



WELCOME
to
Larchmont Charter School
at Selma!

This packet is a **yearlong guide** to most of the FAQs about our program. Please read it and keep it in a safe place to refer to as needed.

2020-2021

The ABCs of Larchmont Charter School at Selma

A

Absence/ Attendance – All student absences have a substantial impact not only on your child but on their class and 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. Be sure to review our [Attendance Policy](#). **(See Independent Study for more information.)**

If your child is going to miss school for any reason, please email chris.galvan@larchmontcharter.org or danielle.lovell@larchmontcharter.org. Please explain when and why your child will miss school (e.g. sick, travel, doctor's appointment, etc.) A doctor's note or dentist's note should be provided to the office when applicable. **If you request an Independent Study, please return Independent Study packets to the Office Manager Chris Galvan.**

After School Program- Will resume once we are in PHASE 4 of the reopening process.

Larchmont Charter School is committed to providing LCS students with a safe, enriching, and academically supportive after-school care program. Our after school program will consist of daily snacks, homework time, and recreational activities. At Selma, ASP is offered from dismissal until 6:00 p.m. on Monday through Friday. The cost is \$15 for the basic care. LCS After School Program-picking up after 6pm is an additional \$1 per minute. Please review the [After School Program Policies](#) for more details about the program.

We also offer a variety of enrichment classes for an additional fee – the classes vary by semester and more information will be sent later on in the summer about available classes.

Note: Pick up after 6:00 p.m. will incur a late care childcare fee. Students not enrolled in “general” after school care but who are only participating in enrichments will be charged for time in after school if they are not picked up within 15 minutes of the end time of their enrichment class.

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B

Backpacks/Bags- Please ensure that your child comes to school with a backpack clearly labeled with his/her name. No wheels, please. It is extremely helpful for your child to have somewhere to put their homework folder, parent communications and other school items without having to manage holding all of those items at once. Please send a normal sized backpack as storage space is limited in classrooms.

Before School Care- **Will resume once we are in PHASE 4 of the reopening process.** Our campus will open at 7:30am. There is no charge for morning care.

Birthdays- In order to be sensitive to children with food allergies, as well as out of respect for our school's "healthy food" policy, **we ask that you do not send or bring food to school to celebrate your child's birthday.** Classroom recognition of student birthdays is a part of the Selma culture. Birthdays are also recognized monthly at our Wednesday assembly.

In addition, you can also celebrate your child's birthday with a book by selecting a new hard cover age-appropriate book to be a permanent part of the Larchmont Charter School at Selma Library collection. Students will get to choose from an assortment of chapter books, award winners and new classics, fiction and non-fiction to find one just right for their birthday book. Each birthday book will have a special bookplate placed inside stating that it was given to the Selma Library in honor of your child's birthday. Birthday books will be announced and shown at the last All School Assembly of your child's birthday month and your child will be the first Larchmont Selma student to check the book out. When you return it, your birthday book will become a part of our Library collection to share with Larchmont Charter School at Selma students forever.

If you would like to participate, request the Birthday Book form and bring \$18.00 cash or check made out to Larchmont Charter School with "Birthday Book" and the student name in the memo. **Families who qualify for Free and reduced lunch may purchase birthday books for \$5.00.** **Will resume once we are in PHASE 4 of the reopening process.**

Birthday Party Invitations- Birthday invitations can be distributed in school, by the child, as long as each child in the class is invited to the party. If you are planning a smaller party and not every child will be invited, please distribute the invitations or party favors outside of school to avoid hurt feelings from those not invited.

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C

Carpool- Will resume once we are in PHASE 4 of the reopening process.

Each day will begin and end with carpool. During carpool hours (7:45-8:15 AM and 3:25-4:10 PM M, T, Th, F; 7:45-8:10 AM and 1:35 – 2:00 PM Wednesdays) you may drop off or pick up your child through carpool. In order to ensure that things will run smoothly, please adhere to the following rules:

1. Please abide by all of the rules as outlined in the "[Dismissal Procedures](#)" emailed to all at the beginning of the year.
2. If your child or children normally goes to after-school, but you want them to go to carpool, please inform your child and also email the office or tell your child's teacher at least 24 hours in advance. If you forget to do this, please walk in and pick your child up from after-school instead of going through the carpool.
3. Please engage in conversations with teachers and other staff **outside of carpool times**, as this is time when teachers are supervising children and ensuring that children are safe and are picked up appropriately.

Clothing (see also "shoes")- Please ensure that your child is dressed appropriately for the weather every day. Please see our "[Dress Code](#)" policy for more detailed information.

ALL jackets, backpacks, binders and lunch bags should be labeled clearly with your child's name!

Communication- Communication is an integral part of every community and the same is true for Larchmont Charter School. Please see our "[Communication Policy](#)" for more information.

First and foremost, your child's safety is our top concern. LCS maintains a database of current information such as home address, telephone numbers and emergency contacts for each student.

