



**The REACH School
Handbook**

for Parents and Students

Fall 2018

The REACH Handbook is a resource for parents and students of The REACH School. It provides important foundational information regarding the educational philosophy, teaching style, behavior expectations, procedures, and policies of REACH.

Parent and student are expected to know and understand the contents of this handbook - so if you have any questions about it, reach out by giving a call or making an appointment (see *Our Office* below). It's also a great way to discuss with your student(s) the upcoming school year and their hopes and expectations.

Please make sure to sign and return the signature pages at the end of this document to the office.

REACH School Mission and Vision Statements

Vision

The REACH School is a creative, liberal arts school that supports the emerging child in becoming a whole person.

Mission

This Vision is accomplished through the integration of strong academics, creative arts and community involvement in an environment that fosters acceptance and respect for self and others.

Our Office

Our office staff is happy to answer your questions about REACH. The school office works hard to accommodate the needs of children, staff, and parents. Please check into the office before visiting classrooms or instructional areas during school hours. A visitor's pass is required while on campus. The office is open from 8:00 a.m. to 3:30 p.m. Monday through Friday. To contact the The REACH School office:

Office Phone Number: (707) 823-8618 • **FAX:** (707) 823-8611

Mailing Address: 708 Gravenstein Hwy N. #203, Sebastopol, CA, 95472

Table of Contents

REACH School Mission and Vision Statements	2
Vision	2
Mission	2
Our Office	2
Table of Contents	3
Community Standards and Expectations for Student Behavior	5
An Inclusive Community	5
Respect to Property and Community	5
Searches at REACH	5
General School Information	6
Annual School Calendar	6
Picture Day	6
The Daily Schedule	6
Morning Drop off and Afternoon Pickup	6
Morning Arrival Time	6
Afternoon Departure Time	6
Attendance	7
Mid-Day Departures and Returns	7
Attendance/Absence Reporting Procedures	7
Extended Periods of Absence	7
Truancy	7
Late to School	8
Parents Supporting the School	8
Volunteering	8
ALL Classroom and Field Trip Volunteers Must Submit	9
Donations and Pledges	9
Pledged Donation	9
Helping the Community Help US	9
Student Expectations	10
The REACH School Social and Emotional Education Program	10
Positive Discipline	10
REACH Homework	10
REACH Field Trips	10
Dress Code	11
Cell Phone and Electronic Devices Policy	11
Foods and Nutrition	11
Treats at REACH	11
Beverages/Water	12
Required School Supplies	12
Donating Supplies to Your Classroom and the School	12

Communication at REACH	13
Communicating with REACH	13
School News	13
Parent Education Meetings and Community Building	13
REACH Parent Foundation	13
Visitor Policy	13
Health and Safety	14
Emergency Card	14
Emergency Procedures	14
Medication at School	14
REACH School Educational Program	15
The Academic Program	15
Overview of Project Based Learning	15
Technology Supported Education	15
REACH's Assessment Program and Standardized Testing	15
Academic Support for Struggling Students: Multi-Tiered System of Support (MTSS)	16
Student Discipline Procedures	16
School Rules and Discipline Procedures	16
REACH Code of Conduct	16
Discipline Procedures	16
Minor Infractions	17
Discipline for Minor Infractions	17
Major Infractions	17
Discipline for Major Infractions	18
Serious Violations	18
Discipline for Serious Infractions	18
REACH Charter School Acceptable Technology Use Agreement	19
Internet Access	19
Limited Use	19
No Food or Drink on Classroom Tables	19
Check-in and Check-out Procedures	19
Theft and Intentional Damage	19
Intentional Destruction of Student Work	19
Cyber-bullying	20
Acceptable Use Training	20
REACH School's Responsibilities	20
REACH Student Responsibilities	20
REACH Parent Responsibilities	21
2018-2019 Academic Calendar	22

Community Standards and Expectations for Student Behavior

An Inclusive Community

The REACH School believes in the positive impact community can have on the learning environment. Learning is strongest for everyone when school is a safe place. All students should be able to get their education free from fear of harassment and discrimination, including name-calling, teasing, coercion, intimidation, and exploitation. Even when intended in jest, such comments and actions create an unsafe community and teach a tolerance for language of disrespect. We strive to prevent discrimination and bullying through education as well as intervention and appropriate discipline when violation of these norms is brought to the attention of teachers, aids, office staff and of course, the Director. See the *Student Expectations* section on page 10 and *Student Discipline* on page 16 for more details).

Respect to Property and Community

Students are expected to respect community property and the property of others. Theft, defacement, or vandalism of any school/personal property is not allowed.

Students are expected to maintain a safe environment. Students may not bring guns, knives, or any other weapons to school, any school function, or on any school trip, and must refrain from behavior that causes physical or emotional harm to others in the school community. We have a “zero tolerance” response to weapons on our campus.

Students are expected to conduct themselves at all times and all places in a manner that is consistent with The REACH School’s community standards and the health and safety of all community members.

Searches at REACH

From time to time, the school may have reason to search students to make sure that items that have been outlined as unsafe or illegal on campus are not being brought to school. These searches can include backpacks, lockers, and if there is reasonable suspicion, the students person. If you have any questions about our search policy, feel free to connect with our office staff for more information.

