CHIME Institute’s Schwarzenegger Community School

Serving Grades TK-8

Student/Parent Handbook

2019-2020
in collaboration with

California State University, Northridge
Dear Parents/Guardians,

We require that you review the Student Handbook with your child. Please sign this form and have your child show it to his/her Hometeam or morning teacher. **Please do not remove this page.**

My child, (print name) _____________________________ and I have reviewed and understand the Student/Parent Handbook and understand CHIME’s rules, policies, and procedures for the 2019-2020 school year.

________________________________________    ___________________________
(Student Signature) (Parent/Guardian Signature)

Grade _____ Date ______ Telephone____________________

Teacher(s) __________________________________________
Address: 19722 Collier Street Woodland Hills CA 91364

School Office Number............................................................ (818) 346-5100
School Office FAX................................................................. (818) 346-5120
Executive Director................................................................. Dr. Erin Studer
Principal TK-4 ................................................................. Shelbi Doherty
Principal 5-8 ................................................................. Kathy Jamison
Assistant Principal (TK-8)................................................... Caitlin Healey
Office Manager (TK-8)............................................................. Carol Acree
Office Assistant................................................................. Deysy Ruiz
Office Assistant................................................................. Zuleyka Browner
Human Resources.................................................................. Peggy Berrenson
Technology Coordinator....................................................... William Tiraccaya
Plant Manager........................................................................ Bryan Cervantes
Paraprofessional Coordinator.................................................. Will Caplenor
Lunch Program/After School Director........................................ Mario Quintero

Instructional Support Staff:

Brenda Meyer, Academic Counselor
Candi Sullivan, Administrative Coordinator
Zuleyka Browner, Accounts Payable

NOTE:
The CHIME Institute does not discriminate on the basis of sex, gender, gender expression, age, marital status, disability, race, religion, creed, color, or national origin.

The CHIME Institute is a private nonprofit organization and all donations are tax deductible.

If you have questions which are not answered herein, please call the CHIME Institute's Schwarzenegger Community School office at (818) 346-5100 or see our website at http://www.chimeiinstitute.org/.
## Important Dates for the 2019-2020 School Year

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of School</td>
<td>August 19</td>
</tr>
<tr>
<td>Short Day</td>
<td>August 27</td>
</tr>
<tr>
<td>Pupil Free Day</td>
<td>August 30</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 2</td>
</tr>
<tr>
<td>TK-5th Back to School Night</td>
<td>September 10</td>
</tr>
<tr>
<td>Short Day</td>
<td>September 10</td>
</tr>
<tr>
<td>6th -8th Back to School Night</td>
<td>September 12</td>
</tr>
<tr>
<td>Short Day</td>
<td>September 17</td>
</tr>
<tr>
<td>High School Information Night</td>
<td>September 19</td>
</tr>
<tr>
<td>Short Day</td>
<td>September 24</td>
</tr>
<tr>
<td>Pupil Free</td>
<td>September 30</td>
</tr>
<tr>
<td>6th-8th Picture Day</td>
<td>October 1</td>
</tr>
<tr>
<td>TK-2nd Picture Day</td>
<td>October 2</td>
</tr>
<tr>
<td>3rd-5th Picture Day</td>
<td>October 3</td>
</tr>
<tr>
<td>Short Day</td>
<td>October 8</td>
</tr>
<tr>
<td>Pupil Free Day</td>
<td>October 9</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>October 11</td>
</tr>
<tr>
<td>Short Day</td>
<td>October 15</td>
</tr>
<tr>
<td>Great California Shake Out</td>
<td>October 17</td>
</tr>
<tr>
<td>School Spirit Week</td>
<td>October 21-25</td>
</tr>
<tr>
<td>Short Day</td>
<td>October 22</td>
</tr>
<tr>
<td>Unity Day</td>
<td>October 23</td>
</tr>
<tr>
<td>Short Day</td>
<td>October 29</td>
</tr>
<tr>
<td>Minimum Day</td>
<td>October 31</td>
</tr>
<tr>
<td>Trimester 1 Ends</td>
<td>October 31</td>
</tr>
<tr>
<td>Pupil Free Day/Parent Conferences</td>
<td>November 1</td>
</tr>
<tr>
<td>Short Day</td>
<td>November 5</td>
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<tr>
<td>Minimum Day/Parent Conferences</td>
<td>November 8</td>
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<tr>
<td>Veteran’s Day</td>
<td>November 11</td>
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<tr>
<td>Short Day</td>
<td>November 19</td>
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<tr>
<td>Thanksgiving Holiday</td>
<td>November 25-29</td>
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<tr>
<td>Short Day</td>
<td>December 3</td>
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<tr>
<td>Short Day</td>
<td>December 10</td>
</tr>
<tr>
<td>Short Day</td>
<td>December 17</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>December 19</td>
</tr>
<tr>
<td>Minimum Day</td>
<td>December 20</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 23 – January 3</td>
</tr>
</tbody>
</table>
2020

Short Day January 7
Short Day January 14
Martin Luther King Jr. Holiday January 20
Short Day January 28
Walk N Roll A Thon January 31
Random Act of Kindness Month February
Short Day February 4
Short Day February 11
Minimum Day February 14
President’s Day February 17
Short Day February 25
Trimester 2 Ends February 28
CAASPP Testing March - May
Short Day March 3
Short Day March 10
Progress Reports March 13
Short Day March 17
Science Fair (7th grade) March 18
Short Day March 24
Short Day March 31
Short Day April 7
Annual Project April 3
Minimum Day April 3
Spring Break April 6-17
Short Day April 21
Short Day April 28
Short Day May 5
Short Day May 12
School Spirit Week May 18-22
Short Day May 19
Memorial Day May 25
Portfolio Conferences/Minimum Day June 2-4
5th Grade Advancement Ceremony June 11
8th Grade Culmination June 11
Pupil Free Day June 12
Summer School June 22- July 17
INTRODUCTION

The purpose of this handbook is to provide information about the CHIME Institute’s Schwarzenegger Community School for our staff, students and their families. It contains important information about the school, as well as policies and procedures that are designed to ensure that the school functions as an effective learning community. Thus, it is important that all members of the learning community – students, teachers, parents, staff, and administrators – understand the expectations of each.

Please read this handbook carefully and refer to it throughout the school year. If you have questions about anything in the Handbook, or if something is not covered in the Handbook, please ask your child’s teachers or the school Principals or Executive Director.

As our school is a place of learning, our handbook reflects this value and practice. We are always in the process of developing and refining the handbook and the policies and procedures described in it. We welcome feedback about our handbook so that we can improve it each year.

CHARTER SCHOOLS

Charter schools are public schools that have a specific mission or purpose. Individuals or groups of parents, professionals, or community members can create charter schools. These schools can be independent from normal school district and state regulations, although they must follow all laws, such as those prohibiting discrimination based on sex, gender, gender expression, age, marital status, disability, race, religion, creed, color, or national origin.

In exchange for increased flexibility and autonomy, charter schools must show that their students meet high academic standards. All charter schools in California must participate in CAASPP testing for academic achievement.

As public schools, charter schools may not charge tuition. They receive the same basic funding as other public schools from the state and federal governments, i.e., monies from the state lottery, as well as monies based upon Average Daily Attendance, referred to as ADA money. However, much state and federal aid available to a typical public school are not available to a charter school. This is due to the autonomous design and intent of charter schools, i.e., that they are self-governed by the small community that founds them. CHIME Institute’s Schwarzenegger Community School is no exception, and thus, the parental base is focused on developing an atmosphere of giving and volunteerism among our parents.

Each charter school has a charter petition, which describes the school’s goals, curriculum, governance structure, employee qualifications and benefits, and other characteristics of the school. The charter petition functions as a contract between the school and the school district, which approves it. Charters are granted for a period of up to 5 years, after which they must be reviewed for renewal.

MISSION OF CHIME INSTITUTE’S SCHWARZENEGGER COMMUNITY SCHOOL

The mission of the CHIME Institute’s Schwarzenegger Community School is to create an inclusive learning community where all students, parents, and professionals appreciate and value diversity in all its forms. It will educate students to become conscientious, responsible citizens, whereby they assume the role of life-long learners as they reflect upon, and contribute to, the cultural and civic life of the community. All students will be supported to achieve high standards in both their academic and personal development through an educational program based in constructivist approaches, and designed to engage students in problem solving activities at levels appropriate to their individual needs. In collaboration with California State University, Northridge (CSUN) and the Los Angeles Unified School District (LAUSD), CHIME Institute’s Schwarzenegger Community School will serve as a laboratory in which faculty and students investigate how children learn, and as a resource on inclusive education for educators, parents, policy makers and others. It will serve as a demonstration site for student teachers, supervisors, practicing educators, parents, policy makers, and the community.
HISTORY

The CHIME Institute for Children has operated a preschool inclusion program since 1987, in collaboration with the College of Education and the Child and Family Studies Laboratory at California State University Northridge. Parents of children who attended the CHIME preschool program provided the initiative for the CHIME Charter Elementary School. When their children left the CHIME preschool program, they could not find comparable inclusive programs in the community at the elementary level. They urged the CHIME Institute and the College of Education at CSUN to start a school that would be a model of inclusive education for elementary age students.

Professionals, including CSUN faculty and public school teachers and administrators, felt that such a school could demonstrate best practices in inclusive education for University students (including future teachers) and for educators in the local schools. From May 2000 through August 2001, a group of more than 50 parents, educators and community members worked together to create the CHIME Charter Elementary School. The Charter Petition was approved by the Los Angeles Unified School District on July 24, 2001.

The same body of professionals and family members, in addition to some new supporters, again came together to advocate for, and to write a petition in support of, the CHIME Charter Middle School. This petition was approved by the Los Angeles Unified School District on May 27, 2003, offering sixth through eighth graders an extension of the same outstanding and inclusive educational experience afforded by the CHIME Charter Elementary School. In 2012, both CHIME Institute’s Schwarzenegger Community Schools combined on the Woodland Hills campus to serve students from K-8 at one location. In the same year, CHIME received another 5 year charter renewal.

