



CHARLES
ARMSTRONG
SCHOOL

FAMILY HANDBOOK

2018-2019 School Year

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**CHARLES ARMSTRONG SCHOOL
1405 SOLANA DRIVE
BELMONT, CA 94002**

SCHOOL PHONE NUMBERS

Main school phone: (650) 592-7570
Fax (650) 591-3114
Student Absent Line: (650) 592-7570 – Option 1

SCHOOL WEBSITE

School website: www.charlesarmstrong.org
Armstrong portal (Whipple Hill): <https://charlesarmstrong.myschoolapp.com/app>

EMAILS

School Employees: First initial last name; i.e., for Jane Doe: jdoe@charlesarmstrong.org
Parent e group: armstrongparents@yahoogroups.com

School Hours:

Offices 7:30 A.M. - 4:00 P.M.
Before school 7:30 A.M. - Before School Care in Community Center/Library
First Bell 8:10 A.M. - Students are allowed on campus in supervised areas after 7:45 A.M.
Grades 2-5 8:15 A.M. - 3:00 P.M.
Grades 6-8 8:15 A.M. - 3:15 P.M.
MINIMUM DAYS Every Wednesday 12:45 P.M. Dismissal Lower School; 1:00 P.M. Dismissal Middle School

Parking:

THERE IS NO PARKING ON THE STREET OR IN THE UPPER LOT OFF SOLANA DRIVE.
Parents may park in the designated visitor's spaces on the left side of the first driveway entry.
Please park on the Lower Black Top during drop off ONLY if you have a meeting, a conference, or business to conduct on campus.

MISSION AND VALUES

OUR MISSION

Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.

Our Values

*We are **student-centered**.*

Our instructional approach embraces neuro-diversity.
We nurture and celebrate individual strengths and talents.
We cultivate self-confidence and the joy of learning.

*We **grow** together.*

Our highly-trained faculty foster continuous student growth within a supportive environment.
We educate and actively partner with families.

*We honor **community**.*

Our students' shared experience cultivates a sense of belonging.
Our families, faculty, and staff develop meaningful, lasting relationships.

ABOUT CHARLES ARMSTRONG SCHOOL

In 1960, a group of concerned Bay Area parents first gathered to discuss a puzzling phenomenon: intelligent, motivated, and healthy children were unable to learn how to read. These concerned parents brought the plight of children with dyslexia to the attention of the Charles Armstrong Foundation, a foundation established in memory of Dr. Charles Armstrong, founder of the Menlo Medical Clinic. The directors of The Armstrong Foundation were impressed by the importance and prevalence of the problem, and formed a committee led by director Wilbur E. Mattison, Jr., M.D., a colleague of Dr. Armstrong's at the Menlo Medical Clinic, to survey the needs of Bay Area children with "specific language disability." It is thanks to Dr. Wilbur Mattison, The Armstrong Memorial Foundation, and the tireless group of dedicated parents, that Charles Armstrong School was born. Dr. Mattison, who is a familiar face to many around the School, was Chairman of the Charles Armstrong School Board of Trustees and served as its President for over twenty-eight years. He has been instrumental in the school's evolution from its beginnings in a small home in Menlo Park in 1968, to its current location in Belmont, and its ever-evolving reputation as a nationally recognized school for the dyslexic learner. Today, Charles Armstrong School is nearly 50 years old and educates approximately 245 children in grades two through eight from Marin, San Francisco, Alameda, San Mateo and Santa Clara counties.

Charles Armstrong School does not discriminate on the basis of race, religion, sexual orientation or national origin in the administration of its educational policies, admission policies, scholarship loan programs, athletic programs, or other school-administered programs. Charles Armstrong School is accredited by the Western Association of Schools and Colleges (WASC), and the California Association of Independent Schools (CAIS).

Charles Armstrong School, in the ongoing process of creating and sustaining an equitable and just community, adheres to the following *Principles of Good Practice* as established by the National Association of Independent Schools (NAIS):

- To respect, affirm and defend the dignity and worth of each member of the school community.
- To lay the groundwork for our school's commitment to equity and justice in our Mission Statement.
- To establish, publish, implement, and monitor policies that promote equity and justice in the life of the school.
- To support the ongoing education of the board, parents and all school personnel.
- To ensure a bias-free environment by addressing issues of equity and justice in pedagogy, assessment, curriculum and programs.
- To value each and every child, recognizing and teaching to the varied learning styles, abilities and life experiences.
- To use inclusive, bias-free language in written and oral communication.
- To distribute resources equitably.
- To adhere to local, state and federal laws and regulations which promote equity.
- To provide appropriate opportunities for leadership and participation in decision making to all members of the school community.
- To engage parents as partners in the process of creating an equitable and just community.
- To develop in our students, a sense of responsibility for equity and justice in the broader community.

PARTNERSHIP WITH PARENTS

Charles Armstrong School believes that a positive and constructive Parent Partnership between the School and our parents/guardians is essential for the successful outcome of our students and the fulfillment of the School's mission. You know your child best, and we know our program. Together we can meet the needs of your child successfully. A strong parent partnership is based on mutual respect.

If the Head of School determines that the actions or inactions of a family prevent a positive working relationship with the School or determines that the family is not acting in accordance with the mission, philosophy or policies of the School, the Head will address this with the family and reserves the right to take any actions necessary to resolve the situation, up to and including terminating the current enrollment contract or not offering the family a re-enrollment contract.

SCHOOL ROUTINES

ARRIVAL AND DEPARTURE

Arrival: School starts promptly at 8:15 AM for all grades. First bell rings at 8:10 AM for students to go to classrooms. Students not in place at 8:15 AM are tardy and should report to Student Services for a tardy slip before going to class.

Students are to be dropped off and picked up at the lower deck area only (never on Chula Vista Avenue or any other nearby street).

Students are not to exit private vehicles at the curb in front of the school or in the upper parking lot.

Students will not be permitted to walk to the front of the school to meet carpool drivers, or parents.

Students who arrive prior to 7:45 A.M. must go to Before School Care located in the Library.

Departure: All students should be picked up immediately at dismissal time unless involved in school activities or supervised by an adult. Students staying for After School Care or school activities should go to the Library.

ATTENDANCE FOR GRADES 2-8

Absences:

Please call the school, 650-592-7570 – Option 1, **by 8:00 A.M.** each day your child is absent. State your child's name, classroom number, and reason for absence.

The following absences will be excused absences:

1. illness
2. medical, dental or optometric appointments
3. shadow and interview days
4. attending funeral services of an immediate family member
5. religious holiday

Illnesses up to three days must be verified by the parent. Illnesses of longer duration or that are chronic and cause the student to miss a few days each week or month will require a doctor's note.

Excessive Absences & Tardies:

Because of the school's commitment to quality education, we are concerned when a student misses school for any reason. Consistency and predictability are extremely important for students with learning differences. Therefore, excessive excused absences and tardiness may increase the chances for student anxiety, which in turn adversely affects student outcomes.

Excessive absence or tardiness from school is defined as ten or more days absent (excused or unexcused) and/or ten or more tardies. Family vacations during schedule school days is highly discouraged. Class time cannot be made up.

1. At ten days absent and/or ten tardies, parents will receive a letter indicating the total days absent and the total number of tardies recorded. The School will then confer with the parents to determine the circumstances surrounding the absences and/or tardies and to determine if further action is necessary.
2. At fifteen days absent and/or fifteen tardies, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.
3. If absences or tardiness continues to be a problem, a meeting with the either the Director of Lower School or Middle School will be necessary.

Appointments: If a student arrives late because of an appointment, he/she must sign in at Student Services and receive a *Tardy Slip* which should be given to classroom teacher. Parents do not need to go with the student to Student Services. Medical, dental, or other appointments should be scheduled during hours which do not infringe upon school time. However, if a student must leave the campus for an appointment during the school day, parents must go to Student Services to sign out the student. The classroom will be called to have the student sent to the office. If a student needs to wait for parent to arrive, he/she must be in Student Services where there is supervision. Upon return, the student should also report to Student Services to sign in before returning to class. Parents should write a note or send an email to the teachers, or leave a voice mail in Student Services before school the day of the appointment so that staff members can be notified in advance.

Tardiness: It is important for students to arrive on time. When children are not punctual, it is disruptive for the child, the teachers and the rest of the class. Excessive tardiness may adversely affect his/her academic record. Students who are not with their class by 8:15 A.M. will be marked tardy.

BEFORE & AFTER SCHOOL CARE

Charles Armstrong School provides care for students before and after school for a service fee. Information and rates are published in the Morning & After-school Care brochure. Student drop-in is allowed.

Before School Care	7:30 A.M. - 7:45 A.M.
After School Care	3:00 P.M. - 5:30 P.M.
Wednesdays	12:45 P.M. - 5:30 P.M.

