

Peabody Charter School

Home of the Panthers

Parent and Student Handbook 2023-2024

3018 Calle Noguera
Santa Barbara, California 93105
www.peabodycharter.org

School Attendance	805-563-1172 ext "2"
Office	805-563-1172

Letter from Administration	2
Front Office Information	3
Parent Visits	4
Emergency Preparedness and Emergency Drills	5
School Bell Schedule	7-8
School Procedures and Policies	9
Academic Programs	12
Homework Policy	13
Additional Educational Programs	14
Support Services	16



PEABODY CHARTER SCHOOL

3018 Calle Noguerra, Santa Barbara, California 93105 • (805) 563-1172 • FAX (805) 569-7042

August 2023

Dear Parents,

Welcome to the 2023-2024 school year! The Peabody Charter School staff, Governing Board and administration look forward to working with you and your family this year. Peabody is known for a strong combination of community involvement, a nurturing environment and a commitment to educate the whole child. We look forward to creating new memories and building on our tradition of academic excellence.

This handbook has been created to provide you with a comprehensive overview of Peabody and its programs. Please take the time to review this information and discuss it with your child. Peabody is built on a strong partnership between families and school staff and we are ready to continue that tradition. Much of our program is centered around our Learner Profile which is focused around important traits that all great students demonstrate. These essential threads are woven throughout the curriculum to create a rich and engaging environment.

Our school is a welcoming, family based community with excellent educational and enrichment programs. To make this all possible we have several committees in our school that focus on different aspects of our children's education and parent involvement is essential. Please consider getting involved to not only support your own child, but all of the students here at Peabody.

Sincerely,

Demian Barnett
Claire Krock
Julie Bolton

Front Office Information

Leadership

Mr. Demian Barnett is the Superintendent and Principal of Peabody Charter School. This will be his 12th year in this position here at Peabody and his 33rd year in education. Ms. Claire Krock is the Assistant Principal and this will be her 5th year with Peabody Charter School and her 22nd year in education. Ms. Julie Bolton is the Director of Student Services; it will be her 11th year at Peabody and her 28th year in education. Please feel free to reach out at any time:

demian.barnett@peabodycharter.net

claire.krock@peabodycharter.net

julie.bolton@peabodycharter.net

Mission Statement

Peabody Charter School will work collaboratively to create a safe, caring, innovative and challenging academic program to prepare students for life by developing both academic and non-academic life skills.

Attendance and Enrollment

Every school day counts in a child's academic life...

A missed school day is a lost opportunity for students to learn.

The primary rationale for encouraging consistent attendance is the relationship between student attendance and student achievement. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance.

Poor attendance has serious implications for later outcomes as well. High school dropouts have been found to exhibit a history of negative behaviors, including high levels of absenteeism throughout their childhood, at higher rates than high school graduates.³ These differences in absentee rates were observed as early as kindergarten, and students who eventually dropped out of high school missed significantly more days of school in first grade than their peers who graduated from high school.

Any absence, whether excused or not, denies students the opportunity to learn in accordance with Peabody's instructional program.

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.

Attendance: Absences and Tardiness

The California State Law requires that all student absences from school be verified on a daily basis. When your child is absent from school, you are required to notify us daily as to the specific reason. You may call, write a note, or come in person to excuse an absence. The school district receives funds only for students who attend school or who are **legally excused**. Excessive absences may result in a request from your medical provider. Legal excuses include the following:

- Illness (specify - cold, flu, chicken pox, lice, etc.)
- Medical appointment
- Attendance at a funeral of a member of the immediate family
- Subpoena to court
- Quarantine

Independent Study Program (for planned absences)

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 serves two purposes. First, it allows students to keep up with their studies. Second, it is the only way that the school 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. **The principal must approve independent study plans in excess of two weeks in order to maintain student enrollment status.**

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. Once a student arrives on campus, they are not allowed to leave without being checked out from the office by an authorized adult.

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.

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

Peabody uses the enrollment system called Aeries and registration will be completed through this system.

<https://aeries.sbunified.org/Parent/LoginParent.aspx>

Enrollment at Peabody Charter School is accomplished through a random selection process (lottery) based on space availability. Occasionally, due to extenuating factors, Peabody will open enrollment to the public without the lottery system. This is rare, but has occurred. Applications will be accepted during an open enrollment period for enrollment in the following school year. After the enrollment period, the school will hold a public random drawing to determine enrollment in the following year.

Charter Enrollment Policy effective 1-1-2011

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- 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.

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.

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 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.

VOLUNTEERS

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. Parents are asked to sign in and out for all classroom visits, and to wear office issued identification "Visitor Pass" while staying on campus. The school is closed to outside visitors at all times.

