



THE FAMILY SCHOOL  
**DIFFERENT BY DESIGN**

# SYV Family School Parent Handbook

Phone: (805) 688-5440

Fax: (805) 688-2661

Office Email: [office@syvfamilyschool.org](mailto:office@syvfamilyschool.org)

Web Site: [www.syvfamilyschool.org](http://www.syvfamilyschool.org)

Mailing Address: PO Box 481  
Los Olivos, CA 93441

Physical Address: 5300 Figueroa Mountain Road  
Los Olivos, CA 93441

Julianne's email: [juliannett@syvfamilyschool.org](mailto:juliannett@syvfamilyschool.org)

Welcome to *THE FAMILY SCHOOL'S PARENT HANDBOOK*. This is your complete guide to All Things Family School!

In it, you will find information ranging from who we are and why we do what we do to "*THE DOORS*" and what things like BGD mean.

- **THE EARTH PRAYER** - ever wonder about the words to the song we sing every Monday morning? Well, they're inside the back cover so you can learn them and sing along!
- **FOOD** - We talk about the food we would like to see your child bring to school. There are snack suggestions as well.
- **FIELD TRIP INFORMATION** - is in here, along with:
  - ABSENCES OR TARDINESS
  - HOW WE HANDLE BOO BOOS
  - IMPORTANT SCHOOL RULES
- **EVENTS** - What about all the events you hear about going on with our school? You can find them here.
- **FUNDRAISING** - How do we fundraise? Why? What do we expect from you? It's all in here.
- **PARENT BEHAVIOR** - It's not just your student we have expectations for, but for parents as well. Reasonable Expectations for Parents" are located on page 38, check that out as well.
- **BOARD OF TRUSTEES** - Why they are so important and what do they do.

Make sure to check the Handbook for school start and end times. We do have **AFTER SCHOOL CARE (ASC)** if you're late, but we charge a fee. It's all explained in here.

We hope this answers a lot of your questions and we are always here to help and answer any quires that you send our way.

We hope you are enjoying the summer and we look forward to seeing you!

A handwritten signature in cursive script that reads "Lindsey Wilkin". The signature is written in a light, sketchy style with some ink bleed-through or a light color.

Lindsey Wilkin  
Director of Communications  
The Family School

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# MISSION AND PHILOSOPHY

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## MISSION STATEMENT

*The Family School nurtures confident, engaged learners through:*

- *intentional learning opportunities*
- *collaborative relationships and*
- *creative expression*

*to build a strong educational foundation to inspire a love of learning.*

## STATEMENT OF PHILOSOPHY

**The Family School is a nurturing learning community that:**

- Provides a warm, welcoming place where it is safe to take risks and be yourself
- Recognizes children develop at their own pace and delivers a flexible curriculum to meet the needs of each student
- Hears and respects children's voices and ideas
- Places equal importance on academic as well as life skills
- Knows teacher/students relationships are essential for children to reach their potential
- Allows teachers the freedom to develop and modify curriculum based on the needs of their class
- Believes in thinking, and that knowledge is best acquired by doing, not rote memorization
- Understands everyone has something to teach and encourages children to learn from each other
- Knows that collaboration is necessary for solving future problems and designs opportunities to practice this art on a daily basis
- Empowers children to become more active learners through choice
- Encourages friendships based on shared interests not merely age
- Values asking questions, experimenting and taking risks to solve problems
- Gives students the time and space to explore
- Requires knowledge to be applied, demonstrated and expressed not merely assessed

## **ACCREDITATION**

### **CALIFORNIA ASSOCIATION OF INDEPENDENT SCHOOLS (CAIS)**

The Family School has been a member of CAIS since 1994. CAIS is an association of approximately 224 schools throughout the state. Although each school is unique, member schools share a commitment to excellence and to the nurturing of the physical, intellectual, moral and social development of students. All schools offer small classes, a rich curriculum and individual attention. Independent schools stress social responsibility and service to the community in their policies and programs and encourage enrollment from all segments of the community.

The Family School faculty and staff pursue professional wisdom and growth through our colleagues and mentors in CAIS and the broader educational community. Our continued involvement with this association helps to give The Family School a statewide reputation for excellence in education.

### **PRESCHOOL PROGRAM LICENSING**

The Preschool Program is Licensed through the State of California, Department of Social Services.

Our license number is 421708698

The Department has the authority to interview children or staff without prior consent; inspect, audit, and copy child or childcare center records upon demand during normal business hours; observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

### **NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS**

The Family School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national or ethnic origin, or sexual orientation in administration of its educational policies, financial aid programs and athletic and other School-administered programs.

# **TITLE III OF THE AMERICANS WITH DISABILITIES ACT NON DISCRIMINATION POLICY**

## **A. POLICY**

The Family School adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. As part of this policy, students with qualified disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services, and operations of The Family School.

## **B. PROCEDURE**

### **1. Request for Accommodation**

A student with a qualified disability, who desires a reasonable accommodation in order to access the goods, services or operations of The Family School, or his or her parents, should make a request in writing to the Head of School.

The request must identify: a) the goods, services, or operations to which the student requests full and equal access; and b) the desired accommodation(s).

### **2. Reasonable Documentation of Disability**

Following receipt of the request, the Head of School may require additional information, such as reasonable documentation of the existence of a disability.

### **3. Discussion**

After receipt of reasonable documentation of a qualified disability, the School will arrange for a discussion with the student and the student's parents. The discussion may include other individuals that may be helpful for the School to better understand the student's disability or limitations or the need for accommodations. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations

### **4. Case-by-Case Determination**

The Family School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. The Family School will not provide accommodation(s) that would pose an undue hardship upon The Family School finances or operations, or that would endanger the health or safety of the student or others, or that would fundamentally alter the nature of the School or its goods, services, or operations, or that would cause undue burden to the School. The School will inform the student of its decision as to reasonable accommodation(s) in writing



# SCHOOL STRUCTURE AND PROCEDURES

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## SCHOOL STRUCTURE

The Family School refers to each grade level as a colored door. Below is the correlation between door color and traditional grade levels. We do not associate grades with ages but rather look at each child and whether they are developmentally ready for a specific Door. We do use the guideline of five years old before September 1st as the cut off for entrance into Blue Door and the guideline of 3 years old by September 1st to enter Green Door.



**Green Door (GD):**

1st & 2nd year preschool

) Lower Campus



**Blue Door (BD):**

Kindergarten/First Grade Multi-Age Class



**Red Door (RD):**

Second/Third Grade Multi-Age Class



**Purple Door (PD):**

Fourth/Fifth Grade Multi-Age Class

) Upper Campus

**After School Care (ASC):** Available for all ages.

***The Family School encourages all drivers to be respectful of our neighbors, cyclists, any wildlife. Please use moderate speeds and utmost care on Figueroa Mountain Road.***

## ADMISSIONS POLICY

The Family School seeks diversity in its student body as part of the educational experience of all children. We welcome applicants of all racial, religious, and ethnic backgrounds and accept students with varying learning styles and academic abilities.

## SCHOOL PROCEDURES

### UPPER CAMPUS

8:15 a.m. - Playground Supervision/Drop off (If parents arrive on campus before 8:15 a.m. parents must remain on campus and supervise their children until TFS staff supervision begins.) Parents who bring any non-enrolled siblings must supervise them closely in the play area and around campus at all times.

8:30 a.m. - Classes Begin

3:00 p.m. - Dismissal and Pickup

3:15 p.m. - ASC Begins

### GREEN DOOR

8:30 a.m. - 9:00 a.m. - Drop off and Sign In

***Upon arrival, parents must sign in Green Door students each morning.***

Parents should help their children store their belongings in their cubbies. Check the bulletin board for announcements. Parents should be prepared to stay with their newly entered child until parents and the teacher feel that the child is comfortable and ready to stay alone. Each child is different.

9:00 a.m. - Class Begins

1:00 p.m. - Half Day Program Dismissal

3:00 p.m. - Dismissal, sign out, pick up.

3:15 p.m. - ASC Begins

When departing at the end of the day, parents must sign out all children they are transporting. Only people specifically authorized by the student's parents may pick up that student. The School must have written or verbal authorization for changes.

## **ACCESS TO SCHOOL CAMPUS, PROPERTY AND EVENTS**

The Family School reserves the right to ban individuals, including parents/guardians, from entering the School campus or other School property, or to prohibit individuals from attending or participating in School-sponsored events/activities that occur off campus, when the presence or actions of such individual(s) poses a threat to the health, safety, well-being or security of the School, its employees, students, other community members, or property, interferes with the teaching, work or learning of the School's faculty, staff or students, or is otherwise necessary as determined by the School. All decisions to ban an individual, whether on a temporary or permanent basis, will be made by the Head of School in his/her sole discretion.

