



A Creative, Liberal Arts Charter School
Established 2009 by the REACH Parent Foundation

Mail: 708 Gravenstein Hwy. N., #203, Sebastopol CA 95472
Physical: 7285 Hayden Ave., Sebastopol CA 95472
707-823-8616 • reach.admission@gmail.com

Goldie Curry, School Director

Parent/Student Handbook 2011-2012

7285 Hayden St.
Sebastopol, CA
www.reach-program.com
707-823-8618

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

Vision: Our vision is accomplished through the dedication of skilled teachers, program leadership, involved families, enriched activities, collaborative relationships with the school administration and committed financial support.

This handbook is a source of reference information for parents and the students at REACH. We welcome suggestions from the REACH community to make the handbook as helpful as possible. Changes to the handbook will be communicated during the year via the website, e-mail, newsletters or mail.

School Time/Attendance/Absence: The REACH School runs from 8:35 a.m. to 3:00 p.m. Students are to report directly to their homeroom and be seated by 8:35. Band begins at 7:30AM and ends at 8:25.

Report Directly to Homeroom: Students are to be seated by 8:35, After 8:40 report to the REACH Office for a tardy sign in.

Drop off: Please keep drop off efficient during the morning and afternoon rush. Avoid blocking traffic waiting to enter the lot. Do use the parking areas if you need to leave your car.

Verifying Absence: Call the REACH office at 823-8618 and leave a message if your student is to be absent for any reason. The student is tardy after 8:40 and absent without notification at 8:50. See the section on Attendance for regulations regarding absences.

Leaving during the day for an appointment: Sign out your student in the Office prior to leaving for medical, dental, or counseling appointments. Upon return students can report directly back to the homeroom teacher.

Lunch: Students are to bring lunch, a drink and a snack. The lunch area, near the playground, has a covered area with picnic tables. Seventh graders have a lunch area in the grassy section between buildings. On rainy days, REACH School students eat in their classrooms. It is anticipated that a school lunch program will be developed.

The Implicit Curriculum

The implicit curriculum in any school is what is taught and learned about values. REACH staff and teachers have received training and are launching an implicit curriculum patterned after the [River School in Napa](#). Parents will be invited to learn about the implicit curriculum so that conversations at home enhance learning at school. Both on site and online instruction will be provided.

At REACH the implicit curriculum is planned and practiced by teachers, staff and students through communication, policies, discipline and decision making. Through collaboration with teachers, parents and students the REACH school embodies a nurturing learning environment that emphasizes academic competence, creative expression, and personal and social responsibility.

REACH is a school that supports students to participate fully in their own learning and to take full credit for both good and bad choices. The REACH school creates an atmosphere in which behavior once thought of as negative is, instead an opportunity for growth, responsibility and problem solving. To be human is to make mistakes. Learning what to do when a mistake is made is a part of the REACH curriculum.

In order to accomplish the REACH Mission, Vision, the collaborative community of students, parents, and staff intend to develop:

Students who are:

1. responsible
 - Willing to see oneself as cause, instead of victim
 - Take responsibility for their choices in actions and in academics
 - Become self-motivated, competent, life-long learners
2. respectful
 - Respect the diversity of opinions by examining issues from multiple perspectives.
 - Value the uniqueness and contribution of each individual
 - Work collaboratively with peers and teachers
3. resourceful
 - Demonstrate proficiency in the core academic subjects
 - Solve problems independently, collaboratively, and creatively.
 - Communicate written and spoken ideas clearly and effectively
4. responsive
 - listen and respond to others with compassion
 - make choices from an understanding that the world is interdependent and interconnected.

Staff members who:

- model the values of responsibility, respect, resourcefulness, and responsiveness that we expect of our students
- empower students to grow academically, creatively, and personally.
- are willing to grow personally and to work collaboratively

Parents who:

- Support, promote, and model the values embodied by the implicit curriculum
- Actively participate and contribute their time and resources to the REACH School.

Discipline = *activity, exercise, or a regimen that develops or improves a skill.*

At REACH the *skill* is contained in the four R's. The *exercise or regimen* is the communication or reminders about the four "R's" and is both oral and written. After oral reminders students will be asked to complete a learning opportunity form (green slip) that will allow for focused conversations between students, teachers, and sometimes the Director. Written communication to parents is also a part of the process. While most conversations are about the need to be reminded of ways to be responsible and respectful, resourceful and responsive there are times a parent or guardian will need a phone call for more urgent issues. The implicit curriculum is designed to assist all students to relate in ways that enhance the learning environment and the community. Parents are encouraged to use similar language and adopt a learning opportunity environment at home.

Serious Misconduct

REACH will be responsible to the individual student, family, teachers and community in the event of serious misconduct. Serious misconduct includes disruptive vocal and physical activities, refusal to work, cheating, vandalism, gambling, theft, drugs use or possession, bringing weapons of any kind to school, and unsafe behavior such as bullying or sexual harassment. Serious misconduct should be brought to the attention of the REACH Director immediately. It is the intent of REACH to avoid suspensions and legal action through growth producing conversations with students, teachers and parents involved. Detailed information on Grounds for Suspension or Expulsion can be found in the [Education Code](#). Section- 48900-48927 and the REACH Board Policy. A hard copy is in the REACH office.

