

# Parent Handbook

2006-2007



Family  
Diversity  
Creativity  
Academic Excellence

**The  
San Diego  
Cooperative  
Charter School**

**Parent Handbook  
2006/2007**

San Diego Cooperative Charter School  
2850 Sixth Avenue Suite 201  
San Diego, CA 92103  
619.574.0694 p  
619.574.0861 f  
**[www.sdccs.org](http://www.sdccs.org)**

2006/2007

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## Contact Information

### Principal and Office Staff

Dr. Wendy Ranck-Buhr  
Main Office and Attendance

principal@sdccs.org  
office@sdccs.org  
Tel. (619) 574-0694  
edp@sdccs.org  
Tel. (619) 549-5496

Extended Day Program

### Parent Staff Association (PSA) Executive Committee

PSA President	Sandra Seastedt	sandra@seastedt.com
PSA Board Liaison	TBD	
Vice President of Events	Glory Nash	gnash95@yahoo.com
Volunteer Coordinator	Charlotte Deckhut	dcnbs@cox.net
Outreach Coordinator	TBD	
Parliamentarian	Jennifer Phelps	jwphelps@san.rr.com
Secretary	Lydia Callis	lydiacallis@sbcglobal.net
Treasurer	Virginia Bays	baysfish@cox.net
PSA Staff Representative	Michele Rudling	Michele_rudling@hotmail.com
PSA Staff Representative	Brandi Benzel	brandibenzel@hotmail.com

### Board of Directors

President	Lincoln Fish	lfish@frameworkhealthcare.com
Vice President	Kim Hawley	kimhawley@cox.net
Secretary	TBD	
Treasurer	Eric Seastedt	eric@seastedt.com
Director	Donna Barnes	donnabme@yahoo.com
Director	Richard Barrera	rbcoi@yahoo.com
Director	Jennifer Currie	jennifer.currie@suhsd.k12.ca.us
Director	Colleen Emmenegger	cemmenegger@san.rr.com
PSA Board Liaison	TBD	
Staff Representative	Anthony Villasenor	anthony@sdccs.org
Staff Representative	Morgan Weir	mw4862@aol.com

### Non-Voting Members

Principal	Wendy Ranck-Buhr	principal@sdccs.org
Business Manager	Ken Rochells	krochells@sdccs.org

\* pending board elections

## Mission

The San Diego Cooperative Charter School supports a progressive, developmentally-based, child-centered community for active and collaborative student learning where shared values of family, diversity, creativity and academic excellence flourish.

# Welcome to the San Diego Cooperative Charter School!

The San Diego Cooperative Charter School supports a progressive, developmentally-based, child-centered community for active and collaborative student learning where shared values of family, diversity, creativity and academic excellence flourish. We welcome you and your family to our school community and provide each family with a copy of our parent handbook designed to give you an overview of our school, its educational philosophy, its governance structure, its funding mechanisms, and your role within each.

At San Diego Cooperative Charter School we believe that adults must work together to effectively support children as they grow and learn. We believe that adults model the behaviors they wish to see in children and therefore adults must also be active learners in their roles as both educators and parents. By joining our school, you have shown your commitment to playing an active part in your child's education and supporting the development of the school community as a whole.

We would like to take this opportunity to outline both our commitment to your family and the expectations of our school community.

1. **We believe that full and frequent communication is essential to the success of any cooperative enterprise.** Many school updates are made using e-mail. We offer computer access at school to any family currently without e-mail access. There is a computer designed for family use in the Parent Place located in the main office. Individual classrooms may also arrange to communicate through handouts, parent meetings, phone calls and conferences.

We believe that in order for parents to fully participate in their child's learning experience they must know not only what is happening in the classroom, but why. Likewise, parents are expected to communicate their concerns as well. As part of our commitment to the cooperative spirit of the school, we welcome the questions or concerns of every parent, but we request that each conversation be given the proper respect and attention it deserves. Therefore, we request that parents and staff members refrain from discussing issues specific to particular children in public areas such as in the classroom when other students and parents are present and in the hallways outside of the classrooms.

2. **We believe that communication is the key to constructive and positive problem solving and also contributes to a positive school culture for staff, students and their families.** We ask that all perceived problems be brought within 24 hours only to the attention of parties directly involved and discussed in a constructive manner. If a solution cannot be reached, the involved parties may notify the Principal, who will then follow the Grievance Procedure outlined in the SDCCS Administration Regulations (AR1312).
3. **We believe each child is a unique individual.** In planning for the classrooms, we take into account the strengths, challenges and interests of the children as a group and individually. Our assessments of the progress of each student are based on observations of accomplishments, collection of schoolwork (portfolios), as well as graded assignments and tests. Each student's records are fully accessible by his or her parents.
4. **We believe that placing our students with the educator that will best suit their needs is the first step in a positive and successful school year.** Teachers, within the oversight of the principal, determine pupil placement based on learning style, interpersonal relationships, gender balance and equal distribution of parent resources. We do not accept requests from parents asking for a specific teacher. However, the administration will acknowledge notes/letters from parents indicating what type of learner the student is or to what style of teaching the student best responds. Students with special needs will be accommodated accordingly.
5. **We believe that the safety and well-being of the children is our highest priority.** All of our activities and programs are constantly analyzed to ensure they meet our strenuous safety guidelines.
6. **We deeply believe that together, we are better.** Respect for individuals, and delight in diversity, underlie the curriculum in every classroom and in every gathering of staff and parents. Our goal is to create a model of community that supports our vision, and guides our children throughout their lives. Families are expected to follow-through at home and support the school wide effort to create a community that celebrates diversity and works to solve differences in non-violent ways.

## Philosophy

The San Diego Cooperative Charter School believes that learning is a very individual process. Each of us constructs and revises our understanding of the world every day. The way individuals learn best is dependent on many factors: developmental stage, environment, personality, interests and social style are just some of the things that influence our ability to learn new concepts. *Constructivism* is the educational philosophy that is the basis for our teaching methodology. The constructivist model relies on research indicating that the deepest understanding of knowledge is created through exploration, reasoning, and discussion. If you reflect for a moment on how you as an adult learn a new concept or skill, you are most likely to find that interaction, questioning, and practice each play a part.

Based on this belief, our teaching methods begin with assessment. We want to know how each child learns, not just what they know. We do this through observation during activities that demonstrate the child's problem-solving strategies, his or her strengths and weaknesses, and his or her interactive style. We also assess skill levels in the content areas (language, reading and writing, math, science, and social studies) through individual and group testing. These assessments give the teacher a picture of the class as a whole and the individuals within. The teacher then structures lessons and assignments that require the students to perform constructivist activities: questioning, research, discussion and exploration. At this level, children are not only learning facts, they are gaining a deeper understanding of concepts. At the same time, this process teaches the children observation/study habits that will enable them to learn efficiently and effectively throughout their lives.