BUS TRANSPORTATION FOR FIELD TRIPS

School buses are allowed on campus, but because of the disruption they cause in the neighborhood, Charles Armstrong School made an agreement with the Belmont City Council that we would not allow school buses on campus earlier than 8:45 A.M. and no later than 4:00 P.M. In addition, buses are not allowed to idle their engines while on campus. New this year, busses will be used as much as possible for field trips.

For any field trips that require a bus prior to 9:00 A.M., student drop-off will take place off campus at the north parking lot of the Belmont train station along El Camino Real. For any field trips that require buses to return students to campus after 4:00 P.M., student pick-up will take place off campus at the north parking lot of the Belmont train station along El Camino Real.

CHEWING GUM

Students are allowed to chew gum ONLY in classrooms and only with teacher approval. Charles Armstrong School recognizes that chewing gum can aid certain students in the areas of concentration and behavior. Students MAY NOT chew gum outside of class.

COMMUNITY SERVICE FOR 8TH GRADE STUDENTS

The purpose of the Armstrong School ten-hour volunteer requirement for 8th grade students is to expose them to opportunities in their community where they can have a positive impact. Research shows that helping others often lead to higher self-esteem, improved communication skills, and a deeper sense of empathy. Volunteer hours may occur inside or outside of school and parents/guardians are responsible for assisting students in completing outside hours. Students will receive recognition for successful completion of volunteer hours during last week of school activities.

ARMSTRONG CODE OF DRESS - UNIFORMS

The primary responsibility for a student's attire resides with the student and parents/guardians. However, schools are responsible for seeing that student attire does not interfere with the health or safety of any student. (*Oregon, NOW 2016*)

- **Students ARE EXPECTED to wear:**
 - Uniform attire that is appropriate for the school environment
 - Shirt - Cobalt blue and/or white collared polo with logo (available at Lands End)
 - Bottoms - True Navy blue or khaki
 - chino skirts, shorts, skorts, or pants
 - Shoes - ideally appropriate for athletics/P.E.

- **Students MAY wear:**
 - Hats – outside only
 - Religious headwear
 - Armstrong Sweatshirts

Lower School	Middle School
Cobalt blue crew pullover, zip front hoodie (ordered through Lands End)	Black Armstrong sweatshirt (purchased through Student Services)

- Armstrong Fleece Jackets

Lower School	Middle School
Cobalt blue zip front with logo (ordered through Lands End)	Black zip front with logo (ordered through Lands End)

- Non-Uniform outerwear (jackets, vests only) when they are outside
- Armstrong Sports Uniforms (on game days only)
- **Students MAY NOT wear:**
 - Tattered, or altered uniform attire
 - Flip flops or house slippers
 - Non-uniform attire inside the classroom (*except on Free Dress days or as designated by faculty/ staff*)
- ***We carry back stock of Middle School sweatshirts on campus. Contact Laura Fabela or Barbara Thayer in Student Services.**

ARMSTRONG CODE FOR FREE DRESS

Students are free to forgo uniforms on the last Friday of every month. Additional free dress opportunities include:

- Spirit Days
- Jog-A-Thon
- Science Day
- Classroom reward days (LS)
- **Students ARE EXPECTED to wear:**
 - Attire that is appropriate for their school environment
- **Students MAY wear:**
 - Clothing that fully covers undergarments (including yoga pants, leggings, skinny jeans, and tank tops)
 - Clothing with commercial or athletic logos
- **Students MAY NOT wear:**
 - Clothing with images or language depicting violence, drugs, alcohol, hate speech or profanity
 - Clothing with images or language that create a hostile, discriminatory, or intimidating environment

LOCKERS AND PERSONAL PROPERTY

In order to ensure safety and compliance with standards for student behavior, Charles Armstrong School reserves the right to search Armstrong property (including lockers and desks) and to inspect any personal property a student brings on campus, without prior notice to the student or the student's parents/guardian.

LOST & FOUND

Please be sure that all clothing, lunchboxes, and backpacks are marked with the child's name. There is a lost and found collection box next to the PE offices by the drop-off area. All students are urged to check regularly for missing items. A parent volunteer routinely checks the collection box and returns items that can be identified. If unable to determine ownership, the items will be washed and donated to the uniform bank or to charity. Small lost items such as jewelry are taken to Student Services.

LUNCHES

Students are encouraged to bring nutritious, low-sugar snacks and lunches to school. Lunches should be labeled with name and room number. Sports drinks and caffeinated beverages are not allowed in school. Teachers will replace such beverages with water. If your child has food allergies, homeroom teachers will contact you before the start of school so they can understand your child's individual needs. Charles Armstrong also has the option of a hot lunch program. School Foodies is a local independent company that provides the hot lunch program. This company provides lunches to many schools on the Peninsula and San Francisco.

PARENT PROGRAM

The Charles Armstrong Parent School Organization (CAPSO) serves as the parent/school organization for Charles Armstrong School. The chair of the organization is a member of the Board of Trustees during their term of office.

PARTY INVITATIONS

When you are hosting a child's birthday or other party, please be mindful of possible hurt feeling if all children in the class **are not** invited. In order to avoid hurt feelings, please follow these guidelines:

Invitations must be distributed outside of School

- If presents are involved, they should not enter the classroom. Presents may be discreetly kept in a backpack, or if they are too large, arrangements can be made with Student Services.
- Parents/guardians should remind their children not to discuss the party at school in order to protect the feelings of those not invited. Please discuss this with your child before they arrive at school.
- If students are carpooling to the party, please let them know in advance who is picking them up, what the car looks like, and then follow the normal dismissal procedures.

While parties are a wonderful way for our students to build relationships, they can also hurt the feelings of students who are not included. Please be mindful of this when planning your child's party.

When planning to bring class treats for birthdays, etc., always check with the teachers for the best time, and inquire about food allergies in the classroom.

SCHOOL PICTURES

School pictures are taken in the fall. Picture dates are on the school calendar on the website as well as on the calendar sent in the fall mailing. Order forms will be sent home with students prior to picture dates.

TELEPHONE USE

Messages for students may be emailed or telephoned in to Student Services. In consideration of the learning environment of our classrooms, messages may not be telephoned or delivered directly to a classroom by anyone other than Armstrong staff members. Be aware that a message called into school close to dismissal time may not be delivered to the classroom before the students are dismissed.

Students are not permitted to use the office or classroom telephones for personal calls, except with permission of the teacher. In case of emergency, Armstrong staff will contact the parents, who may then speak to their child. Students are not allowed to use cell phones on campus until after 3:30 pm. If a student is found using a cell phone during school hours, the phone will be confiscated, and it will be necessary for the parents to pick it up from Student Services.

Please make every effort to ensure that your child has all pertinent information about their day before arriving at school. **If a parent is late picking up students at end of day, the students will be sent to After School Care until transportation arrives, and parents will be billed at the drop-in rate.** Students must not be left unattended.

TRANSPORTATION TO & FROM SCHOOL

Student transportation is a parental responsibility.

Students are to be dropped-off or picked-up at the lower deck area only (never on Chula Vista Avenue or any other nearby street). Students are not to exit private vehicles at the curb in front of the school or in the upper parking lot. Students will not be permitted to walk to the front of the school to meet carpool drivers.

Parents are required annually to sign a Traffic and Ride Share Agreement (*see in Magnus Health and Appendix K*) which documents their agreement to traffic guidelines/restrictions. Parents will notify the school in writing of any change in the student's regular means of transportation. Without written parental consent, the student will be required to go home via his or her regular transportation. (Emergency situations are the exception, at which time the information may be called into the office.)

Students arriving on campus before 7:45 A.M. and/or departing after normal dismissal hour will be required to report to supervised care in the Library.

Please follow the following directions when dropping your child off in the morning:

- Once on campus, **drive slowly, (15 MPH) even if you are running late.**
- Do not use a cell phone.
- Pull up in the circle, wait for an Armstrong employee to open your door. They will assist the students in exiting the car and gathering their belongings.
- Do not get out of your car.
- Students may never get out of the car on the driver's side.
- If you drop your child off on the lower blacktop, they are required to go up the stairs near the PE offices.
- If you do not have a meeting on campus, please exit as soon as your child has been dropped off.

The transition of 240 students into school in the morning is a complex process. Following these guidelines ensures a SAFE process for all of us.

HEALTH & SAFETY

BICYCLES, SCOOTERS, SKATEBOARDS AND IN-LINE SKATES

Safety: California State law requires that helmets must be worn by bicyclists under the age of 18. Helmets and safety pads are also required for scooters, skaters and skateboarders.

Rules: No one may ride or skate on campus before, during, or after school. Bicycles must be locked securely in the bike racks while at school. Skates, scooters and skateboards must be stored in lockers or in Student Services before going to class. Shoes with built-in wheels must have the wheels retracted.