General School Information

Annual School Calendar

The school calendar is provided in the appendix section of this handbook for your convenience. It is also on our website at <http://www.reach-program.com/calendar>. We encourage you to look over the calendar carefully as it will not be the same as your local school district. We keep it as close to the Sebastopol Union School District's calendar as possible so that vacation days and other non-student attendance days are compatible with siblings who might be attending SUSD schools.

Picture Day: Tuesday, October 9th

Information and order packets will be sent home with your child. The dress code applies on school picture day.

The Daily Schedule

Student arrival, departure, and daily schedule will be dependent upon your child's grade level. The chart below details the arrival and departure times by grade level. Wednesdays are early release days. Please refer to the REACH school calendar for a current schedule of early release days.

Grade	Start Time	End Times
TK & Kindergarten	8:20 a.m.	1:10 p.m. Regular Dismissal 12:10 p.m. Early Dismissal
1 st – 3 rd Grades	8:10 a.m.	2:40 p.m. Regular Dismissal 12:20 p.m. Early Dismissal
4 th – 5 th Grades	8:00 a.m.	2:55 p.m. Regular Dismissal 12:30 p.m. Early Dismissal
6 th – 8 th Grades	8:00 a.m.	3:10 p.m. Regular Dismissal 12:30 p.m. Early Dismissal

Morning Drop off and Afternoon Pickup

REACH shares a one mile stretch of Watertrough Rd. with Apple Blossom Elementary and Twin Hills Charter Middle School. Traffic in the area for drop off and pick up is unusually heavy for our narrow, sidewalk free road. **It is imperative that everyone abides by the rules during the morning drop off and afternoon pickup times. The upper parking and drop off zone is a one-way pass through. Enter and exit in the correct direction.**

Morning Arrival Time

Plan on arriving at the school no earlier than 15 minutes prior to the student's start time. Students will be dropped off in the upper parking lot. Do not drive to the lower parking lot for drop off unless previous arrangements have been made. A Reach School staff member will be present most days in the parking lot during drop off and pick up times to assist students in exiting or entering their vehicles safely, and to ensure that drivers remain in their vehicles and pass through quickly and safely. If you have business at the school you must park in a parking stall. Do not park in either of the school's pass through lanes.

Afternoon Departure Time

All vehicles arriving earlier than their student's designated departure time will be required to circle around, park in stalls or park in the designated lower parking lot until their student is released so that they do not block the arrival and departure of any other vehicle wishing to enter or exit the parking

lot. You may wait in your car. Do not leave your car unattended. All students must be picked up no more than 15 minutes after their grade level release time. After 15 minutes your child will go to the school's Aftercare Program and you will be billed for their time in Aftercare.

Attendance

Consistent school attendance is essential for your child's success in school. You play the vital role in getting your child to school each day on time. It is difficult for students and teachers to make up for days absent. When lessons are missed, learning opportunities are lost. Project Based Learning (PBL) especially requires regular attendance from students. One of the best things you can do for your child at REACH is to make sure they come to school consistently and arrive on time. PBL is highly collaborative and requires regular participation by students. A worksheet might cover the content being learned in class, but it won't replace the direct experience of learning. Refer to the calendar before you make vacation plans!

Mid-Day Departures and Returns

Please avoid scheduling appointments for students during school hours. If you must pick up your child from the school for appointments during the school day they must be signed out at the office and signed back in upon return. Do not drop off students in the lower parking lot.

Attendance/Absence Reporting Procedures

Reporting Absences - Please contact the school's attendance coordinator at **(707) 823-8618** immediately when you know your child is going to be absent. You must call every day your child is absent. It is the student and parent responsibility to complete all make up work due to absence. Please contact your child's teacher directly for makeup work by emailing them or calling their voicemail extension through the school's main number 707-823-8618.

Extended Periods of Absence

Extreme situations might call for extended periods of student absence. Please call the attendance coordinator and the child's teacher as soon as possible if your student will be out for more than a day or two. Your child may be placed on temporary independent study or a home/hospital program for severe medical conditions. An independent study student contract can be arranged at least ten school days in advance if a child is going to be out of school for an extended period. By agreeing to do an independent study contract, parent and student commit to completing all work and returning it to school when the child returns.

The REACH School is responsible to all students during the school day and must have notification of any absence from a parent or guardian. Absence from school shall be excused only for health reasons, quarantine under direction of the county or city health officer, family emergencies, and justifiable personal reasons, as permitted by law or Board policy. (Education Code 46010, 48216, 48205.) The Director shall approve or disapprove requests for personal reasons.

Please note: Schools are allowed to excuse any student in grades 7-12 without their parents/guardians knowledge or consent to obtain confidential medical services. (Education Code 46010.1.) Students who wish to leave for confidential medical services should contact the school attendance coordinator or director for permission to leave.

Truancy

If your student is absent for any reason other than an approved absence, or you do not call the school to report absences, they will be unexcused. More than 3 unexcused absences in one semester will prompt an Attendance Hearing before the school's Board of Directors in order to establish a Corrective Attendance Plan. More than 5 unexcused absences may prompt a call to the county's child

welfare department. Please let us know if there are extenuating circumstances that are causing chronic absences. We may be able to assist you with accommodations or in directing you to services and support.

Do not plan unnecessary vacations or extended trips. These are not considered excused absences. Equally important, in a Project Based Learning environment, absences are not only disruptive to your student's learning but to their team members' learning as well.