## Discipline

Inherent in our approach to teaching is the belief that communication is key to success in all human endeavors. It is our goal that the children become excellent communicators through both speech and writing. Communication is also central to our discipline policy. We believe an essential part of a child's growth include the development of self-discipline. Although compliant behavior can be compelled, the development of inner control and social conscience is a long process, during which the child needs frequent feedback from respectful adults. Our conflict resolution approach involves the development of clear and respectful speaking and listening skills. Building on this, we have adopted Second Step which is a social/emotional curriculum designed to assist children in developing the tools they need to work productively with others.

We teach the art of compromise and the skill of social planning. As the children's communication skills develop, peer mediation is introduced. At times, a child will be unable to exercise self-control. It is then the responsibility of the staff to remove the child to a less stimulating environment and offer them support in regaining self-control. Children facing behavioral disorders will also receive the help they need. We believe that children have the right to feel physically and emotionally safe, and to have the opportunity to get their needs met in a socially positive way.

The SDCCS school community embraces the following guiding principles for conduct between and among all members of our school community:

- Respect Yourself
- Respect Others
- Respect the Environment

Members of the school community who violate our principles of conduct will be reminded and redirected. Members of the school community who consistently violate our principles of conduct are strongly encouraged to reflect and reconsider the match between their personal choices and the principles of conduct of our school. Community members who do not honor our school principles of conduct may be encouraged to make other choices for their families

Students who violate our principles of conduct will receive disciplinary consequences that are appropriate to their actions. Whenever possible, staff members attempt to identify natural consequences for students who need additional assistance conducting themselves in a manner consistent with our principles of conduct. For example, if a child demonstrates disrespect for our school environment and throws an object off of the second floor the child is given cleaning tools and is directed to make the situation right by cleaning up the litter on first floor portion of the school. We believe it is important for children to take responsibility for their actions and to work toward positive solutions.

Students who do not respond to redirecting may experience additional consequences as noted below:

- Loss of recess privileges
- Detained in class for a specified period of time
- Detained in the office for a specified period of time
- Loss of school privileges such as field trips, dances, lunch zones, and walking in graduation
- In-school suspension
- Out-of-school suspension (As described in our school suspension policy.)

### **Attendance**

Your child's attendance at school is critical to his/her academic success. Additionally, funding for our school programs are directly linked to student attendance. If your child is absent, please see your child's teacher for information about an attendance contract.

Attendance notices are sent out to families to remind them of the importance of bringing their child to school. Each month reminder letters are sent to the following students:

- Any student with 5 or more absences in a month
- Any student with 5 or more tardies in a month

**We want your children in school with their teachers and classmates.  
Please help us reach 100% attendance.**

### **Parent on Campus Behavior Policy**

SDCCS expects and requires that adults on campus, (staff, parents, other family, and friends), act as behavioral role models to our students. You will be provided with a detailed policy document that outlines expected and prohibited behaviors and the consequences for non-compliance. The policy has at its core the notion that we must all treat one another with respect. It also addresses issues of personal privacy and the need to keep our voices at a talking level. If we expect our students to behave respectfully, we must set a consistent example.

### **Internet/Web Usage Policy**

SDCCS provides internet access to staff, students, and parents and maintains its own web page. You will be provided with a policy statement governing utilization of the internet while on the SDCCS's campus and using its computer facilities. You will be asked to execute an agreement governing such activities by you and your children. This document will also allow you specify the level at which you authorize SDCCS to web publish your and your children's pictures and/or work product.

## Drop-off and Pick-up Procedures

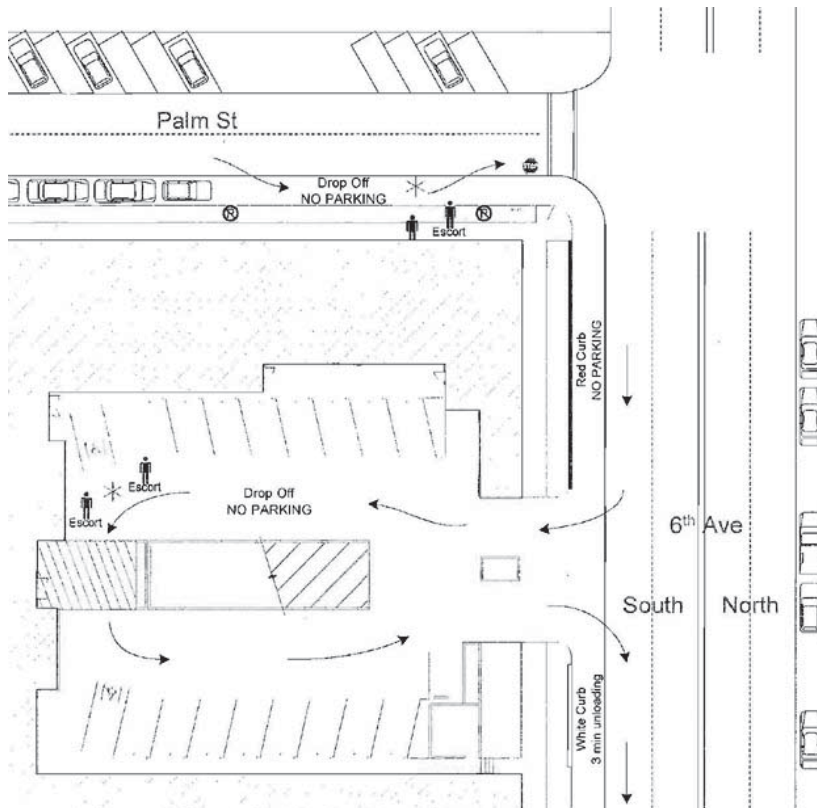
**Drop-off:** Students not enrolled in the Extended Day morning program can be either walked into school or be dropped off in the front parking lot in the CONE ZONE or along Palm St. These areas are staffed every morning starting at 8:10 a.m. Students who arrive for the early morning Extended Day Program must be signed-in.

**Pick-up:** Students in grades 3 and up can be picked up in the drive through area of our school in the CONE ZONE. Children in grades K-2 must be picked up at their classroom by a person authorized to remove the child from school grounds or by an older sibling who can escort the younger child to the pick-up area. Students who are not picked up by 3:30 p.m. will be escorted to the Extended Day Program and families will be charged the drop-in rate for services.