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 onto campus, even if they are on a leash.** Unapproved dogs are not allowed on campus.

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

Birthday policy: 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. The school follows a Wellness Policy in regards to what kind of treats can be offered. Birthday celebrations may not interrupt instruction.

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 located in the auditorium; items left for more than 30 days may be donated to local charity.

Smoking/Tobacco consumption

Peabody Charter is a non-smoking school. Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. **Smoking and all tobacco consumption is prohibited at all times everywhere on the campus: the buildings, parking lots, playgrounds, and grounds.**

Emergency Preparedness and 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 at the designated safety area 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 in AERIES current regarding who may pick up your child in an emergency.**

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 may be possible and 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**.

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 will 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 websites. 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 (i.e. social media, website, ParentSquare, etc) 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. If there are exceptional circumstances that parents would like to share regarding their child's placement for the coming year, written input should be made to the child's teacher and administration by May 1. It is important to understand that it is NOT possible to grant most requests. Parents are notified prior to school starting in August 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. Most field trips use a contracted school bus for transportation needs.

Student Dress Code

While a student's attire is generally at the discretion of a parent/guardian, appropriate dress standards are necessary for the healthy, safe and undisrupted operation of a school. The school's dress code policy will be enforced consistently and fairly at school sponsored functions. We reserve the right to add items to the dress code as necessary for the health and safety of the school environment.

We ask that parents:

- A. Purchase clothes for school that promote good citizenship and allow for comfort while learning. Students are prohibited from wearing clothing that

(a) causes an actual distraction from or disturbance of any school activity, or interferes with participation of a student in a school activity or (b) creates a health or safety hazard, or (c) impedes in the learning of self or others.

- a. Clean and Neat Dress: Students shall be neatly dressed and shall show proper attention to personal cleanliness. Students shall wear clothing that fits properly and which does not expose the torso or undergarments.
- b. Footwear: Safe footwear is required at all times.
- c. Students shall not wear dark glasses or sunglasses indoors unless a student has a valid medical note on file at the school site. Each school site shall allow students to wear sun-protective clothing while outdoors during the school day and during school functions open to the public.
- d. Dangerous Clothing: Students shall not wear any clothing that may be used as a weapon, including but not limited to, steel toed boots, long waist chains, items with spikes or studs and other items deemed inappropriate by an individual school site.
- e. Writing, Insignias and Pictures: Students shall not wear clothing, jewelry, hairstyles, bodyart, or other personal effects with writing, insignia or pictures which disrupt the educational process. This includes, but is not limited to, writings, insignia and pictures that:
 - display commonly known gang and gang affiliation symbols;
 - display products or slogans which promote alcohol, tobacco, drugs, violence or sex;
 - are obscene, libelous, slanderous or profane;
 - create a clear and present danger of the commission of unlawful acts, violation of school regulations or injury to the people or property of the school community;
 - discriminate against others or are violations of hate-crime laws.

Dress and Grooming – Students who fail to follow the provisions of the dress code will be held accountable in accordance with the established district/site discipline policy. Staff and administrators will refer to the Discipline Ladder when working with students who are not following dress code.

Daily Schedules



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Monday -Thursday 2023-2024

TK/K Dismissal @1:30 (8/23, 8/24, 8/28, 8/29, 8/30, 8/31, 9/5, 9/6, 9/7, 9/11, 9/12, 9/13, 9/14)				
	TK	K-3rd	4th-5th	6th
School begins	8:00	8:00	8:00	8:00
AM recess	9:55-10:10	9:40-9:55	9:55-10:10	9:55-10:10
Lunch	11:40-12:25	11:40-12:25	12:00-12:45	12:10-12:55
PM recess	1:55-2:10	1:40-1:55	1:55-2:10	1:55-2:10
Dismissal	2:30	2:30	3:00	3:00

Friday 2023-2024

TK/K Dismissal @1:30 (8/25, 9/1, 9/8, 9/15)				
	TK	K-3rd	4th-5th	6th
School begins	9:15	9:15	9:15	9:15
AM recess	10:20-10:30	10:10-10:20	10:20-10:30	10:20-10:30
Lunch	11:40-12:25	11:40-12:25	12:00-12:45	12:10-12:55
PM recess	1:55-2:10	1:40-1:55	1:55-2:10	1:55-2:10
Dismissal	2:30	2:30	3:00	3:00

Please refer to Peabody's website for the most current calendar.

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 8:00-9:15. Activities include the following: library, computers, arts, ceramics, cooking, games, etc. Students may bring a healthy snack for morning recess.

It is important to remember that once a student arrives on campus, they are not allowed to leave, even if school has not started.

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.