Late to School

If your student arrives after their designated arrival time, they must obtain a Tardy Slip from the front office. If students are late arriving at the school, please instruct them to go directly to the office. If students are more than 30 minutes tardy the person bringing them to school must sign them in.

We understand that life sometimes presents itself with challenges when trying to get out the door for school. Being a few minutes late for school once in a while will happen, however, excessive tardiness may indicate a bigger problem, and can be very disruptive to a teacher's classroom, and to student learning when tardy students enter the classroom. Timeliness is absolutely necessary in order to be successful in life and it is the responsibility of both parent and student to be on time for school each day. The student discipline policy will be enforced for students who are excessively tardy.

Parents Supporting the School

Volunteering

Parent participation is vital to the life of the school. Parent (and other family member) volunteers are recruited to assist in the classroom, work in the office, drive on field trips, attend off campus events, and develop social activities. This participation brings the whole family to the school experience and enriches the social networking that supports the REACH community and the community at large. Together we can make the world a better place! In return, volunteers get to feel connected to the REACH community in deeply satisfying ways.

We ask that for each child attending REACH that a family volunteer five hours a month. The volunteer work not only enriches the school environment but the services provided directly support learning activities and helps keep class size at a reasonable level. Working parents can volunteer in many other ways that can fit a busy schedule.

If you have not yet found a fit for your five hours, contact Lark Blair in the office to get started.
(707) 823-8618

For the safety and security of all who participate and to meet California Education Code Section 45125.01 volunteers, staff, and teachers the following procedures are required:

ALL Classroom and Field Trip Volunteers Must Submit

- ✓ **Everyone:** Documented TB assessment within the last four years. Volunteer Forms, LiveScan fingerprinting.
 - Obtain the Live Scan Application at the REACH Office
 - Fingerprints can be scanned at Tru-Scan, Ameriprints, or the Sebastopol Police Department. Please let us know if paying is an issue.
- ✓ **Drivers:** Volunteer Driver Form, DMV Drivers Record and Car Insurance Policy.
- ✓ **Classroom:** Sign in and Out while volunteering and any time you are on campus during school.

Donations and Pledges

As REACH continues to build upon it's successes, our need for parent support also grows. This year we have Expressive Arts, Spanish, P.E., and ever-stronger Project Based Learning happening in all classrooms from kindergarten to 8th grade.

In addition to on-campus enrichments, donations also underwrite field trips, field study experiments, assist in providing specialized in-service training for the REACH teachers, such as the Implicit Curriculum, Positive Discipline, and Project-Based Learning.

Pledged Donation

The REACH Charter School suggests a monthly pledge donation of \$250 per child per month. Each family should decide the participation level that is right for them, but please note that whatever the family pledges, making a consistent monthly contribution is very important.

All students enrolled at REACH Charter School are able to participate fully in school activities regardless of a family's ability to contribute.

Method of Payment:

Online Banking Bill Pay – Sent from your bank and mailed to:

REACH Education Foundation
487 Watertrough Rd
Sebastopol, CA 95472

Hand Delivered – Donations may be dropped in the secure pledge box in the REACH Office.

PayPal – Log into Parent Square at <http://www.parentsquare.com> and click on the 2018-19 Fundraising Drive link on the home page, or go to the school website at <http://reach-program.com> click the “Donate” button on the Pledge tab.

Pledged Donations are requested at the first of the month.

Helping the Community Help US

Scrip : E-Scrip is an almost effortless way to raise money for our School. Many merchants participate in Scrip as a form of advertising. To encourage you to shop with them, they donate a percentage of your purchase (usually 2-5%) back to the charity of your choosing. The great thing is, you don't shop any differently than you normally do! We encourage every REACH family to sign up.
<http://backtoschools.escrip.com/>

Student Expectations

The REACH School Social and Emotional Education Program

At The REACH School, The social/emotional learning component provides the foundation for teaching and learning. The REACH School utilizes components from different Social and Emotional Curriculum Programs and resources including but not limited to:

Positive Discipline

Reach is now in it's second year of Positive Discipline implementation. Positive Discipline is a program designed to teach young people to become responsible, respectful, and resourceful members of our communities. Based on the Positive Discipline books by Dr. Jane Nelsen, Lynn Lott, Cheryl Erwin and others, it teaches important social and life skills in a manner that is deeply respectful and encouraging for both children and adults (including parents, teachers, and others).

Recent research tells us that children are “hardwired” from birth to connect with others, and that children who feel a sense of connection to their community, family, and school are less likely to misbehave. To be successful, contributing members of their community, children must learn necessary social and life skills. Positive Discipline is based on the understanding that discipline must be taught and that discipline also teaches. For more information, see <http://positivediscipline.org>.

The Toolbox Project is another program at REACH dedicated to helping students acquire a set of “tools” and strategies for managing the social and emotional aspects of life at school. Teachers work directly at guiding students toward developing skills for self-management and ways of problem solving in the classroom and on the playground.

REACH Homework

We recognize that homework is one of those topics about which there are varied and strong opinions. At REACH, we believe *appropriate* and *relevant* homework is an important aspect of our students' education. Teachers will assign homework that is necessary to the projects occurring in the classroom. This is often referred to as “flipped” learning that encourages students to learn background material to make classroom project time more productive. Our approach to homework is to encourage the student to become empowered with the responsibility of completing assignments with minimal assistance from parents/guardians. If a student is struggling with homework and requiring more than minimal assistance at home, students and parents should discuss this with their teacher.