### Rules for the Cone Zone

- Please do not be distracted by cell phone calls when entering the pick-up zone. It is a very busy area and it requires your full and complete attention.
- Follow the directions of staff members working in the Cone Zone.
- If you are the lead car, pull all the way forward to the first cone that is located by the lobby area doors.
- Do not allow your children to load or unload unless your vehicle is between the two orange cones or unless a staff member is able to escort your child.
- Never leave your vehicle unattended in the parking lot.
- If your child is not in the blue marked area during pick-up time, you need to go around the block and come back into the parking lot. **DO NOT STOP AND WAIT.**
- Children must wait in the blue marked area of the pavement and must follow all of the directions from staff. Horse play and tag are not permitted in the pick-up area. Children who do not follow staff directions while waiting for transportation will lose their privilege for drive-through pick-up.

Map of pick-up and drop-off areas.



## **Field Trip Safety**

The safety of our children is our primary responsibility as parents and educators. Never are we more conscious of the safety of our students than when we are away from the campus. We expect all parents to adhere to the following field trip safety policy.

You will be asked to sign a Field Trip Permission slip at the beginning of each school year that encompasses Balboa Park for the duration of the school year. Field Trips outside of Balboa Park will require a separate Permission Slip for each trip. Field Trips that require automobile transportation will also require a signed Emergency Information sheet.

**PLEASE NOTE:** Your child will not be able to participate in field trips without signed Permission and Emergency Information Sheets.

We will always have an appropriate number of chaperones accompanying each group of students. The adult:child ratio will vary depending on the age of the children.

The teacher is always in charge. If at any time you feel a child is unruly or compromising the safety of the group, notify the teacher immediately. If you are driving with a child that is causing a disturbance, return to the school immediately and place that child in the care of the Principal. Please do not attempt to discipline children in any way.

## **Driving Safety**

In order to be considered as a driver for a field trip, a parent must have on file at the school:

- A current Driver's License
- Current Proof of Insurance, which must indicate coverage meeting or exceeding minimum amounts required by SDCCS
- Current Vehicle registration for the vehicle used to transport students
- A completed Driver's history questionnaire

All children must be transported in age and weight appropriate restraints in the back seat. No child, regardless of age, may be transported in the front seat of the car or in a lap belt.

Drivers will be assigned a "partner car" with whom they will caravan for the duration of the field trip. Drivers may not stop while transporting children for any reason other than an emergency. If an emergency should occur, please proceed to the nearest safe destination and call for help. Do not stop at the side of the freeway or at the scene of an accident.

Parents may not under any circumstances use a cellular phone while transporting students. If you find it necessary to make a call, proceed to the nearest safe destination, stop your vehicle and make the call.

All cars transporting children will contain the following:

- Emergency information for each child in vehicle
- Directions and map to destination
- Teacher's cellular phone number
- School phone number

## Extended Day Program

If you have any questions regarding the Extended Day Program (EDP), please contact the EDP Director (Linsey McMillan) at (619) 549-5496 or [edp@sdccs.org](mailto:edp@sdccs.org).

Hours: The program is open from 6:30-8:30 am Monday through Friday before school; from 3:00-6:00 pm on Monday, Tuesday, Wednesday and Friday; and from 12:30-6:00 pm on Thursday after school.

Days: The program is open all school days and closed on school holidays, vacation periods, and Staff Development days.

**NOTE: These are some of the key EDP policies and procedures. By signing up for EDP, you agree that you and your child(ren) will comply with all of EDP's Policies and Procedures. This document is available on request from the EDP Director.**

Enrollment is open to all students grades K-8 attending San Diego Cooperative Charter School, without regard to race, sex, national origin, religion, physical handicap or disability, on a space-available basis. **Enrollment forms must be completed prior to a child's first day in the program and updated as changes occur.**

### EDP's Mission Statement

To offer a quality before- and after-school childcare program that is based on the same cooperative philosophy employed by SDCCS which provides a safe, supportive environment and encourages parent participation.

### Signing Children In and Out of the Program

- **Please Note:** It is imperative to your child(ren)'s safety to sign them in to EDP each morning and out of EDP each afternoon that they attend. Please help us to ensure that your child(ren) arrive safely to school and are supervised during the entire time they are here. We also use our sign-in sheets to account for all students in the case of an emergency.
- **Before Care:** Child(ren) must be escorted into the kindergarten room and signed in on the EDP clipboard. EDP Staff will take your child(ren) to their rooms when school is about to start.
- **After Care:** EDP Staff will pick up your child(ren) from their classrooms after school, so please instruct them to wait there for their group leader. Please pick up a weekly schedule from the EDP Office door to know where to pick up your child(ren). You may also check the white board outside the EDP Office; it is updated daily. Also, always feel free to call the EDP phone (619.549.5496) if you are not sure where to find us.
- **Authorized persons must sign children out of the EDP clipboard. There are NO EXCEPTIONS.** Initials and time are required. A child will not be released to anyone other than those individuals identified on the emergency contact form or the enrolling parent(s)/guardian unless there is written authorization on file. Parents must advise the staff in advance, in writing, if a person not listed on the emergency list is to pick up the child. Identification is required.

### Schedule Changes

Any changes to your EDP schedule must be reflected in an amended EDP Enrollment Contract, which must be turned in to the EDP Office **3 days prior** to the change of schedule. EDP services not utilized without an amended contract indicating the change will be billed and must be paid. It is the enrolling parent's responsibility to complete the amended contract.

### **Unapproved and Approved Drop-ins:**

- EDP services that are utilized but not scheduled are considered **unapproved** drop-ins. This is any drop-in that is not approved ahead of time by the EDP Director and is charged at a higher rate than planned drop-ins. This includes any students who have not been picked up by 3:45 pm on Mondays – Wednesdays and Fridays or by 1:15 pm on Thursdays and also includes any students who arrive at school before 8:00 am on Mondays-Fridays. It also includes any drop-ins that are unaccompanied by the appropriate paperwork.
- To plan drop-ins in advance **for students who are not enrolled in EDP**, an EDP Enrollment Packet must be completed **7 days prior** to the drop-in and turned in to the EDP Office. **For students who are already enrolled in EDP**, an amended EDP Enrollment Contract must be completed **3 days prior** to the drop-in and turned in to the EDP Office. These will be considered **approved** drop-ins. Each type of drop-in will be billed at the appropriate drop-in rate as shown in the attached fee schedule.

### **Absences**

- Please call the program when your child will be absent. This enables us to ensure that we have all children in our care who are supposed to attend EDP that day.
- Unfortunately we cannot offer a refund for absences for any reason.

