



WELCOME

to Larchmont Charter School at Lafayette Park!

This packet is a **year-long guide** to most of the FAQs about LFP's expectations for a successful school year. Please read it and keep it in a safe place to refer to as needed.

2019-2020

Our Mission

The mission of Larchmont Charter School is to provide a socio-economically, culturally and racially diverse community of students with an exceptional public education. We foster creativity and academic excellence; our students learn with and from each other in an experience-centered, inquiry-based learning environment. With participation from our entire community, we strive to instill in each student a dedication to improving the world we inhabit.

A

Absences/ Attendance

All student absences have a substantial impact not only on your child's academics, but also the school, especially given the collaborative, interactive nature of our curriculum. Unless they are ill, it is critical that your child be in school, on time, every day. Please make every effort to schedule dental and medical appointments outside of school hours, and to ensure that travel plans do not conflict with the school calendar. **(See Independent Study for more information.)**

If your child is going to miss school for any reason, please email lfpattendance@larchmontcharter.org. Please explain when and why your child will miss school (e.g. sick, travel, doctor's appointment). A doctor's note or dentist's note should be provided to the office when applicable. **Upon emailing us, you will also receive an automatic reply containing work packets for each day of missed school (according to grade level). By completing the packets, your child will not miss valuable information from school and the school will not lose critical funding. Please return the packets to the office.**

After/Before School Program

Larchmont Charter School is committed to providing LCS students with a safe, enriching, and academically supportive after-school care program. For the 2019-2020 school year, our after school program will continue to be **YPI**, Youth policy institute. **This program is 100% free to our families.** Our after school program will consist of daily snacks, homework time, enrichment and recreational activities. At LFP, YPI is offered in the morning from 7:00 a.m. to 8:30 a.m. and from dismissal to 6:30 p.m., Monday through Friday. Additional information will be sent later on in the summer about available classes.

B

Backpack/Locker Searches

We reserve the right to search backpacks and/or lockers for the purposes of student safety.

Bell Schedules

@LFP	2019-20 Bell Schedule			
8th Grade:		9th-12th Grade:		
Monday, Tuesday, Thursday, Friday		Monday, Tuesday, Thursday, Friday		
Block 1 (1/2)	8:30am - 10:00am	Block 1 (1/2)	8:30am - 10:00am	
Pack Time	10:05am - 10:35am	Block 2 (3/4)	10:05am - 11:35am	
Block 2 (3/4)	10:40am - 12:10pm	Lunch	11:35am - 12:05pm	
Lunch	12:10pm - 12:40pm	Pack Time	12:10pm - 12:40pm	
Block 3 (5/6)	12:45pm - 2:15pm	Block 3 (5/6)	12:45pm - 2:15pm	
Block 4 (7/8)	2:20pm - 3:35pm	Block 4 (7/8)	2:20pm - 3:50pm	
Wednesdays		Wednesdays		
Block 1 (1/2)	8:30am - 9:40am	Block 1 (1/2)	8:30am - 9:40am	
Block 2 (3/4)	9:45am - 10:55am	Block 2 (3/4)	9:45am - 10:55am	
Lunch	10:55am - 11:25am	Block 3 (5/6)	11:00am - 12:10pm	
Block 3 (5/6)	11:30am - 12:40pm	Lunch	12:10pm - 12:40pm	
Pack Time	12:45pm - 1:30pm	Block 4 (7/8)	12:45pm - 1:55pm	

*NOTE: throughout the year we will be having special Bell Schedule days. Please make sure to check your email for updates and if you have any questions, please call the office!

Behavior Expectations

At the beginning of the year, PACK TEACHERS and ADMINISTRATORS will go over our **Behavior Expectations** with all students. Please be on the lookout as these expectations will be sent home and shared with you at Orientation, Back to School Night, and throughout the year.

C

Carpool

Each day will begin and end with carpool. During carpool hours (7:30am - 8:20am, 3:30pm - 4:00pm, Monday through Friday and 7:30am - 8:20am, 1:30pm – 2:00pm Wednesdays) you may drop off or pick up your child through carpool. In the event we cannot safely supervise carpool, we may have to lock the entrance gate. Please safely drop your students off on La Fayette Park Place and follow the directions of any staff and/or campus aides.

