

PEABODY CHARTER SCHOOL
Home of the Panthers



2011 - 2012

PARENT AND STUDENT
HANDBOOK

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Dear Parents, Guardians and Friends,

Welcome to our Peabody Family and the new school year! Peabody Charter School is a community of students, parents and support staff working collaboratively to create a safe, caring, supportive, innovative and academically challenging environment for your child. This community fosters individual growth and self-esteem while promoting respect, understanding and appreciation across cultures. We also like to have fun!

One of the goals of our program is to prepare students for a successful and rewarding future by developing both their academic and nonacademic skills. Therefore, we provide instruction in language arts, mathematics, science, social studies, fine and performing arts, second language learning, and physical education. In addition, there are visitors (parents and other community members), assemblies, field trips and other enrichment activities that enhance and enrich our classroom instruction.

All students participate in second language instruction, helping them to develop academic, cultural, and social skills for successful participation in our multicultural society. Respect for diversity and the ability to function effectively in different cultures are fundamental to our program. Students also participate in multicultural activities that are integrated into the classroom curriculum.

The staff, parents, and students of Peabody believe that our charter school allows the ability, flexibility, and latitude to provide innovative curriculum development and an outstanding instructional program. Peabody's charter was first granted by the Santa Barbara Elementary School District in 1993 and renewed in 1998 and 2003; it reflects the thoughts and ideas of parents, staff, and community, with the intent to structure school programs to provide an opportunity for all students to be successful life-long learners in the 21st century. As of March 2007, Peabody Charter School is completely autonomous and responsible for all matters related to the governance of the school, including its administration, budget and fiscal operations, maintenance of the facility, food services, professional growth opportunities for staff, curriculum development, and the methodology and delivery of instruction to our ethnically and socio-economically diverse population.

The exciting educational experience here at Peabody reflects the dynamic relationship between the students, parents and school staff, as well as the surrounding community. We are all partners for your child's success! Thank you for reading this Handbook carefully and following the agreement in the Enrollment Contract. We are going to have a wonderful year together!

With admiration and affection,
Dana Sadan
Principal

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Attendance and Enrollment

Absence/Tardiness

School starts promptly at 8:00 AM. When your child is absent or tardy, please call the Peabody Charter School Attendance Office-563-2206 before 9:00 a.m. Leave a message that includes the date, your name and relationship to the student, the student's name and reason for the absence. Tardy students are to sign in at the administration office before going to class. The school Attendance Registrar will attempt to contact parents of absent students if the absence or tardy is unreported. The Education Code states that students may be absent from school **only** for the following reasons: illness, medical appointments, bereavement, or mandatory court appearances. **All other absences are unexcused**. Prompt, consistent attendance is vital to a student's academic success. Ten or more absences per year may result in consideration for retention and/or disenrollment. **WHEN YOU MISS SCHOOL, YOU MISS OUT!**

Permission to leave the campus

Students are to remain on campus from the time they arrive at school until they are dismissed to go home. If your child needs to leave early for any reason, an adult who is listed on the emergency card must sign out the student in our administration office.

Independent Study Program

Every year the school loses thousands of dollars because students are absent for other reasons. Students who plan to be absent from school for more than one day must establish an Independent Study Contract with their teacher and parent to continue with their classroom studies. This is the only way that we can receive funding for your child's absence due to family trips or vacations. Please contact your child's teacher or the Attendance Registrar in the office one week prior to departure to make arrangements. **Absences in excess of two weeks must be approved by the principal in order to maintain student enrollment status.**

Enrolling at Peabody

Pupils will be considered for admissions without regard to race, ethnicity, national origin, gender, disability, fluency in English, or parent income/educational level. No test or assessment shall be administered to students prior to acceptance and enrollment into the school. No tuition will be charged. As required by law, preference for enrollment in Peabody Charter School will be given to those who live within the former attendance area of the School. Further, admission to Peabody Charter School will require a commitment to the goals, objectives, and the vision of the school as set forth in the charter. The application process is comprised of the following:

- Completion of a student enrollment form
- Parent/student signature of Enrollment Contract
- Proof of Immunization
- Home Language Survey
- Completion of Emergency Medical Information Form

Custody Issues

Our primary concern is the welfare of the students; consequently, the school does not allow access to children by non-custodial parents without prior arrangements. We ask parents to provide us with any and all legally binding information regarding custody agreements so that we may act equitably and within the law. The absence of such an agreement on file absolves the school from any action deemed in violation of a custody agreement.