Communication



Parent Square is our primary means of communication. When you register in Aeries, it will automatically create a Parent square account. You will receive a notification that you have been added and an invitation to create a password. Please complete this process so that you can receive updates from the school as well as your classroom teacher. If you have difficulty with this process, please reach out directly to the front office.

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.

PTSO

PTSO is an essential group of parents who help with community events, fundraising, and school spirit. It is a group of parents, teachers and staff who meet on the first Monday of every month. Please consider joining our group to help enrich the school community. For more information, please contact PTSO@peabodycharter.net

English Learner Advisory Committee/ELAC(Podemos)

ELAC/Podemos is an essential group led by parents of Emerging Multilingual Learners (EMLs) and open to ALL parents. This group meets throughout the year to connect, learn about and address topics specific to EMLs and their families. It also organizes two family festivals: The "Chocolatada" and "La Kermes." Meetings are held throughout the year; childcare and interpretation are provided. For more information, contact podemos@peabodycharter.net

Parent Surveys

At various points during the school year, parents are asked to complete surveys 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.

Student Surveys

Occasionally, students will be asked to complete a survey. Some will be informal and will be shared only within the school. Others, such as the Healthy Kids Survey, will provide data with both the school and the state government. Within your registration process, you will be asked to opt in to the survey. This survey is only applicable to 5th and 6th grade students and provides important information about the perception of school safety, and many other important topics. In addition, parents will also be asked to provide information for the Healthy Kids survey.

On-Site After School Care

Expanded Learning Opportunities Program (ELOP)/The "Panther" Program

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.

TK/Kindergarten students are excused at 5:15pm.

Registration must be established through the Peabody office before a child may remain at school under the supervision of Panther Program personnel. There is a waiting list for this program.

Panthers is the afterschool program for Peabody Charter School. There was a lottery for TK/Kindergarten on June 8, 2023; there will be an annual lottery every year. Families who are accepted will be sent a registration link by the end of June. All other TK/K students will remain on the waitlist until a spot becomes available.

As space becomes available, we offer families the opportunity to join the WAITLIST for Panthers. The waitlists are organized by grade levels and are generally longer in the lower grades. If your child(ren) are on a current waitlist already, you DO NOT need to reapply.

The purpose of Peabody Charter School's Expanded Learning Opportunities Program (The Panther Program) is to provide a safe and inclusive environment where students participate in a variety of hands-on engaging learning experiences. The program staff works collaboratively to create a safe, caring, and innovative program to meet the needs and interests of its students. Promote and help develop character traits based on Peabody's learner profile (teamwork, responsibility, creativity, curiosity, problem solving skills, etc.)

Charter School Governance

Members from the faculty, staff, administration, parents, and community members govern the Peabody Charter School. 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 Welfare 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.

In 2023-24 all breakfast and lunch will be FREE and provided at NO cost to families or students. This offer is available to all students at Peabody. Breakfast and lunch will be served from the cafeteria and eaten on campus. Adult breakfast is available before school for \$5.00 and adult lunch is available 11:30-12:00 for \$7.00.

Health Services

We have a certified nurse on campus during school hours. Ms. Maribel Ponce will be available to students during the school day and can be reached at:
maribel.ponce@peabodycharter.net

Medication at School

1. Bring the medication in the original package to the health office with your written permission and specific instructions, including doctor's orders for prescription medications. Medication administration forms need to be updated each school year.
2. All medications may only be administered by the health assistant, school secretary or administrator.
3. ALL medications need to be picked up on the last day of school to be taken home.
4. 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 School Nurse. 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 School Nurse.

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- 100 F 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) - Watering, 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 a lice treatment has been completed and live lice are no longer detected. Nits should be removed as well. Upon return to the school, the School Nurse will check the student. Parents should continue to check the student for lice nightly for at least 7 days after the treatment. 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.

Learner Profile

Peabody Charter school uses the following characteristics/traits to guide the development of our students. These traits are woven throughout the curriculum and are the threads of our school.

Cultural perspectives, Healthy, Communication, Critical Thinking, Tenacity and Risk, Creativity, Collaborative, Curiosity, Sense of Community/Belonging, Character

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

Library/Media Center

The library/media center provides books and other resources to all grades on a weekly scheduled basis. It is also open to students and parents at various times throughout the week. It is equipped with a wide selection of books and magazines, games, computers, and other types of information-centered technology. Materials are 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

When offered, the Student Council is composed 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.

Comprehensive Physical Education

Each grade level has three scheduled PE sessions per week. A PE 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 PE program are shown when students participate in the annual school-wide Jog-a-thon, the upper elementary Track Meet, and Sports Day.