### **Payments**

- Monthly billing statements will be sent to the enrolling parent by the end of each month.
- Fees are due by the first day of the month in which care is to be provided, and will be considered late on the eleventh day. Payments should be delivered to the SDCCS Business Manager's mailbox in the main school office or mailed directly to the school office, please include "Attn: Business Manager, re: EDP." **The program strongly suggests that parents do not request their child bring payments to the office.** EDP Staff will NOT accept payments.
- Parents are responsible to contact the SDCCS Business Manager, in writing, to acquire receipts for their personal taxes, if needed. The program uses the school's tax number, which is 33-0931009.

### **Additional Charges**

- A fee of \$5.00 per child will be charged for every 15 minutes if children are picked up after closing time, 6:00 pm. This fee is rounded to the closest 15 minutes. Late pick-up fees will be added to monthly billing statements. Failure to pay the fees may result in termination of services.
- A \$30 non-refundable, Camp Fire USA registration fee is required for each child each school year.

### **Delinquent Fees**

- A delinquent fee notice including a \$15 late fee will be issued if payment is not received by the eleventh of the month, or if the bank returns a check.
- The parent must respond within one week of the date of the notice by either making the payment in full, or submitting a reasonable plan for payment. See Business Manager for more information.
- If payment is delinquent by more than 60 days, your child may be excluded from the EDP program until a reasonable plan for payment is made.

### **Items Not Allowed at EDP**

- Program staff cannot be responsible for lost articles.
- **Cell phones are not allowed at EDP.** If you need to talk to your child, please call the EDP Director at 619.549.5496.
- Toy weapons and wheelies are not allowed.
- Game Boys and other expensive toys are discouraged.
- Trading of any belongings or toys, including cards, is not permitted.

### **Illness and Medication**

- If a child becomes ill at the program and cannot participate in the normal routine, the parent or emergency contact may be phoned, at staff discretion, and asked to pick up the child within the hour.
- If your child requires medication, please see the EDP Director to make arrangements.

### **Injury**

All EDP staff are required to report any injuries. If your child has been injured, a report will be made which you will be required to sign when picking up your child. If your child has had an accident away from the program that resulted in an injury, please advise the program.

### **Registration**

- There is a one-time \$30 registration fee. This fee is for Camp Fire and checks should be addressed to Camp Fire USA. Be sure to include your child's name on the check.
- One designated Parent/Legal guardian must sign the enrollment agreement as the "enrolling parent." This parent is the only person authorized to make changes to the contract or other enrollment forms, and is responsible for payment of fees.

### **Program Overview**

SDCCS's EDP high quality, well-supervised program offers a balance of activities designed to develop self-esteem and provide a creative educational and recreational experience for children. Involvement of parents is highly encouraged.

### **Homework**

30 minutes, Monday through Wednesday and on Friday, are scheduled for children to work on their homework. The purpose of homework time is to give a structured setting to work on assignments, not to replace the individual attention that parents can provide.

### **Snack**

Two snacks will be provided each day for your child. If your child has any dietary restrictions, be sure to indicate them on the emergency sheet in the enrollment packet and inform the EDP Director and/or Assistant Director. While we will make every attempt to provide for any dietary restrictions, we cannot be responsible to accommodate them. Parents are responsible for providing lunches for their children on half days. It is not the program's responsibility to ensure that your child finishes their meal.

### **Clothing and Outdoor Supplies**

- Children will participate in a variety of activities, some of which may soil clothing. A change of clothing is encouraged for those children who may need it. Please send clothing appropriate to the season and the outdoors as we spend a significant of time outdoors all year, especially jackets or sweaters in the colder weather.
- Sending bottled water and sunscreen with your child(ren) is a good idea in the warmer months.

**Rules and Consequences**

- Specific rules that children are to follow are available upon request.
- Our program employs the “time-out” or redirection method, after which the child is free to rejoin the group’s activities. If a child is not responsive to our redirection methods after several attempts, or is in danger of causing harm to other students, staff members, or themselves, the parent will be called to remove the child. If the child is not removed within one hour of receiving notification from the site, the parent will be assessed a \$5.00 charge for every additional 15 minute period.

**Parent Volunteering**

If you are interested in helping out, please contact a staff member for further information. Any time spent with us can be used towards fulfilling your volunteer requirements for the school.

End of EDP Section

## **School Governance**

The San Diego Cooperative Charter School is based on a unique, three-tiered model of governance that closely aligns parents, education professionals, and community members in a common bond of building and maintaining a public school.

### **The Administration**

Led by the principal, the administration is comprised of San Diego's most dynamic education professionals, paid support staff, and parent volunteers. The administration is responsible for the continuing development of the core curriculum, the implementation of the charter's principles, and all aspects of the day-to-day operation of SDCCS.

### **The Parent-Staff Association**

Comprised of parents and members of the staff, the PSA is the linchpin of the cooperative model. The PSA is the forum for parents to express their great ideas for making SDCCS one of the most outstanding schools in the San Diego Community. Standing committees of the PSA create or influence virtually every aspect of the SDCCS experience. The horizons of enrichment found within the SDCCS landscape are defined by the creativity and vibrancy of this organization. Formal meetings occur monthly with a brief report by the principal conducted at the beginning of each session. Additional meeting with committees are scheduled as needed.

### **The Board of Directors**

The BOD functions as the school's policy and oversight committee, ensuring that the charter mission is fulfilled. The main focus of the BOD concerns budgetary issues, long-range project planning and acting as a liaison for SDCCS with the community at large. The BOD is comprised of qualified parents, members of the community, and staff. Formal board meetings occur monthly.

### **Parent Participation Requirements**

Each family of a child enrolled in SDCCS is required to contribute 54 hours per year toward an activity that supports the mission of the school. Hours are expected per family, not per child. These hours may take place during school hours, on evenings, weekends, or even over the summer break.

Parents are the backbone of SDCCS, as such our school requires more in time, money, and emotional commitment than the neighborhood school. We believe that these energies are well spent, as our students develop life skills essential to their growth as competent, secure and successful individuals. Parent participation supports a terrific program, and is therefore a gift to our children rather than a chore.

*PLEASE NOTE: If, once your child is enrolled, you find yourself in good faith unable to fulfill a requirement; it is your responsibility to contact your class coordinator, teacher or the PSA president to discuss any special circumstances, as well as other options, which might be available at their discretion.*

## **Class Jobs**

SDCCS asks that each family volunteer for at least two support jobs and regularly attend PSA meetings. You may choose to work at the class level within your child's classroom or to support school-wide activities through PSA committees. Persons eligible to complete school jobs include parents, step-parents, guardians, grandparents, and other family members. A non-family member "sponsor" may commit to all or part of a family's school job hours. SDCCS reserves the right to provide alternative ways of meeting parent participation requirements to reflect the needs of individual classes, and of the school as a whole. Although classroom volunteering is the primary focus of our volunteering requirement, you may be asked to aide anywhere in the program at the discretion of the teacher and principal.

