



## MISSION AND VISION



### **The REACH School Handbook 2009 – 2010 School Year**

Welcome to The REACH School where we value a learning community of students, teachers, families, members of the Brook Haven staff and administration and the greater community. The goal of the community is to nurture the ability of all students to explore his/her unique gifts. Creative arts, strong academics, self-awareness, and hands-on learning are at the heart of our students' educational experiences. We are looking forward to an exciting school year as we open The REACH School.

This handbook will be your main source of reference information during your student's enrollment in The REACH School. The student directory alone will make sure you keep this close at hand! Much of the information contained within this handbook is also available on The REACH School website: [www.reach-program.com](http://www.reach-program.com). Changes to the information in this handbook will be communicated during the year via the website, e-mail, newsletters or mail.

Since the school is located on the Brook Haven campus, you and your student will also need to comply with specific expectations that Brook Haven has for all of its student body. You can find the Brook Haven standards and guidelines for student behavior, dress code and procedures, in the front of the student planner. Please read thoroughly and review this information with your student so that they can learn what is expected of them. The REACH School follows all SUSD policies and upholds behavior and performance expectations.

### **Communication**

Parental involvement in supporting a student's learning is integral to the success of our school. Regular communication is essential. The teachers, administrators, and/or school counselor are happy to make time to speak with parents about questions or concerns. E-mail is usually the quickest and most effective way to have your questions answered from each of these individuals. Phone calls are not transferred to classroom teachers during their teaching schedules. Please do not plan to have conversations with a teacher before the day begins, since they are busy preparing for the day. Teachers are best reached by email and are often available at the end of the day for questions:

however it is always best to schedule ahead of time by e-mail or note to arrange for contact with a teacher.

- If you have a question **about the School**, (enrichment, scheduling or curriculum design) please contact the School Director.
- If you have a question, problem, or a concern **about an academic matter** regarding your student, please go to the classroom teacher first.
- If you have concerns regarding **your student's interactions** with other students or teachers, encourage your student to go talk to the classroom teacher or the Brook Haven Counselor.
- If you have concerns regarding the **Parent Foundation's goals** for curriculum, enrichment and/or social/emotional matters, please approach the Board President or RPF Parent Liaison.

### **Weekly Newsletter**

The primary method of communication for REACH is through the bi-weekly newsletter that comes to families by e-mail. Be sure to read these messages each week as you will receive information about schedules, changes, events, requests for volunteers, and other information. If you do not have e-mail access, please request hard copies from the REACH Office.

The newsletter team welcomes articles and pictures from parents, students, and teachers about school activities and events. Send your information to Leila Rand by published deadlines.

### **Class and School Information**

Permission slips and other forms will be sent home with students. Parents will need to check with students on a regular basis to see if any new forms have been sent home. The newsletter from the Sebastopol Union School District/Brook Haven is available online and requires registration to receive automatically. Registration instructions are on the website.

### **Web Site**

Additionally, the RPF website is an excellent source for information about events and for copies of current and past newsletters. <http://www.reach-program.com>. You'll find great photos of the REACH students and their different projects as well as a calendar, contact information, forms and policies. Be sure and book mark it on your computer; it's a valuable tool.

### **Parent Meetings/Community Building**

REACH Parent Foundation holds regular parent meetings and sponsors social events. Please plan on attending as many parent meetings as you are able.. The calendar of our many events is included in this hand book and in detail on our web site. Updates will be sent out with the newsletter.

### **Volunteering**

**It's not just a good idea-- it's essential to The REACH School community.**

Volunteering is another important contribution that each family can make to the REACH School **Every REACH family is needed for approximately 5 hours a month.** Your help is needed in many different ways and opportunities are available throughout the year, both during the school day and after hours.

*Ask not what The REACH School can do for you,  
but what YOU can do for The REACH School!!*

## **REACH Parent Foundation**

The REACH Parent Foundation (RPF) is a 501(C) 3 non-profit California corporation that collects donations from parents and others for the purpose of providing an arts-enriched academic experience for the students in The REACH School. RPF's goal is much broader than fundraising, however. The other purpose of this organization is to create a close, supportive community – where parents know and feel comfortable with each other and with each other's children. There is a saying, "It takes a village to raise a child." The REACH Parent Foundation is dedicated to making that village ideal a reality in The REACH School. RPF does this by providing regular events for parents to meet and talk about issues of common concern and by creating a robust and supportive parent volunteer structure to support the students and teachers in this amazing school.