THEMES AT CHIME INSTITUTE’S SCHWARZENEGGER COMMUNITY SCHOOL

INCLUSIVE EDUCATION

Inclusive education means that all children are welcomed as members of the learning community and learn together in the same classrooms. Inclusive schools and classrooms welcome children of all cultural and linguistic backgrounds, income levels, and abilities. Inclusive education recognizes that every child is special, and that all have talents as well as unique learning styles. Many children are gifted in some areas, yet have difficulty with others. For example, a child may be a gifted artist, but have difficulty learning to read. CHIME Institute’s Schwarzenegger Community School will provide the services and support that every child needs to achieve his or her potential, and to reach high academic standards.

Inclusive education benefits all children in the classroom. Research shows that students with disabilities are happier, feel more accepted as part of the group, and have better self-esteem. Students without disabilities develop greater sensitivity and are more accepting of people who are different from them. Research has also found that students with and without disabilities fare at least as well academically in inclusive settings as they do in segregated settings.

DIVERSITY

Children are diverse in learning styles, language and cultural backgrounds, developmental levels, social and emotional understandings, and learning abilities. Our goal is to respond in ways that honor the richness of this diversity. This means understanding instruction from the point of view of our students and using approaches that will help them be part of the academic and social life of the classroom and school community. Additionally, it means that students, teachers, and parents respect and appreciate diversity, realizing that everyone contributes in unique ways.

MULTILINGUAL PERSPECTIVES

An understanding and appreciation of students’ home languages and cultures is an essential part of the CHIME approach. Creating a learning environment where all language learners are accepted and valued is crucial to successful instruction, and builds students’ positive self-concepts. Parents are encouraged to continue to use their home language with their children, both in conversations and in daily reading.

INTEGRATED COURSEWORK

CHIME Institute’s Schwarzenegger Community School will integrate content from different curriculum areas. Integrated coursework helps students see how knowledge is connected, so that they can move away from viewing learning as the accumulation of isolated facts. Integration also helps develop life-long learning habits, in that it encourages students to look for meaning in everyday events, and to see that new information from other areas can be useful. Integration also offers the opportunity for students to apply their strengths in different areas of the curriculum.

An example of integration of curricular goals might be between language arts and mathematics, where students examine kinds of questions by collecting data on question usage in their own classroom. For example, how often do teachers ask Yes-No
questions? Who asks more questions—students or teachers? Do all questions reverse the subject and verb? In this example, students would study language arts by learning about questions. At the same time, they would learn math while they collect and analyze data, using math to gain a deeper understanding of questions.

**Technology**

CHIME Institute’s Schwarzenegger Community School will produce students who are capable information technology users. We will create students who are information seekers, analyzers, evaluators, problem solvers, and decision makers. Creative and effective uses of technology will be interwoven throughout the content areas so that not only will students become effective communicators, collaborators, publishers, and producers, they will also have the tools to be informed, responsible, and contributing citizens as they grow into adulthood.

**Deep Learning**

CHIME Institute’s Schwarzenegger Community School resolves to take the time that it requires for students to “go deep” with their learning. Our goal is not to teach a list of skills “a mile wide and an inch deep.” Rather, the curriculum will be organized around central questions and themes which will encourage students to “uncover” the curriculum, taking the time required to construct meaning. At the same time, teachers adapt instruction for individual needs. The Block Scheduling approach adopted by CHIME reflects the commitment the school and its faculty have to ensuring that deep learning can occur for all students.

As with an integrated curriculum, the idea of going deep will provide a model for life-long learning habits. Studying in depth reinforces our goal of helping the students know what it means to be a reflective learner, of what it takes to truly understand something. Taking the time that one needs to understand in depth is to be expected and honored. Slowing down enough to be thoughtful workers and careful thinkers is a curricular goal, as well as a hallmark of an educated perspective.

**Social Learning and Positive Behavioral Support**

A strong social community among students, parents, and professionals is integral to CHIME. When students feel safe, welcome and important to the community, they can operate at their maximum potential.

Because students are learning to understand their roles as social beings, the program will present positive behavioral support for them as they grow. Social skills instruction will be embedded in all areas of the curriculum. The goal is to help students to understand themselves as members of a community, to develop respect for others, to appreciate, to express their ideas, and to solve problems with others through positive, honest and direct interaction.

To establish a sense of community, students will share their work with each other and with the community at large. For example, the CHIME Institute’s Schwarzenegger Community School will frequently engage in activities that will welcome the community to attend and see the learning occurring at CHIME.

Positive behavior support programs emphasize respecting and valuing the learner, as well as building appropriate behaviors and skills to replace challenging behaviors. The staff will use a “Gentle Teaching Sequence”: Ignore/interrupt, Redirect and Reward. Teaching, encouraging, reminding and consistently reinforcing expected behavior will create a proactive, positive climate and less need for reacting to rule violations.

We ask that parents also interact in a positive, supportive manner with all children, fellow parents and our staff members. It is important that we model and practice respectful conflict resolution at all times.

**The Governing Board**

The governing board of the CHIME Institute’s Schwarzenegger Community School is the Board of Directors of the CHIME Institute for Children. The CHIME Institute for Children (hereafter referred to as "The CHIME Institute") is organized as a 501(c) 3 nonprofit corporation whose purpose is to establish and maintain programs for children and their families in community settings.

The CHIME Institute Board of Directors governs the CHIME Institute’s Schwarzenegger Community School according to its bylaws. The Board of Directors’ major roles and responsibilities include establishing and approving all major educational and operational policies, approving all major contracts, approving the school’s annual budget, overseeing the school’s fiscal affairs, and selecting and evaluating the administrative staff.
The CHIME Institute operates in a partnership with California State University, Northridge (CSUN). The CHIME Institute’s Schwarzenegger Community School operates as a laboratory for preparing teachers and other school personnel and for research on relevant educational issues. For this reason, CSUN faculty is represented on the Board of Directors and on governance committees, along with parents, CHIME Institute’s Schwarzenegger Community School staff, and community members.

**DAILY OPERATIONS**

**CALENDAR AND SCHEDULE**

**CALENDAR**

CHIME Institute Schwarzenegger Community School follows a single-track calendar. This calendar provides an opportunity for teachers to participate in staff development, and for students to participate in extended enrichment or extra-curricular activities.

The calendar for 2018-2019 is as follows:

- **Opening Day:** 8/19/19
- **On-Track:** 8/19/19 – 11/22/19, **64 days**
- **Break:** 11/25/19-11/29/19
- **On-Track:** 12/2/19-12/20/19, **15 days**
- **Break:** 12/23/19-1/3/20
- **On Track:** 1/6/20-4/3/20, **63 Days**
- **Break:** 4/6/20-4/17/20
- **On Track:** 4/20/20-6/11/20, **38 Days**
- **Last Day:** 6/11/20
- **Total:** 180 days

**BELL SCHEDULE**

Students at CHIME Institute’s Schwarzenegger Community School will engage in deep learning and integrated curriculum that meets diverse needs through the use of block scheduling. The following is a table depicting CHIME’s schedule for students:

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Day</td>
<td>8/19/19</td>
</tr>
<tr>
<td>On-Track</td>
<td>8/19/19 – 11/22/19</td>
</tr>
<tr>
<td>Break</td>
<td>11/25/19-11/29/19</td>
</tr>
<tr>
<td>On-Track</td>
<td>12/2/19-12/20/19</td>
</tr>
<tr>
<td>Break</td>
<td>12/23/19-1/3/20</td>
</tr>
<tr>
<td>On Track</td>
<td>1/6/20-4/3/20</td>
</tr>
<tr>
<td>Break</td>
<td>4/6/20-4/17/20</td>
</tr>
<tr>
<td>On Track</td>
<td>4/20/20-6/11/20</td>
</tr>
<tr>
<td>Last Day</td>
<td>6/11/20</td>
</tr>
<tr>
<td>Total</td>
<td>180 days</td>
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</tbody>
</table>
# Bell & Gate Schedule
## 2019-2020

### Regular School Days

<table>
<thead>
<tr>
<th>Grade</th>
<th>Hours</th>
<th>Recess</th>
<th>Lunch</th>
<th>6th-8th M-TH</th>
<th>6th-8th Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK</td>
<td>9:00-2:00</td>
<td>9:45-10/1:15</td>
<td>11:15-11:45</td>
<td>HT</td>
<td>8:10-8:25</td>
</tr>
<tr>
<td>K</td>
<td>9:00-2:00</td>
<td>10:00-10:25</td>
<td>11:45-12:25</td>
<td>1/4</td>
<td>8:30-10:05</td>
</tr>
<tr>
<td>1</td>
<td>8:30-2:40</td>
<td>10:00-10:25</td>
<td>11:45-12:25</td>
<td>Break</td>
<td>10:05-10:25</td>
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<tr>
<td>2-3</td>
<td>8:30-2:40</td>
<td>10:25-10:45</td>
<td>12:40-1:20</td>
<td>2/5</td>
<td>10:30-12:05</td>
</tr>
<tr>
<td>4</td>
<td>8:30-2:55</td>
<td>10:25-10:45</td>
<td>12:40-1:20</td>
<td>Lunch</td>
<td>12:05-12:45</td>
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<tr>
<td>5</td>
<td>8:30-2:55</td>
<td>10:05-10:25</td>
<td>12:05-12:45</td>
<td>Advisory</td>
<td>12:50-1:15</td>
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### Short Tuesdays