It is the parents' responsibility to keep this information up-to-date so that you can be contacted, should a need arise. Please contact your campus office with updates or changes of address, phone number, email, emergency contacts or medical information as needed.

Larchmont Charter School will use the following tools to communicate with families.

LCS WEBSITE – [NEW WEBSITE WILL BE LAUNCHED THIS YEAR](#). Stay tuned for updates on the launch date!

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www.larchmontcharter.org

PURPOSE: The main communicator of information coming from the school. The school website will house information about the mission and vision of the school and campus operations. It includes payment portals, teacher pages, updates about fundraisers and events, and access to volunteer opportunities.

RECEIVED BY: The Larchmont website is accessible to the general public.

ADMIN LED-COMMUNICATIONS

FRIDAY WEEKLY BLAST also known as the Weekly Update

PURPOSE: Weekly must-read document from the principal of your campus that is the main source of information about the culture and programs of the school. It contains a snapshot calendar of upcoming events, important updates from the staff to the parent body and important volunteer information and requests. It may also contain updates from other campuses' events, the next week's lunch menu and curriculum updates.

SENT BY: Principal

RECEIVED BY: All individual campus LCS families who have provided an email address to the LCS staff.

FREQUENCY & DELIVERY: Delivered every Saturday via email.

NOTES: We are trying to be green so we only distribute a paper version to those families who don't have access to email. If you do not receive the weekly emails beginning on the first Saturday after school begins, contact the school office to make sure your email address is correctly listed and also check your SPAM folder. These emails are generated from Mailchimp.

LCS UPDATES

PURPOSE: Time-sensitive information from our principals or office managers that cannot wait for the Saturday email blast, or deserves separate attention. This includes LCS Board meeting notices.

SENT BY: Campus Principal, Network staff or support staff.

RECEIVED BY: All individual campus LCS families who have provided an email address to LCS.

FREQUENCY & DELIVERY: Delivered as needed with the approval of the Campus Principal or Network office via email in English, most with Spanish and Korean translations available.

NOTES: If you need translation assistance, please contact your school office.

TEACHER UPDATES

PURPOSE: You will receive news and curriculum updates from your child's classroom on a regular basis via dedicated email newsletters directly from your teacher.

SENT BY: Grade level teacher(s)

RECEIVED BY: All classroom families

FREQUENCY & DELIVERY: At your teacher's discretion via email, homework folder or parent communication folder as determined by the teacher.

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

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E

Early pick up- Other than in an emergency situation, please do not pick up your child 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 children leave school and also their absence in the classroom compromises the learning of other children. If it is truly unavoidable to pick up your child early, you will need to come to the main office, sign your child out by the front desk, and your child will be called to the office by the office staff. **Students will not be called out of class within 15 minutes of dismissal time.**

F

First Day- The first day of school is Wednesday, August 19, 2020. Distance Learning classes begin at 8:30 am every day. Once we enter phase 4 of reopening, carpool gates will open at 7:45 am and will close at 8:15 am. We will share the in-person schedule when we get closer to reopening. **Please read over the carpool procedures carefully.**

G

Grades- At the Selma campus, your child will receive two progress reports and two report cards. The progress report is updated at the end of Quarter 1 and Quarter 3. These are not final grades. The purpose of a progress report is for students to see their grades and make any changes, if necessary, before the end of the semester. Report cards are mailed to your home address at the end of each semester. Report card grades are final. You will receive more information about progress reports, report cards, and how to check your child's grades during orientation and Back to School Night.

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H

Healthy Food Choices- Because of our emphasis on healthy lifestyles, LCS has a [healthy food policy](#). Please respect this policy by ensuring that you only pack healthy lunches and snacks for your child. We also provide hot lunch daily for a fee, however you can fill out a Free or Reduced Lunch form, if you have not done so already, for free or reduced cost for lunch. **If you have questions about this contact mimi.bonetti@larchmontcharter.org our ESY coordinator for this campus.**

Homework - Homework consists of long term, weekly or daily homework assignments (depending on the teacher and subject area) that is sent home – it should be returned according to the specific schedule specified by the teacher assigning it. Please check your child's planner (provided by the school) carefully and help your child develop routines and procedures to support with homework completion. Teachers also utilize Google Classroom to post assignments. Your teacher will speak more about homework at Back to School Night.

I

Independent study- A large portion of our state funding is based on student attendance. Every time a child is absent, our school loses money. For this reason, we ask that if your child is going to be absent for more than one day, you request an Independent Study Packet. 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. The work included in the Independent Study Packets is grade level appropriate. **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 chris.galvan@larchmontcharter.org one week prior to 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.**

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L

Lost and found- Often, children misplace their belongings at school. Every object and item of clothing that your child brings to school should be clearly labeled with his/her first and last name. Please make sure that lunch boxes are clearly labeled on the outside, as the inside may not be checked. Items that are left out will be placed in the lost and found area. If your child leaves something at school, please have them look in the lost and found, and search for other places where it may have been left. If you would like, you are welcome to come search the lost and found yourself. The lost and found is located by the office. Keeping track of sweaters, jackets, bags, lunch boxes, water bottles, and folders is the responsibility of your child. **Please do not ask teachers or other staff to search for your child's lost items, as that is your child's responsibility.** Almost all the time, items clearly labeled with your child's name will be returned to your child. Unmarked articles will be donated at the end of each month.