Emergency Preparedness

Emergency Drills

Peabody Charter School conducts periodic emergency/disaster drills. The school is equipped with emergency rations including water, food, blankets, and other necessary supplies. Using documented safety plans and procedures, we reenact actual emergency situations to keep us prepared. In most situations, the entire school will assemble on the playing field. ***In the event of a real emergency:*** All children will remain on the playing field with their teacher until a parent or other adult listed on the child's emergency card comes to pick them up. **It is very important to keep information on your child's emergency card up to date.**

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Daily Schedule

MONDAY, TUESDAY, WEDNESDAY, THURSDAY

ARRIVAL

8:00 AM School starts for all students K-6

AM RECESS

9:25 – 9:45 Grades K, 1, 2, 3, 4, 5, 6

LUNCH

11:15 – 12:00 Kindergarten Rooms 3 and 4, and Grade 1

11:30 – 12:15 Kindergarten Rooms 1, 2, and 5, and Grades 2,3, and 5

11:45 – 12:30 Grades 4 and 6

PM RECESS

1:45 – 1:55 Grades K, 1, 2, 3, 4, 5, 6

DISMISSAL

2:30 PM Grades K, 1, 2, 3

3:00 PM Grades 4, 5, 6

LATE START FRIDAYS

ARRIVAL

9:15 AM School starts for all students K-6

AM RECESS

10:30 – 10:40 Grades K, 1, 2, 3, 4, 5, 6

Please note:

School starts at 9:15 on Friday to allow for important staff meetings and planning time. Supervised yard and inside activities are available from 7:30-9:15. Activities include the following: library, computers, arts, ceramics, cooking, games, etc. Students may bring a healthy snack for morning recess.

School Procedures and Policies

Partnership of Home and School

The partnership between teachers and parents is critical to the success of the educational process. Our charter states that the education of our children is a cooperative process involving the best efforts of parents, students, teachers, support staff and community. We believe strongly that parents who are actively involved in their child's education enhance the likelihood that their child will succeed in school, particularly at the elementary school level. When we all participate, we build the best program possible, we keep informed, and we show our children that their education is important.

Parent Volunteer Requirement Guidelines

Because family involvement is vital to educational success, each Peabody Charter School family commits 3 hours per month in one or more of the following capacities:

1. Serve on boards and committees, such as the Board of Directors, Foundation Board, PTSO, and other related committees.
2. Assist during the school day by working in the classroom, administration office, library or cafeteria; drive on field trips, correct papers, etc.
3. Share your skills and services at special events or at weekend projects: sewing, carpentry, painting, gardening, musicianship, childcare, etc.
4. Tailor your commitments to meet your family needs. Contact your child's teacher or the administration office with your ideas or options.

Working together, Peabody students, parents and teachers can create a supportive, innovative, well-balanced educational environment.

Please remember:

- Parents who volunteer in their child's classroom must pre-arrange times with the classroom teacher and keep in mind that the purpose of volunteering is to give assistance to the teachers, not to work with their own child, unless previously arranged. Also, parents, visitors, and helpers must keep information confidential that is learned while in the classroom and must refrain from judgments about children and/or teachers.
- We also encourage visits by resource people who can enhance our instructional program. If you have a special talent or skill to share, or know someone who does, please contact your child's teacher.

Parent Visits

In order to provide a secure school environment, it is important that we know who is on the campus at all times. **Therefore, all parents and other guests must first report to the main office or preschool lobby and sign in to receive a Visitor Pass.** Parents may request a classroom visit with *prior arrangement* through the classroom teacher or administration. Out of respect for the instructional program, please ensure that all cellular phones are turned off while visiting/volunteering in the classroom.

Visitors

All visitors, including parents, must report to the office to sign in and receive a Visitor Pass. In general, student visitors are NOT allowed.

School Pictures/Yearbook

Early in the school year, a professional photograph company visits Peabody and takes individual student photos; packets are available for purchase. At least one make-up day is scheduled. Mid-year, class photos are taken and also available for purchase. These individual and group photos are published, along with many other candid photographs documenting the school year, in the annual school **YEARBOOK**. Yearbook sales begin in the fall, and a limited number of yearbooks are ordered each year.

Library/Media Center

The library/media center is open to all grades for weekly scheduled class visits, during lunchtime and before and after school. It is equipped with a wide selection of books and magazines, games, high-powered computers with CD-ROM, and other types of information-centered technology. Much of the material is also available in Spanish. Our librarian/media specialist works closely with teachers to provide an outstanding literature program. (Parents are also encouraged to volunteer some time to the library as a way of earning school service hours.)