### **DRESS CODE POLICY**

The Family School's dress code is a reflection of The Family School's mission, philosophy, and expectations of students to promote an atmosphere that is wholesome, respectful, and conducive to learning. Students should dress appropriately for an educational and outdoor environment. Closed toed shoes are required for all students for safety. Clothing that allows for ease of movement is highly recommended. We also recommend sending a change of clothes for all students. The School reserves the right to determine what is appropriate dress. Students who come to school wearing items determined to be inappropriate may be asked to change into other clothes or call home to have appropriate clothes brought to school.

### **ATTENDANCE**

The learning experience at The Family School is much more than simply reading, doing homework, writing papers, or taking tests. Student attendance is critical to academic performance and student citizenship. Thus, students who are absent are unable to participate in meaningful classroom discussions and miss important class material.

The goal of The Family School attendance policy is to help children have a successful experience at school; therefore, it is important to have regular and punctual attendance each day. We appreciate your partnership in adhering to the attendance policy as consistent attendance allows your child to get the most out of The Family School experience.

### **ARRIVAL/LATE POLICY**

While we recognize that there may be a day when it is impossible to arrive to school on time. Regular late arrivals not only affect a child's learning, they also interrupt the flow of the classroom.

Arriving on time is a life skill a child will need for their future work and life. By modeling for our children how we manage this sometimes difficult task, we give them tools they can use in the future. It is appropriate and encouraged to include them in the problem solving process of how to change the "late" habit.

## START TIMES:

Blue, Red and Purple Doors begin promptly at 8:30 a.m. Green Door begins promptly at 9:00 a.m.

## ARRIVE 10-15 MINUTES EARLY:

Many students benefit from a transition period between arriving at school and the beginning of the classroom routine; they need time to check in with friends, run around on the yard or have a last minute snack before class begins.

## WHAT HAPPENS IF I ARRIVE LATE?

In the event that a child will be absent, late for School, or needs to leave School early or during the School day, a parent must notify the School by calling the School office at (805) 688-5440 or email [office@syvfamilyschool.org](mailto:office@syvfamilyschool.org). Please indicate students's name and reason for absence.

Students who arrive after class start time are considered tardy, which is disruptive both to the student and the class. When a student is tardy the following procedure must be followed:

- **Parents must sign their child in at the office when arriving late. This is a huge safety issue. We need to know who is on campus and who is off campus at all times.**
- Repeated late arrivals will require a conversation with their child's teacher and/or the Head of School.

## WE ARE HERE TO HELP YOU. HERE ARE SOME THINGS THAT CAN HELP YOUR FAMILY GET READY IN THE MORNING:

- Set out clothes and make lunches the day/night before.
- Choose simple healthy breakfast items that take little preparation.
- Set your alarms 15-30 minutes early to give yourself a head start.
- Have your child take care of their own materials. This builds responsibility and takes a task away from you. Parents can make a list or a picture chart to help their child know/remember what to bring each day.
- Set a timer to warn you when there is 5 minutes left before parents have to leave.

Being on time helps students start the day ready to learn!

## **EXCUSED ABSENCES**

An absence is recorded as excused only when it is due to illness, injury, family emergency, or religious holidays. It is the parents' responsibility to call the School by 10:00 a.m. if their child is absent for any reason. A sick child should be kept home, and a child should be symptom free for 24 hours before returning to school. Homework requests should be made for students who are absent for more than two days. These requests for homework assignments are to be made by 11:00 a.m. through the office. Once a request is made, the office will notify the teacher. Assignments may be picked up in the School office after 2:30 p.m. Covid protocols will be communicated at the beginning of the school year and updated appropriately.

## **UNEXCUSED ABSENCES**

An absence is recorded as unexcused when it is due to reasons other than the child's illness, injury, family emergency, or religious holiday. Family travel, non-emergency doctor or dentist appointments, and extended vacations are examples of unexcused absences. We believe that every day at school is important and urge parents to help communicate this to children by avoiding unexcused absences. Parents should avoid making travel plans that take place during school days and travel plans should only be made for weekends, school holidays, and school recess periods. Medical and dental appointments should be scheduled outside of school hours if possible. When possible, parents should notify the School office and the classroom teacher one week prior to any unexcused absences. A sign out book is kept in the office and an authorized signature is required for a child to be released early or admitted late.

## **PARENTAL ABSENCES**

When both parents plan to be out of town during the school week and the child will be in the care of another individual during that time, it is extremely important that the School be notified so that we are able to provide the necessary support to the child. A written note containing the names of those individuals responsible for caring for the child during the parental absence, as well as the telephone number where parents may be reached must be on file in the School office before parents leave. The School will only release students for pick-up to adults authorized in advance for pick-up.

# POLICY ON STUDENT RECORDS

## Access to Student Records

Any parent, except one who has had his or her parental rights removed, has the right to access his or her child's student records. Parent requests for records should be responded to as quickly as possible. Once the student turns 18, the parents' rights are transferred to the student and the student must request the records.

All requests of individuals or agencies, with the exception of other school officials and parents, must be recorded in a record or log of requests for information. The log or record must be open to the inspection of that student's parent and the School officials. The log or record must contain the following information: the name of the requesting party and the legitimate interest of the party. The log should be kept with the student's educational records.

## Transfers

Confidential records and/or information may be transferred from a private school to a public school within the state of California the student has transferred to or intends to enroll in, without written permission by parent, guardian or student over 18 years of age. Transfers must occur within 10 days from the request. Transfer of confidential records and/or information to a public school or district outside the state does require the written consent of parent, guardian or student over 18 years of age.

Transfer of confidential records and/or information to a private school (or any private or public agency other than a public school the pupil has transferred to or intends to enroll in or other individual) does require the written consent of parent, guardian or student over 18 years of age. However, records may be transmitted without consent in some situations, such as pursuant to a valid subpoena.

## Withholding of Student Records

Withholding a student's grades, diploma, and transcripts may only occur if the student willfully damaged school property or failed to return school property. Before any of these records may be withheld, the School will notify the parents in writing of the alleged misconduct and allow the parent or student to contest the allegations within the number of days specified by the School. If the family cannot pay for the damages, the School will provide a program of voluntary work. Records will not be withheld because a student's tuition account is in arrears.

## AFTER SCHOOL CARE (ASC)

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**Purpose:** The Family School provides after school care for students needing supervision on Mon/Tues/Wed/Fri (no ASC on Thursdays) from 3:15 pm – 5:00 pm on most days in which School is in session, in a safe and welcoming environment. After the full school day, the students have supervised free time, and access to a quiet study environment with adult support is available.

### COST

**ASC charges are \$8 for any portion of the first 45 minutes. Starting at 4:00p.m., we will bill in 30 minute increments.** Invoices will be sent out monthly and parents are expected to pay them monthly when due. Failure to keep an account current will result in the loss of your child's opportunity to use the program.

**After 3:15 p.m.:** If a child is not picked up from the regular school day by 3:15p.m., they will join After School Care subject to ASC's regular fees. Parents will be charged a minimum of \$8.00 for each of his or her own child or children and for each child in their carpool.

### PICK-UP

The ASC runs until 5:00 p.m. Please be on time to pick up your child(ren)! **There is a \$3 per minute per child charge after 5:00 p.m.** If parents must be late, call Julianne Tullis-Thompson at (805) 535-8394.

### PARENT RESPONSIBILITIES

The ASC ends at 5:00 p.m. In case of an emergency, a parent must call Julianne Tullis-Thompson indicating the time of pick up if it will be later than 5:00 p.m. Please remember that an additional fee of \$3 a minute will be charged for pick ups after 5:00 p.m. **NO EXCEPTIONS.**

If an individual other than a parent will be picking up a student, please call or send a written note (including a signature) to the School office.

**Remember to sign your child out of the ASC** (including the time and parent signature) every day.

### AFTER SCHOOL CARE RULES

All Family School Rules and Regulations apply during After School Care.

# **SCHOOL EVENTS AND STUDENT ACTIVITIES**

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## **MORNING CIRCLE**

A welcoming circle on the basketball courts is held the first day of the week for students and parents. Flag salute, Earth Prayer, announcements and weekly birthdays are highlighted.

## **SCHOOL HIKES**

All school hikes will typically be once a month on Friday mornings at 8:45 am. Blue Door - Purple Door (upper campus only) will be participating in these hikes.

## **WORK DAYS**

From its inception, the foundation of The Family School has been supported by the parents of students. Work Day is a weekend day set aside where an adult representative from each family comes to the School to lend their time and talent for the betterment of the School. This may include cleaning, painting, gardening, sweeping, or other needed chores. These workdays are on the School Calendar and it is the expectation that a family member will participate in 1 of the scheduled days. It is a great way to meet the other parents while coming together to make their child's school a better place.