Completing homework is important for many reasons. Not only does it reinforce learning by providing practice and application, it also develops self-discipline and responsibility. It is of paramount importance that students do their homework when assigned and turn it in on time. Homework will vary according to learning needs. In addition, students are encouraged to read and/or be read to a minimum of 30 minutes every day. Reading for pleasure and being read to are important activities that build reading skills!

REACH Field Trips

At REACH, we have a long tradition of field trips that range in length from a few hours to a few days, all of which are designed to deepen students' experience and understanding of projects, or to highlight rights of passage for particular grades. Field trips are paid for through fundraising and individual donations. Parents and teachers work together to determine the nature of these trips and how to manage costs. Each homeroom will participate in determining cost, fundraising, and feasibility of field trips so that they are viable and relevant to the learning goals of the class. Field Trip Permission Slips and other important forms must be completed, signed and returned to school promptly, as well as documents for volunteering and driving. Not having these items may result in

the cancellation of a field trip. No student will be denied attendance at a school field trip because of an inability to contribute.

Dress Code

We offer an environment that is comfortable and conducive to learning. Students should use good judgment and act and dress appropriately and with sensitivity to a diverse community. Clothing is neat, clean, in good repair, and may not have emblems or slogans that are obscene or threatening, or that represents drug, alcohol, or tobacco products. Sunglasses may not be worn indoors, and shoes must be worn when walking around campus. Dress should allow students to move freely and participate fully in all aspects of the curriculum.

If an issue with dress arises, the student will work with the office to correct the situation as quickly as possible.

Cell Phone and Electronic Devices Policy

The REACH school has very strict rules regarding cell phones and other electronic devices. The school is not liable for lost, broken or stolen phones, or other devices. The following rules apply.

- ✓ All phones and electronic devices must be turned off during the school day, including while on school field trips. All phones and electronic devices must be stored out of sight in a student's backpack or locker for the day.
- ✓ All phones and electronic devices may be stored in a designated place in the classroom.
- ✓ Students also have the option of dropping phones off in the office at the beginning of each day.

Students may use phones to make necessary important calls or text messages to family members only with the explicit permission of a REACH staff member. If you need to get a message to a student, please call the school at **(707) 823-8618** and we will make sure your student gets the message.

Cell phones and other electronic devices are not to be used during passing periods, at lunch or for photographing or videoing other students at any time on REACH School campus. Earbuds or headphones are not to be visible at any time during the school day. Earbuds and headphones will be confiscated in the same manner as communication devices unless being used for instruction.

If a student is caught using their phone it will be confiscated immediately. If multiple confiscations are necessary or chronic, the parent will be required to retrieve the phone from the student's teacher or office staff.

* Please see the office if there is a special circumstance requiring a student to carry a phone.

Foods and Nutrition

REACH School does not have a school lunch program. However, healthy choices about what goes into the body is part of REACH's mission and vision for each and every student. Please be mindful and send your children to school with healthy foods and drinks.

*REACH is a peanut free school. Please do not send your child to school with peanut laden foods as they could be life threatening to a child with severe peanut allergies.

Treats at REACH

If students want to bring a snack or special treat to share with the class, please request permission from the teacher beforehand. Also, please inquire about possible food allergies and sensitivities that students in the class may have. The rule at REACH is that when special treats are provided, they

must be made available to all students.

Beverages/Water

REACH School campus gets its water from a well located on the property. The well is tested regularly as required by law. You will be notified if after monitoring the water is not safe for drinking. The school will maintain a supply of drinking water to use if the water is deemed unfit for drinking and for emergency purposes. We also encourage you to send at least one water bottle to school every day. This is especially true during warm weather. Students could become easily dehydrated after PE on hot days.

Please Note: Energy drinks (drinks that include caffeine) are not allowed at school and will be taken away from students if they bring them. Also, please refrain from sending sugary drinks with your child. Fruit juice, smoothies, water and milk are much healthier choices.

Required School Supplies

At the beginning of each school year, your child's or children's teacher will let you know what supplies your child will be expected to bring to school each day. Please make sure your child arrives with everything they need to make their school day a success - this includes a backpack, refillable water bottle, a hearty lunch and snack, and the items on the list your teacher provides.

Donating Supplies to Your Classroom and the School

Sometimes families are looking for ways to support the school or have access to items they think might be helpful for the school. Below is a partial list of items the school can always use and of course, contact the office if you have any questions.

- ✓ Dry Erase Markers and Erasers
- ✓ Poster Board White Paint – all colors
- ✓ Paint Brushes
- ✓ Stencils/Foam Lettering
- ✓ Tri-fold Boards
- ✓ Glue and/or glue sticks
- ✓ Lined Paper Graph paper
- ✓ Copy paper
- ✓ Colored construction paper
- ✓ Newsprint tablets
- ✓ Kleenex, Kleenex and more Kleenex!
- ✓ Paper towels (rolls)
- ✓ Rulers Calculators Scissors

Teachers may also make specific requests for class needs. Any supply donations will belong to the school and be available for use by all students. Please drop off all supplies at the school's main office and they will be distributed where needed.

Communication at REACH

Communicating with REACH

Teachers, staff, the Director, and parents are encouraged to model effective communication and problem solving by first addressing issues directly with the person(s) involved, in an understanding, compassionate, open manner and face to face (whenever possible). In addition to being respectful and appropriate, this approach will support students in learning self-sufficiency and building confidence in their ability to problem solve on their own.