Library Books and Textbooks

Lost, damaged, or stolen library books and textbooks are the sole responsibility of the parents. Books not returned in a timely manner are the parents' responsibility to replace. Overdue or lost books may result in a student losing his/her library check-out privileges. At the end of the school year, school documents such as progress reports and diplomas may be withheld until all books checked out to the student are returned or replaced.

Student Council

The Student Council is comprised of representatives from grades 4, 5, and 6. This group of students elects officers each year and meets to plan and oversee important fun activities and community service projects for the student body.

Animals

In general, pets from home are not allowed in classrooms unless they are approved ahead of time by the teacher AND are confined to a space such as a cage or aquarium. For the health and safety of everyone, we ask that when you drop off your child, **do not bring pets into the school, even if they are on a leash.**

Some classes may have small animals or fish in order to teach children how to care for pets and handle them safely. Please let us know if your child has an allergy that would exclude her or him from this kind of activity.

Class Parties and Special Treats

- ◆ You may want to provide treats for the class on your child's birthday or for special class parties. We encourage this type of sharing, but parents should notify teachers ahead of time to avoid too many treats on a given day.
- ◆ Celebrations at school should not be elaborate and be limited to the sharing of food and simple activities. Please

arrange for special activities to take place at parties *outside* the school environment. **Invitations to parties may be distributed at school only if ALL students in the class are invited to attend. Otherwise, invitations must be mailed directly to the other children's homes.**

Personal Belongings

We make every effort to help your child keep track of his or her personal belongings, but many items look alike. Therefore, labeling makes all the difference! **Please clearly label all the belongings your child brings to school, especially all outerwear.** Children easily misplace coats, backpacks, tote bags, and lunch boxes, or mistake someone else's belongings for their own. Such incidents are potentially upsetting to a child, so we ask that parents take responsibility for their children's belongings at dismissal.

Note: Peabody Charter School is not responsible for any misplaced, lost, or stolen personal belongings. There is a LOST AND FOUND area in the Auditorium.

Smoking

Peabody Charter is a non-smoking school. **Smoking is prohibited at all times everywhere on the campus: the buildings, parking lots, playgrounds, and grounds.**

Parent Surveys

At the end of the school year, parents are asked to complete a written survey about all aspects of our programs. The results of these surveys are reviewed by the Board of Directors and serve as important feedback for the school's continuous improvement process.

Internet Usage

Peabody Charter is fortunate to have direct Internet access in every classroom and throughout other areas of the school. All students, staff, and parents are accountable at all times for proper use of the Internet and may be required to sign an agreement to that effect.

Photography and Filming of Students

There are many activities and accomplishments that take place which we feel are positive, newsworthy and of interest to the community. Peabody staff will, from time to time, use still photography or videography for the purpose of highlighting student achievements or chronicling classroom/school activities. Those images may be used in informational newsletters, school brochures and other printed materials published by the school. It is possible that those images might be used on school web sites. They may also be submitted to the news media for possible publication.

If, for any reason, you do not want your child's likeness to be used by Peabody or by the news media for the purpose of positive publicity about school activities or students achievement, please notify the school office immediately.

Student Placement

Placement of students in classes is the school's responsibility, and teachers are responsible for creating the class lists for the coming year. Their decisions are based upon a goal of achieving a balance of abilities, behavior, maturity, gender, ethnicity, and other factors. Parent input regarding their child's placement for the coming year should be made in writing to the child's teacher by May 15, **but it is important to understand that it is NOT possible to grant most requests.** Parents are notified during the summer of their child's teacher(s) and classroom.

Field Trips

Each time a field trip is taken, a student must have a signed permission slip in order to attend. When students are transported by volunteers in private vehicles, the drivers must have on file a current record of their insurance coverage of \$100,000-300,000. Forms are available in the office.

On-Site After School Care

Children should be picked up **immediately after they are dismissed from class** unless they are enrolled in one of the following on-site programs. Peabody Charter School offers fee-based after school care called the Panther Program for Peabody students in grades 1-6, Monday through Friday, 2:30-5:30 p.m. on regularly scheduled school days. Registration must be established through the Peabody office before a child may remain at school under the supervision of Panther Program personnel.

The District operated Children’s Center on campus also offers after school care for K-2 grade Peabody students. Applications and payment arrangements for kinder care must be made through the District Child Development Program before a student may be released to the Center after their class is dismissed; call 730-1644 for information.

