stating that are a visitor. When you visit the school, respect the instructional time of teachers and students and please do not disturb lessons or students and teachers who are working. If you have a matter to attend to with a teacher, please find a mutually agreeable time to discuss the matter. Please read the **School Visitation Policy** on our website.

### **AFFIDAVIT AFFIRMING NO CRIMINAL RECORD**

All volunteers at CCDS, will be asked to certify that they have not been charged with, or convicted of, a violent or serious felony as defined in California Education Code 45122.1 For the purpose of this code section, a violent felony is any of those listed in subsection C of Penal Code Section 667.5 and a serious felony is any felony listed in subdivision C of Penal Code Section 1192.7. By signing the Acknowledgment/Consent Page, you are declaring, under penalty of perjury, that the foregoing is true and correct.

*Confirmation via the Parent Portal or the Acknowledgment/Consent Page*

### **STATEMENT OF CONFIDENTIALITY FOR CCDS VOLUNTEERS**

All volunteers for Chico Country Day School share the responsibility of maintaining the confidentiality of any student or employee information that they may have made available to them. It is understood that it is every volunteer's responsibility to assure rights and confidentiality of information both written and verbal.

Volunteers will work with the highest standards, committed to the idea that their work will benefit Chico Country Day School students. They promise to have an attitude of open-mindedness and a willingness to be trained.

Volunteers must note that in the performance of their duties, they are not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any students. Any breach of confidentiality will be carefully reviewed and if substantiated, could result in termination as a volunteer with the Chico Country Day School and may result in legal action.

*Confirmation via the Parent Portal or the Acknowledgment/Consent Page*

### **First Day Policy**

Often the first day of school can be stressful for both students and parents. We want to encourage the independence of each child, but at the same time want to value the needs of your child. We encourage you to do everything possible to help your child feel comfortable and safe in his or her new school environment. At the same time, we need you to recognize that sometimes the best thing for your child is for you to leave the school and allow the classroom teacher and other students in the inclusion process. Only in the most extreme cases, will parents be allowed to stay at school on the first day of school.

### **Emergency Information Card**

This year, families should have either received a printed Emergency ID Card in the mail or accessed the card through the parent portal. Parents were asked to proof them, make corrections, and either mail the card back to school or complete data confirmation online. If we did not receive your child's updating information, you are required to contact the office. Please make sure your child's record is always updated with accurate information in the following areas:

- Home Address
- Home Telephone Number
- Work Phone Number
- Cell Phone Number (parent and student)
- Primary Email Address
- Primary Care Giver
- Doctor's Phone Number
- Names and phone numbers of people the school may contact in case of an emergency

### **Who can my child go home with?**

Your child will only be released into the custody of those people who you have previously identified on the emergency information card. If anyone else needs to pick up your child, a **parent or guardian must send a handwritten note or submit an e-mail to the main office or ASP notifying the school.** Proof of identification will be required. The school reserves the right to call the parents to confirm anyone who comes to pick up a child.

## Leaving School During the Day

If you must pick up your child early for an appointment during the school day, please send a note or e-mail sent from the parent/guardian to the classroom teacher and/or the office. The parent or authorized adult should come to the office, sign the child out, and wait for the child to be sent by the teacher. Excessive instances of being checked out early will be referred to the Dean of Students.

## Breakfast and Lunch Program

Please send your child to school each day having eaten breakfast and with a nutritious lunch that s/he can carry, or planning to sign up for hot lunch. Our hot breakfast and lunch program is provided through Chico Unified School District. We ask all parents to fill out the National School Lunch Program Application, and return the form to CUSD or to the CCDS office. For more information, please visit our website, [www.chicocountryday.org](http://www.chicocountryday.org), or contact our office.

## Textbooks/School Materials

CCDS students are responsible for the proper use and care of all school equipment and property, including books and other instructional materials. Students who destroy school property in any manner will be responsible for replacing it. Any willful destruction of school property compromises the safety and security of the school community and violates CCDS school rules. Parents must replace damaged or lost books or other school property.

