

THE VILLAGE CHARTER SCHOOL HANDBOOK



50 MARK WEST SPRINGS RD
SANTA ROSA, CA 95403

707-591-9262

WWW.VILLAGECHARTERSCHOOL.NET

The Village Charter School admits students of any race, color, and national or ethnic origin.

THE VILLAGE CHARTER SCHOOL HANDBOOK – TABLE OF CONTENTS

Contact Information.....	1
Administration, Staff, School Hours, Office Hours, Calendar	1
Village Charter School Handbook	
Our Mission	2
Non-Discriminatory Policy.....	2
Our Values.....	2
Multi-Age, Developmental Education.....	2
Classroom Configuration, Why a multi-age, developmental education?.....	2
Traditional Classroom vs Multi-age Developmental Classroom	3
Curriculum.....	4
Life Skills	5
Village Charter School Policies and Procedures	
Parent Involvement.....	6
Parent Giving Program (PGP)	6
Parent Participation Requirements.....	6
Weekend Cleaning	6
Food.....	7
Snacks/Lunches, Food Allergies and Sensitivities, Lunch Containers, Class Treats	7
Clothing	7
Shoes/boots, Rainy Weather Clothing, A Change of Clothes Bag, Field Trip Attire	7
Media	8
Phone Use	8
Cell Phones and Electronic Devices.....	8
Personal Items from Home	8
Behavior Expectations.....	8-9
Goals, Code of Conduct.....	8
Recess and Playground Rules, Equipment, Consequences.....	9
Chaperone Guidelines.....	10-11
Chaperones, Drivers, Overnights	10
Swimming, Fingerprinting, Fingerprinting Fees, Driver’s License, Auto Insurance	11
Attendance.....	11-12
Tardy/Absences/Truancy	11
Sign In/Sign Out, Illness, Independent Study.....	12
Extended Care	13
Extended Care Fees, Extended Care Program Rules.....	13
Miscellaneous Policies and Procedures	
Tobacco and Alcohol	14
Cubbies.....	14
Lost and Found.....	14
Gifts	14
Visitors.....	14
Pets.....	14
After School Programs	14
Payments.....	14
Medication at School	15
Immunizations.....	15

ADMINISTRATION

Board of Directors

Scott Morris	Board Chair
Trisha Griffus	Board Secretary
Alexandra Jacobs	Board Treasurer
Chris Van Stone	Board Member
Justin Webb	Board Member
Debra Miller	Board Member
Ingrid Clark	Board Member

Staff

Rebecca Ivanoff	Administrative Coordinator
Malika Harville	Teacher
Jodi Buckles	Teacher
Bonnie Barnum	Teacher
Elsie Batten	Teacher
Shilpa Kamat	Teacher
Nancy Carter	Teacher
Carolyn Jensen	Office Manager
Elaine Lombard-Henry	Financial Manager

CONTACT

Village Charter School
50 Mark West Springs Rd
Santa Rosa CA 95403
Phone: 707-591-9262
Fax: 707-591-9275
Email: vcsofficemanager@gmail.com

SCHOOL HOURS

Kindergarten Daily 8:30 a.m. – 1:00 p.m.
1st – 8th Monday, Tuesday, Thursday, Friday 8:30 a.m. – 3:00 p.m.
Wednesday 8:30 a.m. - 1:00 p.m.

OFFICE HOURS

Monday – Friday 8:00 a.m. – 3:00 p.m.
Summer hours are limited.

CALENDAR

A copy of the school's year calendar and monthly activity calendar can be found on our website:
http://www.villagecharterschool.net/home/CA49753580114934/Calendar_VCS_11.12.pdf

THE VILLAGE CHARTER SCHOOL HANDBOOK

OUR MISSION

The Village Charter School is dedicated to providing a quality education in a positive and respectful multi-age environment where world cultures are explored, our connection to nature is honored, and character development is nurtured. Our school is a place where the intellectual, imaginative, and humanitarian promise of each student is cultivated and celebrated in a community that practices mutual respect, embraces diversity, and inspires a passion for learning.