## **ALL SCHOOL MEETINGS**

There are 2 mandatory All School Meetings for parents each year. These meetings are informational and a way for the board and administration to get feedback on school priorities



## **THANKSGIVING SHARING**

A time for students, staff and families to get together and express what they are thankful for followed by a light snack. This happens each year on the Tuesday morning before Thanksgiving. School dismisses at noon. Volunteers will be asked to bring food, as well as help with set up and clean up.

## **SPECIAL PERSONS DAY**

This is a priceless day when grandparents or special persons of the children gather at the School. Kids get to show their special people what they are working on in their classrooms. Volunteers are needed to organize the food, set up, take photos and clean up.

## **EINSTEIN DAY**

This is a free, community-wide interactive festival for all ages, celebrating creativity, ingenuity, imagination and learning. Each Door plans an interactive booth. In addition there are community presenters, food trucks, etc.! It takes a few strong people to step up as event coordinators, along with a handful of volunteers on the day of the event to set up, bring baked goodies, help with booths and clean up. This event is not to be missed!

## **GRADUATION**

This event happens on the last day of school. Upper Campus families decorate and organize food for after the event. It is a remarkable event to attend as we send our graduating Purple Door students off to middle school.

## **SCHOOL PERFORMANCES**

Volunteers are needed to help with set up, refreshments/food, costumes, make-up and clean up. This help is greatly needed to make these performances a success.

## FIELD TRIPS

The Family School field trips are important elements in the School's curriculum, and their success is the direct result of enthusiastic and conscientious assistance from parents. We rely on parent volunteers to get us to and from our destinations and to assure the safety of our students while visiting their intended destination.

### Requirements for Field Trip Drivers

The following information is required to be on file in the School office for all field trip drivers:

- Insurance policy information
- Copy of current driver's license
- Driver Record Request from the DMV

### Driver Guidelines

- ***Please do not use a cell phone, even a hands free version, while driving on a field trip.*** If a driver needs to make a call, please pull over in a safe manner to a location where the driver can park the car and then make the call.
- Speed limits must be carefully observed.
- Highway 154 cannot be used as a route of travel to Santa Barbara.
- Please use the same agreed upon travel route as instructed.
- Trips are planned to allow enough time to arrive safely; however, if a driver feels they may be late, don't hurry, just be late.
- Vehicles must be equipped with seat belts for each person. Every child must be belted into his or her own seat belt or car seat at all times when underway. ***Children weighing under 80 pounds or those that are not yet 9 years of age must be buckled in an age appropriate car seat.***
- Drivers are asked to assist in the supervision of their passengers while at the destination.
- ***If a problem arises, behavioral or otherwise, at anytime during the field trip, please inform the teacher as soon as possible.***

Siblings may or may not be appropriate on field trips. The attention they require may interfere with your duties as driver or chaperone for the class. Please check with the teacher before bringing along siblings, particularly younger siblings.

Thank you for your continuing contributions to our field trip program!

# ACADEMIC POLICIES

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## HOMework

*At The Family School, homework is about:*

- Quality not quantity
- Making connections and encouraging exploration
- What's developmentally appropriate

*Skills that children gain with homework include:*

- Responsibility
- Perseverance
- Self-esteem
- Time management

20 Minutes of reading is expected every night at all grade levels, which includes being read to, reading aloud and silent reading.

At the **Blue and Red Door levels**, homework will be optional and will be available to families should they choose to implement it. Special projects may require work to be completed at home with advance notice and on an occasional basis.

At the **Purple Door level**, independent work will be assigned and managed by the students. Students will have the opportunity to complete their independent work during independent study time or at home.

Further clarification of individual class responsibilities will be given during back to school night.

If parents feel their child is consistently unable to complete assignments in a reasonable amount of time or without undue parental help, please confer with his/her teacher.

Should parents desire alternative activities to build responsibility skills, below is a list of homework alternatives.

## HOMework OPTIONS

- Play board games
- Khan Academy
- Reading together
- Reading aloud to your kids
- Research and report on topics of interest
- Help with cooking
- Make your own lunch
- Chores

**PLEASE DO NOT FAX OR RETURN TO YOUR HOME TO RETRIEVE YOUR CHILD'S FORGOTTEN HOMEWORK.**

An important part of homework is students assuming responsibility for bringing the completed work back to school.

## **REFERRALS**

The Family School will, when appropriate, suggest or require a professional evaluation of a student within a reasonable time frame if we suspect that a physical, emotional, or learning problem is interfering with our ability to assist the child to make satisfactory progress. We may be able to supply, without guarantee, the names of professionals in the desired field.

## **INCOMPATIBILITY**

On rare occasions, a student or family may not be an appropriate match with the School. If a student is unable to assume adequate responsibility for his or her behavior so as to provide a positive, safe, and constructive environment for other students, he or she is not in the right place. Similarly, when parents behave in a way that is destructive to the relationship between the School and the parents, the child is no longer in a comfortable environment for learning. Other conditions may exist which make the School and family incompatible and we encourage parents to bring any concerns to the Head of School. If necessary, the Head of School will determine when the relationship can no longer be mutually productive and will take appropriate action.

## **PLACEMENT AND PROGRESSION**

The Blue Door class is composed of students who are at least five years of age by September 1. Exceptions are rarely made and are the result of careful observation and consideration on the part of the Head of School and teachers.

Although it is usual that a child spends two years in each Door, this is not always the case. Advancing a child whose developmental maturity is clearly below the class average or who is continually struggling with the class work is rarely in the best interest of the child. We believe that a child's evident need for the gift of extra time is best satisfied as early as possible in the educational experience. The Preschool Director or classroom teacher, in agreement with the Head of School, may recommend that parents allow a child to remain for an extra year in a class in order to achieve a maturity and competence level which supports a confident and successful school experience. The Family School feels strongly about supporting such recommendations and may require the extra year for continuation at the School.

## **ASSESSMENT**

### **CONFERENCES AND REPORTS**

Three times a year, parents will receive a written evaluation of their student's performance. This will address social, emotional and academic growth. Teachers will look at both personal development and the student's ability to meet grade level expectations. Blue, Red and Purple Door Teachers will hold conferences 3 times a year. See school calendar for conference dates.

### **EDUCATIONAL THERAPY AND TUTORING**

Parents of students requiring additional support during the School year in the way of tutoring, educational testing/therapy, or counseling are encouraged to contact the Head of School for suggested names of specialists in the area. We may be able to supply, without guarantee, the names of professionals in the desired field.

### **REPORTING RESULTS OF OUTSIDE TESTING**

We believe that educating children is a partnership between the home and the School. Open and honest communication allows us to better serve your child's individual needs.

Parents may sign a release to allow the School to receive a copy of the test results. These results are used for internal evaluation only and have no impact on a child's scholastic standing at the School. The School holds them in strict confidence.

## **ELECTRONIC COMMUNICATIONS RESOURCES AND TECHNOLOGY USE**

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### **TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS**

The Family School has expanded its computer program to include access to the Internet and other resources that support the School's educational objectives. At the beginning of the School year, each student in Purple Door and his/her parent(s) must read and sign the Technology Acceptable Use Policy stating that they understand and agree to abide by the rules and conditions of the agreement and that they understand that any violations of the rules may result in revocation of computer privileges or other disciplinary action.

### **SOCIAL MEDIA POLICY**

This policy applies to all students of the School in their use of the internet, social media, and electronic communications, regardless of whether the use is through devices and resources of the School or by any other means. The School is a private institution committed to the education, betterment, and safety of its pupils, who are minors, and also committed to establishing effective and satisfying working relationships among members of its community. This policy is designed to help the School carry out these commitments.

The following particular rules apply to students:

**Adhere to School Policies and Regulations:** To the extent your internet, social media, and electronic communications use affects School employees, students, or School families, or their participation in the School community through work, education, or otherwise, you are required to follow School policies and regulations. These policies and regulations include, but are not limited to, those that protect individual privacy rights, and those that prohibit harassment, discrimination or retaliation, or workplace violence. If your use of the internet, social media or electronic communications adversely affects your school work or if your use is inconsistent with the School's values and standards as expressed in this Handbook, then the School may take disciplinary action against you up to and including suspension or expulsion.

**Do Not Engage in Unlawful Conduct, Including Threats:** Do not post statements, photographs, video or audio that reasonably could be viewed as violating the law, such as by constituting unlawful, threatening conduct. Examples of unlawful, threatening conduct include posting material that would make a reasonable person afraid for his or her safety or the safety of his or her family.