In addition, in order to ensure that we are in compliance with the city of Los Angeles and to ensure that things will run smoothly, please adhere to the following rules:

- 1. Please abide by all traffic laws, such as not blocking the sidewalk or blocking traffic, when waiting for the carpool gates to open.**
- 2. Please be courteous and patient.**
- 3. Please DO NOT make left turns into the parking lot during carpool hours.**

Chromebooks and Technology

Every student will receive a Chromebook. Every student must adhere to the “**Chromebook/Technology Use**” policy (in the **Parent Handbook**). Any failure to adhere to the policy could result in counseling and/or disciplinary action. All students who bring their own devices are subjected to the “**Chromebook/Technology Use**” as well as the Expectations outlined in the “**Behavior Expectations**” agreement.

Cell Phone/Electronics Policy

MIDDLE SCHOOL (8th Grade)

Our policy is as follows:

- We prefer that students leave cell phones and personal electronics at home. While phones may sometimes be permitted for instructional purposes, they are never required, as chromebooks are also available. In the event that a cell phone or personal electronic device is brought to school, it is to be OFF (not on silent) and in a backpack or locker between a student’s arrival and departure from the campus.
- We ask that all parent-student communication during school hours go through the office (phone/email).
- During class, cell phones and other electronic devices (chromebooks, kindles, iPads, iPods, cameras, smart watches, etc.) may only be used by students when directed by a teacher for **instructional** and **educational** purposes. Cell phones are not to be used for reading at any time.
- If a student would like to use a cell phone or electronic device for personal instructional purposes outside of the classroom (ex: to look up information on google classroom or powerschool during lunch), he or she must first obtain permission from staff. Devices must be turned off and put away after use.
- Parents who wish to have their student use a phone or tablet for instructional purposes should be aware that this may result in the usage of additional plan minutes.
- All expectations apply to any time spent on school grounds, before school, during school, after school, or at school sanctioned events such as field trips.

HIGH SCHOOL (9th - 12th Grade)

- If a cell phone must be brought to school, it is to be off and in backpacks or lockers between the hours of 8:30am and departure from the campus.
- **Cell phone usage during lunch is ONLY permitted in the back patio or side yard.**
- During class, cell phones and other electronic devices (chromebooks, kindles, iPads, iPods, cameras, smart watches, etc.) may only be used by students when directed by a teacher for **instructional** and **educational** purposes.
- We ask that all parents have a conversation with their students clarifying when you expect them to respond (during lunch, after school) and when you expect them to NOT respond (during class, passing periods). In case of an emergency, please contact the main office (phone/email).
- Cell phones are not to be used for reading at any time.
- Parents who wish to have their student use a phone or tablet for instructional purposes should be aware that this may result in the usage of additional plan minutes.
- Cell phone expectations apply to any school sanctioned events such as field trips that take place during school hours.

Communication

It is the parents' responsibility to keep this information up-to-date so that you can be informed about what's happening at Larchmont! Please contact your campus office with updates or changes of address, phone number, email, emergency contacts or medical information as needed.

Communication Tools (we use EMAIL frequently, so check your SPAM filters!):

- 1) PARENT BLAST – SENT EVERY FRIDAY! (Check your email!)
- 2) INSTAGRAM: @larchmontschool (UPDATED THE MOST!)
- 3) FACEBOOK: Larchmont Charter School
- 4) TWITTER: @LarchmontSchool
- 5) LCS WEBSITE – NEW WEBSITE WILL BE LAUNCHED THIS YEAR. Stay tuned for updates on the launch date!!
www.larchmontcharter.org

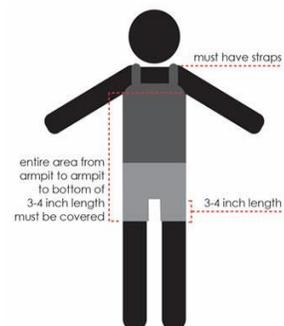
PACK parents, parent volunteer coordinators, and Site Council members will also communicate with families as needed.

D

Dress Code Policy

Appropriate dress is necessary for the safety and well-being of school and classes.