NON-DISCRIMINATORY POLICY

The Village Charter School admits the students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

OUR VALUES

- We develop and maintain a diverse school community that fosters respect and cooperation.
- We provide a rich, well-rounded, developmentally and age-appropriate learning environment.
- We guide and stimulate thinking, embrace and nourish feelings, strengthen the body, encourage and accept creativity, and promote environmental and social responsibility.

MULTI-AGE, DEVELOPMENTAL EDUCATION

We are committed to a developmental, multi-age learning environment that honors the whole child and meets each individual student's need for academic achievement and real world opportunity. A student's classroom placement is based on their developmental needs and readiness.

Classroom Configuration

- Kindergarten: two year program offered and encouraged
- Kinder/1st Grade
- 1st/2nd/3rd Grade
- 1st/2nd/3rd/4th/5th Grade
- 2nd/3rd/4th/5th Grade
- 6th/7th/8th Grade

Why a multi-age, developmental education?

At Village Charter School, we strongly believe that all students need to be responsible for their learning actions and choices. Therefore, we are committed to providing a multi-age developmental program, because this setting provides the best opportunity to present a child-centered learning environment.

Listed on the following page are some strengths/differences between the instructional presentation of a traditional classroom setting and a multi-age developmental classroom setting.

<i>Traditional Classroom</i>	<i>Multi-age Developmental Classroom</i>
State and district determine the curriculum and assign to grade level.	The curriculum is shared by all grade levels and takes into consideration students' interests.
Subjects are often taught separately and in isolation.	Subjects are integrated and highlight real life settings.
Teachers "cover" material dictated by textbook publishers.	Student needs and interests determine curriculum.
Teachers are the central focus of the classrooms and the keeper of information	Teachers act as facilitators and guide the learning of their students.
Instruction is directed towards mastery and retention of stated objects.	Instruction is designed to develop life skills and individual interests.
Instruction often emphasizes one learning style.	Instruction centers on different learning styles.
Ability grouping and levels is an alternative to whole class instruction	Heterogeneous grouping is emphasized with students supporting students.
Emphasis on whole class instruction minimizes individual differences.	Individual differences are met through small, flexible changing groups.
Children are expected to learn the same curriculum in the same way.	Children are provided the opportunity to learn in a way that meets their learning style.
Heavy emphasis is placed on performance on a standardized test and getting the right answer.	Students are afforded the opportunity to demonstrate their learning through real life application.
Teachers are held responsible for student behavior.	Students are held responsible for their own behavior.
Learning occurs best in quiet, orderly classrooms.	Learning is enhanced by student interaction and movement.
Children work on goals established by the teacher.	Children work on developmentally appropriate goals established by the child, teacher and parent.

CURRICULUM

We know that an integrated curriculum and multicultural education will make a difference in our children's lives and their world. Our curriculum is based in experiential, hands-on activities, open-ended creative play, and an immersion-to-mastery approach. Our classrooms, gardens, and activities integrate mind, body, music and art.

Science: Environmental studies are the cornerstone of our program. Students study ecosystems: how plants, animals, earth and weather all work together to create a sustainable environment. We learn our place in the natural world as members, caretakers and protectors. Students hike, garden, and explore. Our reading and writing programs are integrated with science through poetry, science journals and cooking.

Social Studies: Our multicultural, integrated approach feeds into a rich social studies and history program. Much of our curriculum is drawn from the cultural heritage of the students. Our reading, writing, art, music and cooking programs all take on additional life and meaning as they are inspired and guided by our study of the world and our place in it.

Language: Within our multicultural, integrated curriculum, students learn about languages from all over the world. Students sing songs, count, and learn basic vocabulary from parts of the world they are studying.

Reading: Children explore folklore and mythology from the different cultures they study. The music, social studies and science curricula all help determine the literature studied. It is both original and individualized, while maintaining a high academic standard.

Writing: Our writing program can be described as "roots and wings." In the early grades our roots go deep as students become grounded in fundamental skills, phonemes and sight words in regular spelling activities. Children practice creative spelling while they learn to express their thoughts and ideas. As their skills develop they take wings and soar, practicing many writing styles, including Haiku, free verse, descriptive and expository writing.

Math: Math within the natural world and our environment is integral to our math program. Basic skills like quantity and fractions are reinforced through real world applications like cooking, music and quilting.