Responsible: Playground Safety

General Playground Rules

Playground rules are only guidelines for responsible, respectful, resourceful and responsive behavior. For a fun and safe environment all students need to take care to avoid accidents and allow play to become too rowdy. Students must be immediately responsive to any direction by adult playground supervisors as they might see the possibility of an accident before you do.

Designated Areas

Students are to participate in the designated areas for all activities. The Upper Field and other Playground spaces are open only if there are enough supervisors on duty to be present in the area during recess. Check with someone on playground duty for permission to be in the Upper Field and other Playground spaces. Students are not to climb the hills or dig in areas outside of designated digging areas.

Seventh graders have a designated eating area separate from the large covered eating area for all of REACH.

Merry-Go-Round Required for Use:

An adult present, dry surface and no red cone.

No more than 12 people at one time, no jumping off while it is moving fast, no touching or pulling people when in motion and no hanging off.

Big Slide

One person at a time on the slide, no climbing up, no balls or other playground equipment on the slide, feet first only.

Rock Climb

No jumping off the top.

Parent Section: Fees, Permission Slips and Visiting Campus

Checks Made Out To: The REACH School

Physical Education Uniform:

Cost: To Be Determined. REACH 7th grade students will design a logo to be used on Tee-shirts for the PE uniform. Notice as to cost and purchase will be sent via email and on the REACH Web site.

Planners: There is a \$6 fee for planners.

Serious Misconduct

Field Trips: Cost: To Be Determined. REACH is known for taking school away from the classroom. The trips have been cherished by REACH graduates and the returning REACH students. They require individual donations and fund raising for scholarships as ALL students must be included. Parents in each home room will participate in determining cost, fundraising and feasibility of field trips. The first field trip is the Unity Retreat, an overnight experience for all REACH students. This experience sets the intention for a successful REACH community of learners. Requests for Scholarships go to the RPF treasurer

Permission slips and other forms:

Permission slips and other forms will be sent home with students for all of campus events. Parents should check with students on a regular basis to see if any new forms have been sent home.

Visiting Campus:

Visitors to the campus sign in the office Volunteer and Visitor Notebook and get a temporary name sticker for identification.

Respectful and Responsive

Bicycles, scooters, roller blades, and skateboards – It is **responsible and resourceful** to ride to and from school! 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. **Riding anywhere on the property is not allowed before, during or after school.** Scooters and skate boards are to be parked in the hallway where indicated during the school day including lunch and recess. Bikes must go in the racks and be locked. REACH is not responsible for lost items – so lock ‘em up.

Dress code – What the student wears is a part of the implicit curriculum as appearance conveys respect for the learning environment and for others. Students should wear clothes that are comfortable for active learning and for play. The PE uniform is to be determined. Some reminders: Inappropriate messages on clothes or clothing that conveys disrespectful or negative messages should be avoided. Pajamas only on designated pajama day. Hats are off during class. Cover up - Stomachs covered, tank tops with lasagna straps not spaghetti straps and shorts are allowed if the hem meets extend fingers with arm at your side. Flip flops ALLOWED! Athletic shoes for required for PE. Really ugly tee shirts will be available if more cover up is deemed necessary.

Electronic devices – Electronic devices for entertainment or private communication brought from home are not to be used at school. Items such as CD players, radios, Walkmans, electronic games, i-pods, or tape recorders are to be stored in the students back pack. Cell phones are to be stored OFF during the school day. REACH is not responsible for lost or stored items.

Responsible

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

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

Verifying Absence: A note or phone message from the parent or guardian stating the reason for the absence, the student's name, and name of parent or guardian is required for all absences.

Truant: A student is considered truant if tardy more than 30 minutes on three or more school days in one year or absent without a valid excuse for more than three days in one school year. The process for truancy issues is found in the Educational Code 48260.5.

Independent Study – Students who are absent and able to complete work at home to keep up with assignments can obtain a study plan from the teacher and complete work at home. When Independent Study assignments are completed and graded by the teacher the School can receive the state funds for the instruction. For each day of absence REACH loses 55 dollars. For each day for Independent Study Each REACH will get the 55 dollars.

Responsible: Learning at Home Too!

The REACH school teacher will assign homework that is relevant and necessary to the projects occurring in the classroom. The approach to home work is to encourage the student to become empowered with the responsibility of completing assignments with minimal assistance from parents/guardians. If a student is struggling with homework and requiring more than minimal assistance at home students and parents are encouraged to discuss issues with the teacher.

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 students do their homework when assigned and turn it in on time.

Homework will be assigned on a regular basis and will cover the spectrum of the curriculum. Teachers are committed to coordinate assignments to balance student workload.

Students are encouraged to incorporate a minimum of 20 to 30 minutes of reading into their daily routine. Reading for pleasure builds reading skills!

Each student can use the REACH 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 to assist the student in becoming responsible.

Parent support and a dedicated workspace can make homework easier and more productive.