Charter School Governance

The Peabody Charter School is governed by members from the faculty, staff, administration, parents, and community members. The goal of the Board of Directors is to promote a cooperative and positive effort among teachers, students, school administration, and parents, and to ensure the achievement of the school program goals. The Board meets monthly to conduct business and oversee the operations of the school. The meetings are open for all to attend. Agendas and minutes are posted in the school office.

Neglect and Abuse of Children

The neglect and abuse of children can occur in families at any socioeconomic level. State law and our own concern for the welfare of each child require us to report suspected child abuse or neglect. If teachers know or have reason to believe that a child is being physically abused, sexually abused, or neglected, they are required by law to contact Santa Barbara County Child Protective Services. Typically, the law requires that the report include the child’s name and address of the alleged perpetrator (if known), the extent of the injuries, and the name of the person reporting the suspected abuse or neglect.

Food Services

Peabody Charter School has operated an independent and very successful meal program for many years. Our fantastic kitchen staff provides fresh cooked meals prepared from local organic produce and grains. The daily participation has increased dramatically; we serve hundreds of breakfasts and lunches every day to students, staff and parents. It is the goal of the Peabody Cafeteria to provide healthy, delicious meals that exceed the federal guidelines for the National School Lunch Program by emphasizing the importance of simple, fresh foods that appeal to children’s tastes *and* encourage culinary exploration. In keeping with our goal to promote healthy food choices, we have undertaken a comprehensive program to introduce cooking, gardening and nutrition across the curriculum. The cafeteria assists with the school garden, and the produce grown is used in the lunch program and classroom cooking projects.

Our own talented and dedicated cafeteria staff serves breakfast and lunch, carefully prepared on-site, to students, teachers and parents. Vegetables from the sixth grade garden, along with student, staff, and parent volunteer servers, make this cafeteria a very special place to share a meal with classmates and friends. It is our goal to lead the way in recycling and creating a *green* school environment.

<u>Meal</u>	<u>Price</u>	<u>Time</u>	<u>Payment methods for meals</u>
Breakfast	\$1.25 student \$2.50 adult	7:30-8:00	1. Prepay in the office by the day, week or month, <i>or</i>
Lunch	\$2.50 student \$5.00 adult	11:30-12:00	2. Send exact change with your child to school.
Drink only	\$.25		3. Apply for free or reduced meals; applications are available in our office. 4. All adult meals should be ordered in advance, or that morning, via your child or our school office.

At the end of the school year, school documents such as progress reports and diplomas may be withheld until all meal bills are paid.

Health Services

Medication at School

1. Bring the medication in the original container to the health office with your written permission and specific instructions, including doctor’s orders for prescription medications.

2. All medications will be administered by the health assistant, school secretary or principal.
3. Students are NOT to have any medications in their possession during school, including asthma inhalers and similar items, unless approved by parent, doctor and school administration.

Immunization Records

All students must show proof of having received required immunizations before school entry is permitted. These records are checked and maintained by the Health Assistant. Students found to be out of compliance will be excluded until requirements are met.

Health Screenings

Students are periodically examined for vision and hearing. Parents are notified if any problem is detected. If you do not wish your child to be screened, please contact the Health Assistant.

Emergencies

In case of a serious injury or other health situation, 911 will be called. We will try to contact you immediately. PLEASE MAKE SURE YOU PROVIDE THE SCHOOL WITH UP-TO-DATE TELEPHONE NUMBERS WHERE YOU OR OTHER DESIGNATED ADULTS CAN BE REACHED IN AN EMERGENCY.

Procedures for Sick Children at School

1. If your child becomes sick at school, we will call you or a person that you have designated for emergencies. A staff member cares for your sick child until you or the designated person arrives. We monitor your child and keep your child as comfortable as possible. Parents or designated persons must pick up sick children as soon as possible.
2. Children should be symptom-free or on medications for twenty-four hours before returning to school. (Since playing outside enhances children's social skills and helps them learn to play cooperatively, in most cases we require a medical excuse for a child to stay indoors.)

Guidelines for Exclusion from School

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the symptoms listed below should be excluded from school until:

1. A physician has certified that the symptoms are not associated with an infectious agent or that they are no longer a threat to the health of other children at school; or
2. The symptoms have substantially subsided.