**Do Not Engage in Bullying of Fellow Students:** Students are prohibited from engaging in conduct that violates the School's Policy Against Bullying, which also includes a detailed definition of "cyber-bullying."

**Do Not Make Inaccurate or Defamatory Statements:** Never post any information or rumors that you know to be false about other students, School employees, or School families. Strive for accuracy in any communication, be it a blog entry, post, or comment. You can include a link to your sources of information. If you make a mistake, correct the information, or retract it promptly.

**Do Not Infringe Others' Rights or Privacy:** Do not disclose information that may violate student, School family member, or employee rights.

It is recommended that, in order to keep a student's personal life separate from their School life, the student should use privacy settings to restrict personal information on public sites. Also, students should consider whom they invite or accept to join their social networks, as those individuals will have access to personal profiles, photographs, etc. Students should understand that even if they have private settings, those whom they invite into their network can easily, print, save, cut, paste, modify or publish anything they post. Also, as a general matter, students should consider that their online reputation may follow them into their future academic, personal, and professional life, including the college admissions process. Material can be archived on the Internet even after it is removed, and search engines can turn up posts many years after they are created. For all these reasons, it is best for students to use discretion and judgment in on-line posting and activity.

# HEALTH AND SAFETY

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## EMERGENCIES

In the case of an event necessitating an emergency evacuation of the campus, children will be transported to St. Mark's Episcopal Church in Los Olivos, where parents may pick them up. Numbers on the emergency cards will be called.

If we learn or decide while students are at home that the School is to be unexpectedly closed, the administration will contact families via email, phone or text.

If there is a family emergency that might affect the child at School, please call the office. Parents should be sure to give a phone number where they can be reached if the child or School needs to contact them. Parents must continue to provide current and reachable emergency contact information to the School.

## HEALTH PROVISIONS/VACCINATIONS

California's Health and Safety Code sections 120335 and 120375 require students to be immunized from many communicable diseases in order to enroll in school. Immunization records, or a valid medical exemption, must be provided for the following diseases: (1) Diphtheria (2) Haemophilus influenzae type b (3) Measles (4) Mumps (5) Pertussis (whooping cough) (6) Poliomyelitis (7) Rubella (8) Tetanus (9) Hepatitis B (10) Varicella (chickenpox) or (11) Any other disease deemed appropriate by the local Health Department.

In order to comply with the requirements of the law, the School requires that all students must have a current official California Immunization Record (signed, dated and stamped) or immunization exemption form, on file with the School on or before the first day of enrollment. Only medical exemptions will be accepted. Students who had personal belief exemptions on file before January 1, 2016, will not be required to comply with the immunization obligation until their next grade span change (entry into either K or 7th grade).

A student may be conditionally admitted if the student is scheduled to be fully immunized within the time limits set by the California Health and Safety Code.

Immunizations Records constitute private medical information and will not be shared without written parental consent (or the student if 18 or over) except that the School retains the right to share information as needed with local health officials in case of exposure to a communicable disease or as otherwise required by law.



## **ILLNESS AND INJURY**

Parents need to keep children showing symptoms of illness at home. These include: fever, 'greenish' runny nose, diarrhea or vomiting.

Students may return to school after being symptom free for 24 hours.

- Medications required for a student during the School day must be kept and administered to the child in the office.

All prescribed medications must be kept in the office with a signed "Consent for Administering Medication" form and administered by office personnel.

In case of injury at school, the child's parents or next contact on the emergency form will be called as soon as reasonably practical. If the School determines it is appropriate, 911 will be called. All teachers are trained in Red Cross First Aid and CPR. Families are asked to inform the School of any off-campus injuries or conditions which require medication while at school, or which may impact the student's ability to participate in school.

## **COMMUNICABLE DISEASES**

The School is required by law to report at once to the local Health Office the presence or suspected presence of any communicable disease. The School must also exclude from school any student or employee affected with a disease that is presumably communicable until that person's doctor has given written permission for him or her to return to School or until the expiration of the prescribed period of isolation for that particular disease. The School may prohibit a student or employee who has been in a quarantine area from returning to school until he or she has been cleared by the local health officer.

The School will require that a student who is suspected to have a communicable disease is immediately picked up by a parent, guardian, or other authorized individual and taken home. The School may choose to inform the School community that someone in the School community, without disclosing that person's identity, has been diagnosed with the communicable disease and recommend the parents and/or employees speak to their doctor if they have any concerns about exposure.

In the event that there is an epidemic in Los Olivos or the State of California that relates to an outbreak of a communicable disease, including but not limited to measles, mumps, rubella, polio or whooping cough, and the Department of Health requires a student to remain away from the School because either that student has contracted one of those conditions, or has not been immunized against them, or cannot provide a written record of immunization against them, then that student must adhere to the Department's requirements and stay away from the School until the Department permits the student to return. Covid protocols will be communicated at the beginning of the school year and updated appropriately.

## FOOD ON CAMPUS

Different children react to different foods in different ways. While sugar and additives may not affect your child, these types of foods adversely affect a growing number of students on campus. Keeping with our desire to educate and nurture the whole child, The Family School food policy is as follows:

- No sharing of food without teacher permission - due to food allergies.
- Candy, soda and gum are not allowed at school or in school lunches. Save all sweets for home.
- Birthday celebrations in class should be a healthy alternative to cakes and cookies. Fruit, vegetables and dips, or pizzas are some ideas of a non-sweet birthday snack. Save the cake and ice cream for an off campus celebration.
- On occasion, as part of the curriculum, there may be something sweet offered in class. If parents do not want their child to have these foods, please make their teacher aware and provide an alternative that their child may have at that time.

### LUNCH

Please send your child with a healthy lunch and two snacks. (Upper Campus only)

All Green Door students will have a mid-morning snack provided by the teachers. All Green Door students will need to bring a lunch.

***It is imperative that the school personnel be informed of allergies or dietary issues/restrictions.***

### SNACKS

All students have a morning recess, during which time they may eat fruit, crackers, or other acceptable healthy snacks brought from home.

#### SUGGESTED HEALTHY SNACKS/LUNCH ITEMS

- Chopped raw vegetables & dip (with hummus/ranch dressing)
- Fresh Fruit
- Multigrain crackers, whole wheat pretzels, baked/dried chickpeas
- Popcorn (air popped or Pirate's Booty)
- Baked tortilla chips and salsa/guacamole
- Cheerios or naturally sweetened granola & milk
- Applesauce or Pouches (assorted flavors)
- Rice cakes topped with cottage cheese, hummus or fruit spread
- Nuts or Dried fruit
- Yogurt
- Healthy mini muffins (such as bran, zucchini or pumpkin)
- Pasta (shells, wheels) with butter & grated cheese
- Mini bagels & cream cheese
- String cheese or cottage cheese
- Healthy granola bars

# STUDENT CONDUCT

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## HARASSMENT/DISCRIMINATION/RETALIATION PREVENTION POLICY

The Family School is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the School community. Violations of this Policy will not be tolerated and will result in corrective action, up to and including expulsion from the School.

### ***A. Harassment***

This Policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law (“Protected Classifications”), as applicable, or association with an individual who has an actual or perceived protected classification. This Policy prohibits both harassment by students and parents towards students and employees, and harassment by others in the community towards students and employees. Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in the Employee Handbook.

Examples include, but are not limited to:

### ***Examples of Harassment***

Harassment can take many forms, and may include verbal, physical or visual conduct.

Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual’s Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classifications identified below in this Policy.

Physical harassment includes: intimidating conduct, such as touching of a person or a person’s property, hazing, assault, grabbing, stalking or blocking or impeding a person’s movement

## ***Examples of Sexual Harassment***

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical

conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between students of the same or different gender.
- Sexual harassment may include, but is not limited to:
- Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.

Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors

## ***B. Complaint Procedure***

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the School, either orally or in writing. Students and parents may report the matter to the Head of School or their teacher. Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the School with whom they are comfortable, such as a counselor, or coach, all of whom must report the matter to the Head of School under this Policy. While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

## ***C. Interim Measures***

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

## ***D. Investigation Process***

Upon receipt of a report of alleged harassment and any related initial inquiries, the School may request clarification and/or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of this Policy. To request clarification and/or conduct an initial inquiry, the Head of School, or his or her designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this Policy.

If the School has determined that the report pertains to behavior that may be in violation of this Policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

### ***E. Confidentiality***

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

### ***F. Discrimination***

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this Policy, by taking an adverse action against or denying a benefit to that individual. Students and parents who believe they have experienced, witnessed, or are otherwise aware of discrimination, should immediately report the matter using the same complaint procedure provided for in this Policy under the above section on harassment and the above sections on interim measures, investigation and confidentiality for harassment reports, will also apply to reports of discrimination. Discrimination by students and/ or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School.