Music: Music is intrinsic to our studies. How do we express ourselves in song? How has this been done historically and currently in different cultures? What are people trying to share with the music they create? All children achieve basic music competence, the ability to carry a tune and keep a beat.

Art: Each student's creativity is encouraged and supported while looking at how different people and cultures around the world have chosen to express themselves, and at what these people and cultures have needed to express.

Physical Education: We do not have a traditional PE program. Basic physical skills are taught through outdoor games with class teachers. Starting in the first grade children learn non-aggressive Aikido. Students learn non-violent conflict resolution skills while developing their skills in this defensive martial art. Children also hike, run, jump, yell and play.

Life Skills: The life skills are integrated into every aspect of our curriculum. Parents are encouraged to reinforce these skills outside of the school setting.

Responsibility: Follows through on individual actions without guidance

Flexibility: Is able and willing to change direction

Organization: Is able to plan, arrange, and implement in an orderly way; keeps things orderly and ready to use

Effort: Does his/her best

Perseverance: Is able to continue in some effort or course of action in spite of difficulty or opposition

Problem Solving: Is able to find solutions to everyday problems and difficult situations

Curiosity: Has a desire to investigate and seek understanding of the universe

Self worth: Recognizes and acknowledges one's strengths, skills, abilities and attitudes and can be compassionate and forgiving about one's weaknesses

Common Sense: Uses good judgment

Patience: Is able to wait calmly for something or someone

Sense of Humor: Is able to laugh and be playful without harming self or others

Cooperation: Is able to work together toward a common goal or purpose

Integrity: Acts with an awareness of the connectedness between self and the larger whole

Caring: Is able feel and show concern for others

Initiative: Is able to do or think for oneself and to act without having to be asked or directed

Friendship: Is able to make and keep a friend through mutual trust and sharing

VILLAGE CHARTER SCHOOL POLICIES AND PROCEDURES

PARENT INVOLVEMENT

Village Charter School is a cooperative organization. The parents/guardians and staff work closely together as partners to ensure the success of our students. This collaborative effort is integrated into every aspect of the school's management, including decision-making, fundraising, governance, and the educational program. It is essential that all parents and guardians understand the important role that their participation plays in sustaining our school. Below is an outline of the commitment that is needed from each of our families to sustain our community charter school. We welcome and encourage parents and guardians to invite all of your child's family to be a part of the educational process and to assist with the participation requirement.

Parent Giving Program (PGP):

- PGP is an integral part of the VCS's annual budget as the income from the state is not enough to cover our expenses. PGP monies are used for enrichment programs, staff support, festivals, office supplies and other general operating expenses.
- ***It is our goal that each family contributes \$1000 per year (\$100/month).***
Donations are non-refundable. All donations are tax-deductible and a statement will be issued upon request.

Parent Participation Requirements:

- **Parents/guardians/family members are responsible for providing the equivalent of one hour per week of classroom support or to serve on at least one committee.**
- Per VCS policy, parents/guardians/family members who participate in classroom activities must have a cleared fingerprint notification on file with VCS. Classroom support includes, but is not limited to:
 - ◆ Assisting in the classroom and classroom jobs
 - ◆ Field trip scheduling and/or chaperoning
 - ◆ Cleaning and maintenance of the classroom and school site daily and weekly
- **All School and Classroom Meetings:**
 - ◆ At least one parent or guardian from each family is expected to attend school wide and classroom meetings as scheduled throughout the year.

Weekend Cleaning: Each family is expected to participate in weekend classroom cleaning two to four times during the school year depending on overall school enrollment. Families will have an opportunity to sign up for dates in advance during the first couple weeks of school. Families who do not volunteer for cleaning dates will have dates assigned to them by office staff. It is up to you, not the office staff, to find a replacement if you are unable to clean on your assigned date.

FOOD

Snacks/Lunches: Please send your child to school with snacks and lunch that are whole foods rather than processed foods. This will guarantee that preservatives and processes which remove the nutritional value of foods are not present.

- Whenever possible, send the food in recyclable and reusable containers which reduce landfill waste.
- Send as much protein as possible to support brain function.
- Please do not send food high in sugar or with corn syrup.
- Water only.
- If your child brings highly processed food or a sweetened beverage, s/he will be asked to put it away and to save it for the ride home at the end of the day.
- Chewing gum and candy are not allowed.