Gifted and Talented Education (GATE)

Differentiation is provided at all grade levels to provide students an opportunity to achieve their highest potential. Through Project Based Learning, Peabody encourages growth in the following areas:

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

Peabody offers the GATE test in both 2nd and 3rd grade. This test is provided by SBUSD and we follow the district guidelines for qualification. If a student qualifies, they are offered the choice of joining the district GATE magnet classrooms at Washington Elementary School. Our Peabody program is a site based program including differentiated instruction in the child's regular classroom in language arts and math. Activities and opportunities for GATE students include participation in like Odyssey of the Mind, Visible Thinking, Genius Hour and Project Based Learning opportunities.

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, theater arts, story telling, and occasionally music. All students have art, movement and/or music and drama classes at least once per week. All students showcase their artwork at the Academic Showcase and Art Show in the

spring. In addition, a yearly variety show is organized and any student may participate in the audition process.

Movement Program

Peabody's Music Program provides movement and dancing on a weekly basis to all classes. Peabody also offers an after school enrichment class that includes drama and performance.

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. Peabody students consistently receive awards and honors for their outstanding work in ceramics, and parents cherish these creative expressions for years to come.

Support Services

School Nurse/Health office

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 School Nurse works closely with a SBUSD registered nurse. In general, a doctor's note is required in order to excuse a student from PE.

Adaptive P.E.

A trained instructor provides qualified students with physical/motor skills development as needed.

Psychologist/Counselor

A school psychologist who is an employee of SBUSD is on campus five 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.

A school based counselor who is an employee of Peabody Charter is on campus five days a week providing individual counseling, small group counseling, conflict resolution, communication skills, crisis assessment, classroom presentations and support to families regarding community resources. The counselor also works closely with school

staff to support social-emotional and behavioral needs. Ongoing individual and group counseling requires written consent.

Peabody Charter employs a school counselor who provides individual/small group counseling to students and works closely with school staff and families to support social-emotional and behavioral needs to strengthen academic success and emotional well-being. Should you request formal individual/group counseling, or if your student is referred to counseling by a staff member, the Charter School will provide you with an informed consent form to begin the school-based counseling services. Students may engage with the school-based counselor on an informal basis based on social interactions that may arise.

In addition to formal counseling, Peabody Charter School also provides conflict resolution, peer mediation, and classroom workshops/presentations on behavioral and social/emotional learning as part of its general discipline/restorative justice and school culture program. This is part of the school's general education curriculum, and does not constitute formal counseling.

Student Study Team

The Student Study Team (SST), which is composed 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 school staff, 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 schoolwork. 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 schoolwork 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.

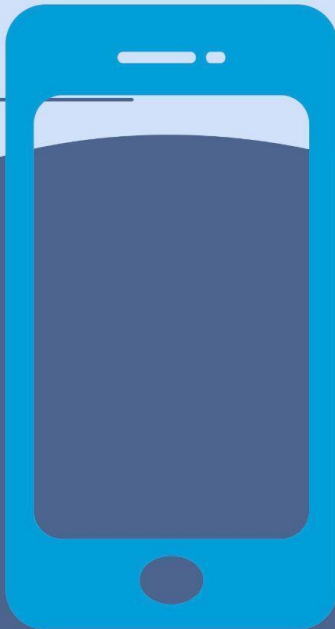
NOT ALLOWED- Numerous items are NOT appropriate for school. Children should not bring electronics, phones, toys, dolls, money, valuables, electronic games, or other items that are not essential to learning. Students may NEVER bring matches, toy guns, weapons, combat toys, or any object that could injure another person into the school. If a phone is brought to school, it needs to be turned off during school hours and needs to be placed in a backpack until after school hours. It may not be used on campus for anything other than contacting a parent or guardian.

Students are also forbidden from bringing to school items intended for sale or trade and may not conduct any personal business. Students may not buy/sell food or drinks.

PEABODY CHARTER SCHOOL CELL PHONE AND SMART WATCH POLICY

- Cell Phones will be turned off during the school day and will remain in the student's backpack.
- Smart Watches should be left at home. If a student is wearing one on campus, it needs to be turned off.
- The school is not responsible for lost or stolen devices.
- Phone calls, texting, and videotaping is strictly prohibited at any time during the school day.
- If a student needs to contact a parent during the school day she/he may request permission from the teacher and make a call from the classroom or the front office.

Cell
Phone



Smart
Watch



PEABODY CHARTER VISITOR POLICY



#1


All visitors must check in at the front office prior to being on campus.



#2

Visitors must wear office issued identification at all times while on campus during school hours.

#3




Students must be checked in and out via the front office once school has begun.



#4

If on campus to eat with your child, you must check in at the front office.

#5



Please close gates behind you when entering campus.

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 administration)

- **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.