### **A: Classroom Jobs**

The following pages list possible school jobs. They are provided to help you understand the structure of school jobs and the responsibilities at school. With the exception of "Class Coordinator", this list is provisional. Each teacher will have a unique set of needs and therefore the jobs in each class may vary. If you possess unique talents, inform your teacher.

#### **Class Coordinator/s** (the duties may be shared by more than one parent)

Appointed by each teacher to help coordinate class activities; assists the teacher with the selection of curriculum coordinators; with the aid of the teacher, organizes schedules and leads class meetings; acts as a liaison for the parents of the class; maintains the classroom aiding schedule; keeps list of special skills and interest of class parents; ensures all parents are entered into a school-wide database and list-serve; meets with other class coordinators regularly to coordinate all school activities and related special issues; attends monthly PSA meetings.

#### **Field Trip Coordinator**

Arranges and confirms field trips as requested by teacher. There will be an information session for volunteers who take on this task. The information session will provide volunteers with forms and procedures for scheduling field trips and will also provide opportunities for Field Trip Coordinators to meet and share their experience in this volunteer role. There are several experienced Field Trip Coordinators among our parents and they are an excellent resource for parents who may be considering this role.

#### **Carpool Coordinator**

Arranges for carpool drivers and/or chaperones for all field trips; assigns students to each driver or chaperone; prepares carpool assignment sheets and emergency packets; prepares class list of interested car pool parents to be logged on school-wide car pool board located in the office.

#### **Community Service Liaison**

Coordinates student and parent volunteers for age-appropriate community service activities.

#### **Memory Book**

Coordinates the collection of materials and organizes volunteers to help design and assemble the class memory books.

#### **Materials and Supplies**

Maintains request lists to obtain donations for classroom supplies (i.e. paper towels, water, tissue, etc.) as defined by teacher.

#### **Creative Exploration/Science Coordinator**

Coordinates art and science projects as requested by teacher.

## **Other Typical Classroom Jobs:**

### **Newsletter**

Creates articles for the newsletter to keep families posted on class activities.

### **Auction Basket**

Coordinates donations from classroom to produce a classroom theme basket for the yearly auction.

### **Carnival Coordinator/s**

Coordinates classroom booth/games for school wide events and fairs; acts as liaison with Event committee of the PSA.

### **Photographer**

Documents classroom and field trip activities for inclusion in the newsletter, web pages, and memory books.

## **School-Wide Jobs:**

The list of school wide jobs is intended to reflect volunteer opportunities coordinated with the administration, and through standing committees on the PSA. These jobs are organized by committee and offer the greatest scheduling flexibility. Again the list is provisional. Job availability will be determined by a combination of school needs and parent resourcefulness. If you possess unique talents in these areas, inform your teacher, the Principal, and the PSA President.

### **Administration**

The Principal coordinates all administrative support. Some jobs include parent-to-parent contacts; informing the school community about upcoming events, and maintaining the professional library for the staff.

### **Office Assistant**

Helps the school secretary with routine filing and duplicating tasks; may answer phones.

### **Word Processing**

Completes word processing tasks; may be done on home computer.

### **Information Technology**

Assist Instructional Technology Support Specialist with the schools technology infrastructure. May be asked to assist in the completion of tasks (such as: computer maintenance, running cable, inventory) at the discretion of the IT Support Specialist.

### **Events**

Members of the events committee will take responsibility for organizing and hosting festive school events throughout the year. Additionally, the events committee will support the teachers in the presentation of our annual Art & Science nights.

### **Facilities**

Members of the facilities team will be responsible for jobs relating to both the improvement of our school's appearance, and for small maintenance jobs. Tasks may include building shelves or cabinets for a classroom, helping students to design and create a mural, or small repairs to door hinges or faucets. Many jobs related to facilities may be performed on evenings or weekends.

## **Other Typical Classroom Jobs Conitnued:**

### **Fundraising**

Members of the PSA fundraising committee assist the standing committee of the SDCCS Board of Directors in planning and implementing the Annual Fund and Village Circle Silent Auction and Gala Event. Members may also work closely with select teachers and the Principal to develop, identify and write educational grants.

### **Outreach**

Outreach committee members are involved with providing information about our school to interested parents and others. Some outreach tasks are:

- Website Manager  
Updates and improves our website
- Newsletter coordinator  
Solicits articles and formats Parent-Staff Newsletter for circulation both inside and outside the school community.
- Community Organizers  
Create and maintain relationships with community organizations. Arrange for a school presence at community events. The CO also maintains school literature such as promotional fliers and brochures.
- Festival Volunteers  
Members staff the information tables at community events to disseminate information about SDCCS. The majority of these events occur over the summer months, and on weekends, providing for greater scheduling flexibility.
- Parent Enrichment  
Committee members work together to create a plan to offer programs to parents that will help them in their task of parenting. Programs may include social gatherings, CPR classes, communication workshops, and speakers on topics such as how to support your child's academic growth at home. Programs will typically be offered evenings and weekends.
- Student Learning  
Committee members work together with the staff to provide enrichment opportunities for the students. The focus of each activity can vary from individualized tutoring, to class, grade or school-wide activities. Members of the SLC have a unique opportunity to share their talents and inspiration with all of the children of SDCCS.

## Fund Raising

Charter schools, like public schools, receive funding from the State of California that covers most of our basic operating expenses. Unlike a regular public school, Charter schools do not necessarily receive funding consistent with their teacher to student ratios. In addition, SDCCS has made a commitment to keeping class-size at 20:1; meaning the funds we receive per room is lower than many other schools. As a result, all extras, such as our enrichment teachers (Spanish, Art and Music), field trips, physical education and science equipment, and expanded classroom libraries, must be covered by our fundraising efforts. Additionally, in the 2006-2007 school year we need to raise funds in preparation for our move.

In recognition that not all of our parents possess the means to make financial commitments beyond their own classrooms, SDCCS has worked hard to enroll in passive fundraising programs that pay dividends to the school based on the shopping habits of our families and friends. SDCCS expects that all of our parents will participate in these programs. A 100% participation level in school-wide fundraising efforts is the single most effective measure cited by outside granting institutions when evaluating a program for donations or matching support.

### SDCCS Capital Campaigns

- **Annual Fund Campaign**

The annual campaign is our major school fundraiser, in which a direct request for donations is sent to families and friends of SDCCS (look for a letter in the fall!). This is your opportunity to pledge any amount of financial support you can afford to the school's general fund. In the past, funds raised by the Annual Campaign have been used to help pay for arts instruction (Music, Art, Spanish).