## Lost and Found

Any items found at school should be taken to the lost and found area, which is located next to the main office. The middle school lost and found is currently located in the common area. Check for lost items in these locations. The lost and found will be cleaned out weekly. Items not claimed will be donated or discarded. **All items brought to school by students, including jackets, backpacks, lunch sacks, special water bottles, etc. should be clearly labeled with the student's name.**

## Non-School Property

Personal property not related to the school's programs are not to be brought to school. Cell phones, toys, iPods, cameras, or electronic games, etc. could be confiscated. Please see the Middle School Bring Your Own Device (BYOD) policy for the specifics of electronic device use in grades 6-8. CCDS is not responsible for any lost or stolen items. Parents and students must read and acknowledge the COPPA Consent annually.

## Attendance

The project-based nature of the CCDS program makes daily attendance extremely important. Significant absences, repeated absences or tardiness could lead to academic and disciplinary consequences. Appointments and other activities should be scheduled during non-school hours whenever possible. Likewise, CCDS requests that families schedule vacations or special programs so as not to conflict with school.

All medical absences or tardies require appropriate documentation, i.e. note from home, a note from a doctor or medical facility, court documents, etc. If appropriate documentation or notification is not provided, the absence or tardy will be considered unexcused (see below).

***Excused Absences***

A student may be excused from school under these circumstances:

- Illness
- Medical, dental, optometry or chiropractic appointment
- Quarantine
- Funeral of immediate family member, limited to 1 day in state, 3 days out of state
- Court appearance \*
- Any funeral attendance \*
- Religious holiday or ceremony \*
- Religious retreats, limited to 4 hours per semester \*

**\* Must be requested in writing by parent/guardian and approved by Dean of Students**

<p><b>Student Absence:</b></p> <ul style="list-style-type: none"> <li>● Call/email office by 9 AM.</li> <li>● If no reason is provided, the student is considered truant.</li> <li>● Student absence must be called in within 3 days.</li> </ul>	<p><b>Chronic Absence:</b></p> <ul style="list-style-type: none"> <li>● Students that miss 10% of the days enrolled for any reason are considered Chronically Absent.</li> <li>● For the rest of the school year, any absence must have verification by a medical professional or assessment from our trained office staff to be considered “excused.”</li> <li>● Letter and/or conference</li> </ul>	<p><b>Truant:</b></p> <ul style="list-style-type: none"> <li>● Student is absent for more than 3 days without a valid excuse. (see valid excuses above)</li> <li>● Student is tardy in excess of 30 minutes for more than 3 days.</li> <li>● Letter(s)/Attendance conference/ School Attendance Review Board</li> </ul>
--	---	---

A juvenile is considered truant when, “absent from school without valid excuse more than three days, or tardy in excess of 30 minutes on each of more than three days in one school year” (Ed Code 48260).

**Tardy Policy**

All students are expected to arrive at school on time. Students must be in their correct line at flag salute when second bell rings on Mondays or in their classrooms Tuesday through Friday to be considered on time. A tardy student must report to the office for a tardy slip in order to be admitted to class. Younger students may need to be accompanied to the office by a parent. All excused tardies require appropriate documentation. Unexcused tardies have the following consequences:

<p>Three (3): Communication from office staff.</p>	<p>Five (5): Elementary- 1st Letter home Middle School- Letter/Detention (each consecutive tardy results in a detention)</p>	<p>Eight (8): 2nd Letter home and administrative contact</p>	<p>Twelve (12): 3rd Letter home. The student and parent will be expected to attend a School Attendance Review Board Hearing. (SARB)</p>
--	--	--	---

**Independent Study**

Independent Study is designed to help students stay current on class work while they are away from the classroom for three or more days. Please fill out the Independent Study form (available online and in both offices) **AT LEAST FIVE DAYS IN ADVANCE OF PLANNED ABSENCE**, and return to either office. You will be contacted to sign the Independent Study Contract at least one day before your departure.

**Behavior at Chico Country Day School**

In order to ensure a quality learning environment, we feel each student is entitled to a safe and respectful school environment. CCDS has implemented a Positive Behavior Intervention Support Program with clear behavior expectations. We believe that all our students can behave in a manner appropriate to school and that each student can be held accountable for their behavior. The universal behavior norms are to be **safe, respectful and responsible**.