If parents have classroom related concerns, they should first contact their child's teacher by telephone, email or, a written note to initiate contact and to arrange for an in-person conference if needed. Messages can be left for teachers in their individual voice mailboxes. It is best to schedule face-to-face meetings to discuss issues of a more serious nature. The teacher phone and email contact information is available at the school's website at <http://www.reach-program.com/contact>. Teachers may also be contacted directly through ParentSquare.

For concerns related to The REACH School's curriculum and policy, the REACH Director is available to answer questions and to support parents and students in clarifying issues and concerns.

School News

The REACH School's ParentSquare application is the primary hub for school communication. It serves to keep our school community up to date regarding classroom activities, school events, field trips, schedules, and other important REACH related information. It also includes topics related to parent education and regular messages from the REACH Director. If you do not receive ParentSquare notifications, contact the REACH office and request your email address or phone be added to the application and it will be sent to your personal email or phone. The ParentSquare app is also available for smartphones.

We welcome articles and pictures from parents, students, and teachers about school activities and events. Please check with parent coordinator or office for submissions.

Parent Education Meetings and Community Building

The REACH School holds regular parent education meetings and sponsors social events. A primary focus for the school is the implementation of positive discipline as a primary component of SEL. We ask that family members participate in learning opportunities throughout the year to extend the effectiveness of this program for students. Please plan on attending community gatherings as they are essential to building relationships and maintaining a strong, effective, supportive, and friendly school community.

REACH Parent Foundation

The RPF Board of Directors holds regular public meetings on a monthly basis throughout the school year. In addition, Special Meetings are scheduled as needed. All RPF meetings are open to the public and the board heartily encourages visits from anyone interested in, invested in, or curious about The REACH School. Regular meetings are scheduled for the second Wednesday of each month starting at 6:30 pm. Agendas for all meetings are posted on the door outside the school office and on the school's website at: <http://reach-program.com/reach-parent-foundation-rpf/>

Visitor Policy

All visitors to the school, including parents, volunteers, and anyone who must pick up a child during school hours, must sign in at the office and wear the school's badge that identifies them as a visitor before entering any area of the school occupied by students. Visitors may not enter the school via the

lower campus without first checking in at the office.

We encourage parents to schedule visits to your child's classroom. Unless you are scheduled to perform an activity or service for the students or teacher please consider yourself an observer and understand the importance of minimizing disruption to the classroom learning environment.

Please adhere to the following guidelines when visiting a classroom:

- ✓ Slip in quietly, respecting the workplace of the teacher and students.
- ✓ Refrain from being a disruption, avoid chatting with other adults, taking phone calls, etc.
- ✓ If you're volunteering, check in with the teacher you're supporting in advance of your first shift and get clear on that teacher's expectations and needs. They'll let you know what they need help with and how they'd like you to support them.
- ✓ Don't forget a friendly supportive volunteer can go a long way helping your teacher get through the occasional challenging times all classrooms experience.

Health and Safety

Emergency Card

Emergency cards are sent home at the beginning of the school year and must be filled out completely. Please provide contact phone numbers for any responsible adult in case of an emergency. These cards are of vital importance in case of an emergency involving your child. Current information regarding your child's health, allergies, phone numbers, etc. must be accurate. Please contact the office immediately with information regarding changes.

Emergency Procedures

The REACH School has a detailed Safety and Emergency Preparedness plan in accordance with federal regulations. Staff and students are trained in safety procedures and in how to respond to a number of specific types of emergency incidences. We keep an emergency food supply and all staff are CPR/First Aid certified.

In the event of an emergency, all REACH students will be taken care of until parents/guardians or other family members arrive for pick up. The full Safety and Emergency Preparedness Plan is available for viewing in the school's front office.

Medication at School

State law requires that ANY MEDICATION intended for students including over-the-counter medications, must be accompanied by instructions and the signature of the doctor, and signed permission from the parent. All medications must be stored in the office. For the safety of all students, medication cannot be kept in student's backpacks or in the classroom. If your student needs to take medication while at school, the must have an *Authorization for Medication* form signed by physician on file. Please see the office for the form.

REACH School Educational Program

The Academic Program

Overview of Project Based Learning

The REACH School is a California public school that uses the Common Core State Standards as the basis for its learning platform. In general, what makes REACH's education program different is how we deliver the learning activities and help student's develop true understanding and skills. We do this through a research proven methodology and teaching practice called Project Based Learning (PBL). REACH's PBL instructional model is used in many highly successful charter, alternative, and traditional schools throughout the country.

A child's education at REACH includes access to enrichment and elective courses. Research confirms a direct relationship between participation the visual and performing arts and improving learning. We don't consider this coursework "extra" but rather an integral approach to developing the whole child. A separate staff of expert instructors provide projects and activities in the areas of expressive arts, performance arts, environmental awareness, and foreign language.

Technology Supported Education

Technology and the age appropriate development of skills for using technology effectively is part of REACH's learning environment. We believe a technology driven environment mirrors how the real world works, giving our students a superior opportunity to develop advanced knowledge and skill levels in their use of technology. The goal is for REACH students to leave our school fully prepared with the tools and knowledge they need to be successful in their college and career choices in what is becoming a completely technology driven society.