Food Allergies and Sensitivities: A number of students in the school have dietary restrictions due to allergies and sensitivities. Prior to preparing a special class treat you should check with your child's teacher to find out about any restrictions in the class! Teachers may occasionally provide cooking projects that contain sugar and processed flour (i.e., gingerbread men), but that will be done at the teacher's discretion and they will notify parents of students with dietary restrictions in advance.

We also actively support people who have made dietary choices. Please communicate any needs you have regarding diet.

Lunch Containers: Lunch containers or thermal bags must have a lid that closes securely. Label your child's reusable containers or bag. Please do not have media images on lunch containers.

Class Treats: As you plan to send food for 'Snacks Around the World', birthday treats or something for a special occasion, please keep the above guidelines in consideration.

CLOTHING

Please send your child to school in clothing that helps support his/her learning. All clothing should be free of the images or language that is distracting, violent, aggressive or media based.

Shoes/Boots: Shoes need to be comfortable, secure and able to take the wear and tear of running, hiking and everyday play. Please avoid flip-flops or clogs without back straps.

Rainy Weather Clothing: Everyday our children go outside, rain or shine. Children may get wet and sometimes muddy. It is important that they have appropriate rain gear. Every child should have a hooded rain jacket and rubber boots. There will be a space in every classroom for raingear to be kept at school.

A Change of Clothes Bag: Please send your child to school with a change of clothes bag that includes the following items: pants, shirt, sweater/sweatshirt, underwear, socks, change of shoes, and a plastic bag. Check the change of clothes bag periodically for dirty clothes.

Field Trip Attire: Students are to wear appropriate shoes and clothing for field trips. Long pants (unless otherwise specified), long socks, sturdy shoes or boots, weather and trip appropriate layers, and child-sized backpack. **Parents will be called to pick up their child if their child is not dressed appropriately for the field trip.**

MEDIA

In order to support the work of our teachers to create and maintain an environment that cultivates imagination, wonder and beauty, we ask that you limit your child's exposure to electronic media (i.e. TV, video games, etc.). Our school purposefully avoids media input. We support the use of media for instruction on a very limited basis. As a rule, videos, DVD's and computers are not used in the classroom.

PHONE USE

Calls to home will be made by VCS staff for illness and emergencies. At the discretion of the teacher phone calls will be made for left homework or other items. Students are not to use the school phone at any time to arrange play dates.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and personal entertainment devices (ipods, electronic toys, etc.) are not allowed on the school campus. If we find a student's with one of these items we will hold it in the school office and return it to a parent at the end of the day.

PERSONAL ITEMS FROM HOME

We ask that toys and other things from home remain at home and that things from school remain at school. VCS is not responsible for lost or damaged items brought from home.

BEHAVIOR EXPECTATIONS:

It is our expectation that students and adults will treat each other and the school with respect and kindness. We will not tolerate bullying or violent/aggressive behavior or words. Our most important values are to be safe and friendly with one another. If you have a question about whether or not something is okay, ask yourself *"Is it safe and friendly?"*

Goals:

- To provide a safe and caring environment for all students to learn and thrive.
- To create a school in which positive, community-building attitudes are active within the student body.
- To facilitate behavior expectations in which consequences to inappropriate behavior become an opportunity for reflection, renewal and growth for all students and families.

Code of Conduct:

- Each student is to show courtesy and respect for everyone. A student may be warned once by an adult before specific corrective measures are taken in communication with parents.
- No hurtful behavior is acceptable—No fighting, hitting, kicking, pushing, spitting, etc.
- No unkind use of words—Name-calling, teasing and bullying have no place in the school and will not be allowed.
- Each student is to listen and follow the directions of all teachers and staff members.
- Each student must respect the rights, safety and property of others.
- Each student does his/her part to keep our school neat and clean, inside and out.