### ***G. No Retaliation***

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this Policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this Policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

### ***H. Remedial and Disciplinary Action***

The Family School will determine if the conduct violates School policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

## **POLICY AGAINST BULLYING**

- ***Purpose***

The Family School believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of the School and is not tolerated.

- ***Scope***

This policy covers conduct that occurs both on and off of the School campus, and includes use of technology that is not owned by the School. This policy applies to all students and prohibits other students, and any other member of the School community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

- ***Prohibited Conduct***

Bullying is defined by this policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School.

While the education code defines bullying as conduct meeting the above requirements that is severe or pervasive, conduct need not be severe or pervasive in order for the School to determine that there has been a violation of this policy.

Examples of bullying may include, but are not limited to:

- Social exclusion;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;
- Destruction of property
- Verbal or written insults, teasing, or name-calling;
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

- ***Student Reporting***

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed towards the student or others, to the Head of School, or to any teacher or administrator.

- ***Investigation***

After the School receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this Policy, and also receives any clarification requested, the Head of School or designee, will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The School will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

- ***Interim Measures***

The School will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstance during the pendency of any investigation and/or to protect against further acts of bullying, and to provide a safe educational environment. The School will determine the necessity and scope of any interim support or protective measures.

- ***Remedial and Disciplinary Action***

Any student determined by the School, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the School's parent behavior expectations, and may be grounds for expulsion of the offending parent's child(ren).

As a separate policy, harassment is also prohibited by the School's policy against Harassment, Discrimination, and Retaliation.



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## STUDENT EXPECTATIONS

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Every individual has the right to feel safe, accepted, and respected. Within the Family School's supportive and nurturing atmosphere, clear standards of student behavior are important. The School's philosophy addresses the individual needs of children in their intellectual and social development, but also recognizes the importance of respectful socialization within a group. Common standards of behavior apply to all members of the school community and help to integrate the student's individual growth with social responsibility. Students are expected to know the guidelines for behavior and will be held accountable for their actions. School wide rules are:

•***Be Respectful of Yourself and Others***

•***Be Responsible for Your Own Behavior***

•***Everyone Gets to Play***

We are committed to assisting children in the development of positive social interactions, appropriate behavior, and conflict resolution strategies. While most matters of daily discipline are handled through conversations between the child and the teacher, there may be instances that call for further support and intervention. In the case of a major infraction or of persistent disruptive behavior, the student will be sent to the office, parents notified, and the situation handled as described below. The same procedures will be followed during the After School Care (ASC); students who fail to maintain acceptable standards of behavior will not be included in the ASC program. The School reserves the right to address disciplinary issues in the manner it deems most appropriate and in its sole discretion, which may include bypassing or modifying any of the procedures described in this provision.

### MAJOR SCHOOL RULES

Engaging in the following behaviors constitute infractions of Major School Rules:

- ***Abusive Behavior:*** Physical or verbal including harassment or threats.
- ***Destructive Behavior:*** Damage to the School, Midland, personal property or any property associated with field trips.
- ***Stealing***
- ***Bring weapons to the School***
- ***Repeated or Serious Disregard for Limits Set by School Faculty and Staff:*** This includes classroom and playground behavior, observing good safety practices, and appropriate language.

- ***Violation of our Academic Integrity Policy***

In the case of a major school rule violation, the student's parents will be notified and required to come and take the child home for the remainder of that day and the next. Parents will be required to have a conference with the Head of School and any other persons the Head deems essential to the situation. A further major rule violation or repeated minor violations will be handled on a case-by-case basis, and may result in a more extensive suspension or expulsion. At any time, if deemed appropriate by the staff, the School may request or require an outside professional evaluation to assist us in determining how best or whether we can accommodate a student. The School reserves the right to address disciplinary issues in the manner it deems most appropriate and in its sole discretion, which may include bypassing or modifying any of the procedures described in this provision.

## ACADEMIC INTEGRITY POLICY

The Family School is committed to cultivating an atmosphere of mutual trust, concern and respect among students, teachers, and administrators. We recognize the importance of academic integrity to our overall mission as a school. This policy sets forth the following expectations:

### Expectation for Students

- ***Honesty. Students are expected to be honest and direct both as learners and as individuals. They will approach the classroom as a place to ask questions and explore new ideas. They will not compromise their progress as learners by lying, cheating, or plagiarizing.***
- ***Responsibility. Students are expected to recognize the role of personal responsibility in all that they do. With regard to issues of academic integrity, they will regulate their own behavior as self-directed learners. They will not only hold themselves to high standards of personal and academic integrity, but they will also expect the same from their peers.***
- ***Ownership. Students are expected to take ownership of the work they produce. They will turn in work that reflects their own efforts and abilities. They will not claim ownership of work that misrepresents who they are as individuals.***

## Statement of Academic Integrity

The Family School students are expected to adhere to the following guidelines regarding cheating and plagiarism. Students who are unclear about what constitutes cheating or plagiarism should discuss it with a teacher or advisor.

**Cheating:** Cheating includes copying from another student, whether on a test, quiz, homework assignment, or any other student work, as well as allowing another student to do so from one's own work. Unauthorized use of notes, books, internet resources or other aids, or giving out information about tests or quizzes to other students, are also examples of cheating.

- It is cheating to:
  - ***Copy answers from another student's tests.***
  - ***Consult any unauthorized notes during the test.***
  - ***Use any kind of technology without specific, explicit permission.***
  - ***Solicit specific information about a test that the student has not yet taken from someone who has already taken it.***
  - ***Go back to a prior section or ahead to another section on a standardized test.***
  - ***Give answers to another student or knowingly assist another student to cheat.***

**Plagiarism:** Plagiarism involves claiming the work of another as one's own. Students must carefully document the sources of their information and distinguish between their ideas and the ideas of others. Presenting either the language or the ideas of another as one's own is plagiarism. Unless otherwise directed (such as with group projects), any work submitted by a student is to be the original work of that student

- It is Plagiarism to:
  - ***Submit a paper or rough draft written wholly or in part by anyone other than the student.***
  - ***Include ideas or quotations from any source, including the Internet, without attribution.***
  - ***Summarize or paraphrase without properly citing the source.***
  - ***Submit work done as part of a group project that does not include proper attribution of sources. (All members of the group are responsible for ensuring that appropriate citations have been made.)***

## Consequences for Violations of Academic Integrity Policy

Students who violate the Academic Integrity policy may be asked to redo their assignment, receive no credit, or may be subject to other discipline, up to and including suspension or expulsion. Parents will be notified when a student has been found to have violated this policy. Parents may monitor their child's school efforts and provide appropriate assistance but should take care not to complete students' work for them.

## **DRUG AND ALCOHOL-FREE SCHOOL POLICY**

Possession and/or use of illegal drugs and/or alcohol on campus, or attending school or class, including school activities, under the influence of illegal drugs or alcohol, is absolutely forbidden and will result in immediate discipline up to and including expulsion.

Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product, which may not be possessed, used or cultivated in or near schools.

A student that the School has reasonable cause to believe to be selling or providing any illegal drugs or alcohol to other students – either on or off campus – may be subject to immediate discipline up to and including expulsion.

If the School has reasonable suspicion to believe that a student is under the influence of drugs or alcohol, it may require that that student to submit to a drug and/or alcohol screening test. “Reasonable Suspicion” shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol.

Parents will be required to pay for any fees associated with alcohol or drug testing. A failure to permit the School to receive information as to whether the student passed or failed a drug and/or alcohol test may be treated as a failure to comply with a drug and/or alcohol testing requirement.

Any failure to abide with the School's Drug and Alcohol-Free School Policy will result in discipline up to and including expulsion

## SMOKING/TOBACCO USE POLICY

Per California state law, smoking (including vaping) is prohibited for all persons under the age of 21, except those between the ages of 18 and 21 who are in active duty service in the military.

Smoking, including e-cigarettes and vaping, is also prohibited by California state law in all workplaces, including schools.

Consistent with the provisions of California state law and also in compliance with the School's own prohibitions against smoking on the School's campus and by all enrolled students, the following provisions apply:

- Students may not smoke/vape at or near the campus, or during school sponsored activities, even if such use takes place off campus. They also may not bring nicotine products to school and to school sponsored activities including school sponsored events off campus. This includes e-cigarettes/ "vaping" equipment.
- Any failure to abide with the School's no-tobacco/smoking policy may result in discipline up to and including expulsion.