The RPF Board of Directors holds regular meetings that are open to all parents. Generally these meetings are monthly throughout the school year and at various times throughout the summer. For the 2009-2010 school year, regular meetings are scheduled on one Monday of each month at 6:30 pm typically in the Brook Haven Library. Specific dates are on the calendar and reminders of the times and formal announcements regarding the location will be published via the newsletter and website.

Please see the website for a listing of current RPF board members and their positions.

## **Donations**

The REACH Parent Foundation's mission is to support the REACH School and provide supplemental classes and instruction that most schools and programs consider to be "extra curricular" such as Spanish, drama, art, poetry, clubs, special performances, field trips, multi-day field study experiences and more. Your donations also assist in providing specialized in-service training for the REACH teachers, such as training in the Empower Program and in Project-Based Learning. Additionally, Parent Education presenters and other specialized materials are provided through these funds. Funding and under-writing of specific events or activities and additional donations are encouraged and accepted.

These enriching elements of the REACH school are reliant upon on the fundraising and pledged monthly donations. All REACH families are encouraged to pledge their support to the School to extent that it can. Each family makes the decision on the right donation amount for its family. All REACH students are able to participate in the school activities regardless of a family's ability to

pay. If you have any questions or concerns regarding your donation please contact the RPF Treasurer.

**Pledged Donations** are requested at the first of the month. Reminders of your pledge will be mailed electronically. Donations can be made:

- Electronically from our web site using **PayPal** – there is a “donate” button on the lower right side on any page.
- For non-electronic donations, checks should be made payable to the REACH Parent Foundation or RPF. Please put your donation in the gold box on Kathy Court’s desk in the Brook Haven office, or mail the check to:

REACH Parent Foundation  
708 Gravenstein Hwy N. #203  
Sebastopol, CA 95472

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

There are three different ways for you to participate. You can use one method, or ideally, all three. Instructions with easy links are provided on the REACH web site. Additionally, if you don't have easy computer access, the Scrip Coordinator will be happy to walk you through it or handle it for you.

**Overnight Field Trips**: Each grade participates in 2 different overnight field trips each year. Payment for these trips is separate from the regular monthly donation. The first overnight is in September and is a team building for the entire program. The second multi-night, grade specific field trips will be held in the spring. Field trip expenses will be finalized in the fall and final payment will be due by Feb 1. Some scholarship funding will be available to help assure that all students are able to participate. Contact the RPF Treasurer if you need to apply for a scholarship.

**Homework and Planners** : Completing homework is important for many reasons. Not only does it reinforce learning by providing practice and application, but it also develops self discipline and responsibility.

- ❖ It is absolutely essential that your students do their homework every night and turn it in on time. Homework will be assigned on a daily basis and will cover the spectrum of the curriculum.
- ❖ A standard guideline for determining the amount of nightly homework equates to approximately 10 minutes per grade level. Therefore, you can expect the 4th / 5th grade class to have 40 to 50 minutes per night, 6th grade to have 60 minutes per night, and 7th / 8th grade to have 70 to 80 minutes per night. Since every student works at a different pace, these time guidelines are approximations. Please contact your teacher if any assignment takes more than 30 minutes longer than the expected completion time.

- ❖ Each student will be expected to incorporate a minimum of 20 to 30 minutes of reading into their daily homework routine
- ❖ Students will have a yearly assignment planner. Each student will use his/her daily planner to record daily assignments and keep track of long-term projects. Teachers will specify particular requirements regarding parental signatures and review of homework planners. As a rule, during the first month of the school year, parents should check and sign off on completed homework assignments.
- ❖ As you can imagine, parent support as well as a quiet workspace can make homework easier and more productive.

## **Social Emotional Climate**

All students participate in a curriculum that includes social and emotional development and fosters acceptance of and respect for self and others. Educating the whole child means educating a child who is aware of the fact that all actions have a permanent impact on his/her surroundings. Community service and environmental awareness are an integral element of The REACH School curriculum. Regular class meetings are held each week allowing students to work with each other and their teacher to address social climate of classes and students.

## **Enrichment**

Enrichment for the students is an essential part of the REACH School. Throughout the year, your student will have access to Art, Drama, Poetry, Spanish as well as a broad range of enrichment activities provided through our “Clubs” program. We also attempt to incorporate other visual and performing arts such as dance and music.

**Clubs** - Clubs are offered in multi-week cycles, and serve to further expand the range of enrichment classes so that students can try a variety of activities that may be of interest to them. Clubs also provide a time when students from different grade levels get to participate in mixed-grade level activities together. We attempt to repeat some of the more popular clubs throughout the year so that more students have access to them. At times, the students go off campus for their club activity. Parents have the opportunity to share their particular interests and skills by offering to sponsor and instruct a particular club activity. Let us know if you have a skill to share through clubs!

