**Attendance Policy**

It is vitally important for children to attend school regularly. Work missed is difficult to make up at home, and nothing replaces direct teacher instruction. State funding is based on the days a student is present; excessive absences have a dramatic impact on the school’s financial ability to provide a quality program. Absences are now recorded electronically.

1. If your child is absent, you **must call the school office the day of the absence or send a note the day your child returns to school.**
2. If a pattern of absenteeism is noted by the teacher or administrative staff, for example, three Fridays or Mondays absent, then the parent/guardian will receive written notification.
3. If an additional absence occurs, parent/guardian will meet with teacher and principal to address the issue.
4. The next absence may result in administrative intervention and district truancy referral.
5. Vacations should not be taken during school days but if unavoidable please fill out an Independent Study Contract from the office.

If you need to take your child out of school any time during the school day, you must sign him or her out in the office (and back in if necessary). This allows us to account for all children during school hours in case of emergency.

**School Breakfast and Lunches**

WCSA has an excellent school lunch vendor called Revolution Foods. The food is made locally (in Oakland) and delivered fresh daily. We offer free and reduced lunches for approved families. Applications are available in the office and in the first week packet. Lunches cost $3.50 and must be ordered a week ahead. See Monica for details. This year we will select the most popular dishes, you do not need to complete a menu

**Policy on Bullying**

Bullying is when a stronger, more powerful person hurts or frightens a smaller or weaker person deliberately and repeatedly. The effects of bullying are devastating to all parties involved and are detrimental to a positive school environment. We are committed to creating a safe environment for our students.

The Watsonville Charter School of the Arts opposes bullying whether verbal or physical. All WCSA students and staff will receive training in bully awareness and prevention. Students who are disciplined for bullying the first time will receive an appropriate consequence, have parent notification, and meet with the principal to learn more about bullying.

Students who are disciplined for bullying more than once in a school year will have an appropriate consequence and the student’s family will meet with the Principal about the consequence of bullying. Consequences may include one or more of the following: student suspension, expulsion, a behavior contract, further reading about bullying, public restitution, and or community service.

**Conflict Resolution**

The Watsonville Charter School of the Arts uses conflict resolution techniques to solve non-physical conflicts on the playground and in the classroom.

Each classroom has weekly classroom meetings to find positive solutions to class conflicts.

Teachers have a conflict resolution system in place where students practice talking and listening, and finding win-win solutions.

Students with Strong listening skills participate in the school’s CR Team and help students solve problems on the playground.

**Dispute Resolution Policy**

The intent of this dispute resolution process is to ensure a fair and timely resolution to disputes. It is agreed that disputes will be handled in a confidential manner.

Here is the flow chart for all conflicts:

1. Talk with the person with whom you have a disagreement. Not satisfied?
2. Go to the principal; the principal will facilitate a meeting. Not satisfied?
3. Present your complaint to the Leadership Council’s Advisory Board. Not satisfied?
4. Present your complaint to the Assistant Superintendent of Secondary Education. The superintendent’s decision is final.

Classroom Issues:

1. For complaints, disagreements, concerns or questions about classroom issues or decisions, ask the teacher of a time to talk privately,. This may be done by phone or in person.
2. If your concern or complaint is not resolved, you may schedule an appointment with the principal. The principal will facilitate a meeting between you and the teacher. The principal will document the outcomes/agreements in writing and provide a copy for both parties.
3. If you are still not satisfied with the outcome, you may request a meeting to present your concern or complaint with the Leadership Council’s Advisory Board (hereby noted as AB). The AB is a committee of three Leadership Council members. Disputants should bring all related documents to the meeting. The AB will render a decision in writing and provide copies to disputants and principal. If the AB deems it necessary, complaint may be directly referred to the Assistant Superintendent without AB consideration.
4. If the previous steps do not resolve the dispute, you may request a meeting with the Assistant Superintendent’s decision shall be final.

Complaints not directly related to classroom issues will follow the same guidelines:

1. Complaints should be made directly and privately by the disputant to the person whom the complaint is lodged.
2. If your complaint is not resolved, you may schedule an appointment with the principal. The principal will facilitate a meeting between the two parties. Outcomes/agreements will be in writing.
3. If you are not satisfied, or if the complaint is against the principal, you may request a meeting to present your concern or complaint to the Leadership Council’s Advisory Board (hereby noted as AB). The decision will be in writing. If the AB deems it necessary, complaint may be directly referred to the Assistant Superintendent without AB consideration.
4. If the previous steps do not resolve the dispute, you may request a meeting with the Assistant Superintendent of Secondary Education and Charter Schools whose decision shall be final. The superintendent reserves the right to refer the complaint back to the Leadership Council or its Advisory Board.