The 2006-2007 Annual Campaign will have a different focus. With the exciting prospect of a move to a new school site in our near future, the Board has designated that all of the funds raised by the Annual Campaign be set aside in a Moving Fund. Support of the Annual Campaign this year will be vital to ensure that we have the resources to make any necessary improvements to our new school site. The Annual Campaign's fundraising goal is a minimum of \$40,000.00.

- **Classroom Funds & Extended Field Trip Funds**

Classroom Funds are a designated portion of the PSA Fund (which is separate from the school's general operating funds), and are tracked on a classroom by classroom basis. The bulk of the money in Classroom Funds comes from donations made by parents, and the funds are used to pay for class field trips and other supplies and activities, at the discretion of the Teacher. Any unused Classroom Funds revert to general PSA Funds at the end of each fiscal year.

Parents should expect to make donations to the Classroom Funds for each of their child(ren)'s classes throughout the school year. The suggested donation amount for classroom funds for all grades, K-8, is about \$20/month (this may vary based on what activities a teacher has planned). Donations to classroom funds are strictly voluntary, and no child will be excluded from class activities if their family cannot afford to make a donation. We simply ask that all families give what they can - families that can give more, give more - families that can give less, give less. Because SDCCS is a non-profit organization, all donations to Classroom Funds are tax deductible for itemized deduction filers. Please consult a tax professional for the details of deducting such a donation.

In addition to normal daily activities, Grades 4-8 participate in Extended Field Trips (field trips lasting from a couple of days to a week). If you have a child in Grades 4-8, you will be asked to cover the cost of the extended field trip for your child (and yourself if you are chaperoning). Extended Field Trips cost \$250 to \$350 per person (this varies based on the trip destination). In order to better track payments for Extended Field Trips, the PSA has instituted a new program of invoicing parents for the costs of Extended Field Trips. The PSA is committed to ensuring that no child is ever excluded from school activities for financial reasons, and has set aside a portion of the PSA Fund to provide financial subsidies for Extended Field Trips.. If you have a child in Grades 4-8, and you will require financial subsidy to cover the costs of Extended Field Trips, you can apply to the PSA's Financial Subsidy Committee to cover the cost of the trip. All information is kept confidential, and is reviewed only by the SDCCS Principal, Business Manager, and PSA Treasurer.

- **Gala Fundraiser**

The gala is a fun-filled evening which is both an opportunity for members of the school community to come together in a festive setting, and a critical fundraising effort which benefits the general fund. The price of your ticket buys you an evening of entertainment; food, music & dancing, and much more. The major activities at the gala will be the silent & live auctions, in which donated goods are sold to the highest bidder. This festive event gives the adults an opportunity to step out for the evening and help the school in the process.

- **School Merchandise**

Adorn yourself and your children in school shirts and dog tags. The school makes a profit and you look cool. Now available in the office.

## **Parent Staff Association (PSA) Fundraisers**

The PSA coordinates the smaller-scale fundraising efforts at the school. Various fundraising events are scheduled throughout the year - Spirit Nights at local restaurants, the Spellathon and Jogathon (new this year), Scrip Sales, Pizza Monday, T-Shirt Sales, etc. All PSA Fundraisers support the PSA Fund. The PSA Fund, in turn, supports school-wide events such as Science Night and Art Night (which has it's own fundraising component). The PSA Fund is also a vital source of support for Extended Field Trips.

## **Passive Fundraising Programs**

SDCCS greatly appreciates the financial generosity of its families. There are also many ways to support the school that won't cost you a dime. If you take a few minutes to sign up for one or more of the many passive fundraising opportunities out there, the school will benefit. We encourage you to invite extended family and friends to join you in these programs. For more information on passive fundraisers, and to see the latest opportunities go to: <http://sdccs.org/fundraising.htm> Revenues generated by Passive Fundraisers support the PSA Fund.

The Following is a list of organizations that offer passive fundraising programs:

- **Albertson's preferred shopping**

You may register at [Albertsons.com](http://Albertsons.com). or sign up in the school office. Albertson's will donate up to 5% of your purchases to SDCCS. SDCCS ID # is 4900125663.

- Amazon link on our website  
Every time you make a purchase on Amazon.com, if you start your online shopping adventure by clicking through the link on our website, SDCCS will earn a percentage from your purchase.
- Boxtops for Education  
Box Tops for Education offers three easy ways for you to earn cash for our school through everyday activities like buying groceries, shopping on-line and making purchases with a credit card.  
—Clip box tops from hundreds of your favorite General Mills products. Each Box Top is worth 10 cents to SDCCS. The collection box is in the office.  
—Start every online shopping trip at the Box Tops Marketplace and we earn up to 10% of each qualifying purchase.  
—Use this low APR, no annual fee Box Tops Visa cards over 20 million locations world-wide. A full 1% of each purchase goes back to SDCCS.  
  
Labels for Education – similar to above programs, collect labels from Campbell’s soup products, Pepridge Farm cookies and Goldfish and where ever you see the logo. Collection box is in the school office
- Cartridges for SDCCS  
Recycle your empty inkjet, laser, fax and copier cartridges and used cell phones. Bring them in to the school office and we’ll take it from there. The money raised will help fund the ink needs of the school. The collection box is in the office. If your company would like to participate please contact the SDCCS office.
- eBay Giving Works  
When you sell an item on eBay you can make a donation to SDCCS. To find out how please visit <http://www.missionfish.org/ForSellers/forsellers.jsp> Enter our school initials “SDCCS” when searching for a nonprofit organization. You determine the percentage of the sale you would like donated to SDCCS, you and the school benefit from the sale of your eBay items.
- E-Scrip  
Please register at: [www.escrrip.com](http://www.escrrip.com) and enter our school name or number to sign up. Our school ID number is #148948648. Enter your Von’s card and/or credit cards. The information is totally secure, and the school earns money each time you make purchases.
- Office Depot  
Office depot and [www.officedepot.com](http://www.officedepot.com) will donate 5% of your purchase to SDCCS; you need to give the cashier the school’s name and our ID #, which is 70124389.
- Ralph’s Cub card  
Please register your Ralph’s club card (and those of your friends). Sign up sheets are located in the school office, or you may e-mail your club card number, name, address and phone number to [sdfran@aol.com](mailto:sdfran@aol.com) Ralph’s will donate up to 5% of your purchases to SDCCS.