<table>
<thead>
<tr>
<th>Grade</th>
<th>Hours</th>
<th>Recess</th>
<th>Lunch</th>
<th>6th-8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK</td>
<td>9:00-1:30</td>
<td>9:45-10/1:15</td>
<td>11:15-11:45</td>
<td>4</td>
</tr>
<tr>
<td>K</td>
<td>9:00-1:30</td>
<td>9:55-10:15</td>
<td>11:25-12:00</td>
<td>Break</td>
</tr>
<tr>
<td>1</td>
<td>8:30-1:30</td>
<td>9:55-10:15</td>
<td>11:25-12:00</td>
<td>5</td>
</tr>
<tr>
<td>2-4</td>
<td>8:30-1:30</td>
<td>10:05-10:25</td>
<td>12:00-12:40</td>
<td>Lunch</td>
</tr>
<tr>
<td>5</td>
<td>8:30-1:30</td>
<td>9:35-9:55</td>
<td>11:25-12:00</td>
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</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Hours</th>
<th>Recess</th>
<th>Lunch</th>
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</thead>
<tbody>
<tr>
<td>TK-8</td>
<td>1:30-4:00</td>
<td>Planning</td>
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### Minimum Days

<table>
<thead>
<tr>
<th>Grade</th>
<th>Hours</th>
<th>Break</th>
<th>6th-8th</th>
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</thead>
<tbody>
<tr>
<td>TK</td>
<td>9:00-12:30</td>
<td>9:55-10:15</td>
<td>HT</td>
</tr>
<tr>
<td>K</td>
<td>9:00-12:30</td>
<td>10:30-11:00</td>
<td>1</td>
</tr>
<tr>
<td>1-5</td>
<td>8:30-12:30</td>
<td>10:30-11:00</td>
<td>2</td>
</tr>
<tr>
<td>6-8</td>
<td>8:10-12:30</td>
<td>10:40-11:00</td>
<td>3</td>
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</table>

### Gate Schedule

<table>
<thead>
<tr>
<th>Location</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jumilla</td>
<td>Closed</td>
<td>2:40-3:15</td>
</tr>
<tr>
<td>Front</td>
<td>7:30-8:30</td>
<td>2:40-3:15</td>
</tr>
<tr>
<td>Corbin</td>
<td>7:30-9:05</td>
<td>2:00-2:15</td>
</tr>
</tbody>
</table>

CHIME office closes at 5:00 p.m.
Afterschool closes at 5:30 p.m.
**STARTING SCHOOL**

Attending a new school, and returning to school, can be stressful for both parents and students. We want to recognize and support the emotional needs of each student, but at the same time support his/her independence and successful adjustment to school. We encourage you to do everything possible to help your child feel comfortable in his/her new environment, but also to recognize that sometimes it’s best to leave and allow the teacher and other students to begin the inclusion process. If you have concerns about your child’s adjustment on the first day, please discuss them with your child’s teacher so that a plan may be implemented to facilitate the transition.

**CHIME INSTITUTE’S SCHWARZENEGGER COMMUNITY SCHOOL MUST RECEIVE THE FOLLOWING INFORMATION BY THE FIRST DAY OF SCHOOL:**

**Emergency Cards:**

Every family needs to fill out a new emergency card every school year before classes begin. **We must be able to reach you at all times in the event of an emergency.** These must be turned in to the office. Please fill out a new emergency card immediately if any of the following information changes:

- Home address
- Home, work and cell phone numbers
- Doctor’s phone number
- Names and phone numbers of people who are authorized to be called in case of an emergency or to pick up your child after school

**Immunization Records**

The school must have immunization records on all students. State law requires that we receive immunization records prior to the enrollment of the student. Please note that there are new immunization requirements for students entering the 7th grade – students must show proof of the Tdap vaccine or they will not be able to attend school.

**Eligibility Survey for Federally Funded Program 2019-2020**

Every family must fill out an Eligibility Survey for Federally Funded Program (or, “My Child’s Fair Share Form”) before beginning classes and turn this into the office. We must ask you to fill out the survey so that we may use the information to determine what governmental aid the school can receive. This information is handled confidentially, and is required by each family for grant demographics regardless of qualification. If you are in need of free or reduced breakfast/lunch or after school care, we cannot provide this service until the Survey for Federally Funded Programs is complete.

**LATE ARRIVAL & TARDY POLICY**

School begins promptly at 8:10, 8:30, and 9:00 AM. Students arriving after their designated time must first go to the office to receive a pass to go to class. This is necessary to ensure that we have accurate attendance records, as well as to assure the students’ safety.

Parent(s)/Guardian(s) are encouraged to accompany their student to the office when late. If this is impossible, students must have a note from their parent or guardian with the date, the student’s full name, and the reason why he or she is tardy. It is important that all students are on time to all classes. When a student is tardy, it disrupts the instructional process for other students and the teachers.
6th – 8th Grades Only:

Tardies can affect the student’s Citizenship grade, and can also affect their academic grade as well.

- A student is tardy unless seated in his/her assigned seat before the tardy bell rings.
- Students who arrive after 8:10 AM must report to the office for a pass to go to class.
- Three unexcused tardies per trimester will earn a “U” in Citizenship in the class where the tardies occurred including Hometeam.
- U’s in Citizenship will affect student’s participation in extra-curricular activities and/or the culmination ceremony.
- Chronic tardies will result in a Student/Parent/Guardian conference and in CHIME fulfilling its requirement to report student attendance to the State Attendance Review Board.
- Tardies will be recorded on the progress reports and the semester report cards.
- Acceptable reasons for verified excused tardies are:
  a. Illness
  b. Medical and Dental Appointment (verified by a note from the Medical or Dental office)
  c. Family Emergency

DISMISSAL

- The instructional day ends at 2:00 PM for children in TK and Kindergarten, 2:40 PM for 1st – 3rd graders, and 2:55 PM for our 4th – 8th graders. Parents of TK and Kindergarteners can pick up their child at the Corbin gate, which will be opened at 2:00.
- Students remaining on campus after school must attend our After School Program and will be charged accordingly ($8 per hour). The After School Program begins at 2:45 and continues until 5:30 PM. The After School Program has its own sign-in and sign-out policy. Each family is required to fill out an After School Agreement and Credit Card Payment Form in order for their child to participate. If a family is in need of a free/reduced program, the family must communicate that need to the school Principal.
- Please note that CHIME Institute’s Schwarzenegger Community School does not provide supervision outside the gate after it is closed and locked. Students are never permitted outside of the gate or in the neighboring areas after school hours (this includes our 6th – 8th graders). CHIME is not responsible for off campus supervision (i.e. anywhere outside of school gates, including the sidewalk areas and the surrounding neighborhood) after school. All children who remain after school are required to attend our after school program. Students who are not picked up after school (TK-8) will be escorted to the after school program.
- 6th – 8th graders will be permitted to walk, bicycle, skateboard, etc. off of campus, but they may not remain around the campus after school. Parents must fill out a form from the office if they are permitting their child to walk, bicycle, or skateboard off campus. Bicycles must be licensed and registered. Bicycles must be parked and locked in rack in front of the school. Students must wear helmets (IT IS THE LAW). At 3:15 pm, the main gate will be closed and locked and any remaining students will be escorted to our after school program.
- Skateboards cannot be used on campus. 6th – 8th graders may ride their skateboard to school, but once on campus it must be dropped off in the main office.
- Students may not leave campus through the Jumilla or Corbin gates unless accompanied by a parent/guardian.
- After 3:15 all students must leave campus through the Main Office only.
PERSONAL EMERGENCY

In cases of emergency during the school day, your child will only be released into the custody of those people whom you have previously identified on the emergency card. Persons not on the emergency card can pick up a student only if the parent has sent a hand-written note to the school or an email to the office notifying the school of the school person’s identity. The person picking up your student will be asked to verify their identity. No one under the age of 18 may pick up a student.

LEAVING THE SCHOOL DURING THE DAY

If you must pick up your child early for an appointment during the day, please send a note directly to the office. The note should state the reason for leaving early and the time of pickup. Please keep doctor and dental appointments during school hours to a minimum. Parents / guardians must sign a logbook in the office, releasing the school from responsibility. Students will not be released from the classroom without an early leave authorization form provided to the teacher. Students will not be asked to leave class and wait in the office for their parents to arrive to pick them up early.

Authorizing People Not on Emergency Cards for Student Pick-Up (i.e. Playdates)

If you wish to authorize a parent to pick up your child/ren and that parent is not on your emergency release card, you must email (ONLY) the front office on the day you wish for them to pick up your child and specifically authorize that they are allowed to take your child/ren home on that date.

VISITING THE SCHOOL

We regret that it is not possible to allow guests of individual students on our campus.

All parents / guardians and other visitors must sign in at the office and wear a badge that is issued by the office. This is necessary to assure a safe environment. Observations will be scheduled with the teacher, in advance, for a 20-minute observation time period once a trimester (TK-5th) or once a semester (6th-8th).

HEALTH AND ABSENTEEISM

ILLNESS

Please call the office before 9:00 AM when your child is ill. For your child’s protection and the protection of others please do not send your child to school sick. If your child complains of feeling sick at school, depending upon the severity, you may be contacted to pick him/her up. After a five day absence, a doctor’s note will be required for the student to return to school.

TK-5th Grades – If possible, please try to get a copy of the homework your child missed during his/her absence.

6th – 8th Grade Only - Students are responsible for class assignments and homework given during their absence. Daily homework assignments are posted on Google Classroom. You must register with this website in order to receive the homework postings via email. If you choose not to register with the website, you can still view the homework postings. If you do not have internet access at home, please call the Hometeam teacher to help you to collect the HW for your child. Whenever possible do not schedule vacation/days off during school days. Assignments must be requested 2 weeks ahead of time. It is the student’s responsibility to turn in missed work upon their return. Unfinished work will receive no credit.
**ABSENTEEISM**

Please read the school calendar carefully and plan your vacations around it. Regular attendance at school is necessary for children to progress academically, as well as to be part of the social community of the school.