## STUDENT RESPONSIBILITY

All students must share in helping to make The Family School climate friendly and supportive, so that everyone enjoys self-respect and the respect of others. Each student has a responsibility to make this happen by showing appreciation for effort and accomplishments, by respecting individual differences, and by accepting responsibility for one's own work and behavior. A student's increasing ability to shoulder responsibility and thereby merit the trust of the community is one of the most gratifying steps along the road to maturity. We believe that learning occurs best in an environment where students feel safe and accepted. We recognize that students will make mistakes and that when addressed appropriately they become wonderful learning opportunities. It is part of our mission to work with students to develop responsibility for their actions and decisions. When a student has persistent or serious problems meeting these expectations, the School will confer with the parents and ask their support in establishing clear expectations and consistent consequences for the student.

## STUDENT DISCIPLINE

In very rare situations, it may become necessary for a student to be removed from the classroom or the School. On those occasions, the Head of School has the authority and responsibility to suspend or dismiss a student from school. Suspensions may be imposed both in school or out of school, and for isolated or chronic behaviors. Chronic or extreme misbehavior may also result in a student being denied enrollment for the subsequent year or being asked to leave during the School year..

## STUDENT PROPERTY

All property, including clothing worn to school, ***must be clearly marked*** with the student's name. Efforts are made to return marked clothing on a timely basis. Unclaimed items are donated to homeless shelters on a regular basis.

The School cannot accept responsibility for the personal belongings of students. Students are not to bring valuables, electronic equipment (such as Game Boys, iPods, iPads, smartphones, MP3 players), computer games, comic books, magazines, trading cards, toys, or money to school except for special occasions. In addition, any sports equipment; baseballs, bats, basketballs, handballs, Frisbees, and other play equipment may be brought to school with the understanding that it will be shared with all students.

Any inappropriate personal belongings that is brought to school will be confiscated by the teacher until the end of the day, at which time it will be returned to the student/parent to be taken home. If the item is brought back to school, it may be permanently confiscated.

## CELL PHONES

***Cell phones are not allowed at School.*** Our School is a cell phone free zone for children. At the elementary school level, it is important for an adult at school to know when a child needs something. Whether not feeling well or forgetting a lunch, it is necessary for the students to have the office personnel help them. If a child truly needs a cell phone for transportation or other personal reasons, parents should call the office to make special arrangements. If a child does bring a cell phone to School, it will be placed in the office and a parent will have to pick it up from the office.

# MISCELLANEOUS POLICIES

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## EXPECTATIONS FOR PARENT/TEACHER RELATIONS

An optimal educational experience for our children requires an interactive partnership among parents, educators and children. Both educators and parents hope that every school day is filled with learning and joy. In acknowledgement of the collaborative relationship between parents and educators, the School recognizes these fundamental principles of communication:

- Mutually respectful approach
- On-going and effective communication
- Resolution to gather information/data from appropriate sources prior to forming an opinion and making a judgment
- Recognition of the power of words and avoidance of harmful speech
- Effective listening, acknowledging the legitimacy of differing opinions
- Clearly defined lines of responsibility
- An agreed upon process for solving problems
- Recognition of specific roles in the process
- Mutual trust that the process is just and fair
- Well defined, clear boundaries
- Shared commitment to work together toward a solution

In an effort to realize these principles in our daily interactions as a school community, we agree upon the following expectations:

## REASONABLE EXPECTATIONS OF PARENTS

Recognition that:

1. *Educators are trained professionals*
2. *Educators and parental perspectives may justifiably differ*
3. *Educators have multiple time commitments*
  - a. Be ready to be heard by educators
  - b. Be ready to listen to educators
  - c. Hold discussion with educators at a time and place that permits full and confidential exploration of the issues
4. *Direct concerns to the educators*
5. *Be prepared to clearly articulate the issues*
6. *Provide an opportunity for educators to work toward a solution*
7. *Remember that comprehensive solutions may require time*



## COMMUNICATION

Starting this year, our primary form of communication from school to parent will be through Seesaw.

Seesaw is a digital portfolio system that allows students to engage in learning activities and share their work with their teacher and their family. The communication tools allow families to comment on student work, receive progress updates from teachers and communicate with the school administration.

You can access Seesaw on any device, iOS, Android, or access from any web browser.

Teachers will go over signing up with Seesaw in back to school orientations.

Emergency notifications will be via text.

Weekly event information can also be found on the white board at the main entrance to the School.

When communicating with a teacher, please understand that they are busy in the classroom teaching your children. Please give them the courtesy of waiting for a response within a 48 hour period.

Our Purple Door students will be issued a Family School email address. This will be used for in class work and communicating with their teachers. This should not be used for social purposes.

## **CUSTODY ARRANGEMENTS AND RIGHTS OF NON-CUSTODIAL PARENTS**

The School requires all parents/guardians to keep the School informed about changes to a student's home location, family contact information, custody arrangements, or other changes that might impact the Student's educational experience.

Noncustodial parents generally retain the same rights as custodial parents, unless a court order restricts the rights of the non-custodial parent. These rights include but are not limited to accessing their child's pupil records, participating in school activities, receiving communications from the School, and visiting the child at school. Any custody-related court order binds the parties to the proceeding and not the School. However, the School recognizes that certain court orders impact the child's educational experience. For that reason, the School requires parents to notify the School of any applicable and relevant court orders that impact the child's educational experience, and to provide copies of such court orders when requested by the School.

When custody arrangements or disputes among the parents regarding the child's educational experience impede the School's ability to maintain a positive and constructive relationship with the parents, the School may terminate the student's enrollment or ban one or both parents from entering School property or participating in School-sponsored events.

### **SUPPORTING THE WHOLE CHILD**

There are times when home changes or disruptions can affect a child's attitude, behavior and ultimately their performance at school. In order for us to best support our students, parents should keep us informed of any home events that may be troubling for their child. In this way, we can better provide a safe and loving environment for our students and help them through life's difficult times

### **EXPRESSING CONCERNS**

The Family School has established a regular system for expressing concerns about a child's education, social interactions, and school policies and procedures. The following are the recommended steps to follow:

- Express the concern to the child's teacher, through a conference, phone call, or email. This is the recommended way to handle any interpersonal or educational issues. The teacher will attempt to resolve the problem and respond either verbally or in writing.
- If there are problems, which cannot be resolved in this manner, contact the Head of School. This will allow the Head to work with all parties involved to facilitate a workable solution.
- Contact the Head of School if you have concerns that involve the whole School.

The Family School strives to work with parents in helping all children experience social and academic success, and to place careful attention to and consideration of any parental concerns. The School may address any concerns using a different process than the one described in this provision, however, in its sole determination.

## **PARENT RESPONSIBILITY**

Parents of The Family School have a responsibility to support the School community. Together we must all be positive role models for our children by making a commitment to uphold the same virtues and values we are teaching our children.

Open and on-going communication is essential. Parents are encouraged to contact teachers directly if they have a question or concern relating to their child or a school-related situation. Parents are also encouraged to speak with the Head of School if they have questions, comments, or concerns related to the School.

Giving the classroom teacher the first opportunity to address parental concerns assures parents a constructive, accurate response from the outset and allows parents the opportunity to deal directly with those who have the first-hand information.

By enrolling in The Family School, the student and the student's parents agree for the benefit of the School and the School community to observe the rules and responsibilities of the School and to support the philosophy of the School.

## **PARENT BEHAVIOR POLICY**

A positive and constructive working relationship between the School and a student's parent(s) or guardian(s), or other individuals interacting with the School and/or the School community by virtue of their relationship with a student, is essential to the fulfillment of the School's mission, educational objectives, and operations. For these reasons the contract between the School and families requires parents and other individuals interacting with the School and/or the School community by virtue of their relationship with a student to support the School's philosophy of education and its implementation and operation of the day-to-day School and classroom programs, as well as the School's community expectations and guidelines, as expressed in this Policy and other policies and procedures.

The School requires all students to show respect and courtesy to others in the School community. The School also expects parents/guardians to model the same standards of respectful and courteous behavior in their communications with others at the School. The School reserves the right to suspend, expel, or otherwise remove a student from the School, or decline to re-enroll the student, if the Head of School concludes, in his/her sole discretion, that the actions of the student's parents, or other individuals interacting with the School and/or the School community by virtue of their relationship with the student, impede the School's ability to meet its educational objectives or mission, disrupt School operations, are uncooperative, unreasonable, or unsupportive of the School, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards, or make it difficult to have a positive or constructive relationship with the parents.

## **USE OF THE SCHOOL DIRECTORY**

The Family School does not allow the use of our community's personal information, including telephone numbers, addresses, and email addresses, for non-school related purposes. Our directory and website clearly state that our families' information is confidential and cannot be distributed or copied. Respect for our community and for individual privacy is of paramount importance; we thank everyone for honoring these codes

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# MANDATORY PARENT MEETINGS

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Parents are their child's first teacher. Below are some important parent participation pieces that allow us to provide a high quality academic program.