Recess and Playground Rules:

We ask that students treat the grounds, equipment and each other with respect and safety. All equipment and materials available to the children have a specific purpose and should be used appropriately. **All school and playground rules are to be followed at all times. This includes before and after school hours, school events, meetings, etc.**

- Students need to be within sight of an adult supervisor at all times or have adult permission to leave supervision.
- Students must act safely and respectfully towards self and others.
- No fighting teasing, threatening or foul language.
- No pushing, pulling or picking up other students or grabbing their clothes.
- No poking, hitting, sword fighting, playing guns or running with sticks.
- Students need to pick up their own trash and recycling and put it in the appropriate container.
- Students going outside when it is wet and/or muddy must have appropriate clothing (rain jacket and waterproof shoes or boots and a change of clothing).
- Students must go to class when the bell rings.

Equipment:

- Balls are for throwing in a game. Do not throw them at another person. Do not throw rocks or bark or anything else.
- Jump ropes are for jumping. No running, tug-o-war, tying up students or other equipment.
- If a ball goes out of the yard, students should let an adult know. Only adults may leave the yard to get a ball.
- Students may not climb fences, or climb/stand on tables or chairs.

Consequences: Verbal reminder, redirection into alternate activity, separation from group or activity or suspension are used as consequences for those who do not follow established procedures and/or do not respond to regular correction requests. At the discretion of the teacher or Administrator a child may be sent home in order to maintain a safe, orderly and respectful environment.

- 1) Verbal Reminder: Ask the child “Is it safe and friendly? Is there a safer and friendlier way to play?”
- 2) Time out or redirection into an alternate activity.
- 3) Separation from the group or activity: If the child’s behavior is disruptive or the child is not responding to verbal reminders or redirection, it may be necessary to ask the child to sit in the Office.
- 4) Sent Home: In the event that a child’s behavior proves to be unsafe to the students and the teachers, or in the event that the child is unresponsive to the teacher’s direction and guidance, the parents will be notified and the child will be sent home (see suspension policy in the Office).

Parents and staff should follow up with the child’s teacher or Administrator if there are ongoing safety questions or concerns.

CHAPERONE GUIDELINES

VCS students go on many field trips during the school year, some by walking and some requiring parent drivers. All students upon enrollment to VCS are to return a consolidated fieldtrip permission form. All drivers/chaperones must have fingerprint clearance through the DOJ.

Chaperones:

- Field trips are an addition to classroom instruction for the students not a social gathering for parents.
- Unless leaving the group has been pre-arranged you should stay with your students at all times.
- You are an extension of the teacher's eyes and ears. Please assist the teacher in keeping the students respectable and cooperative during the trip.
- You are responsible for the students put in your care but also any other student that may need assistance.

Drivers:

- Autos carrying students are to be safe. Please do your own auto inspection; check tire wear and pressure, fluid levels, wipers, and gas prior to any trip.
- The driver/Chaperone must have copies of the Field Trip Permission/Emergency forms with them at all times.
- Please be sure that all children have lunches and water and they go to the bathroom before they leave.
- Please do not make or answer any cell phone calls or text messages while driving.
- Assist students in being buckled in and out of your vehicle.
- Car/booster seats are required for students who are under six years of age or under 60 lbs.
- No students may sit in the front passenger seat of a vehicle equipped with front passenger airbags unless they are 12 years of age and parental permission has been received through the office.
- When it is raining, please be extremely careful. Leave yourself extra time to slow down.
- ***Unscheduled stops are not permitted.***
- If it is too noisy in the car, please feel free to quiet the students.
- If you are dropping off and picking up only, please be prompt.
- Please no videos of music during the car ride.

Overnights:

- Chaperones will be assigned a group of students that they are responsible for during the trip according to a specific schedule, which includes:
 - ◆ their well-being
 - ◆ safety
 - ◆ seeing that they eat
 - ◆ attending to them if they get upset or frightened
- All laws must be followed.
- Siblings are not allowed to attend overnight trips unless a family meal is included in the activities in which case siblings and parents may attend for that portion of the program only.
- Chaperones, parents and siblings are required to pay fees according to the rules of the facility.

Swimming: No swimming is allowed on field trips for Village Charter School. If students are near water, they may be in the water only under the following conditions:

- There is no surf.
- There is no current.
- They may only enter up to their knees.
- They may not swim in the water.
- They must be under the direct supervision and line of sight of their teacher.