- Students must wear closed-toed and closed-heeled shoes. "Crocs", flip-flops, slides, and other summer wear can be dangerous at school.
- Students must wear appropriate shoes in order to participate in physical education.
- Clothing with offensive language and school inappropriate graphics or content is not acceptable. This includes, but is not limited to, curse words, obscene gestures or symbols, references to alcohol, drugs, cigarettes, excessive violence, material that is sexual in nature, or that promotes a gang affiliation.
- Headgear including hats, hoodies, sunglasses, and caps, are not allowed unless permitted for religious, medical, or for another reason by school administration.
- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3-4 inches in length on the upper thighs (see image below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3-4 inches in length.
- Clothing should fit properly and not be excessively tight or loose. Under garments should never be viewed by the general public.
- See-thru or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.



Procedures for Students Dressed Inappropriately:

- Student will be referred to the office for members of the same chosen gender to determine appropriateness of dress
 - If deemed inappropriate, student will be told to adjust clothing if possible or be required to put on additional clothing such as a sweater.
 - If not possible, student will be required to call parent/guardian to bring alternative clothing from home.
- Repeated offenses will be viewed as defiance and will result in disciplinary action.

E

Early pick-up or Early release- Other than in an emergency situation, please do not pick up your student early from school. In addition to missing out on valuable instructional time, these early pick-ups are disruptive to the entire class. Both the transition as students leave school and also their absence in the classroom compromises the learning of other students. If it is truly unavoidable to pick-up your student early, you will need to come to the main office and sign your child out by the front desk, and your child will be called to the office by the office staff. **We ask that you not call your student on their cell phones during school hours. If you need the office to release your student early, you must call the office at 213-867-6300. You must also send an email to lfattendance@larchmontcharter.org. Without both, your student will not be released.**

E

Field Trips

For each field trip scheduled, the teacher will send home a permission slip providing specific information pertaining to the trip. Note: Students without "physical" permission slips will not be allowed on the trip. **No Exceptions.**

G

Grades

In accordance with school guidelines, all courses including physical education and elective courses are counted in the GPA on a 4-point scale. The lowest passing grade is a D- for graduation, college bound recommendation is a C. The GPA and class rank include ninth grade and are calculated at the end of 11th grade and again after the first semester of the 12th grade. Students with the same GPA are given the same rank. AP classes are given an additional 1 grade point per semester and calculated into weighted cumulative GPA.

I

Independent study

A large portion of our state funding is based on our attendance. Every time a child is absent, our school loses money. For this reason, we ask that if your student is going to be absent for more than one day, you request an independent study packet and have your child complete and return it to school promptly on the due date agreed upon. We are legally required to keep completed independent study packets filed in the school records room. **However, these packets are not intended to take the place of your child's presence in school each and every day. If you are in need of an independent study packet for an extended number of days, please make sure that you email lfattendance@larchmontcharter.org prior to 9 am of the morning of the absence.** Independent study packets can also be completed for one-day absences. Please know that if your child is absent from school, his/her independent study packet may include authentic class work in order to ensure that your child does not fall behind the rest of the class. **Please ensure that your child does not miss school unless they are truly ill, and not for travel or for appointments that can be scheduled outside of the school day.**

L

Lost and found

Lost and found is located in the front lobby. If a student misplaces an item, please check there first. Larchmont is not responsible for items that are misplaced by students. Teachers and staff are not responsible for locating misplaced items. Unmarked articles will be donated at the end of each month. **Students are responsible for searching the lost & found for their own belongings.**

Lunch

Students may bring their lunch to school or may opt in to our lunch program. This year's lunch will cost \$5.10/day; 40 cents/day for "Reduced" families; and Free for families qualifying as "Free". If for some reason your child misplaces his/her packed lunch or forgets his/her lunch, we will provide your child(ren) with a school lunch at the same cost. We will invoice all families who have a lunch balance on a **monthly** basis.

Ordering food and having food delivered by a delivery service for and by students is not permitted.

M

Medication

Children may only receive medication during school hours with a written request from the parent/guardian and from the physician who is responsible for the medical management of the child. Parents are urged, however, to request that the physician develop a schedule in which taking medication in school is minimized or eliminated.

All medications must be stored at school in the original prescription bottle, labeled with dosage instructions, and be administered in the office. No student may carry his or her own medication or take medication unsupervised except in the case of an inhaler where the doctor has given permission.

If your child takes medication regularly during non-school hours, you should leave a short-term supply in the office to be used in case of an emergency, such as an earthquake. Please fill out the Medication Request Form and label it in red "For Emergency Use Only." Record expiration dates and replace prescriptions as needed.