In addition, the school receives funds based on the number of days that children attend school. These funds are called ADA funds, for Average Daily Attendance. Regular attendance of all children will help to assure that the school receives the funds needed to provide a high-quality instructional program, so good attendance is encouraged. Strong daily attendance is also an indicator of a quality educational program.

Students may request Independent Study for any anticipated absences. Completing contracted work while a student is out of school will allow for the school to receive ADA funds for absences.

When returning from an absence, children must bring a note indicating the reason for the absence or the state requires that we consider the student truant. The state of California requires a written excuse signed by the parent / guardian for readmission to class. Please include date, student’s first and last name, and reason of absence in your note. If the parent/guardian does not call or send a note, the absence will be marked ‘truant’. Schoolwork may not be made up for “truant” absences or absences due to suspension from school.

*Note: Ten consecutive absences or more must be reported to the state, whether they are excused or unexcused.*

Excused absences are defined as absences due to personal illness or injury, unavoidable medical or dental appointments, religious holidays, bereavement, and serious family situations. Vacations and absences for personal convenience are not excused absences. Students who anticipate an excused absence must arrange for Independent Study to make-up work with their teachers prior to the absence. Students who have unexpected excused absences must see their teachers upon their return to make up any missed work.

**MEDICATION**

A doctor’s medical authorization will be required for all medical protocols, including medications to be administered at school. Medications will be stored and administered in the school office. All medications, over the counter and prescription, cannot be administered by school staff unless the school has written authorization from your student’s physician. Forms for your physician to fill out are available in the office. All medications must be handed to the office by an adult in their original container with a prescription label.

**6th – 8th Grade Only:**

**HOMETEAM**

Every day, students will go directly to Hometeam. Students will have the same Hometeam teacher all year long. This is the place where students will receive information about what is going on in the school and learn valuable social skills lessons. Students must be on time to Hometeam. Three unexcused tardies to Hometeam will result in a “U” on the student’s report card as the Citizenship grade. Students that are late or continually miss Hometeam often lack a connection with the school, and miss out on valuable information that will assist them in having a successful middle school experience. They also will not receive important paperwork such as weekly calendars, changes in the daily schedule, assembly announcements, picture order forms, fundraising flyers, and messages from the principal etc. Please support your child’s success in school by making sure they arrive at school on time.

Please note that hot drinks are not allowed in Hometeam. If you stop for a hot drink before school, make sure you drink it before 8:10 AM! Students that bring hot drinks into the office or Hometeam will be asked to throw them away by an office staff member or teacher.
ADVISORY PERIOD

Each day students will have an Advisory period right after lunch. In this class teachers will focus on the academic and social needs of students and engage in a variety of lessons focusing on social skills, mindfulness, anti-bullying, and multicultural awareness. This class will be graded and counted in the student’s GPA. Three unexcused tardies to Advisory will result in a “U” on the student’s report card in Citizenship.

8th Grade Math

All students will be given an assessment to determine whether they will be placed in Algebra 1 or 8th Grade Math. These classes are not interchangeable; once a student is enrolled, they must take the same course for the entire year. For placement determination, the teachers will take into consideration SBAC and NWEA scores, report cards, teacher created assessments, and the end of the year assessment to determine which course will be the best fit for the student. Many high schools require further assessment in order to prove students have mastered Algebra 1 concepts. Students who take 8th Grade Math will be required to take Algebra 1 in 9th grade; this course does not qualify as high school Algebra.

Students who take 8th Grade Math will take the General Math California State Test. Students who take Algebra 1 will take the Algebra California State Test.

EIGHTH GRADE ACTIVITIES

Eighth grade students may attend the following extra-curricular activities only if they have a 2.0 grade point average at the time of event:

- Eighth Grade Picnic
- Eighth Grade “End of the Year” Field Trip
- Sports events

Students may not attend extra-curricular activities if they did not attend school on the day of the event.

Please note: this is not an all-inclusive list. Other events, such as dances, may be spontaneously planned during the year. The same 2.0 grade point average applies.

CHIME INSTITUTE’S SCHWARZENEGGER COMMUNITY SCHOOL’S CULMINATION REQUIREMENTS – 8TH GRADE ONLY

- A certificate is awarded to those pupils who have satisfactorily completed the Middle School requirements as prescribed by the Board of Education.
- In order to receive a certificate, each pupil:
  1. Must pass 10 out of the 12 subjects in the final two semesters (8th grade year).
- In order to participate in culmination exercises and eighth grade activities, each pupil:
  1. Must pass 10 out of the 12 subjects in the final two semesters of middle school.
  2. May not receive more than three U’s in Citizenship during the school year. Note: Three unexcused tardies equals one ‘U’ in Citizenship.
  3. Must clear all school debts including textbooks and the after-school program.
  4. Must not sustain any serious disciplinary infraction during the 8th grade year. THIS WILL KEEP A STUDENT FROM PARTICIPATING IN THE CEREMONY.
  4. Must have the approval of administration.

6th – 8th Graders - STUDENT ID POLICY

Students will be given Student ID after picture day in October. Students are required to bring their student ID’s to school on a daily basis. Student ID’s are required to attend field trips, school dances, and other school functions. Student ID’s are required to check out P.E. equipment for use during nutrition and lunch and are also needed for approved walk-off privileges after school.
**2ND – 8TH GRADES ONLY - STUDENT STORE**

Our Student Store helps to build our student activities fund, which is used for such things as transportation for middle school field trips and other fun activities at the school. The Student Store is open during nutrition and lunch. **The Student Store is closed on all rainy days, and may be closed at any time.** The Student Store is for snacks only. Snacks should not substitute as a lunch for students. The Student Store does not sell soda or candy, but does sell popsicles on hot days. Please provide your child with a healthy lunch everyday. Students should not bring more than $5.00 to school.

**TK-8TH GRADES - LUNCH AND SNACKS**

Please send a healthy snack and lunch each day. There will be an opportunity for children to eat healthy snacks in the morning during recess/nutrition. Students may also have a healthy snack after school if they stay in after school. The following are suggested healthy snacks/lunches: fruit, vegetables, sandwiches, crackers, cheese, bread, fruit juice, milk, water, beans, pretzels, corn nuts, granola bars, nuts (no peanuts), and seeds without shells. **Please do not bring soda or candy or coffee drinks. These items will be taken away from your child and returned at the end of the day.**

We do have a hot lunch program here at CHIME. Breakfast items are also available. If you are in need of free/reduced pricing, please make sure you fill out the Federal Survey. Our lunch programs utilize online ordering.

**We have several students with severe peanut allergies. Please do not ever send your child with any food containing peanuts.**

**6TH – 8TH GRADES ONLY - PHYSICAL EDUCATION**

CHIME Institute’s Schwarzenegger Community School takes physical education very seriously! Please note that CHIME only accepts a parent/guardian’s excuse note for one P.E. period. If a student is going to need to “sit out” for more than one period, a doctor’s note will be required. If a student does not have a doctor or parent/guardian’s note and does not participate in Physical Education, the student will not receive any points for the day. All students must participate in all physical education activities offered at CHIME to the best of their ability. Students that do not participate in P.E. will be given an alternate written assignment as provided by the P.E. coach. Please note that the mile run is a requirement under the California State Standards. Students must come to school dressed in P.E. dress code on P.E. days, which includes athletic shoes. On free dress days, students must participate in P.E. and must wear athletic shoes. Students can purchase CHIME approved PE attire on Wednesdays in the auditorium.

**AFTER-SCHOOL PROGRAMS/EXTRA-CURRICULAR OPPORTUNITIES**

After School Program will be available from 2:45 PM until 5:30 PM, starting the first week of school for a fee of $8.00 per hour. If the student does not have any homework that day, he/she is required to do silent reading and participate in activities as designated by the after-school coordinators. ALL families are required to fill out an After-School Program form in case of emergency, and must include the credit card payment form. Due to liability issues, your child **must be enrolled prior to attending**.

**If a child is not picked up by closing, the family will be charged $1 per minute after 5:30 PM to be paid upon arrival of parent.**

**Off-Track and After School Enrichment Programs**

Enrichment programs will be offered during the summer and after school. These will be at a cost to be determined. Please check our website for enrichment courses.
**Birthdays & Celebrations**

If you would like to celebrate a special event in your child’s life during school, i.e., a birthday, please contact your child’s teacher in advance and plan a convenient time. If you bring a snack to share, please make arrangements with the teacher and bring enough for every student in the class, and keep the nutrition policy in mind when planning your celebrations in school. For celebrations outside of school, unless all students in the class are invited to your child’s party, invitations should not be given out in school. Please note that we will still engage in a monthly bake sale, but we will ask that families consider portion size when bringing items (no oversized muffins) and please offer healthy items such as fruit kabobs as well. We will still have our weekly popsicle sales, and the occasional treat in class when it is connected to a curricular activity.

Please note that we do not allow sugary snacks, candy, cupcakes, cakes, etc. to be served at school for children’s birthdays. If you want to bring a healthy snack, here are some suggested healthier options:

- Popcorn, yogurt, mini muffins, banana bread, zucchini bread, fresh fruit, guacamole, fruit kabobs with yogurt dip, trail mix, bagels w/cream cheese, dark-chocolate dipped strawberries, pretzels, pizza bites, hummus and pita chips, etc.

We have moved toward a healthier school environment; therefore, we ask that you not bring candy, cupcakes, cookies, and sugary treats to school even for Halloween and Valentine’s Day celebrations. Students may share Valentine’s cards, stickers, pencils, etc.

**6th – 8th Grade Only - Textbooks**

All students (6th – 8th) are provided textbooks in order to enhance their learning. It is the responsibility of each student and parent/guardian to care for these textbooks. When books are lost, abused, or stolen, parents/guardians must reimburse the school for the cost of the textbook. CHIME is not responsible for incurring fees due to lost, abused, or stolen textbooks. The average cost of a new textbook is $75.00 for each book.