CAMPUS SAFETY

Safety and security is everyone's responsibility. Faculty and staff are requested to report violations promptly to an administrator. All visitors on campus are to register at Student Services and receive a visitor's badge. The office of **Student Services** is **locked** during the school day between 8:45 A.M.-2:45 P.M. During this time, visitors will be required to ring the bell to gain entry.

Parents may **never** use cell phones for any reason while driving on the Armstrong campus.

In the event of an unauthorized person or vehicle on campus, the Belmont Police Department will be notified with appropriate information. Because of the possibility of injury, staff members will not attempt to apprehend person. Staff members will try to obtain a positive description, the direction of travel, and the means of transportation used.

EMERGENCY PLANS

In case of a disaster, such as a major earthquake or prolonged power outage, children will be supervised at the school site until a parent or emergency contact person is able to assume responsibility for the child.

Earthquake and fire disaster drills are held throughout the year to ensure that children are familiar with all emergency procedures. First aid and emergency supplies are stored on campus in case of an emergency.

(See *Appendix C*)

Emergency Information Changes and Additions: If we need to reach you, in case of emergency, we access your contact information from Whipple Hill. Therefore, it is imperative for parents to notify Student Services whenever there is a change in any medical or contact information. Changes in home, cell or work phone numbers, address, email address, and health information should be reported as quickly as possible.

Emergency Notification System

In the unlikely event of an emergency (earthquake, fire) quick and easy communication is essential. Our emergency notification system allows us to contact all of our parents within 5 minutes **via text message**. In order to ensure communication, we ask that each family **submit two up-to-date emergency contact cell phone numbers through Whipple Hill**.

In case of emergency, a message detailing the appropriate crisis plan will give you directions on how the school is handling the situation. **Please follow the directions carefully**. Although your first impulse may be to come to the school to pick up your child, this may not be the safest thing for you or your child.

END-OF-YEAR PARTIES – LIFEGUARDS AT POOLS

It is the responsibility of the parents who are hosting the party to provide a certified lifeguard for the event. Faculty members are not responsible for the safety of students in a swimming pool. Charles Armstrong School adheres to the recommendations made by The American Lifeguard Association and the American Red Cross which state that lifeguards should be present at every pool party. CAPSO will provide funds to pay for the lifeguard.

FIELD TRIPS/OUTDOOR ED

Chaperones: Parents may not attend field trips unless they are assigned by room parents or homeroom teachers.

Dress: School uniforms are required on all field trips unless otherwise specified by homeroom teachers.

Outdoor Ed: All students in Grades 5-8 are expected to attend Outdoor Ed field trips, which are a part of school curriculum. If a student is not able to attend the trip, the student should stay at home and his/her attendance will be marked “absent.” There will be no on-campus supervision for students who are not attending, and the School will not provide lesson plans or supplementary educational materials for students

who are not attending. Classroom teachers, counselors, and parents may attend Outdoor Ed trips when necessary. For questions about the programs, please contact Dan Meyer, Director of Outdoor Education, at ext. 1226.

Permissions Slips: Field trips are a regular part of our school year activities. New this year, parents are asked to sign a universal permission slip before school starts.

Transportation: Busses are used for most field trips. Parents are asked to sign a universal permission slip before school starts. On occasion, parents will be asked to drive. Drivers must have a DRIVER INSURANCE FORM on file in The Business office. The school maintains a list of “approved” volunteer parent drivers, which is updated on an annual basis. Parents are asked to provide a copy of their driver’s license and provide evidence of auto insurance with, at a minimum, the following coverages: \$300,000 combined single limits or/ split limits of \$250,000/\$500,000/\$100,000.

A seat belt must be used by each passenger. Children under the age of 13 are not allowed to sit in the front seat if the car is equipped with a passenger air bag. (*See Appendices D & E, Adults Traveling with Students*).

HEALTH/MEDICAL EMERGENCIES

Communicable Diseases: Please report all communicable diseases to teachers and Student Services (strep throat, “pink eye,” measles, chicken pox, etc.). Also report any case of head lice as quickly as possible. Notification will be sent home via email if a classmate comes down with a communicable disease. Student anonymity will be preserved.

Emergency Forms: It is important that Student Services has a current signed emergency form for every child. If any phone numbers change, contact persons change, or if any other vital information is no longer current, please update your information on Whipple Hill and notify Student Services immediately.

Illness or Injuries at School: Student Services is equipped to handle most minor ailments and injuries. Parents will be notified and asked to assume responsibility for the child if the student exhibits any of the following: fever, nausea or vomiting, severe headache, evidence of a communicable disease, or lice.

If the child has had fever over 100F, vomiting, or diarrhea within the past 24 hours, do not send him/her to school.

In the event of a medical emergency, the following procedure applies:

- Student Services is notified.
- Parents are notified. If they are not available, the person listed as an emergency contact is notified.
- If no emergency contact can be located and the child needs further emergency care, 911 will be called.
- As indicated on the Student Emergency Information form, Charles Armstrong School reserves the right to act in the best interest of the students in our care. This may include contacting emergency medical personnel prior to parent notification.

Immunizations: All children entering school must submit current immunization records.

Lice: All students with suspected cases of head lice will be sent home for treatment. All students must be free of nits before returning to school. Students who have head lice or nits will not be allowed back on campus until proper treatment has occurred. *(See Appendix I, Recommendations for the Control of Head Lice)*

Medication Policy: Student Services will assist all students who require medication at school. The only pain medication administered is Tylenol and dosage is to be indicated on emergency forms and signed by parents. All other pain medication must be supplied by parents and stored in Student Services. Students may never keep medication on their person or in backpacks while on campus. *(See Appendix H, Student Medication/Prescriptions)*

MANDATED REPORTERS

Armstrong School employees are “mandated reporters” required by California law to report suspected abuse or neglect of students to child protective services agencies and/or law enforcement. Because California law requires mandated reporters to keep reports of suspected abuse and neglect confidential, in some cases Armstrong School may not inform parents/guardians of reports submitted, and Armstrong will only notify parents/guardians with the authorization of the agency receiving the complaint.

POLICY AGAINST HARASSMENT AND DISCRIMINATION INVOLVING STUDENTS

It is the policy of the Armstrong School to provide an academic environment that is free from all forms of discrimination or harassment. The School prohibits sexual harassment as well as discrimination and harassment based on a student’s race, religion, national origin, sex, sexual orientation, gender identity, gender expression, or disability. The School will not tolerate harassing or discriminatory treatment of students by other students, their family members, the School’s employees or contractors. Additionally, the School forbids retaliation against any individual who reports an incident of harassment.

Prohibited harassment includes the following behavior:

- Verbal conduct (whether in person or transmitted electronically) such as name-calling, derogatory jokes, slurs or comments to or about a student;
- Visual displays and written communication, such as derogatory posters, photography, cartoons, drawings, gestures, or email or text messages;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work; and
- Retaliation for reporting or threatening to report harassment.

Because behavior away from school may have a significant impact on the School environment, this policy applies to all interactions involving students, whether or not occurring during school or school functions or on campus, if (1) the conduct has a negative impact upon the school performance of the student who is

subject to harassment; (2) such conduct adversely affects the educational environment including creating an educational environment that is intimidating, hostile, or offensive; (3) such conduct affects the services, honors, programs, or activities available to any student at the School.

A student who violates this policy may be subject to discipline as described in the policy on Discipline and Classroom Management (*See Appendix A*)

Complaint and Resolution Procedures

Complaints of violations of this policy should be reported to the Lower or Middle School Director or the Head of School. The School will conduct an appropriate investigation of complaints and take all appropriate steps to remedy any harassment or discrimination in violation of this policy.

In some cases, the School may be required by law to report harassing conduct to law enforcement or child protective agencies. The School reserves the right to notify high schools or other elementary schools to which students transfer of disciplinary action for violation of the harassment policy.

SMOKE-FREE CAMPUS

Charles Armstrong School is a smoke-free campus, as is the city of Belmont. This policy applies to students, faculty, staff and campus visitors. The intent of our policy is to protect our students, faculty, and staff from second-hand smoke and to discourage our young people from using tobacco products until they are mature and capable of making an informed decision about their health and the health of those around them.

SCHOOL PROGRAM INFORMATION

COMMUNICATION

General Information:

Class Websites: All classes will have websites on Whipple Hill containing valuable information for students and parents regarding classroom learning and activities. These websites are an important information tool for parents and should be reviewed by parents regularly.

Family Handbook: This handbook serves as a guide to the policies, procedures, activities, and resources available at Charles Armstrong School. The handbook is posted on the Armstrong website each fall and is meant to be a reference tool. Parents are expected to review it with their student(s). Please refer to it before calling Student Services with a procedural question. Armstrong does update the handbook from time-to-time during the school year, so families should check the website for the latest policies. This handbook is not intended to be a contract, and the terms of a student's enrollment with the school are set forth in the enrollment agreement signed by the student's parents/guardians and the Head of School.