- **School Pop**  
Schoolpop brings together store, catalog and on-line merchants with parents and the community to raise money for K-12 schools and youth organizations nationwide. Please register existing credit cards. With Schoolpop Visa, earn a 1% rebate for SDCCS on every purchase you make *anywhere*. With Schoolpop, your shopping earns dollars for our school-at no cost to you! Our school ID number is 0619923.
- **Staples**  
A percentage of sales will be credited to our school , Just use the SDCCS phone # 619-574-0694, to participate.
- **Target Visa Card**  
Target offers a way to donate through their Target credit card or Target Visa card. Every time you use your Target Visa or Target Guest Card® at a Target store or [www.target.com](http://www.target.com), Target will donate an amount equal to 1% of the purchases made at Target and target.com, and ½% of Target Visa purchase made elsewhere to our school. Our school ID number is 118560. Anyone throughout the country who has one of those credit cards can designate us to receive this donation.
- **United Way**  
If you have a giving program through your employer, please consider supporting our school. Our United Way number is 528139.
- **Washington Mutual Bank**  
Wamoola for Schools -Washington Mutual will donate a percentage of all purchases made with a Visa Check card. Forms are available in the school office. For more info or to sign up logon to [www.wamoolaforschools.com](http://www.wamoolaforschools.com) or call 1-866-wamoola.

This is absolutely the simplest way to enhance your child's experience at SDCCS at no cost to you or your friends. Once you've signed up for most of these programs, the rest is automatic. The money we receive from these passive fundraisers can make all the difference in the number and quality of educational enrichment activities your child will enjoy. Please remember to check the fundraising page on our website regularly, as we update often. Please encourage friends and families to sign up for several of these passive fund raisers.

**You have a question about Fundraising:**

Talk with a PSA Executive Committee member, your teacher, Dr. Ranck-Buhr, or a member of the Board of Directors. Contact information for all of the school leadership is available online or in your Parent Handbook and they are all happy to talk with you regarding any concerns or ideas you may have regarding fundraising and other school related issues. If you would like to initiate a fundraising activity, you must submit an "Application to Perform Fundraising Activities" to the PSA Treasurer. All applications are reviewed by the PSA Executive Committee. For more information, or to obtain a form, contact the PSA Treasurer at [baysfish@cox.net](mailto:baysfish@cox.net)

# Answers to Frequently Asked Questions

## **What is our schedule?**

We follow a slightly modified version of San Diego Unified School Districts' traditional calendar, a copy of which will be sent home with your child during the first week of school. Please note we are closed for 1 week for Thanksgiving break; 3 weeks for Winter break and 1 week for Spring break. Please plan accordingly.

## **How should my child be dressed?**

Children should be dressed comfortably and age appropriately. Shoes should enable full participation in physical education and movement activities-no high shoes, flip flops or wheelies. Children should wear clothing that will encourage participation in art and other "messy" endeavors. Valuable jewelry and other accessories should not come to school.

## **What can I expect from the curriculum?**

The content of our curriculum is the State of California Framework and Standards in the content areas. The content areas are Language Arts, Math, Social Studies, and Science. The Framework may be viewed on the State Board of Education's website at <http://www.cde.ca.gov/standards/>

## **What can my child expect from his/her day at SDCCS?**

Before-school care opens at 6:30 a.m. for the children who have been registered. The school day begins at 8:25 a.m. for middle school and at 8:30 a.m. for all other grades. Each classroom will post a schedule of the typical routine for that class. Recess and lunch times will be staggered to enable thorough supervision. Children will eat lunch in their rooms, and crossing at the light, take recess in Balboa Park. Lunches should be nutritious, with limited sweets and no sodas. Each class will set a policy regarding snacking.

School concludes at 3:00p.m. Students who are not picked up by 3:30 p.m. will be escorted to the Extended Day program and parents will be charged at the drop-in rate. The Extended Day program continues until 6:00 p.m.

We have a minimum day ending at 12:30 p.m. on Thursday of each week. Children who are not picked up by 1:00 p.m. will be escorted to the Extended Day program and parents will be charged at the drop-in rate.

## **How is my child evaluated?**

At the end of each trimester, parents will receive a report of their child's progress in each subject area. In addition to trimester progress reports, middle school students will receive final semester grades in January and June. Teachers will be available for conferences at the trimester marks. We use a developmental report card for all trimester grades and a letter grade report for middle school semester grades.

## **Will my child have homework?**

Each teacher will set homework policy for his or her class. Homework, when assigned, will be a meaningful continuation of class work. If you have concerns about the amount of homework your child receives, please speak to the teacher.

## **What if my child is absent from school?**

Unlike traditional public schools, charter schools do not receive Average Daily Attendance funding for "excused" absences. As a result, if your child is to be absent from school a contact must be entered into with your child's teacher.

**Should I send my child to school if she/he is ill?**

Your child's health should be assessed before leaving for school. Children whose schoolwork would be impeded by a cold or other illness should stay home. Parents should have a plan in place for caring for a sick child. The school must be called if the child will not be attending. In addition, you need to notify the school if you suspect that your child has an infectious disease. These include (but are not limited to) conjunctivitis (pink-eye), fifth disease, impetigo, chicken pox, strep throat, scarlet fever, and bacterial diarrhea. Children with suspected or confirmed infectious diseases should not be sent to school for the health and safety of all members of the school community.

If your child becomes ill or is injured at school, we will call you to pick up your child. Please be sure that the information on the Emergency contact form is always up to date.

**How do I enroll my child in SDCCS?**

All students, new and returning, must submit an application for each school year. Priority applications are accepted until March 30, 2007.

Enrollment priority is as follows:

1. Returning Students
2. Siblings
3. New applicants.

New applicants are selected from a lottery composed of all applications received prior to the priority enrollment deadline. Applications received after the priority enrollment period are added to the wait list in the order received.

**What to do if...****You have a question about what your child is learning:**

Your classroom teacher is always eager to discuss the progress of your student. He or she can also supply you with information about what is planned for your student. It usually works best to set up a time to talk in person or by phone, and to give the teacher specifics regarding your questions. This enables the teacher to be prepared with the information you need.

**You have a concern about your school job:**

Each job should have a team leader or coordinator to help direct you and to help with problems that come up. If speaking with that person does not work, contact the PSA president.

**You are concerned about something that happened at school:**

As we are teaching the children, communication is the first step towards cooperation. Your classroom teacher is likely to be able to give you the most satisfaction with your concerns. These steps should be followed:

1. Set up a time to talk. This is a critical first step. Often parents are anxious to have an issue addressed immediately. Please remember each teacher is responsible for all of the students and is not available for private conferences during instructional time. When you are setting up the meeting time, briefly let the teacher know your concern.
2. At the meeting, first state your concern, and then listen to the teacher's response. If appropriate, devise a written plan to address the problem, and schedule a further meeting to assess progress.
3. If necessary, contact the principal for further assistance.

**You need information about a school event or schedule;**

Check the school website or please call the school office. If it is a parent-generated event, you may be able to contact the person in charge through the school directory. Most events are also noted on the website.