Lunch- Will resume once we are in PHASE 4 of the reopening process.

Children may bring their lunch to school or may opt in to our healthy hot lunch program. Please make sure that your child knows if they are to get a hot lunch or to eat food brought from home. It can be hard to know when the food sent from home is intended as a snack and when it is intended to be their lunch, so please clarify this with your child, especially early in the year. We encourage all students to eat their lunches. Please speak with your child about your expectations around eating lunch. We will give reminders and enforce the time where students must be seated to eat, but are not able to further enforce rules about how much to eat.

This year, hot lunch will continue to be cooked in our Fairfax kitchen and will cost \$5.10/day for non-FRL families; 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 nutritious meal from our kitchen at the same cost. We will invoice all families who have a lunch balance on a monthly basis.

Please make sure that lunch brought from home is labeled clearly with your child's name, and please remind your child that, due to allergies and other concerns, children may NEVER share their food at school.

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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. Requests should be processed through the main office.

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-

Selma Campus Address and Phone Numbers

6611 Selma Ave

Los Angeles, CA 90028

Main Office Phone: (323) 871-4000

Main Office Email: chris.galvan@larchmontcharter.org (Office Manager) & danielle.lovell@larchmontcharter.org (Office Manager)

Campus Hours - M, T, Th, F This will be updated when we move in Phase 4 of reopening.

7:30-8:00 am

Early Drop-off

7:45-8:15 am

Carpool Open

pm

5th Grade Dismissal

pm

7th Grade Dismissal

pm

6th Grade Dismissal

3:25-6:00 p.m

After-school program

Early Release Days - Wednesdays

7:30-8:00 am

Early Drop-off

7:45-8:15 am

Carpool Open

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1:35 pm

1:35-6:00 p.m

All Grades Dismissal

After-school program

Minimum Days – Conference Weeks ONLY (Twice per year)

7:30-8:00 am

7:45-8:15 am

Early Drop-off

Carpool Open

12:25 pm

12:25-6:00 p.m

All Grades Dismissal

After-school program

General Office Hours

The school office is open between 7:45 am and 4:00 pm Monday through Friday (school days only).

P

Parents in the classroom- Will resume once we are in PHASE 4 of the reopening process.

Our classes welcome 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 our students, please do not stop by the classroom to observe or volunteer without first making arrangements with the teacher. Please refer to our [visitor policy](#). Some students have a hard time focusing with parents in the classroom and at times it can disrupt the flow of the school day. Please make sure that you check in with the office/teacher in advance for an appropriate time.

P.E.- On PE days please make sure that your child wears closed-toed, rubber-soled sneakers, weather-appropriate clothing, sunscreen, and brings a water bottle labeled with his/her name.

S

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, carpool, 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.

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Shoes- Please make sure that your child wears shoes that are safe for playground activities and outside games. Sneakers or closed-toed sandals are fine (though sandals should not be worn on PE days), but flip-flops and dress shoes, especially those with high heels, should not be worn. On PE days, please make sure that your child is wearing closed-toed, rubber-soled shoes, such as sneakers.

Snack- Children may bring a healthy snack (fruit, vegetables, protein bars, etc.) to eat. Please do not send unhealthy food including chips, candy, chocolate covered snacks or processed foods. Parents of students who consistently bring in unhealthy items for snack will receive a friendly reminder note.

T

Tardies- Being on time fosters good habits for your child. Each late arrival during the school day disrupts your child's learning experience and might lead to your child feeling uncomfortable. When children are late to school it has a dramatic impact on the learning, both on the child 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.

Toys- Toys, games, tech decks, electronics, and other objects that are not directly related to your child's school day do not belong at school. Often, these items create distractions in the classroom and can create conflict between children. Please make sure that your child leaves items not specifically needed for school at home. Items that are brought to school and create a disruption in class may be taken by a staff person and given to a parent at the end of the day or held in the main office.

V

Visitors- Will resume once we are in PHASE 4 of the reopening process.

All visitors must sign in at 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's badge while you are on campus. Please refer to the [Visitor Policy](#) in the handbook for more information.

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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 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 host family, your class's room parents or your classroom teacher 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. Will resume once we are in PHASE 4 of the reopening process.** You will be receiving more information about this during Orientation.

W

Wednesday Assembly- Each Wednesday morning will begin with assembly after attendance is taken at 8:20am. LOOP (Larchmont Organization of Parents) often meets before assembly. **When attending assembly, you must check in with the office and wear a visitor's badge at all times. Will resume once we are in PHASE 4 of the reopening process.** Please remember that parking is significantly impacted on Wednesday mornings.

We are excited to partner with you this school year! As always, thank you for supporting Larchmont Charter School!