School Directory and Family Information The school directory or roster, known as the Charles Armstrong School Connections, is compiled each fall. It is distributed to all families and additional copies can be obtained from Student Services. The School's directory and any other personal or private information about students and their families are confidential, and use of such information is restricted for School

purposes only. Please do not share the information contained in this directory or share other confidential information about other Armstrong students or families with persons or organizations who are not affiliated with Armstrong. For example, parents should not share information about other students or their families on social media without permission of the other families.

Weekly Bulletin: The Armstrong Weekly Bulletin is published on the school website (www.charlesarmstrong.org). On Friday afternoons, it is emailed to parents by classroom group email list. Announcements of all special events, school news, and meetings are in this bulletin. Please check the website weekly for important school information. Always check the website calendar for correct dates of events.

Specific communication regarding your student occurs in many forms throughout the year:

Charles Armstrong School believes in a positive and collaborative partnership between faculty/staff and our parents/guardians. The foundation of that partnership is clear, timely and productive communication. We strive for communication that is respectful and concise, shares information or asks a question, discusses concerns and is not based on assumptions.

Parent Concerns: Parental concerns about their child’s classroom experience should be resolved as quickly as possible. Parents/Guardians are urged to discuss their concerns directly with the teacher when the concern surfaces. For middle school students, if the concerns are not resolved at this level, the parent/guardian should then discuss the matter with the Director of Middle School. For lower school students, if the concerns are not resolved at this level, the parents/guardians should then discuss the matter with the Director of Lower School. Other concerns may be discussed with the school counselor. Please remember that if parents have general concerns regarding classroom activities, or a school matter, the first and best source of information is the classroom teacher. Please don’t hesitate to contact one of them via email or voice mail.

Email Protocol: Please call Student Services (650) 592-7570 for any emergency or pertinent information that you need the teachers to know before the end of the school day.

Other than messages that require immediate or same-day attention, email is the best way to communicate during the school day with classroom teachers and specialists. Parents/Guardians should send emails to employees using the email address in Armstrong’s directory on the website.

Our teachers are teaching your children during the day, so responding to emails during the school day may be challenging for the faculty. Armstrong faculty strive for a 24-hour turnaround time (or the following weekday) for email communication between faculty/staff and parents/guardians.

We ask parents/guardians to keep emails short and whenever possible in bullet format. If a communication is longer than a few paragraphs, or is for a sensitive or complicated issue, a phone call or brief meeting should be scheduled.

We are working to provide our faculty and staff with a better work/life balance. To that end, teachers are not required to answer emails after 6:00 PM or on the weekends.

Parent/Teacher Conferences:

The September conferences are as follows:

Wednesday, Sept. 26 - Early Dismissal as usual, conferences begin at 1:30pm

Thursday Sept. 27 - School is closed for students, conferences start at 7:30am

Friday Sept. 28 - School is closed for students, conferences start at 7:30am

Winter Conferences are on:

Wednesday, Jan. 30 - Early Dismissal as usual, conferences begin at 1:30pm

Thursday Jan. 31 - School is closed for students, conferences start at 7:30am

Friday Feb. 1 - School is closed for students, conferences start at 7:30am

Spring Conferences are on:

Monday, June 3 - School is closed for students, conferences start at 7:30 am

Tuesday June 4, School is closed for students, conferences start at 7:30am

Wednesday June 5 – School is closed for students, conferences start at 7:30am

The purpose of the first conference is for parents to get to know/meet their child's teachers and share pertinent information about their child as a learner. This is an opportunity to share strengths, challenges and concerns that might be helpful as the teachers prepare their programs for the year.

The conference scheduling software program, Teeso, is easy and efficient for both parents and teachers. Included in your summer mailing are directions for using the program so you can set up your conference at a convenient time. **NOTE:** You cannot start scheduling your conferences until Wednesday, September 13th. Since all the classrooms for each grade level will be listed on the sign-up form you must carefully select the correct classroom. The conferences will be 30 minutes in length.

Scheduling our conferences is a complicated process. For all families we offer one slot per student. While we understand the varied difficulties this can present for some families, it is most beneficial for teaching and learning if all members of the team (including both parents) are present at the same time while receiving information and participating in discussions about your child.

If you have any difficulty in scheduling, please contact Laura Fabela at lfabela@charlesarmstrong.org or Barbara Thayer at bthayer@charlesarmstrong.org.

After School Care is available during Parent/Teachers Conferences on Wednesday when there is early dismissal at 12:45pm/1:00pm and on Thursday and Friday only during your conference time. Students will be allowed to be in After School Care free of charge during the time of your scheduled conference. **However, we cannot accommodate siblings during the conferences.**

Once the year is underway, the school encourages parents to contact the homeroom teachers and arrange additional meetings, should they have concerns they would like to discuss.

Professional Boundaries: While Armstrong School encourages warm, close relationships between faculty and students, the School also requires that faculty maintain appropriate professional boundaries with students and their parents/guardians. Maintaining these boundaries allows Armstrong faculty to best serve students and to avoid any potential conflicts of interest, suggestions of favoritism among students or misunderstandings about the scope of a faculty member's role. The School asks that parents/guardians respect Armstrong's policies concerning professional boundaries which include the following:

- While teachers make time available for extra help sessions with their students during or after the school day, a teacher may not accept pay from families for tutoring students currently in the grade(s) the teacher teaches. Any other employment with families of current Armstrong School students is not permitted.

- If a teacher agrees to be engaged by a family to tutor Armstrong students not in his/her grade(s), the tutoring may not occur on campus (unless the tutoring is arranged through the Learning Lab). Arrangements for the tutoring are solely between the teacher and family, and Armstrong will take no responsibility for the private tutoring arrangement. Families are responsible for supervising the tutoring. Parents/Guardians should respect the decision of any faculty member to decline to provide outside tutoring services.
- Armstrong employees may not connect on their personal social media with current students or their families or former students under the age of 18. Armstrong School has a number of official social media sites and faculty webpages for families, students and alumni to connect online.

If parents/guardians have any questions about this policy or appropriate professional boundaries with Armstrong employees, they should contact the Director of Lower or Middle School or the Head of School.

Parent Absences: When parents leave on vacation or business without their children, they should give the school a note or email message indicating their date of absences and the name of the persons responsible for their children during their absence. **Please e-mail teachers and Student Services with the information.**

DISCIPLINE POLICY & BEHAVIOR MANAGEMENT

The purpose of the behavior management and discipline policy is to create a safe and successful learning environment for all students. The focus of the policy is to reinforce positive behaviors, to build resiliency, and to provide learning opportunities for the students. The student discipline policy is in place to support students in managing their own behavior and to assist teachers in maintaining a productive classroom environment. In some cases, however, disciplinary consequences, up to and including expulsion, may be imposed where student conduct, whether at school or off campus, threatens or causes harm to other members of the school community or interferes with the learning environment.

STUDENT PLACEMENT POLICY

Before school begins, the faculty and administrators meet to discuss appropriate classroom placement for each child. Every attempt is made to honor parent suggestions or requests. However, the School must make the final choice so that the needs of all students are considered. The following are taken into consideration before placement is determined:

- Academic strengths and challenges
- Social skills
- Interests
- Group balance with gender
- Social dynamics of the group
- Parent written request/suggestions

SUMMER ACADEMIC REQUIREMENTS

All continuing Armstrong students must complete the summer reading, Language and Math assignments given by the homeroom teachers.

SUMMER SCHOOL

The Charles Armstrong Summer School program is offered to current students and is required for prospective students as part of the admissions process. Prospective students are also required to attend Charles Armstrong School Camp. Summer Session is four weeks in length and daily attendance is from 8:30 A.M. to 12:30 P.M. Charles Armstrong School Camp runs from 12:30 P.M. to 4:30 P.M.

REPORTING STUDENT PROGRESS

Student growth is measured (anecdotally and non-anecdotally) in each of the Charles Armstrong School Four Program Components: 1) Academic Concepts & Skills; 2) Learning Skills & Strategies; 3) Resiliency, and 4) Gifts & Talents. Our goal is to prepare students to successfully transition out of Charles Armstrong School to general education (with appropriate support). In order to do this, we have implemented an assessment cycle that informs student progress throughout the year. That cycle includes:

- **August:** Teachers review the student files and analyze quantitative and qualitative data for each student in their class.
- **September:** Teachers have the opportunity to collaborate with parents during the September parent conference. Parents have an opportunity to express their desired goals and concerns.
- **September-May:** Teachers monitor student progress and administer formal and informal assessments to measure growth in reading fluency, reading comprehension, writing and math. These assessments provide teachers with the information they need to adjust instruction based on the students' needs. Track My Progress testing is given four times per year in the areas of mathematics and reading comprehension.
- **September-June:** Report Cards for grades 5-8 are provided quarterly.
- **January & June:** Report Cards for grades 2-4 are provided twice yearly, in January and June.
- **January-February:** A mid-year parent conference is in January or February. During this conference, teachers share the evidence of progress: results of informal assessments and student work samples.