General rules for behavior and safety are:

1. Use equipment for the intended use.
2. Use appropriate language.
3. Follow staff directions.
4. Rough play is not allowed.
5. Treat others with respect.

Positive reinforcements may include:

1. Eagle Eyes are given to students who demonstrate our universal behaviors. Students may turn these in for special drawings.
2. Individual classroom incentives.

Discipline may include any one, a combination and/or all of the following depending on the circumstances, and at the school administration’s sole discretion.

1. Verbal and/or written warning given to the student.
2. Loss of privilege.
3. Restorative task to address the behavior (i.e. pick-up trash, clean lunch tables)
4. Written commitment by student to improve his/her behavior and/or performance
5. Detention (middle school)
6. Parent /guardian notification (Referral sent home)
7. Conference with Dean, Director or other faculty



8. Suspension
9. Expulsion
10. Other forms of discipline that the school may determine appropriate

Behavioral plan will apply to students (EC 48900) while on school grounds, while going to and from school, during any school-sponsored activity, on field trips, and during any other school related event.

Upon a student's third suspension in one year, the student will be referred to the Student Study Team. The Student Study Team, made up of the Dean, the student's teacher, the referring teacher (if applicable), and any outside consultants necessary (school psychologist, etc.), will meet to devise an intervention plan for the student.

## **X. Life Skills**

CCDS utilizes a set of beliefs and values – what we call our Life skills – to help us define how we (students, teachers, community members) interact and work with one another. The following list of Life skills is used for common language and education.

***Active Listening:*** At CCDS we listen with the intention of understanding what the speaker intends to communicate.

***Collaboration~*** To work with others to create something

***Cooperation ~*** To work together toward a common goal or purpose

***Courage ~*** To act according to one's beliefs despite fear of adverse consequences

***Curiosity ~*** A desire to investigate and seek understanding of one's world

***Empathy~*** To understand and share feelings of another

***Friendship ~*** To make and keep a friend through mutual trust and caring

***Flexibility ~*** To be willing to alter plans when necessary

***Initiative ~*** To do something of one's own free will, because it needs to be done

***Integrity~*** To do the right thing in a reliable way

***Kindness~***To be friendly, generous and considerate

***Mindfulness~***To be conscientious or aware of thoughts and feelings

***Optimism~*** To look on the more favorable side of events

***Organization ~*** To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use

***Patience ~*** To wait calmly for someone or something

***Perseverance/Grit ~*** To keep at it

***Personal Best:*** At CCDS, we do our best given the circumstances and available resources.

**Pride** ~ To derive satisfaction from doing one's personal best

**Problem Solving** ~ To create solutions to difficult situations and everyday problems

**Resourcefulness** ~ To respond to challenges and opportunities in innovative and creative ways

## Universal Expectations

	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>All Classrooms and Common Areas</b>	<ul style="list-style-type: none"> <li>● Keep your hands, feet and objects to self.</li> <li>● Walk to the right at all times.</li> <li>● Use equipment and materials appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate language and voice level.</li> <li>● Clean up after self.</li> </ul>	<ul style="list-style-type: none"> <li>● Take proper care of all school equipment.</li> <li>● Leave toys or other personal belongings at home.</li> </ul>
<b>Arrival and Dismissal</b>	<ul style="list-style-type: none"> <li>● Arrive on time and put backpack in your designated area.</li> <li>● At dismissal, stay in the designated pick up zones.</li> </ul>	<ul style="list-style-type: none"> <li>● Be an active listener.</li> <li>● Hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>● Be in class or in line by the second bell.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>● Walk.</li> <li>● Report unsafe conditions.</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate language and voice level.</li> <li>● Respect the privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>● Use the bathroom for its intended purpose.</li> </ul>
<b>Cafeteria/Lunch Area</b>	<ul style="list-style-type: none"> <li>● Keep your hands and feet to self.</li> <li>● Eat only your food.</li> <li>● Playground equipment is not permitted in eating areas.</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate language and voice level.</li> <li>● Listen and follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>● Remain seated until signal for dismissal.</li> <li>● Clean up trash and belongings. Pack it in, pack it out!</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>● Keep your hands and feet to self.</li> <li>● Use playground equipment how and where it is intended</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate language and voice level.</li> <li>● Listen and follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>● Return equipment.</li> </ul>
<b>Passing Periods</b>	<ul style="list-style-type: none"> <li>● Keep your hands, feet and objects to self.</li> <li>● Walk to the right at all times.</li> </ul>	<ul style="list-style-type: none"> <li>● Listen and follow directions the first time.</li> <li>● Help others.</li> </ul>	<ul style="list-style-type: none"> <li>● Stay with your group or class when traveling together.</li> <li>● Travel on pathways destination to destination.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>● Keep your hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>● Be an active listener.</li> </ul>	<ul style="list-style-type: none"> <li>● Freeze at the bell and return to class.</li> <li>● Return equipment.</li> </ul>