## **Sports, Dances and Extracurricular Activities**

**After School Sports - 6<sup>th</sup> to 8<sup>th</sup> graders**

The after-school sports offered by Brook Haven are available to ALL students in 6th, 7th and 8th grades. The sports offered in the past have been 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade basketball and flag football for boys, and 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade basketball and volleyball for girls. There is also co-ed volleyball and cross-country.

In order to participate in these activities, physical clearance must be obtained from a physician, copy of health card provided, and a liability waiver signed. There are often fees associated with participation on an athletic team. There will be a lunchtime meeting prior to the beginning of each sport for all students interested in participating. The forms will be given out at that meeting. Often the sports physicals can be hard to schedule at the last minute. If you know your child will want to participate we suggest you schedule their physical in advance.

Dances are scheduled through Brook Haven about every 2 months and information about each dance is published by Brook Haven.

### **Nordquist - 7<sup>th</sup> & 8<sup>th</sup> graders**

The Nordquist Dance Program is an after school program that most 7<sup>th</sup> and 8<sup>th</sup> grade REACH students participate in (yes, everyone, even the boys!!)!! If you aren't familiar with it, Stephen & Shirley Nordquist's Dance program has been in Santa Rosa for more than 30 years. They provide boys & girls with social dance classes that meet weekly on Tuesday nights October through March at the Santa Rosa Vets Building. Many REACH School students have participated in Nordquist's dance program over the years, and though it is not a formal part of REACH's enrichment, it is almost an informal tradition.

The program provides a safe and comfortable environment where junior high and high school students learn so much more than just American Style social ballroom dancing. These classes build the students' confidence and teach a blend of proper social behavior, manners and dress for special occasions. More information is available through their web site at [www.nordquistdance.com](http://www.nordquistdance.com) Scholarships have also been made available through the Nordquist's and the REACH Parent Foundation, just ask!

The REACH School is a creative, liberal arts school that supports the emerging child in becoming a whole person through the integration of strong academics, creative arts, and community involvement in an environment that fosters acceptance of and respect for self and others.

This vision is accomplished through the dedication of skilled teachers, program leadership, and involved families; enriched activities, collaborative relationship with the school administration, and committed support to the REACH Parent Foundation.

***The Students as members of the school community:***

- Engage in creative and cooperative learning
- Make consistent and appreciable academic progress each year
- Value responsible behavior and treat all with respect
- Participate in problem-solving
- Contribute effort and interest in all activities
- Complete homework and other obligations
- Embrace community service
- Respond to opportunities for positive role modeling and leadership

***The Teachers as members of the school community:***

- Focus on the students and provide a creative and cooperative environment
- Support students' artistic, social and intellectual growth
- Maintain a strong academic core (literature, history, philosophy, language, mathematics and science) integrated with creative expression through music, drama, art, and poetry.
- Provide lessons and guidance designed to develop and nurture students' multiple intelligences including students' emotional intelligence
- Follow state standards in academic instruction
- Consider student needs and gifts when creating curriculum
- Create a culture that fosters dignity and integrity, responsibility for actions, and problem-solving skills
- Model a joy of learning as a lifelong process
- Participate in cooperative/interactive relationships with families in the program

***The Parents and Guardians as members of the school community:***

- Support the program with voluntary time, expertise and contributions as much as possible
- Support teachers' high expectations of students
- Support responsible, creative and caring behavior
- Limit and monitor the influence of electronic media (i.e., TV, cell phones, movies, video games)
- Value the need for homework— providing time and place
- Participate in voluntary parent education and problem-solving opportunities as much as possible

- Encourage cooperative/interactive relationships with families and teaching staff.



## Logistics

**Schedule** – The REACH School runs from 8:30 a.m. to 3:05 p.m. Monday – Friday. Wednesday afternoons REACH School students will participate in “Clubs”. This is different than the Brook Haven regular schedule where they have early release each Wednesday – this does not apply to REACH School students. Also, students that are in the advanced band begin their day at 7:40. If your child is late, he/she must report to the Brook Haven office for a tardy slip.