- **June:** Final parent conference includes a review of: formal and informal assessment and student work samples,

HOMEWORK AT CHARLES ARMSTRONG

Philosophy:

Homework is a shared responsibility between parents and teachers. The purpose of homework is to build and reinforce skills and to build autonomy and responsibility for our students. The amount of homework varies by grade level and assignments; however, all grades adhere to the following:

- The assignments are leveled so students can work independently.
- The assignments are purposeful and reinforce work done in class.
- Students are expected to complete assignments independently and carefully.
- Parent cooperation in establishing the climate for quiet, independent study time is vitally important.
- We scaffold long-term projects into smaller segments so that students can work on them over time.

We recommend that whenever possible, homework is completed in a quiet space with minimal distractions.

During Back to School night in the fall, grade level information and expectations will be provided.

Homework completion should not be a stressful or frustrating. We can and will adjust homework when necessary.

SUPPORT SERVICES

BEFORE & AFTER SCHOOL CARE

Charles Armstrong School provides care for students before and after school for a service fee. Information and rates are published in the Morning & After-school Care brochure. Student drop-in is allowed.

Before School Care	7:30-7:45 A.M.
After School Care	3:00-5:30 P.M.
Wednesdays	12:45-5:30 P.M.

COUNSELING PROGRAM

Counseling is available to all students to assist in developing a more positive learning experience. To request counseling, parents should contact Colleen Reuter at ext. 1209 or Nicholas Peruzzaro at ext. 1243.

IEP SUPPORT

Charles Armstrong School will support the IEP process for students with letters, records, and telephone conversation whenever possible. An Armstrong representative will, if requested, attend annual IEP meetings. All IEP meeting times must be mutually verified in advance by all parties. Contact Margie Curran ext. 1264 to discuss scheduling of an IEP. Parents/Guardians are encouraged to contact the Community Alliance for Special Education (CASE) at (415) 431-2285, or <http://www.caseadvocacy.org> for additional information and/or advice regarding IEP issues. Armstrong faculty and staff will not participate in any litigation meetings between a school district and parents.

SPECIALIZED SERVICES

Charles Armstrong School provides space and time during the school day for supplemental speech and language therapy. An Occupational Therapist is also available to work with students during and after school.

These services are available for an additional fee. Scheduling is determined by the provider, teachers, and parents.

TUTORING REFERRALS

Charles Armstrong School maintains a list of private tutors for those students requiring supplemental instruction after school. Tutoring sessions are arranged at the convenience of students, parents and tutors. A tutor list is available on the Armstrong website. Go to Charles Armstrong School/Parents/Parent Resources/Tutor List.

All tutoring conducted on campus, and delivered from a Charles Armstrong School faculty member, must be contracted through the Learning Lab. Charles Armstrong Teachers are not allowed to tutor students in their Grade Level, or transport a student in a one-to one-situation from school to a tutoring location. Parents accept full responsibility for oversight of all off-campus tutoring.

SCHOOL ACTIVITIES/EVENTS

AFTER SCHOOL SPORTS

The PE department offers a comprehensive after-school sports program which is administered by the Athletic Department, ext. 1244. Sports include:

Basketball	grade 4-8 (boys & girls)
Cross Country	grade 6-8 (boys & girls)
Flag football	grade 6-8 (boys & girls)
Soccer	grade 4-8 (boys & girls)
Street Hockey	grade 4-8 (boys & girls)
Volleyball	grade 6-8 (girls)
Wrestling	grade 3-8 (boys & girls)

MIDDLE SCHOOL DANCES

Middle school dances occur almost quarterly. Dances will be announced 1 month prior to the date. The Winter and Spring dances occur on campus in the Multi from 5:00-7:00 P.M. The end of the year dance is an off-campus dance. These are planned and sponsored by the Student Council. Dances are chaperoned by faculty members.

STUDENT COUNCIL

Student Council members are middle school students who have been elected by the middle school student body. School events and services supported by the Student Council include middle school dances, student snack shack, and assistance with school assemblies.

EVENTS

BACK-TO-SCHOOL NIGHT

Back-to-School night is held on September 20th for parents only. Parents/Guardians report to the Multi for a general session before they attend an informational session in their child's classroom.

COMMUNITY FUNDRAISER

The Community Fundraiser is a night for the entire family. Proceeds from the Community Fundraiser support Charles Armstrong School programs and financial aid.

FOUNDERS DAY

Founders' Day is held each year in early October. This is an on-campus event for current families and alumni. This year, Founders Day is on Friday, October 5th.

FOOD DRIVE

The annual Food Drive is sponsored by the Student Council. Students and families can participate by bringing food items and/or making online donations. Our Food Drive supports the Second Harvest Food Bank of Santa Clara and San Mateo Counties.

JOG-A-THON & HALLOWEEN

The Jog-a-Thon is held annually and sponsored by CAPSO to raise funds to support classroom activities and parties. Students seek donations for the run, and everyone participates on that day. Jog-a-Thon is followed by the Halloween parade where all students dress in costume and join the parade around the school.

PARENT SOCIALS

The Parent Socials for both lower and middle school parents are held in the evening on campus for parents to get together before school begins. New parents get a chance to meet continuing parents and to ask questions they may have about the coming school year. Refreshments and appetizers are provided. **THIS IS A PARENT-ONLY EVENT.**

CHARLES ARMSTRONG SCHOOL DEPARTMENTS

ADMISSIONS DEPARTMENT

The Admission Team oversees the entire admission process for prospective parents and the school. This includes; responding to inquiries, providing information, touring visitors on campus, coordinating student shadow visits, holding parent meetings, and participating in onboarding activities for incoming parents,

such as assigning buddy families. Our intentional process aims to ensure that our program is an appropriate educational and social match for our newly accepted students.

NEXT SCHOOL PLACEMENT DEPARTMENT

The Next School Placement Team oversees all aspects of supporting families when exploring the next appropriate school for their child. This involves researching area school programs, providing parent education, coordinating next school application paperwork and transcripts, and supporting the scheduling of IEP meetings with local school district offices. The Next School Placement Department also arranges our annual Alumni Panel and High School Fair for our students and their families

BUSINESS SERVICES

The Business Office has the responsibility for student tuition billing, financial aid, purchasing, accounts payable and receivable, and facilities for safety and security.

TUITION

No-Refund Policy: Once a student is registered for one of the limited spaces in the program, that space is held solely for the student. The Parent/Guardian understands that his/her obligation to pay the fees for the full School Year is unconditional and that after June 30, 2018 no portion of fees paid or outstanding will be refunded or cancelled in the event of absence, withdrawals or dismissal from the school. Other applicants are turned away once classes are filled and the School is not able to recover the lost opportunity to serve other students. As of this year, parents are expected to pay all bills through SMART tuition in a timely fashion. Failure to do so may result in delaying participation in certain school activities (i.e Parent Conferences).

FINANCIAL AID

Charles Armstrong School has financial aid available to help make the program available to as many students as possible. A Financial Aid Committee is responsible for evaluating each application, and grants are based on financial need. All information is kept confidential, and families awarded financial aid are also expected to keep such awards confidential. A previous grant does not guarantee a future award.

COMMUNITY RELATIONS

Charles Armstrong School must remain in 100% compliance with the Conditional Use Permit (CUP) under

which we are allowed to operate our school. Compliance requires that we adhere to strict rules about parking, traffic, drop-off and pick-up times, and the hours we are allowed to be on campus. Community Relations communicates school activities and actions to the City of Belmont and to our extended neighborhood.

CURRICULUM AND PROFESSIONAL DEVELOPMENT

The Curriculum and Professional Development department is responsible for the Charles Armstrong School program. The department supports teacher professional training and growth and oversees all curricula for students with language-based learning differences.

DEVELOPMENT

Development oversees all fundraising and event activities of the school. This includes: identification and tracking of funding sources, research and preparation of proposals to foundations, corporations and major donors, the Annual Fund Campaign, and the Community Fundraiser. These activities provide the necessary support for Charles Armstrong School programs, including financial aid and enrichment programs.

MARKETING

The Marketing department implements marketing, communications, and public relations for the school. This includes all print media and website content.

STUDENT SERVICES

Student Services department oversees student attendance, student transcripts, student files and student support services including administration of minor first aid.

APPENDIX A

CLASSROOM MANAGEMENT AND DISCIPLINE

Classroom Management

Responsive Classroom is an approach to classroom management that emphasizes academic, social, and emotional growth. Underlying principles are:

1. How children learn is as important as what they learn.
2. Academic success is inextricably tied to building social-emotional competencies.

The goals of using this approach are to foster more developmentally responsive teaching, engaging academics, effective classroom management and positive community.