	<ul style="list-style-type: none"> <li>● Use playground equipment how and where it is intended</li> <li>● Stay in assigned areas.</li> </ul>		
--	--	--	--

**Dress Code**

Objective: To promote a professional and respectful learning environment and readiness for the world of work.

1. Clothing must cover the body with no undergarments exposed.
  - a. No exposed midriff and/or cleavage.
  - b. No backless, strapless, tube tops and/or halter tops. Please note a bandeau is considered an undergarment.
  - c. Shorts must have a two-inch inseam/skirts must be longer than the student’s thumb when arms are straightened.
2. Shoes or sandals must be worn at all times. All shoes must have a backs on them, no backless flip-flops or slides. Slippers and heelys (shoes with wheels) are not acceptable. Closed-toed shoes must be in student’s possession daily for required P.E, walking field trips, and some electives.
3. Any clothing or accessories that display or promote the use of alcohol, tobacco, drugs, racial or ethnic slurs, gang affiliation or identity, violence, sexually suggestive or profane content are not allowed.

If a student comes to school in clothing that does not adhere to the above dress code, parents will be contacted and asked to either take your child home or bring a change of clothes for him/her. The student will be provided with appropriate clothing until the parent arrives.

**Homework**

At CCDS, students are engaged with meaningful and purposeful work while they are at school. Projects are intended to be completed primarily at school where students are able to receive critique, feedback, and collaborate with classmates. Students are completing in-depth projects that have them stretch their understanding of real-world problems, collaborate in groups, and carry out challenging tasks in order to exhibit beautiful work to an authentic audience. Because of the depth of this inquiry, students will often discover interests they would like to learn more about outside of school. “Homework” can take many forms, and these extension inquiries from class are a great way to encourage your students’ learning.

In addition, it is important for students to read on a daily basis. This can be a read aloud book together, a family book club, or independent reading. Twenty to thirty minutes per night of reading is expected throughout the grade levels. Individual teachers may give additional guidance on this piece.

**V. Internet Use at CCDS**

**Internet Use at School**

The Internet is a place for the exchange of ideas and information. Accordingly, the internet is an excellent educational tool that allows students to access a wide variety of information to supplement academic study and research. CCDS provides students with Internet access to further their education and research. However, the access the internet provides to computers and people across the world also provides access to materials that do not have educational value in a school setting. As such, students may encounter information and ideas they may consider obscene, controversial, abusive, or otherwise offensive. However, CCDS believes that the value of the educational information available on the internet far outweighs the risk that students may access information that is not consistent with educational goals and purposes.

CCDS has created and adopted CCDS Student Internet Use Policy and Agreement (“Policy”) to ensure that student access to and use of the internet is consistent with the educational goals and purposes of CCDS. CCDS Policy sets forth student responsibilities and duties when accessing and using the internet through CCDS equipment and resource network maintained by CCDS. CCDS has deemed certain uses of the Internet inappropriate for an educational setting and therefore not appropriate for use with CCDS equipment and resource networks. CCDS stresses that an inappropriate use does not always mean that the use is in itself “bad” or illegal, but only that the use does not further the educational goals and purposes of CCDS. Students are reminded that their use of CCDS equipment and resource networks reflect upon CCDS, and Students should guide their activities accordingly

## **Student Responsibilities**

**1. Use Limited to an Educational Purpose.** The student acknowledges that access to the Internet via CCDS equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. The Student recognizes that he or she has a duty to use CCDS equipment and resource networks only in a manner specified in CCDS Policy.