## San Diego Cooperative Charter School Parent Agreement and Understanding

San Diego Cooperative Charter School is a school of choice and it requires parent participation in order to be successful. This agreement and understanding has been prepared to promote a clear and effective partnership between the parents and the School. Below you will find the SDCCS Parent Agreement and Understanding, a summary of drop-off and pick-up procedures, and a summary of Field Trip procedures, which are explained in detail earlier in the handbook. Please read each of these and then execute the signature page acknowledging you have read the listed materials and agree to be bound as stated on the signature page.

### **Expectations of Parents:**

1. Full participation by all is critical to the success of this program. Parents who choose to enroll their students in our school will volunteer 54 hours/year or 6 hours/month per family. Any member of a student's family over 18 years of age or a non-family member "sponsor" may commit to all or part of these hours. Please review the minimum requirements for parent participation on the Volunteer Survey. If you cannot commit to the minimum, please consider if this is the best school for you as a parent and as a family.
2. Parents are an integral part of our fundraising efforts. Parents agree to participate fully in our "passive" fundraising efforts, and to the best of their ability, in our Annual Campaign and Gala events.
3. Room meetings are scheduled approximately six times during the year and include the Fall orientation meeting. These meetings are an enriching time, offering the exchange of ideas about the class and about children's growth and development. Parents are required to attend at least four of these meetings.
4. To aid in the functioning of the school, each family assumes a school job each year. A directory of possible jobs is available at Orientation and in the school office.
5. Children should be brought to the school on time and picked up on time. Children who are not picked up on time will be sent to after school care and will be charged the drop-in rate for the Extended Day Program. Our primary concern is for the well-being of the child and respect for the staff. The school in its sole discretion will not release any child to an adult who appears unable to safely transport the child home. In the event this happens, the school will rely on the Emergency Information form to call another adult authorized to pick up the child.
6. Summary of Drop-off and Pick-up Procedures:  
**There is absolutely no parking in the building's parking lot, as the lot is not part of SDCCS grounds.** Thus, for the safety of your child(ren) and the staff, ALL parents must park on the street in clearly designated parking zones, or use our designated drop off procedures (see drop off diagram and guidelines earlier in this handbook). Due to continuous violations of this school policy, the landlord has installed security cameras on the lot. Violators are subject to towing and possible fines. SDCCS cannot assist in mitigating any fine or violation. **Do not jeopardize our lease -- do not park in the lot, not even just to drop something off.**
7. Summary of Field Trip procedures:  
Field Trips outside of Balboa Park will require a separate Permission Slip for each trip. Field Trips that require automobile transportation will also require a signed Emergency Information sheet. (see guidelines earlier in this handbook for complete Field Trip procedures).

8. If parents wish to visit a classroom outside of the time that they are actively volunteering in the class, the visit must be cleared with the Principal. If the Principal is not available, office staff will provide procedural guidelines for classroom visitation.
9. Our school is partially funded by the State in accordance with student attendance. It is the parent's responsibility for any student that is absent from school to fill out a Short-Term Contract Agreement to be signed by the student, teacher and Principal. Schoolwork will be assigned for the student to complete at home and attendance credit will be issued for the student.
10. It is the intention of our school to forge a strong sense of respect in our students. All adults are expected to model the behavior we expect of the children. Reminders will be sent to adults who violate this principle of conduct. To this end, any interactions between and among any members of our school community will be of a respectful nature. Parents concerns should be addressed as follows:
  - a. If a parent has a concern about their child or their child's classroom, their first contact should be with the child's teacher. If a solution cannot be reached with the teacher, the Principal will be asked to step in and then follow the Grievance Procedure outlined in the SDCCS Administration Regulations (AR1312).
  - b. Parents and staff are expected to be sensitive to the privacy of others. Therefore, any discussions of concerns relating to the classroom or to specific needs of children shall be limited to the parties directly involved and in locations that afford some measure of privacy.

### **The School's Obligations**

1. The school shall be child-centered, shall consist of small groups of children, and shall have a high ratio of adults to children in the classroom. As safe and friendly environment with indoor and outdoor space shall be provided.
2. For the child, the school shall offer child-oriented activities that will encourage the development of each child's socio-emotional, physical, intellectual, and creative capacities. By accepting each child unconditionally and by encouraging the child to pursue his/her interests from among the many varied activities available, we hope to foster attitudes of self-esteem, independence, initiative, cooperation, and friendship.
3. For the parent, the school shall offer opportunities for deepening and extending the parent-child relationship through participating in the school and through association with other parents and teachers. Parents can achieve a better understanding of the child's development, activities, and materials and can practice skills and techniques for guiding children. We all have a responsibility to talk with one another. Communication is what we wish to teach our children, and we need to employ it ourselves.
4. Admission to membership in the school community shall be granted without regard to race, color, religion, national origin, sexual orientation, or ancestry.
5. In the event a parent demonstrates the inability to act in a safe or appropriate manner with the children, staff or other parents, San Diego Cooperative Charter School reserves the right to take action deemed appropriate by the Principal, including exclusion from the classroom and/or the school.

## NOTES

San Diego Cooperative Charter School  
Parent Agreements and Understanding  
Signature page

(Please Print)

I (We) \_\_\_\_\_

Parent(s)/responsible party(ies) for (list all children attending SDCCS by first and last names)  
\_\_\_\_\_

have read and understand the following:

Initial

- \_\_\_\_\_ SDCCS Parent Handbook
- \_\_\_\_\_ SDCCS Attendance Procedures (Page 6)
- \_\_\_\_\_ Parent on Campus Behavior policy summary (Page 6)
- \_\_\_\_\_ Internet/Web Usage Policy (Page 6)
- \_\_\_\_\_ SDCCS Drop-off and Pick-up procedures (Page 7)
- \_\_\_\_\_ SDCCS Field Trip Procedures (Page 8)
- \_\_\_\_\_ Parent Participation Requirements (Page 13)
- \_\_\_\_\_ Fund Raising (Pages 17-20)
- \_\_\_\_\_ SDCCS Parent Agreement and Understanding (Pages 23-24)

I/We Agree to the provisions of the San Diego Cooperative Charter School Parent Agreement and Understanding and hereby state that I/We have read, understand and agree to the provisions of the San Diego Cooperative Charter School Parent Handbook 2006/2007 and to the San Diego Cooperative Charter School Policies described therein. This form must be signed within 10 days of acceptance into the School.

Parent/Responsible Party signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_

Principal signature \_\_\_\_\_ Date \_\_\_\_\_

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## NOTES

Respect Yourself

Respect Others

Respect The Environment