If a textbook is lost or stolen, the student is to check with the teacher. If the student is unable to locate the book entirely, he/she should immediately pay for the lost book in the office so that he/she can receive a new book. 6th–7th grade students are responsible for turning in their textbooks at the end of the year. If they fail to do so, their report card will be held until the book is returned or payment is made. 8th grade students that do not clear textbook fees at the end of their year will not be able to participate in the culmination ceremony.

**6th – 8th Grade Only - Honor Roll**

Students that have a 3.5 grade average or higher will be on our “CHIME Honor Roll”. Honor Roll students will be recognized at the end of the semester. Please note: if students have 3 or more unexcused tardies in a class (including Hometeam), they will not appear on the Honor Roll. Students that have any U’s, D’s, or F’s at the time the honor roll grades are checked will not appear on the Honor Roll. The honor roll is not negotiable. CHIME’s Honor Roll is not just for grades; we honor students for timeliness to school. Timeliness to school prepares students for a successful future in high school and the workplace.
6TH – 8TH GRADE ONLY - HOMEWORK AND GRADING

Homework that is of reasonable quantity and difficulty will be assigned to reinforce and strengthen skills and concepts learned in school. Homework may be assigned daily in all academic classes. Students will be guided to track their homework on Google Classroom. Daily homework is posted on Google Classroom by 3:30 PM daily whenever possible. Grades may be viewed anytime on Powerschool through our website www.ms.chimeinstitute.org.

Each student should attempt to complete homework independently, but may need assistance. If your child needs assistance, please do not do it for him/her. Please guide your child, allowing him/her the opportunity to do their own work.

It is the student’s responsibility for making up the assignments he or she missed due to being absent. Students may not make up classwork or homework for unexcused absences that involve behavioral infractions such as suspension.

Teachers will provide the materials needed to make up the assignment(s) at the student’s request. Students must request make-up work the next class day after being absent. Make-up work is due the following class period.

For extended absences, please contact your child’s Hometeam teacher, who will then collect the homework for you. You must then collect the homework from your child’s Hometeam teacher in person. If you have a planned extended absence, assignments must be requested 2 weeks in advance.

Students may request Independent Study for any anticipated absences. Completing contracted work while a student is out of school will allow for the school to receive ADA funds for absences.

Homework

Each child should attempt to complete homework independently, but may need assistance. If your child needs assistance, please do not do it for him/her. Please guide your child, allowing him/her the opportunity to do their own work.

If your student’s homework is consistently too difficult, please let the teacher know. Homework should be challenging, but not impossible!

Please have the following materials available at home for homework assignments:

- sharp pencils
- lined paper
- blue/black pens
- scissors
- crayons and/or markers
- ruler
- calculator
- tape
- white out tape
- dictionary
- colored paper
- glue
WAYS TO SUPPORT AND MONITOR HOMEWORK

By looking over your child’s schoolwork, you can learn about what is happening at school and spend quality time with your child. Here are some ways to make the most of this experience:

- Establish a regular quiet place and time for homework. This helps children to develop good study habits that can last a lifetime.
- Sit down with your child and give him/her your full attention. Turn off the television and do not allow interruptions during this special time.
- Ask your child to tell you about the work as s/he shows it to you. Ask your child to point out his/her favorite and least liked kinds of schoolwork. Ask what was most and least difficult.
- Do not expect your child’s work to be perfect. Making errors is part of learning. If you emphasize your child’s errors, he/she may discard papers that are less than perfect, and be reluctant to share work with you.
- Let your child choose a few samples of his/her schoolwork to display on a bulletin board or the refrigerator, or to paste in a scrapbook. An inexpensive photo album works well for this.
All CHIME students shall be required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance for school activities. In every case the dress and grooming of the student shall be clean and shall not:

- Cause actual distraction from or disturbance in any school activity or actually interfere with the participation of a student in any school activity
- Create a hazard to the safety of him/herself or others
- Create a health hazard

The California legislature has determined that gang apparel is hazardous to the health and safety of the school environment, and therefore, the wearing of such apparel may be restricted. Our dress code is gender neutral; students will not be disciplined or prevented from wearing attire that is commonly associated with the other gender.

**DRESS CODE SUPPORT**

All students attending CHIME Charter School are required to follow the school dress code. The dress code is intended to promote a feeling of school community. The dress code also supports the philosophy that mind and body are more important than clothing styles. Conforming to the dress code is one of the easiest ways for students to demonstrate cooperation and show their support for CHIME.

Our dress code is defined as follows:

**SHIRTS: Acceptable • Solid, stripes, or patterns** Polo shirts, tank tops, plain t-shirts, short-sleeved or long-sleeved in any color or pattern. CHIME or small store brand logos are acceptable.

**CHIME SHIRTS:** • CHIME shirts may be worn any time. This includes CHIME band, CHIME grade level event shirts, Carnival shirts, CHIME class t-shirts etc. • CHIME Sports Jerseys may be worn to school on game days only.

**SHIRTS: Unacceptable • Tight fitting • Students cannot show their stomachs (belly shirt) • Halter tops • Spaghetti strap tops • Visible undergarments • Large logos (other than CHIME) • Slogans • Musicians • Bands • Sports • Inappropriate graphic tees**

**PANTS / SKIRTS / SHORTS: Acceptable • Solid, Stripes, or patterns** Pants, skirts or shorts in any color, including jeans • Leggings are treated as tights and must be worn with tops or skirts • Solid shorts with stripes along the side are acceptable.
PANTS / SKIRTS / SHORTS: Unacceptable • Sagging below waistline • Oversized or extra wide legs • Split, torn, ripped, or cut pants • Tight fitting • Short shorts with tights.

OUTER WEAR: Acceptable • Any color or design Sweaters, lightweight jackets, hoodies, coats, and flannels may be in any color or design.

OUTER WEAR: Unacceptable • Any logos or embellishments that promote Musicians, Bands, Sports etc. Outerwear with profanity or an “R” rating—including illegal acts, substances, and violent and sexual content—are prohibited.

SHOES: Acceptable • Closed-toed Dress or athletic shoes must be closed-toed, comfortable and appropriate. On P.E. days, students must wear athletic shoes that provide support. • Open-toe or backless sandals, flip-flops, cleats, and slippers are not acceptable. • Soles higher than two inches are not acceptable. • Platform shoes are not acceptable.

GYM CLOTHES (6th – 8th Grade Only): • Must wear sweats or shorts in royal/navy blue • Short sleeve shirts should be solid light gray. • There are no provisions for changing into gym clothes at school; students must come dressed for gym on days that they are scheduled to have P.E. • Athletic shoes that provide support must be worn on P.E. days, even on days designated as free dress.

Approved athletic clothing is available for purchase through the athletic department.

MISCELLANEOUS: • No sunglasses (unless prescribed by a doctor) • No earrings greater than 1-inch diameter loops, dangling styles. • Gaged ears or any other forms of visible facial or body piercing except pierced ears. • Jewelry or accessories that could be considered unsafe or dangerous • No hats, hoods, beanies, or baseball caps are to be worn indoors at any time. Insignias on all hats must be appropriate for school (no objectionable slogans/writing/pictures). • Grooming (such as applying makeup) is to be done at home. • No extreme makeup. • No writing on any body parts. • Any clothing items, stickers, logos, or fake tattoos which reflect objectionable slogans / writing / pictures (e.g., drugs, gangs, dangerous or scary, alcohol, tobacco, sex, inappropriate language, or religious references) are not allowed.

Note: This is not an all-inclusive list. Questionable attire may be reviewed by Administration.

The dress code will be enforced by teachers and administration. Students who come to school improperly dressed will be asked to change clothing immediately. A parent/guardian may be called to bring proper clothing to the student. Accommodations will be made as appropriate for students with special needs. See the School Principal if you believe your child needs an accommodation.
**LOST AND FOUND:**

TK-8 Lost and Found is located in the lunch area adjacent to the auditorium. This area is mainly used for clothing items, lunch boxes, water bottles, etc. All other items (cell phones, jewelry, etc.) will be brought to the office. All articles, when found, should be turned in immediately to the appropriate location. CHIME Institute’s Schwarzenegger Community School is not financially responsible for any items brought on campus by a student, faculty, or staff member. We discourage bringing personal property to school, particularly large sums of money, expensive clothing, jewelry and watches. All lost and found items located in the office and in the lost and found will be donated monthly. It would be helpful if you would take the time to put your child’s name (first and last) on clothing items so that they may be returned. Small items of value, such as jewelry will be in the office. At various times throughout the year, notices will be posted informing families that any items not picked up will be donated.

**DISCIPLINE POLICY:**

The discipline policy of the CHIME Institute’s Schwarzenegger Community School is based on concepts of positive behavioral support and a progressive discipline process that will involve the students, school staff, parent(s) and/or legal guardian(s) and the student’s caregiver(s). The discipline policy is guided by the notion that students should be held accountable for their behavior. The climate of the CHIME Institute’s Schwarzenegger Community School will be one of support, understanding and respect. Every effort will be made to model appropriate behavior and to be proactive in preventing the need for students to engage in undesirable behavior. In short, CHIME is committed to providing its students an opportunity to experience the benefits of the curriculum in an environment that fosters their potential, self-esteem and well-being. Certain expectations of the students are therefore essential to achieving these aims.