**a. Educational Purpose:** “Educational purpose” means classroom activities, research in academic subjects, research in matters of civic importance or that further citizenship in a democratic society, CCDS approved personal research activities, or other purposes as defined by CCDS from time to time.

**b. Inappropriate Use:** An “inappropriate use” is one that is inconsistent with an educational purpose or that is in clear violation of CCDS Policy.

**2. Plagiarism.** Researching information and incorporating that information into a student’s work is an acceptable educational use, but students have an obligation to credit and acknowledge the source of information. Accordingly, the Student acknowledges that plagiarism is inappropriate and unacceptable. Plagiarism means the copying of a phrase, a sentence, or a longer passage from a source written by someone else and claiming the written work as the student’s original work. Student agrees that when quoting from information obtained on the Internet, he or she will acknowledge the source through quotation or any academically accepted form of notation.

**3. Copyright.** Student agrees that he or she will not use CCDS equipment or resource networks to download or print text, music, or pictures for the purpose of selling or giving the files to others unless specifically authorized by CCDS. Staff will continually teach students how to search for freely available resources and discuss the differences between copyrighted material and those materials that are free to access and share.

**4. Communication.** Student agrees that he or she will use CCDS equipment or resource networks or CCDS email accounts in the following manner:

- a. Student will not post on newsgroups or other message posting systems any communication containing profanity, racially disparaging remarks, or lewd and/or obscene language.
- b. Student will not at any time use speech that is not appropriate for an educational setting. Examples of speech that is not appropriate for an educational setting includes, but is not limited to, inflammatory language, profanity, personal attacks, harassment, threats to do personal harm or other criminal activity, and language that is intended to be racially derogatory.
- c. Student will not make threats against others.
- d. Student will not reveal personal information about others.
- e. Student will not use email to send chain letters or “spam” email to a list of people or to an individual.
- f. Student will not place illegal information on the Internet, nor will student use the Internet in any way that violates federal, state, or local law.
- g. All communications will be polite and respectful of others.
- h. Student will not give out to any other Internet user or post on the Internet CCDS’ or her own name, address or telephone number unless expressly authorized by CCDS in writing.
- i. Student will not obtain or use school/staff member passwords, log-ins, or in any other manner obtain/use access to school computers, networks or systems.

**5. Illegal and Dangerous Activities.** Student shall not use the internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law. Student shall not access information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to CCDS, other students, or the community.

**6. Obscene Materials.** Students shall not use the Internet to access obscene materials or images. Obscene materials include, but are not limited to, materials that offend generally accepted social standards. CCDS includes the access of or retrieval of any sexually explicit materials. Students are to exercise their best judgment when encountering sexually explicit or obscene materials. As a general rule, if the material could not be openly displayed in a classroom setting without violating generally accepted social standards, the material is obscene for purposes of CCDS Policy and must not be accessed. Student further agrees that he or she will not access any Internet site which requires the Student to state that he or she is eighteen years of age or older as a condition of accessing the site.

**7. Privacy.** Student acknowledges that computer equipment, internet access networks, and email accounts are owned by CCDS and provided to students for educational purposes. CCDS reserves the right to access stored computer records to assure compliance with CCDS Policy. Student is aware that communication over CCDS owned networks is not private and acknowledges that email and records of Internet activities will be accessed under, but not limited to, the following circumstances:

- a. Routine system maintenance.
- b. General inspection or monitoring, with or without notice to Student, if there is suspicion of widespread inappropriate use.
- c. Specific review of individual files or monitoring of individual activity, with or without notice to Student, if there is suspicion that Student is engaging in inappropriate use.

**8. Commercial Activities.** Student agrees that student will not use the Internet to buy or sell, or attempt to buy or sell, any service or product unless authorized by CCDS in writing.

**9. Information About Others.** Student agrees that he or she will not make any statement or post any communication on the Internet, or on the school network, about another person that he or she knows or suspects to be untrue.