REACH's Assessment Program and Standardized Testing

All students upon enrollment at The REACH School participate in the school's in-house assessment program, which includes the use of a nationally normed assessment program and each teachers own organic insight to each child. Each student is assessed in English and in math prior to being placed in their math classes at the beginning of each school year or upon enrollment. All students are given additional, progressive assessments through the year. The progress results from the January and May assessments often help inform parent/teacher conferences and with the students' trimester report cards.

REACH school participates in CAASP, California's standardized testing and assessment program. The CAASP tests are administered for grades 3-8 at the school each spring. Tests are now web-based and reported automatically to the Department of Education for scoring. Each family will be sent the individual test results for their student typically in early September of the following school year.

School wide test results will also be available on the school's website at <http://reach-program.com/about-reach/> in the form of the annual School Accountability Report Card (SARC) as well as the California Department of Education's website.

Academic Support for Struggling Students: Multi-Tiered System of Support (MTSS)

The results of the Assessment Program and the REACH Positive Discipline program are indicators of a student's skills and knowledge with respect to grade level achievement and development of socio-emotional learning. If students are slightly below grade level, less than one year, efforts will be taken upon the part of the teachers to support areas of academic weaknesses. Often academic issues resolve themselves as a natural result of PBL education delivery because children engage in meaningful learning in ways that better suit their interests and learning styles. The school's regular assessment program allows for the close monitoring of students that are not quite at grade level in English and math. Teachers may recommend a student for the RTI (Response to Intervention) program in these areas if they are one or more grade levels below in English and/or math. Likewise, students that struggle with behavioral issues may be identified as needing additional supports to engage more fully in the learning process.

If you have any questions about this program, or if your teacher recommends your student for this program, please schedule an appointment with your teacher to learn more. In addition, the Director is available to support parents in understanding the resources available to support their students in getting their best education.

Student Discipline Procedures School Rules and Discipline Procedures

REACH Code of Conduct

The discipline systems and procedures are consistent with the school's philosophy, which is focused on creating a culture of safety, trust, and personal responsibility. We take a team approach to discipline situations whereby teachers, staff, parents and the school's administration work collaboratively to assist students in taking responsibility for their behavior choices and for providing opportunities for students to learn personal management skills that will help them be successful in life.

The School's Positive Discipline program holds that discipline is focused on creating learning opportunities for misguided behavior as opposed to using a punishment model. All teachers and other student support staff are trained in a variety of social emotional learning programs, including Positive Discipline, all of which equip teachers with the language and skill sets necessary for guiding behaviorally challenged students toward accepting responsibility and managing the consequences for behavioral missteps.

Discipline Procedures

The primary objective of the school discipline policy is to minimize disruptions in order to establish a safe, orderly environment in which all students can receive maximum benefit from the total school program and develop to their fullest individual potential academically, emotionally, and socially.

The teacher talking to a child resolves most of the student discipline issues. However, occasionally it is necessary for the director to counsel a student. Parents may be contacted and, if necessary, a parent conference will be scheduled and/or a student behavior contract written. On rare occasions it is necessary to suspend, or in extreme cases expel a student from school.

The discipline procedures are implemented fairly and consistently school wide. Most often behavioral

missteps occur in the classroom or on the playground, are minor and are usually handled by adult staff in the moment. Major behavioral missteps involve a referral to the school's director or another staff member. Serious violations of school policy are handled by the director. Following is a description of the three levels of student discipline, examples of possible consequences, and a description of the procedures staff follows when managing student discipline issues. Where required, REACH School complies with the California Education Code and applicable federal laws related to school discipline.

Minor Infractions

Minor infractions will typically occur as a result poor decision-making or mistaken goals. They may include but are not limited to the following types of behavior issues:

- ✓ Failure to follow the procedural rules in any classroom, bathrooms, playground or common areas
- ✓ Repeated cell phone violation (beyond one warning and one confiscation, see cell phone rules)
- ✓ Classroom disruption and willful defiance
- ✓ Use of foul language and other acts of disrespect (not directed specifically at a person)
- ✓ Inappropriate use of technology (playing games, emailing, IMing during class, etc.)
- ✓ Misuse of school property
- ✓ Inappropriate physical contact (with consent, sitting on lap, extended hugging)

Discipline for Minor Infractions

Minor Infractions will typically call for disciplinary actions consistent with the level of the infraction and will most often depend upon the individual situation. Minor violations may involve a phone call home to parents by the teacher, director or other staff member to inform the parent/guardian and to discuss some possible strategies for improvement as appropriate. Some examples of disciplinary responses that may be applied in the case of minor infractions:

- ✓ Required parent pick up of cell phone (related to cell phone policy violations)
- ✓ Loss of privileges
- ✓ Loss of computer use (for violations of the Tech Agreement)
- ✓ Reflection writing
- ✓ Additional assignments related to the behavior issue

Major Infractions

Major infractions, while still under the category of poor decision making on the part of the student, include more serious offenses and those that are hurtful to other students and/or school property. They can include chronic disruption to the learning environment, which impedes the learning of others. They can also include repeated or multiple minor infractions that have not been resolved through other means. Major infractions include but are not limited to:

- ✓ Use of foul language and other acts of disrespect with the intent of being hurtful to another person particularly related to race, gender, religious beliefs and other protected categories which constitute harassment
- ✓ Chronic classroom disruption
- ✓ Chronic willful defiance
- ✓ Engaging in aggressive physical contact except in self defense
- ✓ Bullying of any kind, including cyberbullying (see *Technology Use Agreement*)
- ✓ Damaging or defacing school property
- ✓ Violations of the REACH School's Technology Use Agreement
- ✓ Cheating and Plagiarism

- ✓ Theft of school or student property

Discipline for Major Infractions

Major infractions require parental involvement. They also include serious and more long-term consequences like loss of participation in school activities/events and possible suspension. They also generally will require an immediate conference with the student, student's parent/guardian, teachers and/or the school's director or designee. Some examples of consequences that may be administered in situations where major infractions have occurred are:

- ✓ Loss of privileges like field trips, assemblies, class parties and after school activities
- ✓ Removal from the classroom or playground for a behavioral education assignment
- ✓ Mandatory participation in a Restorative Justice process
- ✓ Family counsel with the student's teacher and director
- ✓ A formal behavior contract
- ✓ Suspension
- ✓ Restitution

Serious Violations

Serious misconduct can be automatic grounds for suspension with a possible recommendation for expulsion from attending The REACH School. By creating the following standards and procedures for suspensions and expulsions, the school will be able to minimize the effects when a student presents a danger to people or property, disrupts school activities, or threatens campus peace, safety, or security. Serious misconduct includes disruptive vocal and physical activities, refusal to work, cheating, vandalism, gambling, theft, drug use or possession, bringing weapons of any kind to school, and unsafe behavior such as bullying or sexual harassment. Serious misconduct should be brought to the attention of the REACH Director immediately. It is the intent of REACH to avoid suspensions and legal action by engaging in growth producing conversations with students, teachers, and parents involved. Some types of serious violation will lead to an automatic recommendation for expulsion. Detailed information on Grounds for Suspension or Expulsion can be found in the Education Code Sections-48900-48927 and the REACH Board Policy.

Discipline for Serious Infractions

Students who commit serious infractions are subject to suspension, expulsion or both. Upon returning to school after a suspension, the student, parents, staff, and administration must come together to create meaningful learning, manage appropriate consequences, and put in place a behavior plan that creates appropriate boundaries to ensure the safety of all students who attend the school. Violation of the terms of the behavior plan is automatic grounds for a recommendation for expulsion. Other types of disciplinary processes are:

- ✓ Loss of privileges like field trips, assemblies, class parties and after school activities
- ✓ Removal from the classroom or playground for a behavioral education assignment
- ✓ Mandatory participation in a Restorative Justice process
- ✓ Family counsel with the student's teacher and director
- ✓ Law enforcement contact
- ✓ Restitution

REACH Charter School

Acceptable Technology Use Agreement

REACH School will provide access to a number of high tech tools and wireless internet access for those tools which will enable students to employ technology to assist them in their learning as they complete projects and participate in regular presentations. REACH students can expect to learn new and/or improve in their use of numerous technological devices and applications.

This agreement covers the school's policy regarding acceptable and unacceptable uses of the school's technology and wireless internet access. All parents and students must agree to read and abide by the policies and procedures set forth by the school. Violations of the school's policies and procedures will lead to disciplinary actions including possible suspension and expulsion from the school. Please read the list of policies and procedures carefully as to avoid any misunderstanding of the school's rules.

Internet Access

REACH's wireless internet is not for public use. Students are prohibited from accessing the school wireless internet using personal devices.

Students are not provided passwords to use with personal devices.

Limited Use

The school's computers and internet access is for use only as instructed by a classroom teacher. Students are not to conduct research, visit websites, or play games that are not authorized by the teacher.

No Food or Drink on Classroom Tables

Absolutely no food or drink outside student backpacks in classrooms at any time other than teacher designated time. All drinks must have a lid and be placed inside backpacks at all times.

Check-in and Check-out Procedures

Teachers will check out computers and other devices to students as needed. Students are responsible for following all posted classroom rules regarding check-in and check-out procedures. They must report any damage to a teacher immediately. All computers will be checked in by a teacher and observed for exterior damage.

Theft and Intentional Damage

Any student caught stealing or damaging school property or attempting to "hack" any school account, server, domain, etc. will be automatic grounds for suspension and possible recommendation for expulsion from the school. Any instances of violation of the law that include but are not limited to use or creation of pornography, cyber-bullying or any other use of the school's property or internet with the intent to cause damage to person or thing will be reported to police.

Intentional Destruction of Student Work

Any student caught intentionally modifying or destroying the work of another student will receive disciplinary consequences including possible suspension.

Taking Pictures and Video with Personal Devices – Taking pictures and video of students without the permission of a teacher or administrator is expressly prohibited. Any students caught posting

pictures taken at school without permission used to harass and intended to harm other students or staff will result in an automatic suspension and possible recommendation for expulsion from the school.

Cyber-bullying

Inappropriate use of social media, on or off campus, with the intent to harm others, are violations of the school's policy with respect to use of the internet, REACH account/webpage or electronic communication, and will not be tolerated. All violations of cyber-bullying brought to the school's attention will result in an administrative investigation. Any student participating in cyber-bullying will result in disciplinary measures including possible expulsion.

Acceptable Use Training

Students will receive training upon enrollment regarding acceptable internet use, appropriate on line behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response. Students will be expected to maintain very high standards at and away from REACH School.