<b>M, Tu, Th, Fr</b>		<b>Wednes- day</b>		<b>Assembly</b>	
Block 1A	8:30 – 9:12	Block 1A	8:30 – 9:01	Block 1A	8:30 – 9:01
Block 1B	9:13 – 10:38	Block 1B	9:02 – 9:33	Block 1B	9:02 – 9:36
Block 2A	9:56 – 10:38	Block 1B	9:34 – 10:05	Block 2A	9:37 – 10:21
BRUNCH	10:38 – 10:52	Block 2A	10:06 – 10:18	BRUNCH	10:21 – 10:28
Block 2B	10:53 – 11:37	BRUNCH	10:21 – 10:52	Block 2B	10:31 – 11:18
Period 4	11:40 – 12:35	Block 2B	10:55 – 11:31	Period 4	11:21 – 12:05
<b>LUNCH</b>	<b>12:35 – 1:15</b>	Period 4	11:34 – 12:10	<b>LUNCH</b>	<b>12:05 – 12:45</b>
Period 5	1:18 – 2:10	Period 5	<b>12:10 – 12:50</b>	Period 5	12:48 – 1:31
Period 6	2:13 – 3:05	<b>LUNCH</b>	12:53 – 1:30	Period 6	1:34 – 2:18
		Period 6	1:35 – 3:05	Period 7	2:21 – 3:05
		Clubs			

Please be aware that The REACH School schedule does not match identically with Brook Haven’s so you might be on campus at times when Brook Haven students are still in classes.

**Absences and sign out** - If your student will be absent please call the Brook Haven School secretary to report the absence at 829-4590. If you need to take your student out of school during the regular school hours, please give advance notice by sending a note with your student or calling the school office. Any student leaving the school within the school day for any reason must first be signed out in the Brook Haven office. If your student becomes ill while at school and feels the need to go home, a phone call will be made to the parent at home.

**Independent Study – Planned Absences** - If your student has an upcoming planned absence of **a day or more**, please contact the Director and your student’s teacher to develop an Independent Study plan. This will allow your student to continue with his/her curriculum and will not be counted as an absence.

This is especially important in these tight financial times. Regular attendance is needed to support our school.

**Fees** – There is a \$15 fee for planners and I.D. card for all students. Checks are made out to Brook Haven School. All other class material fees are covered for your student by RPF.

**Parking** - Parents can park in front of the school, before and after school. Please do not park along the southeast parking strip adjacent the garden – this area is reserved for teachers. Parents are invited to visit with each other at drop-off or pick-up at the tables in the quad by the REACH classrooms or at the tables in the lunch area behind the library. Classes are held around these locations so please be aware and keep voices low.

**Parents on campus** – Nametags will be made for parents to wear who come to school for regular assignments. Visitors to the campus need to check in at the office and get a temporary sticker. Visitors also need to complete a Volunteer Code of Conduct form and accompanying documents in order to be on campus on a regular or extended basis. Please be aware that The REACH School schedule does not match identically with Brook Haven's so you might be on campus at times when Brook Haven students are still in classes. Please be conscious of this as you engage in conversations while waiting to pick up your student or supervise an activity.

**Lunch**— Students in the REACH School eat lunch in the quad in front of their classrooms. Once lunch is finished, volunteer yard duty supervisors escort students of the 4/5 class to the park or to other recreational options. On rainy days, REACH School students eat in their classrooms. Volunteer parents supervise the classrooms on rainy days.

Brook Haven cafeteria lunches are available to all Brook Haven students including The REACH School students. Students can bring a check for \$25 which pays for 10 lunches. During attendance in the morning, the teachers will ask for the lunch count. Students will go to the lunch line to pick up cafeteria lunches and take them back to the REACH quad.

**Library** – All students may use the library at designated library hours. They can check out books and work on homework if necessary. Books can be checked out at all those times and no library card is needed. Lost books have to be paid for, but there is no limit on the time a student can have to return a book.

**Bicycles, scooters, roller blades, and skateboards** – Students may ride bikes, scooters, roller blades and skateboards to school as long as they wear helmets securely fastened and do so in a safe manner. Scooters and skate boards must be left in the front of the office during the school day. Bikes must go in the racks and be locked. Failure to follow these rules will result in a detention.

**Dress code** – Check out all the details in the student planner. No hats or caps in class. If enrolled in a Brook Haven PE class, the 7<sup>th</sup> and 8<sup>th</sup> graders must buy and wear gym clothes provided by the school. Some elements of the dress code include: No pajamas (except when designated for school spirit days). No inappropriate messages on clothes. Stomachs must be covered.

**Electronic devices** - None of the following items can be observed or used at school: CD players, radios, Walkman, i-pods, or tape recorders. Cell phones cannot be out of packs during the school day.