**10. Violation of Policy.** The Student acknowledges that violation of CCDS Policy can result in a loss of all Internet access and email and computer privileges. If Student violates CCDS Policy, or in any other way uses school equipment in a manner that is not consistent with educational use, the Student will be promptly notified that he or she has violated the Policy. The Student will be given the opportunity to explain why CCDS should deem the activity in question a use consistent with the educational purposes stated in CCDS Policy. If CCDS deems that the use is inconsistent with the educational purposes stated in CCDS Policy, CCDS may terminate the Student's Internet and/or computer privileges. However, because one of the educational purposes in providing technology access is to teach students to use the internet appropriately, CCDS reserves the right to fashion penalties to specific concerns or specific violations, and Student acknowledges that he or she may receive penalties less than full termination of internet or email or computer privileges. Such penalties may include, but are not limited to, restricted access to technology at school.

Student also acknowledges CCDS will contact the proper legal authorities if CCDS concludes or suspects that the Student's Internet activity is a violation of any law or otherwise constitutes an illegal activity.

### **COPPA Form- Parental Consent**

In order for Chico Country Day School to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental consent.

Chico Country Day School utilizes several computer software applications and web-based services, operated not by CCDS, but by third parties. These include Google Apps for Education, WeVideo, Lexia and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Chico Country Day to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Chico Country Day School to provide personal identifying information for your child consisting of first name, last name, email address and username to web-operators such as Google Apps for

Education and any additional web-based educational programs and services which CCDS may add during the upcoming academic year.

Please be advised that without receipt of this signed form, Chico Country Day School will be unable to provide your student with the resources, teaching and curriculum offered by our technology programs.

(Confirmation via the Parent Portal or the Acknowledgment/Consent Page)

## VI. Photo/Video/ Website Release

From time to time, a photo or video of your child might be considered for publication/display in a Chico Country Day School newsletter, public advertisement, social media and/or school web page. Please note: **No full names will ever be used in conjunction with any photo.** You will need to check the appropriate box on the Acknowledgment/Consent Page.

Parents are reminded that posting personal photos, videos and information about students other than their own children on the internet is a violation of privacy rights. CCDS does not authorize the posting of individual or small group photos /videos of CCDS students by parents (other than one's own children) engaged in school sponsored events or activities on any social network site such as Facebook or Twitter.

(Confirmation via the Parent Portal or the Acknowledgment/Consent Page)

## VII. Student Health and Safety at CCDS

### Health Standards and Immunizations

CCDS strictly follows and abides by the health standards set forth by the state of California. Listed below are requirements for students to matriculate into CCDS. All students must submit:

- Proof of birth (copy of birth certificate, passport, state-issued ID)
- Report of Health Examination for School Entry
- Registration Health Record
- Emergency Information Card
- Oral Health Assessment Form

Kindergarten students must submit an immunization record. The record must be complete and include the date your child was given each required shot and be stamped or signed by the doctor or clinic. **If you do not have an Immunization Record or your child has not received all required shots, call your doctor or local health department right away to make an appointment.**

Kindergarten and 7th grade Immunization Table

<b>Polio (OPV/IPV)</b>	Kindergarten- <b>four (4)</b> dates and stamps.		
<b>DTP/DTaP</b>	Kindergarten- <b>five (5a)</b> dates and stamps.		7th grade booster if last one is older than 5 years. <b>Proof of this vaccine is needed to begin the 7th grade school year.</b>
<b>MMR</b>	Kindergarten- <b>two (2c)</b> dates and stamps.		7th grade booster
<b>Hepatitis B</b>	Kindergarten- <b>three (3)</b> dates and stamps.		7th grade verification
<b>Varicella Chickenpox</b>	There should be <b>one</b> date and stamp or verification of the disease		7th grade verification

Along with the records previously listed, all 6<sup>th</sup> grade students must submit:

- A record that proves that the rising 6<sup>th</sup> grade student has received all three (3) shots of the Hepatitis B series. This series is administered over a four (4) month period
- A second mumps, measles and rubella (MMR)
- A chickenpox vaccine or documentation of the disease is now required
- A tetanus containing vaccine (Td) if the last one is older than five years is recommended

Students entering 7<sup>th</sup> Grade must have the Tdap booster shot for whooping cough, tetanus, diphtheria.