Exclusion Symptoms

- ✓ FEVER- 100F or higher within the previous twenty-four hours.
- ✓ VOMITING- One or more times.
- ✓ RESPIRATORY SYMPTOMS- Difficult or rapid breathing or severe coughing, high-pitched, croup-like, or whooping sound after coughing.
- ✓ DIARRHEA
- ✓ SORE THROAT OR SWOLLEN NECK GLANDS
- ✓ SKIN PROBLEMS- Rashes and sores, especially if infected.
- ✓ PINK EYE (Conjunctivitis) - Watery, irritation and redness of the white part of the eye and/or the lining of the eyelids, and/or pus-like discharge. Pink Eye is extremely contagious. The child is contagious from the onset of signs and symptoms and while the eye is still red and/or draining. Signs of any symptoms must be "gone" for at least 24 hours before the child returns to school. Careful hand washing after contact with discharge from the eyes or articles soiled with the discharge is necessary. This must be treated with medication from a physician.
- ✓ HEAD LICE- If a student is sent home with head lice, he/she may not return to school until all the nits are removed from the scalp. Upon return to the school, the Health Assistant will check the student. If the school personnel detect nits, the student will be sent home in order to protect all other students from highly contagious head lice. Note: If a student is found to have lice, all the children in that classroom will be checked, and parents will be notified.

Academic Program

Philosophy

It is our goal to create an environment in which all children are successful in reaching their highest individual potential and level of academic excellence. This means that:

- Students have responsibility for their choices, actions and learning.
- Hands-on, authentic educational experiences that include real world situations.
- Allow for student choice to acknowledge the variety of ways in which students learn.
- Utilize specialists within the school community as resources in technology, music, art, drama, science, GATE and special education.
- Support a collaborative staff that meets regularly to facilitate student-centered learning and assessment.
- Ensure a high level of teacher professionalism with appropriate budget, instructional materials and staff development.
- Encourage active parent involvement in the educational process at school and in the home.

Student Outcomes

In this environment, students will strive to possess the ability to:

- read, infer and interpret literature, poetry, newspaper, reference sources, texts, graphs and applications;
- communicate clearly in order to effectively transmit facts, ideas, emotions, and opinions using oral, written and visual language;
- discern mathematical relationships, reason logically, and use mathematical techniques effectively in practical applications;
- understand and apply the major strands of scientific thought, methods, facts, hypothesis and theories;
- use technology effectively to access, compose, and communicate information and ideas;
- participate in second language instruction in order to develop academic, linguistic, and social skills which are essential for successful participation in our multicultural society;
- express ideas and emotions through the use of visual and performing arts;
- work cooperatively and collaboratively with others.

Another student outcome is to include the establishment of an individual portfolio featuring projects, assessment results and work samples. These portfolios give insight into student choice, individual interest and talents. Both students and parents will be asked to reflect on these portfolios, thus empowering the students to recognize and take responsibility for their own performance and learning experience.

Homework Policy

Homework helps build responsibility, self-discipline, and life-long learning habits. Time spent on homework directly influences the student's ability to achieve *and* meet district, state, and federal academic standards. It is our expectation that students, parents/guardians, and staff view homework as a routine and an important part of students' daily lives. We expect that parents will:

- Provide a regular study and/or reading time in a suitable setting with appropriate materials.
- Offer guidance/support but **NOT** do the assignment for the child.
- Seek a balance between homework time and the child's free time.
- Understand the objectives of the school curriculum and the relationship of the homework to these objectives.

Students are given opportunities to reinforce classroom learning at home. Homework should be relevant, planned, and individualized, as appropriate, in the following four areas:

1. **Practice**-This helps students master skills but should not be boring and repetitive. Whenever possible, students should apply skills that have been learned rather than simply completing a worksheet. (Students cannot apply what they do not understand.) Assignments are not always the same for every child and often involve choices; this encourages responsibility.
2. **Preparation**-This helps the students get ready for something that is coming up in the curriculum. It should be challenging and help students develop the motivation to learn the new material. In general, it should not be anything rote or unimaginative.
3. **Extension**-This type has students go above and beyond what was learned in class and is usually self initiated. Extension homework emphasizes production versus re-production.
4. **Creative**-These assignments challenge students to think critically and creatively. They problem solve and respond in a personal way to this type of homework.

Because we value family and leisure time, most homework is designed to take place four nights per normal week, Monday through Thursday, and not on weekends, holidays, or breaks.

General Guidelines for Amount of Time

Kindergarten- Grade 2	10-20 minutes per day*
Grade 3	20-30 minutes per day*
Grade 4	30-40 minutes per day or 120 minutes per week*
Grade 5	40-50 minutes per day or 140 minutes per week*
Grades 6	50-60 minutes per day or 160 minutes per week*

*Additional reading practice is also assigned and recorded in most classes.