**Dress Code-Students**

Our goal is to have a respectful, learning-focused school environment. It is a privilege and a responsibility to not wear uniforms. Parents, if you value the freedom of not wearing uniforms, please help us to enforce our dress code. WCSA dress code:

* No gang attire of any nature. No bandanas, no sweat bands, no belts hanging down.
* No beanies or hats with brims that block vision are to be worn in the classroom.
* No inappropriate (violent, sexual, disrespectful) words, pictures, or advertisements on any shirt, jacket, sweatshirts or pants, pants with words across the backside.
* These styles are okay: t-shirts or sweatshirts that advertise real schools, brand names on clothes like “Roxy”, “Gap”, etc., and shirts that advertise events and places.
* No skimpy shirts, skirts, or shorts for girls of all ages, K-6 (no belly tops or spaghetti straps). Skirts and shorts must be longer than the length of the student’s arms when held at their side.
* No excessively baggy pants for boys
* No make-up or perfume
* **Wear appropriate shoes.** Our campus is old and we are concerned about stubbed toes; we also walk a lot. **No flip-flops or open backed sandals. No high platform shoes and No shoes with wheels.**

Students who come to school in inappropriate dress will be given appropriate clothes, wear their clothes inside out, or have someone bring in correct attire.

Students who repeatedly (more than once in a trimester) wear inappropriate dress will receive a pink slip.

**Dress Code – Parents**

* No gang attire
* No provocative attire – see above

**Parent Opportunities to Help**

Parents are the number one educators of their children. We are partners in that process. We need every family involved in the Watsonville Charter School of the Arts. We have a 36 hour a year parent participation requirement for each family. This may be done on a weekly basis, one hour per week, by helping out at several all-school events, or by serving aon a school-wide committee. Sign-ups will take place a Back to School Night or you will be contacted by your child’s classroom volunteer coordinator.

Help is needed:

* Working with students in the classroom
* Helping in the office
* Supervising students at lunch
* Driving on field trips
* Helping at parent work days the first Saturday of the month, 9-1 pm

**After School Program**

The after school program will begin on August 19th. Enrollment forms are W-8 and in the main office.

**Telephone Use**

The use of the school telephone by students is limited to **emergencies only.** Please make your afternoon arrangements before dropping off your child.

**Lost and Found**

There is a lost and found area in the back of the office. We save articles 3 weeks. Unclaimed items are donated to charity.

**Items Prohibited at School**

* No skateboards, rollerblades, scooters, shoes with wheels
* No hardballs, baseball bats
* Firecrackers
* Knives, guns, shock pens, or weapons of any kind including toys or replicas
* Illegal drugs, alcohol (students who take medications during the school day must do so through the school office)
* Candy, sodas unless for a class party.
* Hot Cheetos, gum or artificially colored snacks, food
* No electronics, i.e., iPods, games, Mp3’s (cell phone must be off and kept in your backpack

**Student Study Team**

The Student Study Team (SST) is made up of classroom teachers, principal, and any appropriate support staff. The purpose of the SST is to address the needs of individual students who might be struggling academically, socially, or emotionally. The goal is to provide a support system for the student, teacher and parents. A parent or teacher may request an SST meeting. The first meeting focuses on the child’s history and current situation, ideas are shared and tried out at home and in the classroom; follow-up meetings monitor progress.

**Special Education Services**

The Watsonville Charter School of the Arts is served by the Pajaro Vally Unified School District’s Special Services. Each case is looked at individually. If necessary, there is testing and possible placement in Special Education. Parental approval is required for all testing. We have a Resource Specialist who sees identified students twice per week. Because we are a small school, we do not have all of the District’s special education resources available on site.

**School Pictures and Yearbooks**

Individual and class pictures are taken in the fall by professional photographers. Notices of the specific dates will be sent home. We have a wonderful annual yearbook with individual and classroom pictures and school events. These yearbooks are presold in the spring and delivered the last few days of school.

**Student Counseling**

Unfortunately our budget does not allow for a counselor at this time. Parents who are in need of counseling services for themselves and/or their children are encouraged to contact the Watsonville Parent Center, 724-2879 or Pajaro Valley Student Prevention and Assistance, 728-6445. Both programs offer fees based on ability to pay, and take Medi-Cal