Resourceful: Parents Supporting the School

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

We ask that for each child attending REACH that a family volunteer five hours a month. The volunteer work not only enriches the school environment but the services provided directly support learning activities and helps keep class size at a reasonable level. Working parents can volunteer in many other ways that can fit a busy schedule. The Volunteer Sign up Bulletin Board is directly ahead when you walk into the REACH Office. The Volunteer Coordinator is Rachelle Steele.

For the safety and security of all who participate and to meet [California Education Code Section 45125.01](#) volunteers, staff and teachers the following procedures are required.

ALL Volunteers: Documented TB testing within the last four years. Volunteer Form

Drivers: Volunteer Form and Car Insurance Form

Classroom – Sign in and Out while volunteering

Overnights – fingerprinting Live Scan, and background

a. Obtain the Live Scan Application online at the REACH Office

b. Fingerprints can be scanned at the Ameriprint <http://www.ameriprints.com/>

or the Sebastopol Police Department. Cost is not reimbursed so thank you for the contribution.

Resourceful: Donations

The REACH Parent Foundation’s mission is to support the REACH School. This year we are supporting a full time Director, and certified teachers that believe in and have created a curriculum that includes art, drama, science labs, technology, Spanish and environmental students in a project based curriculum approach! In addition we have band, chorus and various clubs. Donations also underwrite field trips, field study experiments and more. Your donations also assist in providing specialized in-service training for the REACH teachers, such as the Implicit Curriculum and Project-Based Learning.

This direction in teaching and learning is why we are all here – and it cost money. Your donations and fund raising efforts are key to the privilege of having your students in a school that provides a curriculum of your choice.

All REACH families are encouraged to pledge their support to the School to extent that it can. The request is for a 250.00 pledge per student each month. 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. Donations can be made:

- Electronically
PayPal – there is a “donate” button on www.reach-program.com
Direct Deposit from your bank to REACH Parent Foundation
708 Gravenstein Hwy N. #203
Sebastopol, CA 95472
- Mail checks to the above address
Hand deliver to Julie Heinsen in the REACH Office

Helping the Community Help US

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

<http://backtoschools.escrip.com/>

Helping with big and little WISHES

Each room and teacher will have wish lists of small things and big things that together we can fulfill. Look for ways to make your student's homeroom's wishes come true. You can also sponsor student participation – one student extra on a field trip, one student extra for fees. Helping all REACH kids become educated together! Supplies, materials and ways you think of that we didn't will be welcome.

RESPONSIVE: Communication

Teachers, staff, the Director, and parents can role model effective communication and problem solving by first addressing issues the person(s) involved. As a part of the implicit curriculum students will learn self-sufficiency and pride in problems solving also by first addressing any issue with the person directly involved. Of course, teachers are resources in initial problem solving and in guiding the concern into a learning opportunity. .

For classroom related concerns parents are encouraged to contact teachers by email or a written note to initiate a contact and set a time for a face to face discussion as needed. It is best to schedule ahead of time for all private or individual meetings.

For concerns related to the REACH school curriculum and policy the REACH director and RPF Parent Liaison are both ready to support parents and students to make REACH the best it can be.

Communication from REACH teachers, staff and the Director will occur through email, notes to home, and the WEB site. Suggestions are always welcome so that they can be responsible, and responsive to the REACH Community.

Monthly Newsletter

A monthly newsletter will keep you up to date about schedules, changes, events, requests for volunteers, and other information and is available at www.reach-program.com and can be sent to your personal email. Hard copies are available in 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.

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.

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. 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. These meetings are held monthly throughout the school year Aug - Jun with special meetings at various times throughout the year as needed. For the 2010-2011 school year, regular meetings are scheduled the second Monday of each month at 6:30 pm in the Pine Crest Library. Agendas for all meetings are posted on the office door and reminders of the times and locations for regular meetings will be published via the newsletter and on the school web site calendar.

Resourceful: Enrichment - Clubs

Enrichment clubs are on Wednesday s from 1:30 to 3:00 in five week segments throughout the year. Students in different grade levels participate in the clubs of interest mixing and changing groups each as the clubs vary. Clubs are designed to enrich the school experience and the more popular clubs are often repeated. Parents are invited to sponsor or instruct club activities. Clubs are organized by the Office Manager

RESOURCEFUL: Extra- curricular activities

Sports: After School sports are currently on the REACH wish list. As a community we need to be resourceful in order to develop a fun, involved REACH sports program. In the meantime students are encouraged to use resources outside of school for sports activities.

Dances: It is anticipated that school dances will be organized in collaboration with Brookhaven. It is envisioned that the REACH Student Organization and the Brookhaven Student Organization will work together to host shared dances at both locations. Put that on the “to do” list.

Nordquist - 7th graders The Nordquist Dance Program is an after school program that most 7th and 8th grade REACH stu- dents have participated in. 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 Scholarships have also been made available through the Nordquist's and the REACH Parent Foundation, just ask!

Family Agreement

I have read the Parent Student Handbook and agree to participate regarding conduct, policies, curriculum and direction the REACH School is taking in the ongoing process of addressing the needs of students and with a community of learners

Parent/Guardian(s) _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Student(s) _____ Date _____

_____ Date _____

_____ Date _____

Return this page to the REACH Office