IMPORTANT: Of course, some projects or assignments take more time than others, but parents should be able to tell if their child regularly spends too much or too little time on homework and contact the classroom teacher to discuss the situation.

Academic Honesty

- Students are held accountable to be fully prepared for quizzes, tests, and other assessments. Cheating is not allowed and results in a consequence such as loss of privileges, suspension, etc. Students are responsible for their own homework and other individual work.
- Plagiarism, defined as “the using of another’s words and ideas and passing them off as your own,” is wrong. Whether these words or ideas are from books, magazines or the Internet, using another author’s work without giving proper credit is a serious violation. Plagiarism results in a zero grade for the test, project, or assignment; the student is still required to do the assignment honestly. Other consequences may also be imposed.

Additional Educational Programs

Gifted and Talented Education (GATE)

The goal of the GATE program at Peabody is to incorporate the following skills and concepts into the regular classroom along with other opportunities that will enable the students to extend and enrich their learning:

Problem solving	Creativity	Self awareness	Choice
Career awareness	Leadership	Listening	Speaking
Written expression	Math	Fine arts	Cooperation
Presentation	Critical thinking	Love of learning	Research
Open-ended tasks	Study skills		

Our GATE program is offered to all third through sixth grade students that have qualified for the GATE program through either testing or teacher referral. The program is designed to meet students’ intellectual needs, motivate students to reach their highest potential, increase the application of critical thinking skills, and promote positive social-emotional skills. It is a site based model program including differentiated instruction in the child’s regular classroom in language arts and math. New activities and opportunities for GATE students are being developed in 2007-2008.

Comprehensive Physical Education

Each grade level has three scheduled P.E. sessions per week. A P.E. teacher and support staff instruct the students in a variety of sports, recreational activities, cardiovascular fitness, basic healthy living practices, and good sportsmanship skills. The excellent results of our P.E. program are shown when students participate in the annual school-wide Jog-a-thon, the 4th-6th grade Track Meet at SB City College, and the K-3 Sports Day.

Clubs

Depending on the interests of students and teachers, a variety of clubs and activities will be made available each year. If you have an idea, let us know!

Visual & Performing Arts

Peabody Charter School has a comprehensive visual and performing arts program and offers ceramics, fine arts, graphic arts, theatre arts, story telling, vocal music, and instrumental music. All students have art, music, and drama classes at least once per week. There are two vocal music concerts each year and one play; all students showcase their artwork at the Academic Showcase in the spring. In 2011-2012, a talent show is also planned. In addition, arts opportunities are also offered on Late Start Friday mornings from 8:00-9:00 a.m., and there are after school activities

in instrumental music, drama, and art.

Music Program

Peabody's Music Program provides singing with Konrad Kono on a weekly basis to all classes. Peabody also offers an after school rock band, guitar and Son Jarocho classes for students. All of these groups of students perform at school activities and events, as well as in the community from time to time.

The Splash Zone

The Splash Zone is Peabody's indoor/outdoor Ceramics Studio, complete with a kiln and gifted ceramicist who teaches these classes throughout the year. Ceramic students work on basic history, theory and skills of ceramics in addition to creating a ceramic piece of art or sculpture. Each lesson usually takes two sessions, one for creating the art piece and another for glazing the works. These works are proudly presented in the Peabody Art Show, in addition to student entered shows such as the Santa Barbara Art Walk and Faire and Expo. Peabody students consistently receive awards and honors for their outstanding work in ceramics, and parents cherish these creative expressions for years to come.

Theatre Arts Department

Peabody's theatre arts department boasts an outstanding and unique theatre company, in addition to the year-round drama workshops for every student, from K through 6. "Upstarts" is a professional-style theatre company that offers over 50 students weekly after school drama workshops. Each year Upstarts produces one major production in March. Previous productions of Upstarts include the following: *Charlie and the Chocolate Factory*; *Dracula, 93101*; *Sneetches*; *Killer Junk Food from Outer Space*; *Gerald McBoing Boing*; *Peter Spam*; and *Whodunit?*

Support Services

Health Assistant

Our health office is open during regular school hours to provide first aid care for student illness or minor injuries. Please inform the school of any existing medical conditions of which we should be aware. If a child becomes ill at school, you or the person designated on the child's emergency card will be notified. The child must be signed out in the health office before leaving campus. The Health Assistant works closely with a SBSB registered nurse. In general, a doctor's note is required in order to excuse a student from p.e.