## ORIENTATION

Each Door has its own orientation that informs the parents about the important details of that year. The meeting will include information about daily schedules, developmental milestones, and homework expectations. It may also include ways that parents can participate in the class whether on field trips, as classroom help or with special projects.

## PARENT/TEACHER CONFERENCES

Conferences happen three times a year, and are important meetings where a child's teacher shares with parents how their child is performing in class, both academically and socially. It is a valuable way to hear strategies that will help a child grow at home and at school. Please refer to the School calendar for conference dates.

## ALL SCHOOL MEETINGS

Each year there will be one or two All-School parent meetings. The Board of Trustees are made up of volunteers who donate their time to assist in the responsible running of The Family School. These parent meetings are their opportunity to explain the state of the School, plans for the future and any board directed changes that may be happening. Attendance by at least one parent is mandatory at these meetings. These meetings are an opportunity to give opinions and ideas for the future of The Family School.

## EVENTS

Various volunteer opportunities arise throughout the year to help make our on site events fun and entertaining. Please sign up for a minimum of two Family Circle Events and at least one of the work days. These events are fun, build community, and beautify our campus.

## PARENT INVOLVEMENT AND VOLUNTEERISM

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The School relies on the generosity of its parent volunteers in nearly all facets of its operations. Parents are highly encouraged to assist in the education of their child(ren) by taking an active interest in their child(ren)'s School experience and getting to know classmates, teachers, and other parents through volunteer activities, class events and field trips throughout the School year. The School recognizes that a parent's ability to contribute time is impacted by many demands and encourages parents to contribute time at a personally meaningful level and in a way that best fits their individual schedules.

When volunteering at the School, especially in functions that require interaction and/or supervision of students, the School requires parents to be fully present and engage with students and their activities. The School requests that cell phones remain on silent and out of sight while parents are volunteering and that all parent volunteers refrain from using their cell phones except in the case of an emergency. If transporting students, the School requires that a parent driver not use a cell phone, even with a hands free device, and only use a cell phone in the case of an emergency. All parent volunteers must comply with all School policies and directives, including the requirement to undergo background checks by fingerprinting and comply with all tuberculosis testing requirements prior to providing any volunteer services.

# FUNDRAISING

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*“The Family School gives so much to my children. How can I give back?”*

*Tuition alone does not cover all costs associated with operating The Family School. Therefore, fundraising is essential to close the budget gap, continue to keep tuition reasonable, offer robust tuition assistance, and plan for the future.*

*The Board of Trustees together with the Head of School sets our annual fundraising goals and strategy.*

*All families regardless of their tuition status are expected to participate in the School’s fundraising efforts.*

- Annual Fund (November through January)
- E-Script & Amazon (One-time registration, update profile as needed)
- Small fundraising events

## ANNUAL FUND

*What is it? The Annual Fund campaign is the foundation of our fundraising plan every year and we expect participation by 100% of our families. Like all independent schools, The Family School asks its families to make a donation to the Fund each school year. Family donations to the Annual Fund is an affirmation of your commitment to the School and its mission. Any dollar amount is appreciated and the only amount that is too small is no amount at all.*

*Why it is important to participate?* The Family School depends upon this tradition of giving to:

- Enhance our program and fund our specialty curriculum
- Improve our facilities
- Provide generous tuition assistance to nearly 50% of our students
- Offer competitive compensation to our teachers and staff
- Build our cash reserve for the future growth and health of our school

The generosity exhibited during the Annual Fund Campaign is evidence of our shared commitment to supporting an environment in which our children flourish and experience the joys of learning. Annual giving is vital to making our dreams for our students a reality and ensures that the legacy of The Family School will continue for years to come.

*When do I contribute?* Parents will receive information about the Annual Fund at the start of the school year. You are encouraged to gift during the fall term.





## E-SCRIPT & AMAZON SMILE

*What is it?* A simple and daily way to support the School through your purchases online and in local and national stores. In past years the school received over a \$1,000 from these two donation sources.

*How do I participate?*

**Amazon Smile:** Instead of accessing regular Amazon, connect to AmazonSmile and designate The Family School as your charity of choice. Then, every time you make a purchase on Amazon Smile, we receive a percentage of your purchase.

**E-Script:** By registering your credit and debit cards at this website, the School receives a percentage of your purchases at certain locations each month. Local stores participating in the E-script program include New Frontiers and El Rancho, as well as many national chain restaurants, clothing, and food stores.

***This is a great way for extended family members, including grandparents, aunts and uncles, to participate in helping our school.*** Sign up one time and your purchases begin raising money for the School immediately.

## STOCK DONATIONS AND OTHER GIVING VEHICLES

Parents have the ability to fulfill one of our greatest needs—scholarships. Parents can help students achieve a top-notch education while helping The Family School continue its tradition of excellence. Few gifts will give greater satisfaction. And – it’s easy to make a gift to The Family School!

1. Checks are easy! Payable to The Family School, PO Box 481, Los Olivos, CA 93441
2. Make a gift on line by charging your gift to VISA or in one amount or in installments. Please see <http://www.syvfamilyschool.org/> and click on “Donate”
3. Make a gift in-kind. Perhaps you have an item that you no longer need but would be beneficial to The Family School. These items might include: yard equipment, desks, chairs, printers, etc. Please check with the School to determine what is needed.
4. Make a gift of stock or securities. Please contact Kay Knightley: [kayk@syvfamilyschool.org](mailto:kayk@syvfamilyschool.org). Or you may contact Kelly Hunziker directly at Edward Jones Investment Company. Phone 800-755-9879 or email [kelly.hunziker@edwardjones.com](mailto:kelly.hunziker@edwardjones.com)

# GOVERNANCE

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## BOARD OF TRUSTEES

The Board of Trustees is the governing body of The Family School, a nonprofit, tax-exempt corporation. The Board of Trustees includes parents of students (past and present), the Head of School, and involved members of the community at large. In addition to establishing School policies, the Board has the fiduciary responsibility for the continued financial stability and long-term viability of the School. This includes responsibility for the School's operating budget, capital assets, and fund raising efforts. In addition, the Board hires, supports, and evaluates the Head of School, but is not involved in the day to day running of the School. The role of the Board is to ensure adherence to the School's mission, to safeguard the integrity of the School, and to provide for the future of the School.

Each spring, the Board of Trustees elects members and officers for the upcoming school year. Members serve for an initial one year term and then renewable three-year terms. Because of mandated Board size limitations, there may be years in which no new seats are available. All School parents are encouraged to serve on Board committees. Board committees may include: Strategic Planning, Development/Fundraising, Facilities, Marketing, Finance, and Trustees. Membership on these committees or involvement with Family Circle are excellent ways of participating, supporting the School, and working toward becoming a member of the Board.

## BOARD MEETINGS

The Board of Trustees are made up of volunteer current and past parents, and community members who donate their time to assist in the responsible operation of The Family School. The Board meets 7 times a year. If parents have a topic that they wish to present to the Board, please contact the Board Chair at least 3 days ahead of the scheduled meeting to get on the agenda. If parents are interested in one day serving as a board member: volunteer for the committees, volunteer for events and show passionate interest and involvement in the School.

# TITLE IX INFORMATION

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## TITLE IX FACTS

### WHAT STUDENTS AND PARENTS NEED TO KNOW ABOUT TITLE IX?

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Consistent with Title IX, The Family School does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to its educational programs and employment. This includes sexual harassment, including sexual assault.

#### **Who is the Title IX Coordinator?**

Julianne Tullis-Thompson

Head of School

P.O. Box 481, Los Olivos, CA 93441

5300 Figueroa Mountain Road, Los Olivos, CA 93441 805-688-5440

juliannett@syvfamilyschool.org

#### **What is the Complaint Process?**

Individuals who believe they have been discriminated against in violation of Title IX may file a complaint with the School or the United States Department of Education, Office for Civil Rights (OCR). If criminal conduct is involved, such as sexual assault, individuals may also file a report with the local police department. The school will initiate an investigation once it has received notice of sexual harassment or discrimination in violation of Title IX.

#### **Who is a “Responsible Employee” under Title IX?**

Title IX requires that any “responsible employee” with notice of a Title IX violation report it to the Title IX Coordinator. A Responsible Employee is defined under Title IX as follows:

- A School Official with authority to take action to redress sexual harassment/violence, or
- A School Official with the duty of reporting incidents of sexual harassment/violence or any other misconduct to the Title IX Coordinator or other appropriate school designee, or
- A School Official a student/employee could reasonably believe has either the authority or the duty listed above.