**USE OF ELECTRONIC EQUIPMENT SUCH AS CELL PHONES:**

It is the policy of CHIME to prohibit the use of cellular phones or any electronic signaling device by students on campus during normal school hours. Radios, CD players, video games, game players, IPODS, IPADS or any other electrical devices may NOT be brought onto the campus. If your student needs an electronic device to enhance their curriculum, a parent or guardian needs to sign a waiver releasing CHIME Institute’s Schwarzenegger Community School of all liability. Students are permitted to possess cellular phones or electronic signaling devices on campus provided that any such device shall remain off and stored in a locker, or backpack where it is not visible during normal school hours. Students are permitted to use cellular phones or electronic signaling devices on campus before and after school or during school activities that occur outside of school hours. For District, state and national assessments, students are prohibited access to any unauthorized electronic devices at any time during the entire testing session. Students must comply anytime a request is made by school personnel to cease the use of a cellular telephone or other signaling device even before or after school. Cell phone use on the school bus is for emergency purposes only; driver authorization is required. CHIME is not responsible for lost or stolen cellular telephones or other personal items of value such as iPods, cameras, electronic games, radios, CD players, computers, etc. Students may, however, be given permission to use their cell phones in the event of an emergency. Students may not use cell phones during the afterschool program.

Laser pointers and beepers are also strictly prohibited at all times and will be confiscated. CHIME Institute’s Schwarzenegger Community School is not responsible for the damage or loss of any cellular phone, radio, CD player, video games, game players, IPODS, or any other electronic device at any time.

Cell phones and all other electronic devices will be confiscated by any CHIME Institute’s Schwarzenegger Community School employee if taken out during the school day. Texting or picture taking is never allowed, and the principal may request that parents/guardians check their student’s cell phone activity. Students may not have obscene or inappropriate pictures in their cell phones. Never send your child to school with an electronic device that has an internet connection that is not filtered by the CHIME server. Confiscated cell phones will never be returned to students; cell phones will only be returned to parents, guardians, or another approved adult. **Cell phones will be returned the following school day after 3 pm.**

Parents/guardians should contact the school to get in touch with their children. Parents/guardians are welcome to call the office or come in at any time during the school day. Please do not call or text your child during the school day. With permission, students may use the office phones if they need to call home for any reason.
Internet Photography

CHIME expects that all students, families, and employees practice appropriate behavior with respect to photographing and posting photos of students online. Individuals should not photograph students and post their images online without permission from parents. Families in our community have differing values and expectations regarding photographs on the internet therefore the default position of community members should be to seek parental permission prior to posting photos.

Expected Student Behavior

Students should always remember that their behavior at school and school-related activities is a reflection not only on themselves but also on CHIME Institute’s Schwarzenegger Community School. The following is what is expected from a CHIME Institute’s Schwarzenegger Community School student.

General Rules

Students should:
1. Be seated when the bell rings/class begins.
2. Be courteous to all.
3. Follow all classroom rules and teacher directions.

Lunch-Time and Recess Rules TK-8

Students should:
1. TK – 1 Play first, eat second
2. 2nd – 5th Eat first, play second
3. Middle school 6th – 8th may eat or play first but must clean up eating area before leaving
4. TK – 5th Remain seated while eating until they are excused by the playground supervisors.
   No food or drink may be taken from the eating area.
5. TK- 8th Clean up after themselves and not throw food or run in the lunch area. Follow directions for trash pickup.
6. TK – 8th Recycle the appropriate items from their lunch box and/or items purchased from the Student Store.
7. TK – 8th Respect other students’ and adults’ eating time by not engaging in active games or loud activities in the eating area.

Campus-wide Rules

Students should:
1. Be courteous and respectful at all times, and greet visitors to the campus.
2. Stay in designated areas only.
3. Wait to enjoy gum after school.
4. Throw all trash away in a trashcan, and recycle all recyclables.
5. Lock bicycles on bicycle rack (CHIME is not responsible for stolen bicycles).
6. Only ride skateboards or roller blades off campus grounds.
7. Refrain from using profanity.
8. Abide by the following prohibitions: gambling, lying, fighting, possessing inappropriate literature or material, trading cards, or involvement in verbally or physically abuse of another individual.
9. Cellular phones, radios, CD players, video games, IPODS, IPADS, MP3s, or other electrical devices must not be used during school hours. The use of all electronic devices is not allowed on campus. Laser pointers and beepers are strictly prohibited at all times and will be confiscated.
10. Display respect towards others by not tampering with cars on campus, bringing matches, lighters, or any type of explosive device to school or any form of weapon on campus, or not leaving campus without permission.
11. Students are to recognize the individual strengths and abilities of each person on campus by showing respect to all students and adults and refrain from name-calling, using slurs, or engaging in other demeaning or potentially humiliating actions including bullying.
12. Students may bring their own sports equipment to school; however, CHIME is not responsible for lost, stolen, or damaged equipment. CHIME will supply sports equipment for play and physical education time. Equipment for after school sports activities may be stored in the classroom until the end of the day.
<table>
<thead>
<tr>
<th>Conduct NOT permitted:</th>
<th>Conduct that IS permitted:</th>
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</thead>
<tbody>
<tr>
<td>Bullying/intimidation</td>
<td>Learning and following school and classroom rules.</td>
</tr>
<tr>
<td>Weapons possession</td>
<td>Solving conflicts maturely, without physical or verbal violence.</td>
</tr>
<tr>
<td>Fights, threats, and/or violence</td>
<td>Keeping a safe and clean school, that is free from graffiti, weapons, and drugs.</td>
</tr>
<tr>
<td>Drug possession and/or sale of drugs</td>
<td>Being a good role model and helping to create a positive school environment.</td>
</tr>
<tr>
<td>Graffiti and/or vandalism</td>
<td>Reporting any bullying, harassment, or hate-motivated incidents.</td>
</tr>
<tr>
<td>Gang activity</td>
<td>Displaying good sportsmanship both on the athletic field and playground.</td>
</tr>
<tr>
<td>Cheating and/or plagiarism</td>
<td>Attending school on time, with books and supplies, and being prepared to learn.</td>
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<tr>
<td>Forgery and falsification</td>
<td>Keeping social activities safe.</td>
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<td>Sexual harassment and/or assault</td>
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<td>Blackmail and/or extortion</td>
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<td>Prejudice and hate crimes</td>
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<td>Robbery and stealing</td>
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<td>Fireworks and/or firecrackers</td>
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**FIELD TRIP RULES**

Students should:
1. Be on their best behavior.
2. Pay strict attention to the directives of the moderator and/or chaperone(s).
3. Pick up all personal trash on the bus or at the field trip site.
4. Show respect and courtesy to all non-CHIME Institute’s Schwarzenegger Community School persons.
5. Represent CHIME Institute’s Schwarzenegger Community School through positive words and deeds.
6. Wear appropriate clothing in accordance with the school dress code.
7. No cell phone use on the bus or anywhere else requested by teachers or other adults.

**BACKPACKS AND BOOK BAGS**

Backpacks and book bags are a desirable and necessary part of school life. However, there are times when they pose certain problems. Students are asked to follow individual classroom teacher’s directions as to where to keep bags. In order to keep the campus safe, we expect students to make sure that their bags do not block doorways. Students may store bags in the designated areas. Hooks are provided for grades TK-5. Students are expected to adhere to the following:
1. Backpacks/book bags are considered the personal property of the student. No student may go into another student’s bag without permission.
2. Backpacks/book bags are expected to be maintained so that they provide a positive form of organization for the student. In some cases, teachers will assist students in learning how to maintain an orderly book bag. Parents/Guardians are encouraged to also assist in this endeavor.
3. If the student’s backpack is stolen, the parent/guardian is financially responsible for the stolen textbooks located inside the backpack.
4. Students in 6th – 8th grade must keep their backpacks in their lockers. **Please keep size in mind when purchasing a backpack so that it fits in the lockers. Backpacks with wheels do not fit in lockers.**

**EMAILS**

One of the best ways to communicate with teachers and/or the principal is via email. All email addresses can be found on our website www.chimeinstitute.org. Please allow 24 – 48 hours for CHIME’s faculty to respond to emails. In order to respect teachers personal time emails may not be answers after 5 p.m. or on weekends, holidays, or extended breaks. All staff emails are the first initial of their name, last name @chimecharter.com (i.e. jdoe@chimecharter.com)

**TRANSCRIPTS, RECORDS, ETC.**

Our friendly office staff is happy to help you with any paperwork that you need. Please provide the office with 24-hour notice for special requests such as transcripts, report cards, and/or testing records. We will be happy to provide you with whatever you need with the proper notice.
**Harassment & Discrimination Policy:**

CHIME Institute’s Schwarzenegger Community School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, or employee, is illegal according to Civil Code (California Educational Code 212.5) and is strictly prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment, or a school environment, which is hostile or intimidating because of the individual’s race, creed, color, national origin, disability, or sex. Harassment can occur any time during school or during school-related activities. It is the student’s responsibility to:

1. Conduct him or herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the administration.
5. Immediately discontinue conduct when informed that it is discriminatory, intimidating, harassing, or unwelcome.

**Harassment includes, but is not limited to:**

- **Verbal Harassment**
  - Derogatory comments and jokes; threatening words spoken to another person.
- **Physical Harassment**
  - Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- **Sexual Harassment**
  - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

CHIME prohibits discrimination and harassment based on an individual’s sex (including sexual orientation or gender identity, pregnancy, childbirth or related medical condition); ethnicity (such as race, color, national origin, and ancestry); religion (including religious accommodation); disability (mental or physical disability or reasonable accommodation); age; marital status; or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by CHIME. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and that can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in the administration of any of its employment, educational programs, admissions policies, athletics, recreational, and other school-administered programs. The lack of English language skills will not be a barrier to admission to or participation in programs or activities.

The Principal is designated to handle all inquiries or complaints regarding its efforts to comply with and carry out its responsibilities related to discrimination or harassment based on a student’s sex (Title IX); sexual orientation or gender identity (Title 5, CCR, §4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504).

**Bullying**

CHIME is committed to providing a safe learning and working environment and will not tolerate bullying or any behavior that infringes on the safety or well-being of students, employees, or any other persons within the school’s jurisdiction; and will not tolerate retaliation in any form when bullying has been reported.