There are seven principles that guide this approach:

1. The social and emotional curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn.
3. Great cognitive growth occurs through social interaction.
4. To be successful academically and socially, children need to learn a set of social and emotional skills: cooperation, assertiveness, responsibility, empathy and self-control.
5. Knowing the children we teach - individually, culturally, and developmentally - is as important as knowing the content we teach.
6. Knowing the families of the children we teach is as important as knowing the children we teach.
7. How we, the adults at school work together is as important as our individual competence: Lasting change begins with the adult community.

At Charles Armstrong, *Responsive Classroom* approaches will be used by faculty and staff to provide a strong, consistent foundation for classroom instruction and positive school culture.

The Responsive Classroom approach to discipline includes both proactive and reactive steps. Proactive steps include all the things we do to set students up for success and constitute most of our work as teachers. Positive behavioral supports facilitate the student's successful self-awareness, self-management, engagement with others and the learning process. The students and their teachers set a class plan, expectations, and rules at the beginning of each school year. Students may have individual behavior plans based upon their specific needs, which are reviewed regularly.

Proactive work does not eliminate the need for reactive work, but it does make reactive steps more effective and often reduces the amount of time needed for reactive measures. Reactive steps are those we take in the moment and provide redirection for our students. Redirection encompasses a number of techniques, which serve to (1) Divert the student from an unwanted task or more problematic behavior (2) Return the student to a more desirable task or more appropriate behavior. Redirection occurs without the coercion of negative consequences.

We will continue to utilize the *No Bully* Solution Team approach for intervention management when bullying occurs.

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate or use power over another less powerful student in any of the following ways:

- **Physical** bullying is when a student uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money.
- **Verbal** bullying is when a student uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats or blackmail.
- **Relational** bullying is when a student excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading gossip or rumors.
- **Cyberbullying** is when a student uses their cell-phone, text messages, e-mails, instant messaging, chats and social media websites to bully another student in any of the ways described above.

Bullying is different from **conflict**. Conflict is an inevitable part of life and may occur when a student perceives another student as getting in the way of what they want or value. Conflict only becomes bullying when a student engages in harassment, intimidation or bullying and gets power over the other student. If students are in conflict with each other, but are not bullying, our school is committed to helping the students to talk it through.

Every effort is made to provide students with the tools to develop resiliency, and manage behaviors while at school. As with all aspects of the Armstrong program, our disciplinary systems and strategies are designed to help students make good choices. Rather than focusing on punishment or imposing penalties, we seek to identify logical consequences to help our students improve their behavior or restore relationships that may have been damaged. We view discipline as an opportunity for learning and growth.

There are occasions when a student's behavioral choices require additional intervention, such as a meeting with the Director of Lower School, the Director of Middle School or the Head of School. During this meeting, the student and administrator will discuss what happened, why the behavior occurred, and what will be done in the future to create positive change.

Parents will be notified and asked to come in and meet, so that together we can work towards a solution.

Behavior that may involve a meeting with an administrator, and may include additional consequences, includes but is not limited to the following:

1. Inappropriate behavior in the classroom
2. Bullying/Teasing – any student that breaks the No Bully contract
3. Fighting (verbally or physically)
4. Harassment
5. Disrespecting any community member
6. Cheating/Plagiarizing
7. Vandalism
8. When behavior (on or off campus) interferes in the student's learning or in the learning of classmates
9. Use, possession or distribution of illegal drugs (including marijuana) or alcohol, or being under the influence of illegal drugs or alcohol.

Although learning and change is the goal of Armstrong's discipline and behavior management system, in some cases, behavioral choices may have such an impact on the learning environment of other students or threaten a student's safety or the safety of others (such as possession of weapons, drug use, vandalism, etc.) In these cases, the Head of School may determine that a suspension or expulsion is warranted.

CONDUCT OUTSIDE OF SCHOOL

Students are expected to conduct themselves at all times and all places, including off-campus, in a manner that is consistent with the Armstrong School's community standards and the health and safety of all community members.

In a school that emphasizes the importance of a community built upon trust and honesty, interactions outside of school can affect relationships within school. Moreover, in the digital age, the boundaries between school life and home life can become blurred. With these concerns in mind, it is important that families help students think carefully about their actions and the impact their decisions might have on others in the Armstrong School community.

If student actions or behavior outside the school affect the learning environment or relationships within the school, Armstrong may take action, including discipline as described above in this policy.

APPENDIX B

ACCEPTABLE USE POLICY: TECHNOLOGY

This document serves as a means of promoting responsible use of technological resources provided by Charles Armstrong School. Here are the expectations for student use of computers, network resources, and the Internet at our school. Parents, please review this with your child.

Access to the Internet allows connections to computer systems located all over the world. Charles Armstrong School employees cannot control the information found on the Internet. We have taken steps to reduce access to “adult” sites; however, we cannot prevent access to all inappropriate content. Some available information may be controversial and may even be offensive to some individuals.

Student using technology at Charles Armstrong School will:

1. Agree that the primary use of school technology is for education, and that class assignments have first priority.
2. Agree that the use of the Internet as part of our students’ educational experience is a privilege that should be taken seriously. Any inappropriate use of this resource may result in disciplinary action, loss of privileges, and/or legal action.
3. Agree not to participate in the transfer of inappropriate or illegal materials through the Armstrong network.
4. Agree never to modify any computer on the Armstrong network from its original configuration without the permission of the Network Administrator.
5. Agree never to delete, damage, move, change, or hack into files belonging to others. This includes file names.
6. Agree to follow procedures for using all equipment such as laptops, digital cameras, headphones, and microphones. Any intentional damage will result in disciplinary action and the loss of technology privileges.
7. Agree not to participate in any chat rooms, text messaging, or use of personal email accounts, unless approved by a teacher for the purpose of gaining access to files or material for use in school-related activities.
8. Agree that under no circumstances will I allow any other individual to use my account nor will I give anyone my password. System logins or accounts are to be used only by the authorized owner of the account. Users may not share or leave an open file unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
9. Agree to release Charles Armstrong School from any liability or damages that may result from the inappropriate use of Internet connectivity on our campus. Furthermore, I will accept full responsibility and liability for the results of my actions with regard to use of the Internet at Charles Armstrong School.
10. Agree that no use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified, or abused in any way.
11. Agree not to post any pictures taken of students during school hours on the Internet, either from school or home.
12. Agree not to use computers, the Armstrong network, or the Internet without an adult present in the room.
13. The school will monitor student computer activity.

APPENDIX C

EMERGENCY PROCEDURES

DISASTER PREPAREDNESS POLICY

- All classrooms are stocked with water and food adequate for a 72-hour period. In case of a disaster (earthquake, fire, etc.) ***all students will remain on the school campus, under supervision, until parents arrive or until we receive parental permission for their release.***
- A comprehensive Disaster Plan is reviewed annually with the staff and updated as needed. Both fire and earthquake drills are held in compliance with the laws of the State of California.

EMERGENCY PROCEDURES

RESPONSIBILITIES OF PARENTS

- Please complete emergency contact information for your child in Whipple Hill. Provide all medical information, including allergies, medications, etc. in Magnus Health.
- Notify the school immediately when there is a change in emergency information, and update the information in Whipple Hill.
- Inform your students of the names of adults who are authorized to pick them up in an emergency.
- Teach your children to listen to instructions and cooperate with school officials.
- Review these guidelines with all family members and authorized emergency adults.
- Formulate a home disaster plan and teach your children the plan.
- Advise children what to do once they are discharged from campus.

RESPONSIBILITIES OF STUDENTS

- Know who is authorized to pick them up in an emergency.
- Practice the "drop and cover" procedure.
- Follow instructions from school officials
- Discuss questions with family members and school officials about these procedures.

EMERGENCY EVACUATION PROCEDURES

Charles Armstrong School has adopted a plan for emergency evacuation procedures in the event of an earthquake or similar disaster.

DROP AND COVER

- Students will be instructed to assume "drop position" away from windows or other potential hazards - under desk, table or other shelter.
- *"Drop Position"* - head down towards knees, hands clasped behind neck, arms against ears, eyes closed.

EVACUATION

- When it is safe to do so, teachers will instruct students to evacuate the classroom and proceed to the field.
- Students will be instructed to sit down and remain silent; teachers assess injuries and take attendance.

DISCHARGE

- Students will be discharged if it is *not safe* to resume school.
 - All students must be signed-out and will be released **ONLY** to parent or authorized adult.
 - All students will be on the playing field arranged by classes.
 - Parents will locate the teacher/students and be directed to appropriate area to sign-out their student(s).
 - Students will not be permitted to leave campus on their own.
 - Students should be picked up as soon as possible.
 - Park on the street. Leave the driveways clear for emergency vehicles.
 - Do not call the school. Tune your radio to the emergency information station for damage assessment and locations of evacuation shelters.
- Authorized emergency adults are those people listed on the student's Emergency Form filed with the school. Children will not be permitted to leave on their own. All students must be signed-out.*

TRANSFER TO SHELTER

- At the discretion of the staff, students may be transferred to an emergency shelter.
- A sign will be posted at school with the name and location of the shelter.
- Parents should meet their child at the designated shelter.