Adaptive P.E.

A trained instructor provides qualified students with physical/motor skills development during their regular classroom P.E. session.

Psychologist/Counselor

A school psychologist who is an employee of SBSB is on campus three days per week to provide special education services, including consultation with teachers and parents, special education needs assessments, individual and group counseling, and social skill building. The psychologist also works closely with the Student Study Team (SST) and Resource Specialist.

Student Study Team

The Student Study Team (SST), which is comprised of teachers, staff and parents, meets weekly to assess and develop a plan for success for students who are experiencing difficulties in academic, social, or emotional areas. Students can be referred to the SST by their teachers or parents.

Resource Specialists

The Resource Specialists provide supplemental instruction to individuals and small groups of students who have been identified, through the Student Study Team and the Special Education Department, as needing extra academic support.

Speech Therapist

A speech specialist is on campus five days per week to provide students with supplemental support and instruction in the development and correction of speech patterns, disorders and language development. Referrals to the speech therapist come through the Student Study Team (SST).

BEHAVIOR GUIDELINES

Our goal is to foster safe, comfortable and productive classroom and school environments, and to enable and encourage students to develop responsibility, healthy self-concepts, independence, and self-reliance. We expect Peabody students to be polite and cooperative, to play safely, and to attend seriously to their school work. Every Peabody student signs a contract stating that he/she will treat everyone with respect and kindness AND follow the school rules and dress code. This creates a positive learning environment. Honesty, respect, and compassion are expected at all times; and dishonest, cruel, disrespectful behavior is not accepted. Children must know what is expected of them and what they can expect at school. When students accept the following general guidelines as routine, they can focus on their most important task—**LEARNING**.

RULES OF CONDUCT

In order to safeguard the rights and well being of everyone, all students are expected to follow these rules. Staff members enforce the rules at school, and we ask that parents support these expectations both at home and at school.

RESPECT YOURSELF

- ❖ I will arrive on time and attend school every day that I am able.
- ❖ I will bring my materials and come ready to learn.
- ❖ I will follow the dress code.
- ❖ I will eat healthy snacks and leave candy, gum, and soda at home.
- ❖ I will remember rules of safety, especially wearing a helmet when riding a bicycle.
- ❖ I will be cooperative in class and contribute in a positive way to the classroom.
- ❖ I will only turn in school work that is my own; I will not copy the work of others. I will not cheat on tests, either by giving or receiving answers.
- ❖ I will use the computer and Internet responsibly.
- ❖ I agree to resolve my anger in a civilized way. I will keep my hands and feet to myself.

RESPECT OTHERS

- I will treat others with respect. I will speak courteously to teachers, staff, parents, visitors, and other students.
- ❖ I will not tease, name-call, swear, curse, or harass another individual.
- ❖ I will not use words or body language that is offensive to others.
- ❖ I will not fight, and I will not play fight.
- ❖ I will try to resolve a disagreement peacefully and ask an adult for help if needed.
- ❖ I will respect the learning environment by speaking quietly in the classroom and other areas of school. I will avoid creating problems for others and myself.
- ❖ I will walk and not run in the halls and blacktop.
- ❖ I will follow directions of all school personnel promptly and politely; I will not disrupt learning or teaching.
- ❖ I will not make degrading, racist, or humiliating jokes. I will not make unwelcome or offensive sexual remarks or gestures.
- ❖ I will leave electronic devices (including cell phones), skateboards, scooters, and roller blades at home.

RESPECT PROPERTY

- ❖ I will respect school property and not damage trees, landscaping, objects, buildings, or materials belonging to the school or others. I will throw garbage in a trashcan and NOT on school grounds.
- ❖ I will keep my hands to myself and respect the property of others.
- ❖ I will take care of my books and the classroom property.

NOT ALLOWED- Numerous items are NOT appropriate for school. Children should not bring toys, dolls, money, valuables, electronic games, or other items that are not essential to learning. Students may NEVER bring matches, toy guns, weapons, combat toys, or any object that could injure another person into the school. **Students are also forbidden from bringing to school items intended for sale or trade and may not conduct any personal business.**

Discipline Process

Few students at Peabody ever have serious discipline problems. However, to protect the rights of all students, it is important that families understand the consequences of misbehavior. This process will include:

1. **Informal Conference-** A staff member talks with the student to reach an agreement regarding the student's correction of inappropriate behavior. If the student's behavior does not improve, the student's behavior is documented and parents are called. Teachers, administrators, parents, and the child then create an immediate plan of improvement.
2. **Referral to Office-** If a teacher needs additional support with a child's misbehavior, the student is sent to an administrator. Depending on the severity of the problem, the parent may be asked to pick up the child for the remainder of the day. Physical aggression or a deliberate action that leads to an injury is grounds for being sent home (suspended) immediately.