Fingerprinting: All VCS volunteers working with students are required to be approved by the Department of Justice (DOJ) prior to helping in the classrooms or chaperoning on field trips. VCS no longer maintains a budget to cover fingerprinting expenses. Dates will be arranged for families to have fingerprints done on site throughout the school year.

Fingerprinting Fees: \$52 to be paid upfront to VCS

This fee covers the following costs:

- Fingerprint cost through TruScan (\$20)*
 - DOJ application fee (\$32)
- *\$25 for mobile service through TruScan

Driver's License: All volunteers must supply the school office with a copy of their current driver's license. Remember to update expired licenses upon renewal.

Auto Insurance: Village Charter School's insurance company requires that all drivers carry a **minimum of \$100,000.00 of Property Damage and \$100,000/person and \$300,000.00/occurrence of Bodily Injury coverage**. We will need a copy of the **declaration page** from your insurance demonstrating this coverage. It is also possible to obtain one-day coverage from your insurance company at this level of coverage.

ATTENDANCE

Absences and tardiness impact our students and our school on many levels. When a child is not here or is late they lose out on valuable instructional time as well as the continuity and rhythm of the day and week. Please continue to follow our policies around illness, but if your child is not ill please make plans and organize your schedule so that school attendance and being on time is a top priority in your family. Make carpool arrangements, plan appointments outside of school hours, have a backup plan to transport your child if you are unable to do so, and plan trips for already established school holidays.

Tardy/Absences/Truancy:

Education Code Section 48260 – Any pupil subject to full time education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school district.

- Tardy students are to check in at the office if they are **more than 20 minutes late to school**.
- The school should be notified of a child's absence either by phone or email.
- A Truancy letter will be sent to the home of any child that is habitually tardy and or absent.

SIGN IN/SIGN OUT

Students arriving to school after 8:50 a.m. are to be signed in to the office by parent or guardian. Students leaving the school at any time during the school day prior to dismissal are to be signed out at the office by a parent or guardian and signed back in upon return if during the same day.

ILLNESS

Students who show signs of illness should not be brought to school. Phone calls to parents will be made when the VCS staff feels that the child's symptoms would improve by resting at home.

Students who have a fever or vomiting are not to return to school a full 24 hours ***after*** the fever has broken or the vomiting has stopped.

Remember to advise the Office of any contagious or transmittable illnesses or conditions so that the teachers and parents of exposed children can be notified.

INDEPENDENT STUDY

Students who are absent for two consecutive days will automatically be issued an Independent Study Packet. Work for the packets will be gathered by the teacher for the duration of the absence and given to the student upon return. The student and parent are responsible for the return of this packet in a timely manner.

EXTENDED CARE

Hours 7:30 a.m. – 6:00 p.m. for currently enrolled VCS students

Extended Care Fees:

- Hourly rate \$5.00 per hour
- Materials fee \$50.00 (Make checks payable to: VCS) – this fee applies to anyone who uses Extended Care for more than 15 hours during the school year.
- Hourly rate broken down by the $\frac{1}{4}$ hour – regardless of how many minutes into the $\frac{1}{4}$ hour (00-15 = .25 hr, 16-30 = .50 hr, 31-45 = .75 hr, 46-00 = 1 hr)
- Kindergarten care time begins at 1:00 p.m.
- 1st – 8th grade care time begins 15 minutes after the end of the school day:
 - ◆ 1:15 on Wednesday
 - ◆ 3:15 on Monday, Tuesday, Thursday, Friday
- Late pick-up fee \$20.00 (for any portion of 15 minutes after 6:00 p.m.)
- Bills are emailed usually by the 3rd of the month – make sure the school has your current email address
- **NON-PAYMENT OF FEES:** After 30 days of non-payment toward your Extended Care balance with no payment attempt or payment arrangements being made your child will not be able to participate in the Extended Care program.
- Payments can be mailed to the school, dropped into the lock box in Bonnie's front room or brought in to the office.