REACH School's Responsibilities

REACH School staff is committed to allowing safe access to all appropriate internet sites and electronic communications while limiting access to, to the degree possible, intentional or accidental, harmful, sexually explicit and other offensive material.

- ✓ The school staff will provide reasonable supervision and monitoring of student internet use, electronic communications and student webpage content. All student use should be considered public and therefore available for review at any time with or without cause or permission.
- ✓ The school will provide filters and other such devices that block potentially harmful, sexually explicit and other offensive material.
- ✓ The school will provide student training at the beginning of each school year and for all new enrollees regarding what is acceptable use and other technology use protocols.
- ✓ The school will make every effort to keep the personal information of its students protected from unlawful dissemination.

REACH Student Responsibilities

Students are expected to conduct themselves reasonably and in good faith regarding their use of the internet access, electronic communications and REACH account/web page.

Students agree to be mindful of self, respectful towards others and demonstrate good judgment when using school property including the internet.

- ✓ Students understand that any form of cyber-bullying or the intentional cause of harm to others using technology on or off campus will not be tolerated and will be met with strong disciplinary measures with the possibility of expulsion.
- ✓ Students agree to limit their use of all technology as instructed by your teachers. Students will not make public any personal information.
- ✓ Students agree to not cause harm to the work of any other student or to any of the school's technology driven systems by hacking or other unlawful behavior.
- ✓ Students will not plagiarize the work of others using technology nor violate copyright laws.
- ✓ Students will be subject to disciplinary measures for violating any part of this agreement. Here are some examples of punishable offenses:
 - Any attempt to guess passwords, break in to other accounts, or gain unauthorized access to administrator accounts, or other inappropriate hacking.

- Photographing or taking video of any student.
- Sending or displaying offensive messages or pictures.
- Accessing pornographic websites.
- Harassing, insulting or attacking others.
- Damaging the School's computers, computer systems or computer networks.

REACH Parent Responsibilities

It is the responsibility of REACH parents to ensure the appropriate use of the internet, electronic communications and REACH student account/web page when off campus.

- ✓ Parents agree to monitor student use of social media regularly.
- ✓ Parents agree to immediately report any violations of this Acceptable Use Agreement .
- ✓ Parents agree to hold harmless REACH School for any damages as a result of student use of the school's internet access, school provided electronic communications and student accounts/web pages.

Teaching our students the appropriate use of technology will help them understand how to avoid situations that are potentially damaging to themselves and/or fellow classmates. We appreciate your support in reviewing and discussing this Agreement with your student/s.

2018-2019 Academic Calendar

Jul-18						
M	T	W	Th	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan-19						
M	T	W	Th	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

First Day of Instruction - Aug 16 minimum day
Last Day of Instruction - June 6 minimum day

Quarter and Semester End Dates

1st Quarter - Oct 5
1st Semester - Dec 20 (81 days)
3rd Quarter - Mar 15
2nd Semester - Jun 6 (94 days)

Instructional days = 16
Minimum days = 4
Staff Development Days = 2

Aug-18						
M	T	W	Th	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb-19						
M	T	W	Th	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Staff Developments (non-attendance days)

Aug 6 - All Staff Orientation
Aug 7-10 - Teacher Projects Development
Aug 15 - All Staff Development
Oct 31 - Nov 2 - Parent Conference Days
Jan 7 - 8 - Project Development
Jun 7 - End of Year

Instructional days = 12
Minimum days = 4
Staff Development Days = 6

Instructional days = 14
Minimum days = 3
Staff Development Days = 0

School Holidays

Sep 3 - Labor Day
Nov 12 - Veteran's Day
Nov 19 - 23 - Thanksgiving Break
Dec 21 - Jan 8 - Winter Break
Jan 21 - MLK's Birthday
Feb 11 - 18 - President's Day/Break
Apr 22 - 26 - Spring Break
May 27 - Memorial Day

Sep-18						
M	T	W	Th	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mar-19						
M	T	W	Th	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Minimum Day Attendance

*All Wednesdays are minimum days
Aug 16 - 17 - Assessments/Transition

Instructional days = 19
Minimum days = 4
Staff Development Days = 0

Instructional days = 21
Minimum days = 6
Staff Development Days = 0

Oct 5 - End of 1st Qtr
Mar 13 - 15 - Parent Conferences and EOQ
Jun 4 - 6 - Finals/End of Year Wrap-up

Oct-18						
M	T	W	Th	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr-19						
M	T	W	Th	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Teacher Work Days: Aug 6 - June 7
Classified Work Days: July 1 - June 30
Admin Work Days: July 1 - June 30

Instructional days = 22
Minimum days = 5
Staff Development Days = 1

Instructional days = 17
Minimum days = 3
Staff Development Days = 0

Nov-18						
M	T	W	Th	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May-19						
M	T	W	Th	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Instructional days = 14
Minimum days = 3
Staff Development Days = 2

Instructional days = 22
Minimum days = 5
Staff Development Days = 0

Total Instructional Days Total = 175
Minimum Days = 43
Regular Days = 132
Staff Development Days = 12

Board of Directors Meetings are held the 2nd Wednesday of each month.

Dec-18						
M	T	W	Th	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jun-19						
M	T	W	Th	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Instructional days = 14
Minimum days = 3
Staff Development Days = 0

Instructional days = 4
Minimum days = 3
Staff Development Days = 1

Board of Directors Approved: 5/9/18