Serious Violations (All of these are subject to review of the Principal)

- **Threats or Threatening Behavior-** Threatening words and/or actions are taken seriously and seen as harmful to the well-being of others and the school.
- **Hurtful Behavior-** Cruel, hurtful words and/or behavior are taken very seriously and will not be tolerated. This includes hitting, punching, kicking, biting, slapping, pushing, pinching, tripping, spitting, etc.
- **Vandalism and Stealing-** Removing school or personal materials without permission is considered stealing. Willful destruction or abuse of private or school property is vandalism and is not tolerated.
- **Drugs and Alcohol-** The possession, use, sale, distribution, and/or purchase of alcohol, illegal drugs, prescription medication, cigarettes or any other substance related to the above (including matches, lighters or paraphernalia) are never allowed.
- **Weapons-** No weapon of any kind (real or fake), including knives, cap guns, and toy guns, is ever permitted on campus.
- **Gambling and Game Playing-** Video games, card games, dice, and gambling of any sort are prohibited on school grounds.

Disciplinary Consequences may include the following, depending on the severity of the violation:

Conferences with teachers, administrators, and parents; restitution and letters of apology to injured parties; campus clean-up, loss of privileges, or other negative consequences; isolation from special activities; suspension; recommendation for expulsion; police report, if necessary.

Student Dress Code

All student attire should be neat, clean and in good repair. We ask that parents:

- **Purchase clothes for school that promote good citizenship and appropriate responses from others.**
- **Explain to their children that what may be acceptable in other environments may not be acceptable at school: "You're not going to the beach. You're not going to a fancy party. You're going to school...to work and learn."**

*Therefore, students may wear casual clothing, providing it is clean and modest. It must **NOT** make reference to alcohol, tobacco products, drugs, sex, violence, satanic symbols, anarchy, or illegal activity and **must not be revealing or attention-getting in any way.***

The following items are **NOT ACCEPTABLE** to wear at school:

- ❖ Crop tops and belly shirts (All shirts and tops must cover the belly and back areas!)
- ❖ Halters
- ❖ Spaghetti straps (Tank tops are okay as long as the strap is at least one inch wide.)
- ❖ See-through clothing
- ❖ Short-short skirts and shorts (Use the fingertips test; the length should be at least to the point where your fingertips touch when at your side.)
- ❖ Excessively **tight** or excessively **loose** clothing
- ❖ Makeup or wild hair color

REMEMBER:

1. Footwear should be safe. Students on any day should be able to run, jump, skip and play safely. Unsafe footwear for school includes platforms, flip flops and high heels.
2. Clothing and personal items such as binders and backpacks should be free from writing, pictures or insignia which is crude, violent or gang related.

Charter Enrollment Policy effective 1-1-11

Pupils will be considered for admissions without regard to race, ethnicity, national origin, gender, disability, fluency in English, or parent income/educational level. No test or assessment shall be administered to students prior to acceptance and enrollment into the school. No tuition will be charged. As required by law, preference for enrollment in Peabody Charter School will be given to those who live within the former attendance area of the School. Further, admission to Peabody Charter School will require a commitment to the goals, objectives, and the vision of the school as set forth in the charter. The application process is comprised of the following:

- Completion of a student enrollment form
- Parent/student signature of Enrollment Contract
- Proof of Immunization
- Home Language Survey
- Completion of Emergency Medical Information Form

Requests for admission to Peabody Charter School will be accepted during an open enrollment period and will be entered into a random selection process for enrollment in the following school year with three random selection processes or lotteries held each year. The School holds a public random drawing to determine enrollment for each grade level, with the exception of existing students who are guaranteed enrollment in the following school year. Enrollment priority in the case of a public random drawing shall be allowed in the following priority order:

1. Current and returning Charter School students whose families have fulfilled and maintain their parent volunteer hours requirement throughout the year as outlined in the Enrollment Contract;
2. Children of Peabody Charter School Employees;
3. District residents living in the former Peabody attendance area;
4. Siblings of currently enrolled in-District Charter School students;
5. In-District residents;
6. Siblings of currently enrolled out-of-District Charter School students; and
7. Out of District students.

At the conclusion of the random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the school year. In no circumstance will a wait list carry over to the following school year.