**Illness**

If your child becomes ill, please call and inform the office. For your own child’s protection and the protection of others, please do not send your sick child to school. If your child complains of feeling sick at school, depending on the severity, you may be contacted to pick him or her up from school.

**Health and Medical Conditions**

The school office and administrators must be notified if a student with a medical or health condition requires accommodations at school in order to participate in the educational program. Students with diabetes, severe asthma, or severe allergies should have an accommodation plan at the school.

**Medications at School**

Students may not carry or use medication at school without written consent. A student who needs to take medication during school hours must have an authorization on file at the school, signed by the prescribing physician and parent or guardian. Self-administration of medication may be permissible by special arrangement with a school administrator. If



a child is taking medication, it is in his/her best interest to arrange a schedule so that the parent or guardian can administer the medication at home.

### **Treatment of School Related Injuries**

It is the policy of the school to treat minor injuries (scrapes, cuts, bruises, etc.) with basic first aid. Parents will be notified of minor injuries at the discretion of the school. When confronted with a more serious illness or injury, school staff will contact parents, and if necessary, will call 911.

### **Communicable Diseases**

Communicable diseases can spread quickly through a school and dramatically affect the attendance and learning of children. Examples are conjunctivitis (pink eye), strep throat, chickenpox, or ringworm. A student suspected of having a communicable disease may be excluded from school until guidelines for readmission are met.

Parents are to be contacted when lice or nits within ¼” from the scalp are found on a student and recommended that the student be picked up at the end of the school day. At no time will a student be excluded from school for the presence of lice or nits. It is preferable to have a parent or guardian pick up the student so information is provided including options for treatment with methods such as an anti-lice shampoo and other options for the student infested and the procedures to be followed to eliminate head lice in the home. All members of the family must be checked for lice. School age siblings of the student will be checked for head lice by school staff as soon as possible. The day following treatment, the child should be re-examined and admitted to class. If the child is still infested, then the parent should be re-contacted. Approximately one week after being readmitted for having had head lice, the student will be rechecked for head lice by school staff. For more information, please review the Head Lice Policy on the CCDS website.

### **Returning to School after an Illness or Prolonged Absence**

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization, must have written permission by a healthcare provider to attend school, including any recommendations regarding physical activity and exertion. An excuse from physical education may be granted if a student is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent’s written request for an excuse will be accepted for up to five days; thereafter, a written request is needed from the student’s health provider.

### **Speech, Hearing, and Eye Examinations**

The school recommends that children undergo an annual hearing and eye examination.

### **Food and Nutrition**

In order for your children to learn as best they can each day, they require a nutritious, well-balanced diet. We have a school breakfast and lunch program available to students or they can bring their own lunch to school.

If you send snacks or lunch with your students, please do not include:

- Carbonated Soda
- Candy

- Gum – This is strictly prohibited on campus
- Items that need to be microwaved

## **Student Placement Policy**

To best meet the needs of all students at Chico Country Day School, the CCDS Board of Directors, with staff and administrative support, has developed this Student Placement Policy that reflects our core values of respect, responsibility and compassion. This policy provides for a fair, equitable system of class placement that balances the social, emotional and academic needs of our students. This process acknowledges the teaching professional as a key source for making informed decisions regarding the placement of students. It is also recognized that parents are partners with the school in decisions regarding their students, and parent input is considered, but not guaranteed.

### ***Criteria***

In making decisions regarding the placement of students in grades where there is more than one class, the following criteria will be considered:

- Social relationships
- Academic standing
- Age
- Collaboration strengths
- Teaching team recommendation- former and current teachers
- Previous year's placement

### ***Process***

- Current and future teachers will meet to discuss the placement criteria so that the distribution of students balances classes by number, gender, academic performance, social relationships and behavior issues. This is a thoughtful process that takes many pieces into consideration.
- Current year teachers will present their class lists to the Director of Education

## **Formal Grievance/Complaint Procedures**

In the event of a dispute involving a family or student, and after a good faith effort with the person or people involved to thoroughly resolve the dispute, parents and/or students may submit their complaint following the procedures outlined below. The good faith effort will include problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. A written summary of the good faith effort will be included in the student's file. Failure to follow the procedures and timelines below constitutes a waiver of the parent or student's right to grieve.