O

Office/Operational Information

2801 W. 6th Street

Los Angeles, CA 90057

Main Office Phone: (213) 867-6300

Fax Phone: (213) 382-3840

Main Office Email: lfattendance@larchmontcharter.org

lissette.rivas@larchmontcharter.org (Office Manager)

miriam.espinoza@larchmontcharter.org (Office Assistant)

yoselin.ramirez@larchmontcharter.org (Attendance/Office Clerk)

Campus Hours M - F (during the School Year)

7:00 am - 8:15 am: Before-school Program

Dismissal - 6:30pm: After-school Program

7:30 am - 4:15 pm: LFP Office Hours

P

Parents in the classroom/on campus

Our campus welcomes parents into the classroom for a variety of reasons, including to help with special activities and to attend celebrations. However, due to the disruption to and safety of our students, please do

not stop by any classroom to observe or volunteer without first making arrangements with the office **and** teacher.

S SLOs

The SLOs guide student work ethic, decision-making and behavior. The Larchmont Charter School Handbook details student rights and responsibilities and specific behavioral expectations.

Communicate Effectively

by writing & speaking clearly, by listening to & hearing others,
by expressing oneself honestly & creatively

Seek to Understand

the perspectives of a world community by formulating questions, by pursuing answers, by reading critically & thoughtfully as a reflective learner

Demonstrate Mutual Respect

for oneself, for peers, teachers/staff, for one's family & community, for the school campus, for school materials, for the environment, for living beings & for earth's finite resources

Take Responsibility

for one's actions, for one's words, for one's learning, for one another,
for one's healthy body & mind

Persevere

when problems cannot be solved readily, when faced with criticism or disappointment, through challenges & setbacks, by applying openness & creativity to situations

Larchmont Charter School @ Lafayette Park is in the business of high-quality education. We, as a learning community, are dedicated to building a campus experience where every student is committed to:

- 1. Attend School** on time every day and every period
- 2. Communicate** effectively in class discussions and activities
- 3. Seek to understand** by listening attentively and asking questions
- 4. Demonstrate mutual respect** for self, others, things and space
- 5. Take responsibility** for own actions
- 6. Persevere** through challenges

School Handbook

The school handbook is the reference for all school rules, policies, and procedures while attending Larchmont Charter School. This is your first place to go for any questions you may have. From behavior expectations, birthday celebrations, and carpool to field trips, going home with friends and visitors to campus, the handbook is your starting place for how things work here at Larchmont Charter School. You will receive a school handbook at the beginning of the school year. **You will be required to sign that you acknowledge all Larchmont Charter School policies and procedures and that you agree to abide by them.** Please get to know the handbook before signing.

I

Tardies

Being on time fosters good habits for your student. Each late arrival during the school day disrupts your student's learning experience. When children are late to school it has a dramatic impact on the learning, both

on the student who is tardy and also on the rest of the class. The only excuse for being late to school is because of a necessary medical or dental appointment, though ideally these should be scheduled outside of the normal school day. All other tardies are unexcused. Tardies of 30 minutes or more are classified as truant. Our handbook outlines the consequences of consistently tardy students.

Technology (see “Chromebook” policy)

Toys, Games, Trading Cards, and Other Objects

Toys, games, trading cards, and other objects that are not directly related to your student's school day can create a distraction. We are not responsible for theft or loss.

V

Visitors

All visitors must sign-in in the lobby or in the main office, thereby allowing us to document who is on campus at any given time for safety purposes. Please be sure to wear your visitor sticker while you are on campus.

Volunteering

The success of our school is dependent upon the engagement and participation of all of our families. There are many opportunities to volunteer your time, both at home and at school. We are looking for those willing to make copies, make packets, clean, or do any number of other tasks. We also have several community events coordinated by parents to support our school. Please complete the Volunteer Committee Sign-up sheet (found online as part of your registration process) so that we can help you find volunteer opportunities that match your interests. You can also get in touch with your student's Pack Room parents to get more information about volunteering. **Note: All volunteers on campus who will be in contact with children are required to provide Larchmont Charter School with a negative TB test or doctor's verification of a negative result. Volunteers who may be working alone with students are also required to have a Livescan (fingerprinting) clearance.**

Thank you for supporting Larchmont Charter School!