Bullying is defined as aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Typically, the behavior is repeated over time and includes the use of hurtful words or acts.
Bullying behaviors may include, but are not necessarily limited to the following:

- **Verbal**: Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.
- **Nonverbal**: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- **Physical**: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.
- **Emotional (Psychological)**: Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- **Cyber bullying**: Sending insulting or threatening messages or pictures by phone, email, websites or any other electronic or written communication.
- **Creating unauthorized Facebook, Instagram, Twitter accounts**

Administrators, staff, and parents are responsible for creating an environment where the school community understands that bullying behavior is inappropriate and will not be tolerated. Students must also take responsibility for helping to create a safe environment:

- Treat everyone with respect. Be sensitive as to how others might perceive your actions or words.
- Do not engage in or contribute to bullying behaviors, actions, or words.
- Report bullying behavior to a trusted adult.
- Never engage in retaliatory behavior or ask, encourage, or consent to anyone’s taking retaliatory action on your behalf.

### CHIME Bullying Procedures

Reports of bullying can be made by any individual in the CHIME community – parents, students, or staff. Individuals are encouraged to make reports to an administrator as soon as possible so that a proper investigation of the bullying behavior can occur. Reports can be made in person or via email to any administrator at the school. The administrator will then appoint the appropriate person to conduct the investigation or conduct the investigation himself or herself.

Reports of bullying will be investigated thoroughly by administration or their appropriate staff designee and a determination concerning the nature and extent of bullying will be made.

Students who are found to have engaged in bullying will be subject to both intervention plans as well as school consequences. Intervention plans may include (but are not limited to) restricted free time, additional adult supervision, prescribed schedules of activities, counseling sessions, peer mediation, and participation in bullying diversion curriculum. Consequences may include (but are not limited to) loss of school privileges, in-school suspension, or out of school suspension.

All parties involved and their parents will be informed to the greatest extent appropriate of the outcomes of the bullying investigations, the plans/consequences put in place as a result of the investigation, and future changes to the specified plans when they occur. It is the expectation of the CHIME school community that parents will cooperate, support, and partner with the school during the investigation process and the implementation of intervention and consequences. The success of each child and the promotion of a healthy school climate relies on the support and partnership of parents and families.

Students who continue to engage in bullying behavior despite intervention and/or consequences may be subject to expulsion. School administration will use appropriate discretion is all such cases and refer expulsion cases to a disciplinary committee. The disciplinary committee will hear the expulsion referral, make a determination based on the facts of the matter, and render a
recommendation the CHIME school board. This procedure follows the guidelines set forth in CHIME’s charter but does not in any way subordinate any appropriate codes and laws applicable to charter schools in state and federal law which govern the expulsion of students.

SAFETY

CHIME Institute’s Schwarzenegger Community School is committed to providing a safe environment for its students and all persons that enter the campus grounds. To facilitate this, certain rules and regulations have been formulated. It is expected that all students and adults will cooperate with these regulations.

EARTHQUAKE/FIRE

School employees will:

1. Participate in all emergency training and drills.
2. Stay calm and direct students in the event of a real emergency.
3. Follow the designated school plan.

Students will:

1. Participate in all emergency training and drills.
2. Remain as calm and quiet as the situation allows.
3. Duck and cover in an earthquake situation until given the all-clear signal.
4. Leave the building in a quiet and orderly manner when told to do so.
5. Line up in the designated area for attendance to be taken.
6. Follow all adult directions.
7. Be on their best behavior until given the all clear or, in case of a major emergency, until a parent or guardian picks them up.

MAJOR SCHOOL SAFETY REGULATIONS

To maintain the safety of the campus, the following major regulations have been adopted. Failure to abide by these regulations will result in very severe consequences.

1. **Drug use/abuse** - the use, sale, or possession of drugs, tobacco, or alcohol on campus, during the school day, at after school functions, or school sponsored trips, are regarded as a severe breach of school rules. This includes students who attend school-related functions under the influence of a drug or alcohol. A student guilty of any of these infractions will be dealt with in the most serious possible manner.
2. **Gang Involvement** - Any type of gang activity or gang association will not be tolerated. Gang symbols on notebooks, book bags, etc., or gang clothing are not allowed on campus.
3. **Weapons** - Possession of firearms, knives, or any explosives on campus is expressly forbidden. This rule also applies to toy weapons, paint balls, darts and any ordinary objects that are used in a harmful or dangerous manner.
4. **Theft and Vandalism** - Students are expected to respect the school’s property as well as property belonging to others on campus and in the community. Taking property belonging to others and vandalism are considered serious offenses.
5. **Hitchhiking** - This is a dangerous practice and prohibited by CHIME Institute’s Schwarzenegger Community School. Students stranded at school are required to contact the front office or other appropriate school personnel.
6. **Visitors on Campus** - For security purposes, **ALL** visitors must sign in with the front office upon entering the school grounds. Students are not allowed to bring friends to school or school functions without prior approval from the Administration.
7. **Leaving Campus without Permission** – This is a serious violation. Parent(s) or guardian(s) and police will be notified immediately.
**DISCIPLINARY CONSEQUENCES**

When there is divergence from these expectations, the staff, the student, and the student’s parent(s)/legal guardian(s) will seek age-appropriate interventions which re-direct inappropriate behaviors into more successful behaviors with the least disruption to the student(s) educational program and the class. A desire of the discipline process is to maintain the child in the learning environment and implement interventions that are least restrictive to the individual(s) involved.

This discipline policy will not be implemented in a manner that is discriminatory, arbitrary or capricious, and will follow general principles of due process. Students and their parent(s)/legal guardian(s) will sign agreements related to their understanding of and responsibility to the standards set forth in the discipline policy as explained in this Student/Parent Handbook.

These policies, procedures and regulations are part of CHIME Institute’s Schwarzenegger Community School’s Student/Parent handbook. Students attending CHIME Institute’s Schwarzenegger Community School, as well as their parent(s) or legal guardian(s), will be required to sign an official school document agreeing to abide by all these school policies. Continued attendance at CHIME Institute’s Schwarzenegger Community School will be contingent upon signing the aforementioned official school document.

**TK-8 SCHOOL RULES**

- We are here and ready to learn
- We are safe
- We are responsible for our words and actions
- We respect ourselves, others, and property
- We are a community

*Adhering to School Rules may result in the following:*
- Verbal or written praise/positive reinforcement
- Positive calls or notes home
- Enrichment activities
- Computer time
- Tangible rewards
- Points towards assignments or tests
- Awards and / or other public recognition.
- Success in learning!

*Not adhering to School Rules may result in the following:*
- Verbal and / or written warnings
- Loss of Privileges
- Notices to parent(s)/legal guardians by telephone and/or letter
- Parent / Staff / Student Conference
- Lunch Monitoring
- After School Community Service
- Parent/Guardian in classroom with student
- Contracts
- In-School or out of school suspension
- Disciplinary Committee/Probation
- Alternative Educational Placement [Expulsion]
Parents/Guardians and students (when appropriate) will be asked to participate on the Student Success Team (SST) if a student’s behavior is not improving. The team will develop appropriate modifications and intervention strategies.

Students who habitually fail to comply with school policies by chronically engaging in rule violating behavior even after the positive behavioral supports have been implemented and/or who present an immediate threat to health and safety may face an alternative in-school placement (in-house suspension) or suspension from school depending upon the severity of the infraction. Individual behavior support or intervention plans will be designed for the most persistent rule violators.

If rule violating behaviors continue after intervention, the Student Success Team (SST) and/or Discipline Committee may determine that CHIME Institute’s Schwarzenegger Community School is not the most appropriate placement for the student (i.e. expulsion). In such cases, the SST and/or Discipline Committee will then seek an alternative educational placement for the student. It is important that the parent(s) participate on the SST and be active partners in these decisions.

**FAMILY INVOLVEMENT**

Family involvement and collaboration are central to the mission of the CHIME Institute’s Schwarzenegger Community School. This chapter describes types of family involvement, as well as processes for home-school communication and collaboration.

**TYPES OF FAMILY INVOLVEMENT**

Families may participate in several different ways, depending upon their preferences, strengths and resources. The following sections are adapted from the CHIME Institute’s Schwarzenegger Community School Petition.

**UNDERSTANDING AND SUPPORTING THE SCHOOL MISSION**

All parents/guardians are expected to support the mission of CHIME Institute’s Schwarzenegger Community School. The development of an inclusive learning community requires the support of families. Therefore, it is essential that all parents/guardians fully understand and are committed to supporting the mission, vision, and goals of the school. These are some ways that families can learn about and support the school mission:

- Read and honor the Home-School Agreement which describes family and school responsibilities including the obligation to embrace the school’s vision of an inclusive and fully accessible learning community;
- Read this Parent/Student Handbook, which provides information about the school’s mission, vision, goals and educational program, as well as parent/guardian responsibilities; and
- Attend workshops and seminars to learn more about inclusive and accessible education, individual differences represented by students in the school, educational approaches used in the classrooms, and strategies for supporting students’ learning at home and in the community.

**INVOLVEMENT IN THEIR STUDENTS’ EDUCATIONAL PROGRAMS**

All parents/guardians are expected to be involved in their children’s educational programs.

The CHIME Institute’s Schwarzenegger Community School supports a family centered approach, which honors parents’ and/or guardians’ priorities, concerns, and goals for their children. Family members are valued members of the educational team, contributing knowledge about their individual children’s characteristics, learning styles, needs, and preferences. Ongoing communication between home and school, as well as a respectful and collaborative approach, helps to assure meaningful participation by families. Such participation will be supported through such strategies as:

- Parent/Guardian involvement in identifying goals and priorities for their children’s educational plan. These plans are based on an assessment of each child’s level of functioning and learning styles, and developed through collaboration between teachers, staff, and when appropriate, the student;
- Regular communication on students’ performance, via the use of PowerSchool, (6th – 8th), progress reports, and communication with students’ teachers;
- Two conferences per year to discuss goals and review portfolios; (Parent/Teacher and Student Led)
- Family volunteering in the school via the CHIME Community Association, CCA;
- Collaboration with staff when problems or concerns arise.
**IN Volvement In School Decision Making**

Families are partners in the governance of the school. Families will be involved in decision-making in regard to the overall school program, and are encouraged to participate in the following ways:

- Representation on the Board of Directors; and
- Representation on each Governance Committee.
- Participate in the CCA (CHIME Community Association) to plan with other parents and input on school policy, procedures, school events, fundraising, etc.