IMPORTANT NOTE:

***** Children on their way to school during an earthquake should CONTINUE TO SCHOOL.**

***** Children on their way home from school during an earthquake should CONTINUE HOME.**

EMERGENCY NOTIFICATION SYSTEM

When emergencies arise, quick and easy communication is essential. Our emergency notification system allows us to contact all of our parents within 5 minutes **via text message**. In order to ensure communication, we ask that each family submit **two emergency contact cell phone numbers**.

In case of emergency, the message will give you directions on how the school is handling the situation. **Please carefully follow the directions**. Although your first impulse may be to come to the school to pick up your child, it may not be the safest thing for your child or yourself. The School has a Crisis Plan in place for the safety of the children and staff.

APPENDIX D

ADULTS TRAVELING WITH STUDENTS

Information about Driving for School Activities

All parents and employees driving for school activities must be in possession of a valid state driver's license and must authorize Armstrong to obtain their state driving records. A review of the driving history of all individuals will be conducted prior to driving on a school trip. Persons will not be eligible for these positions if during their driving history review any of the following have occurred:

- A revocation or suspension of driver's license in any state in the last 2 years.
- More than 2 violations and/or accidents within the past 3 years.
- Convictions for traffic offenses totaling 3 points as defined under state law within the last two years.
- Convictions for driving under the influence of alcohol or drugs or reckless driving within the last 5 years.
- Felony conviction involving the use of a motor vehicle.

Armstrong reserves the right to make annual reviews of driver's licenses to verify that each motor vehicle operator holds a valid license and is complying with all restrictions.

If the employee or the parent volunteer is driving his/her personal automobile, it is understood that the driver's insurance will be primary; Armstrong's insurance coverage will be considered secondary. Drivers must provide proof of automobile insurance with limits of \$250,000/\$500,000/\$100,000; or combined single limit coverage of \$500,000.

It is the responsibility of all drivers to drive in a safe manner and to obey all traffic laws. Employees and parent volunteers are personally responsible if they violate traffic laws. If an employee or parent volunteer is fined or otherwise penalized for a driving offense while performing school duties, payment for such fine is the employee's or the parent volunteer's responsibility.

Accidents on the streets and highways are a major cause of injury and death. However, many of these injuries and deaths may be prevented by the proper use of seat belts. It is illegal to drive a vehicle in California unless the driver and all passengers are wearing either a seat belt or a child-passenger restraint system. Therefore, every person occupying any seat in a school vehicle equipped with a seat belt must have the seat belt properly fastened while traveling.

Drivers must report all traffic citations received while on school business to the Chief Financial Officer. Drivers must also immediately report the onset of any physical or mental conditions that may impair their ability to drive, or if their driver's license has been suspended or revoked.

If an accident occurs while you are operating a school vehicle:

- Contact the appropriate law enforcement agency.
- Obtain the name, address and insurance company of all drivers and witnesses involved in the incident.
- Record the name and badge number of the officer who takes the report.
- Request a copy of the incident report or obtain the case number associated with the accident if a copy is not immediately available.

- Report the incident to the Chief Financial Officer.

All drivers must avoid wearing radio headsets or listening to loud music that would prevent them from hearing traffic warning devices. And, if you are transporting items, you must securely fasten all loads to prevent, rolling, pitching, shifting or falling.

Finally, no driver should text or talk on a cell phone while driving.

All parents are expected to sign a permission slip/waiver before the beginning of the year that covers students traveling with adults. If a parent has not signed a permission slip/waiver, the school will evaluate whether their child(ren) is permitted to participate in the activity.

Drivers should under no circumstances be alone with a student (other than their own children).

APPENDIX E

Drivers Insurance Form

During the academic year, there are occasions when parent, faculty, or staff is needed to provide transportation for school-related functions, including athletics and field trips. It is important the school has this form and a copy of your insurance policy and a copy of your driver's license on file.

By signing this form, I hereby provide my authorization for Charles Armstrong School, or their insurance carrier representative(s) to procure information and reports from the DMV. From time to time, or as deemed appropriate, additional DMV driving reports may be requested by the insurance carrier.

A Motor Vehicle Report and Evidence of Personal Automobile Insurance are required annually for all employees and parents who are required or volunteer to drive on behalf of Charles Armstrong School.

Driving records will be evaluated as an assessment of your insurability. In addition to the Motor Vehicle Report, the following requirements are mandated by the school's insurance carrier:

- Proof of Automobile Insurance with \$250,000/\$500,000/\$100,000, or combined single limit coverage of \$300,000
- Minimum driver age of 24
- No more than 2 moving violations and/or accidents within the past 3 years
- No convictions for driving under the influence of alcohol or drugs or reckless driving within the past 5 years.
- No felony convictions involving the use of a motor vehicle

Event Name: _____ / Date _____

Adult Signature: _____ / Date _____

Adult Name as it appears on License: _____

Driver's License Number/State of Issuance: _____

**Please attach a copy of your insurance policy indicating the required minimum coverage (the declaration copy that shows the amount of coverage—not the small card)*

***Please return to Madonna Uyenyama in the school's Business Center*

APPENDIX F

STUDENT IMMUNIZATION REQUIREMENTS

California's Department of Health Services requires proof of immunizations and health examinations for all students.

CALIFORNIA SCHOOL IMMUNIZATION LAW FOR GRADES K-12

Reference: Health & Safety Code Sections 120325-120375 (formerly Sections 3380-3390); California Administrative Code, Title 17, Sections 6000-6075

IMMUNIZATION REQUIREMENTS: To enter or transfer into public and private elementary.

VACCINES REQUIRED

POLIO (OPV and/or IPV)

4 doses at any age (3 doses meet requirements if at least one was given on or after the 4th birthday)

Age 7 years and older: (Pertussis not required) At least 3 doses (if last dose was given before 2nd birthday, one more Td dose is required. Tdap, Td, DT or DTP, DTaP or any combination of these.

7th grade – effective 7-1-99: 1 dose (not required if less than 5 years have passed since last DTP, DTaP, DT or Td dose.

MEASLES, MUMPS & RUBELLA (MMR)

Kindergarten: 2 doses of measles-containing vaccine required; 1 dose of mumps and rubella containing vaccine required; both on or after 1st birthday

7th grade – effective 7-1-99: 2 doses of measles-containing vaccine required; 1 dose of mumps and rubella containing vaccine required; both on or after 1st birthday

Grades 1-6 and 8-12: 1 dose, must be on or after the 1st birthday

HEPATITIS B:

Kindergarten: 3 doses

7th grade – effective 7-1-99: 3 doses; because Hepatitis B shots must be spaced several months apart, it is important to have your pre-teen visit the doctor now to start the series.

VARICELLA (Chicken Pox):

Kindergarten: 1 dose

Grades 7-12: 1 additional dose

For pupils not meeting California requirements— families will receive notice indicating which doses are lacking and will be referred to their physician or local health department

DOCUMENTATION: All children must present an immunization record.

What is it?

It is a written immunization record, either a personal record with entries made by a physician or clinic, or a school immunization record from a former school. It must include at least the month and year each dose was received. A record with check marks instead of dates or saying only “up to date”, “all requirements met”, or “series complete” is inadequate. Parents cannot simply fill out a California School Immunization Record from memory, but must present a written immunization record which must show that all due or past due vaccine doses have been received.

Who must present it?

ALL children under age 18 years entering school or transferring between school campuses must present a personal immunization record.

Children entering from outside the US must present a personal immunization record.

Children transferring from other schools in California or other states must present either a personal immunization record or a state school immunization record.

Are there any exceptions?

The only exception allowed by law is when parents provide a certification signed by a licensed physician indicating that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe. The certification must indicate the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization. The “personal beliefs exemption” is no longer permitted by California law.

When must it be presented?

Children transferring from other schools in California or other states may be given up to 30 school days of attendance while waiting for their records to arrive from the previous school. Children from outside the US must present the record at or before entry – NO grace period of attendance is allowed.

What do schools do with it?

School staff must transcribe the immunization dates onto the California School Immunization Record (blue card); school staff should review the blue card to determine if all immunization requirements have been met. The blue card is part of the child’s *Mandatory Permanent Pupil Record* and must be transferred to the child’s new school when he or she leaves the school. Although some vaccine doses are not required, dates of all doses should be recorded on the blue card as this information will be valuable in the event of an outbreak of these diseases occurs in the school.

Children will not be able to start school on September 5, without all immunizations being up to date and on file in Student Services.