### **Grievance Filing Process**

- 1 The parent or student may submit his/her grievance in writing to an administrator within five days of a failed good faith effort to resolve the dispute.
- 2 Within ten working days of receipt of the written complaint, the administrator will schedule a hearing at a mutually convenient time and place for discussion of the complaint with all parties involved, but in no event later than 20 days after receipt of the written complaint and after notification to the parent and/or student.

- 3 A decision as established by a majority vote of the members of the committee hearing the grievance shall be rendered within five working days of the completion of the hearing. Any such proceedings shall be conducted in closed session, unless requested otherwise by the parent or student. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may be continued and the final decision shall be made within five working days of the last committee hearing, or as soon thereafter as is practicable. Any additional proceedings shall be completed as soon as practical.
- 4 The decision of the committee shall be final unless appealed by the parent or student to the Board of Directors, which may refer it to a board committee and review and modify the decision of the committee if it finds that the Committee failed to properly follow the grievance process described above. A request for an appeal may be submitted to the Chair of the Board within five days of the decision of the committee. After receiving an appeal request, the Chair shall schedule a meeting to consider such an appeal at soon as practical. Board members who are interested parties, as defined in the Bylaws, shall excuse themselves from reviews of Student/Family Committee decisions to the extent permitted under law. Any such proceedings shall be conducted in closed session, unless requested otherwise by the parent and/or student.

### **Appendix I. 2016-2017 Staff**

Director of Education, Wendy Fairon

Dean of Students, Colly Fischer

Director of Special Education/School Psychologist, Amie DeWald Parent

Administrative Consultant, Suzanne Michelony

Office Manager, Stacy Ferguson

Parent/Community Liaison, Lisa Hoppe

Chief Business Officer, Margaret Reece

Business Office Manager & HR, Pamela Wilson

Purchasing & Accounts, Kathleen Lynch

Middle School Front Office & Data Coordinator – Jamie Saderup

Kindergarten Teachers, Anne Marie Chik, Nicole Nye, Christal Proctor

First Grade Teachers, Renee Dooly, Susan Efseaff, Karin Daverson

Second Grade Teachers, Cindy Towner, Christine Stedman, Ellen Biddle

Third Grade Teachers, Debbie Hardesty, Signe Miller, Cathy Stivers

Fourth Grade Teachers, Katherine Chapin, Sarah Peterson-Young

Fifth Grade Teachers, Staci Yamanishi, Shannon Lawson

Sixth Grade Teachers, Susie Bower, Dave Davis

Seventh/Eighth Grade Teachers, Marijeanne Birchard, Thomas Barbera, David Eubanks, Nicholas Hunsicker

Middle School Physical Education Teacher, J.T. Linnet

Education Specialists, Haley Oliveri, Chelsea Grissom

Independent Study, Stacey Owen

Art Teacher, Christianne Langford

Music Teacher, Ruth Greenfield

Band Director, Jim McKenzie

After School Program Director, Angela Cherry

Preschool Directors/Teachers, Kerri Cooley, Patty Currie, Katlin Redding

Academic Coaches, Shelley Buchanan, Sheri Nash, Karen Ruiz, Kendall Zepeda

Yard Duty Supervisor, Amy Lipman

Yard Duty Aides, Jeff Hall, Catherine McDonnell, Chris Barr, Sara Fry

Cafeteria Manager, Stephanie Bolduc

School Facility Manager, Stuart Langford

Custodians, Paul Crosbie, Eric Thao

School Nurse, Liz Seaman

Speech Therapist, Andi Jackson

Adaptive Physical Education Teacher, Marci Pope

Athletic Director, Michael O'Connor

Volleyball Coaches, Katherine Chapin, Pete Pembroke

Girls & Boys Basketball Coaches, Jordan Williams, JT Linnet

**NOTES:**