**Serving as Resources to the School**

Families will be expected to share their time and expertise to support the Charter School. Each parent/guardian will be asked to commit a minimum of 8 hours per year, either by volunteering in the school or by contributing in some other way. Examples of volunteer opportunities include the following:

- Participation on the Board of Directors or one of the Governance Committees;
- Providing assistance in the school, such as morning or afternoon supervision;
- Providing enrichment experiences in various subject areas including music, drama, computers, art, languages, or sports;
- Sharing information about their cultural background and experience with students;
- Working on fund raising projects;
- Facilitating community service or service-learning projects; and
- Volunteer time for campus beautification.

**Home/School Communication**

The CHIME Institute’s Schwarzenegger Community School has a strong commitment to family/teacher collaboration. Families are encouraged to stay in contact with their child(ren)’s teacher(s) throughout the year.

**Communication with Teachers**

Each student (6th-8th grade) is required to review this Parent/Student Handbook. Parents/Guardians are encouraged to check Google Classroom and Powerschool daily to oversee homework assignments and monitor/acknowledge homework completion, and oversee grades. Families may also contact teachers by e-mailing or calling the school office and leaving a message or making an appointment for a conference. Teachers are available via e-mail and all class work and homework are posted on Google Classroom and on our website, http://www.chimeinstitute.org (6th – 8th grade only). Please allow 24-48 hours for CHIME faculty to return emails. Teachers are not available immediately before or after school, as this time is reserved for co-planning or “debriefing” amongst staff members, which is an integral part of the CHIME educational program. If there is a need to confer with a teacher, and / or the principal, kindly make an appointment with the school office.

**No drop-in conferences, please.**

All attempts to resolve situations should be done through the teachers before contacting the Principal. If the situation is unable to be resolved through the teachers, the teacher will inform the Principal, who will then contact the parent/guardian.

**Communication from the Office**

The weekly packet and all essential school-wide information will be posted on our school website, www.chimeinstitute.org, weekly. It is important that the office has your current email. Flyers to communicate critical information, notices or events will be posted on our school website on Fridays. An email reminder to check the website will be sent out on Fridays as well. If a hard copy of the packet is needed, please inform your child’s teacher.
Communication with the Office

Please call the school office if you need to speak with the Principal or Office Manager. If someone is not available to speak with you immediately, please leave a message and someone will return your call. If your conversation will require a long time or you need to speak to the Principal in person, please schedule an appointment.

Communication with Students during the School Day

If you need to communicate with your child during school, call the office and leave a message for your child. That message will be given to your child. Please do not call your child’s cell phone or text them during the day. A child will be called to the phone only in an emergency. Please make all car-pool and after school pick up arrangements with your child in advance.

Team Meetings and Conferences

Team meetings that include your student’s participation and development of student goals for the year will be held on identified days during the school year at the request of parents/guardians or teachers. At these times, students will meet with their teacher(s) and parent(s) or guardian(s) to discuss their strengths and needs and to establish academic and social goals for the school year. In addition, staff will make themselves available for team meetings upon a parent/guardian’s request.

1. IEP/504 Meetings
2. Parent/Teacher Conferences
3. Student-Led Conferences

The following are suggestions for preparing for all conferences with teachers. These suggestions will help you to get the most out of these experiences:

- Think about your questions in advance, and write them down.
- Think about your goals and priorities for your child, and write them down.
- Think about issues or concerns that you want to share with the teacher. It is helpful for a teacher to know what is influencing a child’s attitude, behavior or performance.
- Take notes during the meeting.

Parents as Volunteers/Observers

- Observations - Please contact the office and arrange a time to observe. Observations may not be longer than 20 minutes, unless other arrangements have been made, to avoid disruption to the classroom.
- All parents/guardians are encouraged to participate in the school as volunteers.

Volunteering – The teacher will coordinate and schedule all parent volunteers in the classroom.

Education is one of the most important missions of CHIME Institute’s Schwarzenegger Community School. The school’s success depends upon the quality and commitment of all adults, including our volunteers. We are all models to the student body. We thank all family volunteers who give their time to our students. They are very important contributors to our students’ education. We would appreciate the family volunteers to follow these guidelines:
• Use Positive Behavior Support.
• Respect confidential information.
• Do not discuss students with anyone.
• Know and support the school rules and procedures.
• Model peaceful solutions and encourage cooperation at all levels.

We ask that families interact in a positive and supportive manner with all students and staff. Family volunteers are to practice respectful conflict resolution at all times.

TO BECOME A CLASSROOM VOLUNTEER, YOU MUST FOLLOW THESE PROCEDURES:

• Contact the teacher by email, and indicate your preferred days and times to volunteer.
• Complete required orientation sessions with an administrator prior to service.
• To assure student health and safety, all classroom volunteers will be required to provide TB test results.
• Before entering the classroom, you must sign in at the office and obtain an identification tag. Display this tag at all times.
• In the classroom, please follow directions of the teacher and instructional assistant. Please ask questions if anything is unclear to you.

CHIME INSTITUTE’S SCHWARZENEGGER COMMUNITY SCHOOL AS A DEMONSTRATION SITE

The CHIME Institute’s Schwarzenegger Community School is a national model of best practices in inclusive and accessible education. It is being operated by the CHIME Institute in collaboration with California State University, Northridge and the Los Angeles Unified School District, and will serve as a laboratory and demonstration site for preparing teachers and other educators.

The partnership with the University and School District will have many benefits for students at the CHIME Institute’s Schwarzenegger Community School:

• University faculty will be involved in school governance and design of the curriculum, and they will be available to consult with classroom teachers and other staff.
• As a laboratory school, CHIME Institute’s Schwarzenegger Community School has attracted highly qualified, fully credentialed teachers and other staff, who wish to have an affiliation with the University.
• University students from many fields, including education, child development, physical education, and the arts, will participate in the classrooms. In addition to providing extra help for classroom staff, these students will enrich the program by bringing in new ideas and expertise.
• University and School District personnel will assist with grant writing and development efforts, to obtain resources that will support the School’s mission.

Some aspects of a laboratory school require special understanding by families. A laboratory school serves as a place where University students can learn and practice their skills as educators, with modeling and guidance of experienced teachers and staff. It is important to remember that these students are learning. While they should be (and usually are) well prepared for their assignments, they will not perform perfectly or demonstrate best practice in every instance. Families should be assured; however, that teachers and staff have the welfare of the children as their top priority and will always assure that children are safe and well served. Moreover, most parents and teachers find that University students are a great help in the classroom, and that they often contribute by bringing in current practices that are informative for the teachers and staff, and beneficial to the children.

Parents/Guardians are urged to communicate directly with their child’s teacher(s) if they have questions about University students. The University students themselves may be unsure of how to answer questions or may lack the background knowledge needed to adequately respond to a family’s concerns.
Appendix A: STUDENT/PARENT/TEACHER CONTRACT

The students of the CHIME Institute’s Schwarzenegger Community School will work cooperatively to become self-directing, think critically, develop social competence, respect their diversity, and actively seek learning opportunities. The teachers of the CHIME Institute’s Schwarzenegger Community School will establish the highest standards and expectations for student achievement, promote a foundation for life-long learning, model appropriate behaviors and attitudes expected of students. The school community including parent(s)/caregiver(s), faculty, staff, administrators, and community members, will work cooperatively and collaboratively to create an enriching learning environment in which all partners are empowered by their own sense of ownership and responsibility to the school.

Staff Pledge: I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress via email, PowerSchool, Google Classroom, and progress reports (6th – 8th only).
- Provide a nurturing, safe and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families that help each student achieve the school’s high academic and behavioral standards.
- Respect the school, students, staff and families.
- Modify curricular experiences to meet the individual educational and social needs of students.

Student Pledge: I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my family and teachers about school experiences so that they can help me to be successful in school.
- Regularly check my grades and homework online (6th – 8th only).
- Do homework and read every day or evening after school.
- Respect the school, classmates, staff and families.

Family Pledge: I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework.
- Read to my child or encourage my child to read every day.
- Ensure that my child is on time and attends school every day; gets adequate sleep, regular medical attention, and proper nutrition; and follows the school dress code.
- Regularly monitor my child’s progress in school through the homework and grades online.
- Participate as much as possible in school activities such as decision-making, volunteering and/or attending family – teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students and families.
- Support the school’s commitment to inclusive and accessible education.
- Contribute a minimum of 8 hours per year to the CHIME Institute’s Schwarzenegger Community School.

_________________________________________  ______________________________________  ______________________________
Student                                  Parent / Guardian                       Teacher
Appendix B: CHIME Institute’s Schwarzenegger Community School Map
Appendix D: CHIME INSTITUTE’S SCHWARZENEGGER COMMUNITY SCHOOL’S RULES

SCHOOL RULES

We are here and ready to learn
We are safe
We are responsible for our words and actions
We respect ourselves, others, and property
We are a community

Adhering to School Rules may result in the following:
- Verbal or written praise / positive reinforcement
- Positive calls or notes home
- Enrichment activities
- Computer time
- Tangible rewards
- Points towards assignments or tests
- Awards and / or other public recognition.
- Success in learning!

Not adhering to School Rules may result in the following:
- Verbal and / or written warnings
- Loss of Privileges
- Notices to parent(s) / legal guardian(s) by telephone and / or letter.
- Parental / Staff / Student Conference
- Alternative In-School Placement [In-House Suspension]
- Suspension
- Alternative Educational Placement [Expulsion]