Extended Care Program Rules:

- Available hours: 7:30 to 8:15 a.m. & 1:00 to 6:00 p.m.
- You must come into the Extended Care room and sign your child out of the program every day.
- If someone else is picking up your child and that person is not on the pickup list, you must call the school.
- Every new person picking up must show ID until the Extended Care staff recognizes you.
- Every 1st – 8th student on campus 15 minutes after the end of the school day will be signed into the Extended Care program unless the child(ren) is in direct supervision of a parent/guardian and is in an area of the campus not designated for extended care use.
- The school can only be responsible for supervising children signed into extended care.
- PLEASE make every effort to supervise your child while on campus.
- Any non VCS children/siblings must be under direct supervision of an adult at all times.
- All school rules and behavior expectations apply to visiting siblings and guests.

MISCELLANEOUS POLICIES AND PROCEDURES

TOBACCO AND ALCOHOL

All events associated with The Village Charter School are alcohol and tobacco-free. Off site, adult only events may be deemed exempt from this policy.

CUBBIES

Please make a point of checking and cleaning out your child's cubby on a daily basis.

LOST AND FOUND

We will maintain a VCS lost and found area. Items will be displayed on a monthly basis with anything left being donated. Please make an effort to make sure your child leaves every day with whatever he/she came with.

GIFTS

Gifts: for individual students should be shared outside of school hours.

Gifts: in celebration of special occasions to be shared with the entire classroom are to be approved by the teacher beforehand.

Party Invitations: can be distributed to student cubbies as long as there is one for each child in the class.

VISITORS

All VCS visitors are to check in and out at the office prior to going to classrooms.

Former students are welcome to visit VCS with prior approval from the hosting teacher and the administrator. Visits are limited in time and activity participation.

PETS

Pets brought for share must first be approved by the classroom teacher. Dogs are to be kept on a short leash at all times and under the control of an adult. Due to liability and fear that some children have we ask that you think twice before bringing a pet on campus.

AFTER SCHOOL PROGRAMS

- All school rules apply to students enrolled in after school programs.
- After school programs are open to students of VCS only.
- Age ranges will be determined by the instructor.
- Payments can be dropped off in the school office but are to be made payable to the instructor.
- Students in extended care will be signed out for the program time period.
- Students not picked up at the end of the program will be signed in to extended care.
- There are no makeup dates for missing an afterschool lesson.

PAYMENTS

Payments for extended care or PGP can be dropped off in the school office.

Checks: Make payable to VCS with a memo for; Extended Care or PGP.

Cash: Please have exact change

PayPal: State what the payment is for; Extended Care or PGP. We ask that you include an additional 2.5% to cover the fees for this service, \$2.50 for every \$100.

MEDICATION AT SCHOOL

VCS cannot administer any medication to students without prior parental permission. All medication including inhalers must be brought to the office with instructions on dosage and use if it is to be given during school hours.

IMMUNIZATIONS

Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375), children are required to receive certain immunizations in order to attend public and private elementary and secondary schools. The California School Immunization Law also requires schools to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department.

Exemptions to Immunization Requirements:

The exemptions permitted by California law are:

- **Medical Exemption**
A licensed physician who feels a vaccine is not indicated for a student because of medical reasons should submit to the school (via the patient's family as needed) a written statement documenting the medical exemption.
- **Personal Beliefs Exemption**
A parent or guardian may have a child exempted from required immunizations if immunization is contrary to his/her beliefs.

Exemptions to immunization should not be taken because of convenience. Unimmunized students are at greater risk of contracting diseases and spreading them to their families, schools and communities. The school will maintain an up-to-date list of students with exemptions, so that these students can be excluded from school quickly if an outbreak occurs.

ENROLLMENT POLICIES

Village Charter School is an independent public school chartered by the Windsor Unified School District. All children applying for enrollment must be a resident of Sonoma County.

Open Enrollment: Open enrollment takes place after the first of the year. Dates for open enrollment will be posted on the school website and in school publications.

Applications: Applications for new students are accepted at anytime throughout the year.

Siblings: Siblings applying for enrollment will have priority over other applicants.

Lottery: Whenever the number of applicants exceeds the number of spaces in the class, a lottery will be held.

Waiting List: Students whose applications are not drawn during the lottery or student applications received after the lottery will be placed on a waiting list. The waiting list will be valid for the school year in which the student has applied.

Exit Policy: Parents of students who leave VCS at any time during the school year are asked to put their exit reasons in writing. All extended care payments and the PGP pledge are to be paid at time of exit.