APPENDIX G MEDICATION/PRESCRIPTIONS

Charles Armstrong School will follow the following regarding dispensing prescription medication to students:

- All student medications are to be brought to the Student Services office.
- Medication should be clearly labeled with student's name, frequency and amount of dosage in the original prescription bottle.
- Written statement from physician, detailing method, amount and time schedule by which medication is to be taken, must be on file in the Student Services.
- Written statement from parent or guardian requesting the school assist student in dispensing medication must be on file in the Student Services.
- All student medications will be secured in a locked box for security and dispensed by designated school personnel.
- Records of daily medications administered by school personnel will be maintained in Student Services.
- Students who require an EpiPen or an inhaler are allowed to keep them in their classrooms, as long as the documentation is current and filed in Student Services.

APPENDIX H MEDICATION/PRESCRIPTIONS

Authorization and Release to Administer Medication at School

Student First Name _____

Student Last Name _____

*A signed written statement from the prescribing physician must be provided to the school. The statement should state the medication to be taken, the dosage, and the period of time during which the medication is to be taken, as well as other details (as may be necessary) regarding the method, amount and time schedule by which such medication is to be taken. A new physician's statement must be submitted if there are any changes to the above information.

I understand that all medications must be in their original container with the pharmacy label identifying the student's name and will be kept in the school's Student Services. Student medications will be administered only by Charles Armstrong School office personnel.

My signature below authorizes Charles Armstrong School personnel to administer the medication described above to the student, and if necessary, to contact the prescribing physician with any questions regarding the administration of the medication. I further agree to release and hold harmless The Charles Armstrong School and any of its employees, officers, trustees or agents (the "Released Parties") from any and all liability, claims, demands and losses arising out of the negligence or any other act or omission by the Released Parties in connection with the administration or provision of the medication authorized above, including but not limited to any adverse reaction or side effects.

Your Signature

Name

Date

APPENDIX I

RECOMMENDATIONS FOR THE CONTROL OF HEAD LICE

The Identification and cure of Head Lice

Definition

- Nits (white to chocolate brown eggs) are firmly attached to hairs.
- Unlike dandruff, nits can't be shaken off.
- Gray bugs (lice) are 1/16 inch long, move quickly, and are difficult to see.
- The scalp itches and may have a rash.
- The back of the neck or around the ears are favorite areas.
- The nits are easier to see than the lice because they are white (but can vary in color to chocolate brown) and are very numerous.

Cause

Head lice only live on human beings and can be spread quickly by using the hat, comb, or brush or an infected person or simply by close contact. **Head lice are almost always transmitted from one person to another by head to head contact.** Anyone can get lice despite good health habits and frequent hair washing. The nits (eggs) normally hatch into lice within 1 week.

Expected Course

With treatment, most lice and nits will be killed. A recurrence usually means another contact with an infected person or the shampoo wasn't left on for 20 minutes. There are no lasting problems from having lice and they do not carry other diseases.

Home Treatment

There are several anti-lice shampoo treatments on the market and are available at any pharmacy. Nix is useful in that it kills most eggs, nymphs & adults. Other treatments (Rid, A-200, Triple X, Clear, and R& C) kill nymphs and adults and 50% of the eggs. Nix may require, and all other products definitely require, another treatment after 7 days to prevent re-infection.

Removing Nits

Remove the nits by back combing with a fine-tooth comb (Lice Meister, Inomed, or LiceOut) or pull them out individually. The nits can be loosened from the hair shafts using a cream rinse to make combing easier. The hair does not need to be shaved to cure lice. Charles Armstrong School has a nit free policy and infected students need to stop by Student Services before re-entering school

Cleaning the House

Lice can't live for more than 72 hours off the human body. Your child's room should be vacuumed. Combs and brushes should be soaked for 1 hour in a solution made from the anti-lice shampoo. Wash your child's sheets, blankets, and pillowcases in hot water. Anti-lice spray or fumigation of the house is unnecessary.

Contagiousness

All students identified with head lice at school must be picked up immediately once parents are contacted. They cannot remain at school due to the extremely contagious nature of this problem. Check the heads of everyone else living in your home. If any have scalp rashes, sores or itching, they should be treated with the anti-lice shampoo even if lice and nits are not seen. Please contact everyone in your carpool. Your child can return to school after one treatment with the shampoo and with the nits removed. Re-emphasize to your child that he or she should not share combs and hats.

Call your pediatrician if:

- The rash & itching are not cleared by 1 week after treatment.
- The sores start to spread or look infected.
- The lice or nits return.
- You have other questions or concerns.

APPENDIX J

PARENT PROGRAM--CAPSO

CHARLES ARMSTRONG PARENT SCHOOL ORGANIZATION (CAPSO)

CAPSO was established with the purpose of facilitating communication among parents, teachers and the school administration. All parents are automatically members of the group and are encouraged to participate in the varied activities. Notices, newsletters and telephone calls will keep parents, teachers and administration informed about events, meetings, committees, conferences, volunteer needs, class field trips and other support opportunities. Special interests include parent education, student enrichment programs (assemblies, special performers or speakers, and individual classroom activities) and the continued support of the drama and science programs.

PARENT PARTICIPATION PROGRAM

Each family is asked to contribute volunteer hours to the school and the CAPSO Chairs will do their best to help find the most meaningful and appropriate ways to participate. The Parent Volunteer Form allows parents to indicate their interests in school events, and committee work. Volunteering is an integral part of the school's operation and we value all help. Additionally, volunteering is a wonderful way to meet other Armstrong parents and to be involved in the school community.

Ways to be involved:

- Committee work and event participation.
- In-kind donations of time and expertise for school needs (i.e., graphic design, printing, data input).
- Building project expertise (i.e., carpentry, painting, electrical, engineering).
- Classroom assistance with art, cooking or special projects.
- Chaperone on field trips.
- Room parent or helping with special class parties.
- Sharing personal knowledge in the classroom (i.e., photography, hobbies, travel, cultural festivals).
- Library assistants.
- Stage hands, wardrobe assistants, etc., for the annual school musical.
- Taking photographs at school athletic events.

PARENT EDUCATION EVENTS (Coffee's)

Parent education meetings are scheduled throughout the school year; please watch the *Charles Armstrong School Update* for the dates and times for these valuable programs.

APPENDIX K

PARENT TRAFFIC AND RIDE SHARE POLICY

Traffic and Ride Share Policy

Armstrong operates its school under an agreement with Belmont called the Conditional Use Permit (“CUP”). Violations of this CUP can limit the operations of our school or even jeopardize our right to run the school. Our leadership and entire staff and faculty take the CUP very seriously. One condition of the CUP is that no students can be picked up or dropped off from anywhere in Belmont except our back parking lot. You may be allowed, at times, to park in the neighborhood, but you will still need to pick up your students in the regular location. Please help us maintain our good neighbor relations by adhering to this policy.

Student safety is another area that we take very seriously. This year, we have instituted a new rule regarding Ride Share pickups. As you may know, it is completely against Uber and Lyft policies for drivers to pick up Armstrong-age children. We, therefore, are no longer allowing Armstrong students to be picked up by these services. However, there are Ride Share services that are designed for students/children (e.g. Zum) and we will allow utilization of those services on the condition that the office is informed of the pick-up information ahead of time. If an unauthorized driver comes to pick up your child, we will not allow your child to enter the car. We will send your child to our after-care program and charge you accordingly. You will be required to pick up your child from our after-care program before 5:30 p.m.

In addition, all numbered parking spots in both the upper and lower parking lots are reserved for faculty and staff. Visitor parking is only permitted in the spots immediately to the left when you enter the first driveway and in the overflow parking area located beyond the basketball courts.

I (we) agree to observe the above guideline as well as:

RULES

- To **only** drop-off and pick-up my (our) student(s) at the lower parking lot area.
- To use no other drop-off or pick-up point, **which includes all streets leading and adjacent to Charles Armstrong School: parking on surrounding streets is also prohibited.**
- To inform my (our) student(s) and any of my visitors of the necessity and importance to follow this Traffic and Ride Share Agreement at all times.
- To observe that the parking lot adjacent to Charles Armstrong School’s Room 1 (the 2nd driveway) located off Solana Drive is reserved for **Armstrong staff and faculty only** and is clearly marked as such. Driving into that parking area is never allowed.
- To abide by any additional traffic instructions from Charles Armstrong School on where to park for Armstrong events.
- To provide Charles Armstrong School with all our (my) Automobile License Numbers used to transport our (my) student(s).
- To not use my cell phone for any reason while driving on Charles Armstrong School campus.

Charles Armstrong School NON-COMPLIANCE PLAN

1. If you receive a violation notice from Charles Armstrong School you will be required to meet with the Head of School or the Compliance Officer.
2. A repeated violation will result in consequences up to and including placing your child’s attendance in jeopardy.