All employees at the School are responsible employees under Title IX and the School policy. As such, employees are required to report any information they have concerning possible sexual harassment and discrimination to the Title IX Coordinator. The School is considered to have notice of a Title IX violation if a responsible employee “knew, or in the exercise of reasonable care should have known” about harassment or discrimination.

#### **Are Individuals Protected From Retaliation for Making a Complaint or Participating in an Investigation?**

The School protects individuals from retaliation for opposing unlawful conduct, practices or policy, including for filing, testifying about, or participating in any Title IX complaint. If an individual believes he or she is the subject of retaliation for making a complaint or participating in the complaint process as a witness, that individual should promptly report any relevant actions, comments, or conduct to the Title IX Coordinator.

## **Where Can We Obtain Further Information or Assistance?**

Our School has adopted and published a Title IX Policy and Title IX Complaint Procedure. These policies and procedures can be accessed here: [www.syvfamilyschool.org/](http://www.syvfamilyschool.org/)

## **TITLE IX NOTICE OF NONDISCRIMINATION**

In accordance with the requirements set forth in Title IX of the Education Amendments of 1972 (Title IX), the The Family School provides this notice of nondiscrimination and states that the School does not discriminate on the basis of sex in its education programs and activities. Questions concerning Title IX may be referred to the School's Title IX Coordinator whose contact information is below or to the Office for Civil Rights at the United States Department of Education.

Title IX Coordinator Contact Information:

*Julianne Tullis-Thompson*

*Head of School*

*P.O. Box 481, Los Olivos, CA 93441*

*5300 Figueroa Mountain Road, Los Olivos, CA 93441*

*805-688-5440*

*juliannett@syvfamilyschool.org*

## **REASONABLE ACCOMMODATION OF DISABILITIES (FOR STUDENTS) EFFECTIVE DATE: MAY 8TH, 2020**

The School will adhere to the requirements of Title III of the Americans with Disabilities Act and applicable requirements of Section 504 of the Rehabilitation Act, and all other applicable laws preventing discrimination against individuals with disabilities. These laws prohibit discrimination against individuals with disabilities in public accommodations, as well as the exclusion of qualified individuals with disabilities from participation and/or the benefits of any School program or activity solely by reason of the individual's disability. As part of this policy, applicants and students (hereinafter "student") with disabilities, or their parents/guardians (hereinafter "parents"), may request reasonable accommodations that would permit the student full and equal access to the goods, services and operations of the School, which include both physical and programmatic (academic services) access and school-sponsored activities, such as field trips.

### ***Request for Accommodation***

Parents of a student with a disability who want to request a reasonable accommodation in order for the student to access the goods, services or operations of the School, shall make a request in writing to the Julianne Tullis-Thompson, Head of School.

The request must identify: a) the benefits, goods, services, or operations to which the student requests full and equal access; and b) the desired accommodation(s) being requested. For the purposes of this policy, verbal requests for accommodation shall also be deemed requests for accommodation; however, the School may ask that verbal requests for accommodation be followed up by a request in writing.

### ***Notice of Need for Accommodation***

Circumstances may arise that provide reasonable notice to the School that an individual student may have a disability that may require the student be provided reasonable accommodation, whether or not the School receives verbal or written request for such accommodation. In the event the School does receive such reasonable notice of a possible need for accommodation, the School will discuss with the student and the student's parents to determine whether a reasonable accommodation is being requested and/or is required.

### ***Reasonable Documentation of Disability***

Upon receipt of a written or verbal request for accommodation, or pursuant to any conversation regarding whether a reasonable accommodation is being requested and/or is required, the School may require such additional information as reasonably necessary to establish the nature and extent of the disability in question and the accommodation(s) being requested for that disability.

### ***Case-by-Case Determination***

The School will address each case involving disability accommodation issues on a case-by-case basis. The nature and extent of the reasonable accommodations provided by the School to the student, if any, shall be made in accordance with all applicable laws prohibiting discrimination on the basis of disability. Subject to those laws, the School reserves the right, in its sole discretion, to determine what reasonable accommodations, if any, to provide to a student in a given case. The School will inform the student and the student's parents in writing of its decision as to reasonable accommodation(s). The School will not provide accommodation(s) that would

pose an undue burden upon its finances or operations, or that would endanger the health or safety of the student or others, or that would fundamentally alter the nature of the School or its goods, services or operations.

Please direct any questions concerning this policy to the Julianne Tullis-Thompson, Head of School

## **POLICY AGAINST AGE DISCRIMINATION (FOR STUDENTS) EFFECTIVE DATE: MAY 8TH, 2020**

The School adheres to the requirements of the Age Discrimination Act of 1975("Act"), which prohibits any person, on the basis of age, to be excluded from participation in, denied the benefits of, or subjected to discrimination by any School program or activity. Please note that the School reasonably uses age as a factor with regard to students and student applicants, which is necessary under the School's normal operations, as is permissible under applicable laws.

Please direct any questions concerning this policy to the Julianne Tullis-Thompson, Head of School.

## TITLE IX COMPLAINT PROCEDURE

**Who May File a Complaint:** Any student, employee, or third party who believes he/she/they has been discriminated against or harassed by a student, employee, or third party in violation of the School's Title IX Nondiscrimination Policy.

All responsible employees are required to report all actual or suspected sexual misconduct to the Title IX Coordinator immediately. A responsible employee is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty of reporting incidents of sexual misconduct to the Title IX Coordinator, or whom a student or employee could reasonably believe has this authority or duty. The School is on notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the sexual misconduct. The School treats all faculty and staff as responsible employees.

**Where to File a Complaint:** A student, employee, or third party who believes he/she/they has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing to the School's Title IX Coordinator.

### Title IX Coordinator Contact Information

*Julianne Tullis-Thompson*  
*Head of School*  
*P.O. Box 481, Los Olivos, CA 93441*  
*5300 Figueroa Mountain Road, Los Olivos, CA 93441*  
*805-688-5440*  
*juliannett@syvfamilyschool.org*

The Title IX Coordinator will receive all relevant details about the alleged violation in order to determine what occurred and how to resolve the situation. This includes the names of alleged victim and alleged perpetrator (if known), and the date, time, and location of the alleged violation.

### **Privileged or Confidential Reporting:**

A School employee should, whenever possible, before a student or employee reveals information that he/she/they may wish to keep confidential, ensure that the person making the report understands the employee's obligations to report to the Title IX Coordinator, the victim's option to request confidentiality, which the School will take into consideration, and the victim's ability to share the information confidentially with designated School employees.

Professional, licensed, mental health counselors, who provide mental-health counseling to members of the School community, or interns, graduate students, and others supervised by professional licensed counselors, are not required to report any information to the Title IX Coordinator.

**Filing a Timely Complaint:** Since failure to report harassment and discrimination impedes the School's ability to stop the behavior, the School strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint.

The School also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the School's ability to investigate and remediate.

The School will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

***Communicating that the Conduct is Unwelcome:*** The School encourages students and employees to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate. This is not required.

***Authority over Parties:***

The School has authority over students, employees, and third parties for alleged violations of this policy that occur on School property. The School has authority over School employees and students for alleged violations of this policy that occur at School activities or events. The School may exercise authority over events that occur off-campus to determine if the conduct occurred in the context of an education program or activity or had continuing effects on campus or in an off-campus education program or activity.

***Intake and Processing of the Complaint:*** Upon receiving notification of a harassment or discrimination complaint, the Title IX Coordinator shall:

- Make an immediate assessment concerning the health and safety of the victim and campus community as a whole. The School will provide the reporting party and responding party with immediate, interim measures necessary to protect his/her/their health and safety. These immediate, interim measures may include providing an escort to ensure that the victim can move safely between classes, ensuring that the victim and perpetrator do not work in the same area, providing a referral to counseling services, providing academic support services, and reviewing any disciplinary actions taken against the victim to see if there is a causal connection between the harassment, discrimination, or retaliation and the misconduct that may have resulted in the victim being disciplined.
- Undertake efforts to resolve the complaint informally, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise all parties that he/she/they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise a complainant that he/she/they may file a complaint with the Office for Civil Rights of the U.S. Department of Education. Advise all complainants they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The School must investigate even if the complainant files a complaint with local law enforcement. In addition, the School should ensure that complainants are aware of any available resources, such as counseling, health, and mental health services.

- Take interim steps to protect a complainant from coming into contact with an accused individual, especially if the complainant is a victim of sexual violence. The Title IX Coordinator should notify the complainant of his/her/their options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the School may prohibit the accused individual from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and accused individual, the School shall minimize the burden on the complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.

Where the complaint involves a minor, the School will comply with California mandated reporting requirements.

### ***Investigation***

The Title IX Coordinator shall:

- Authorize the investigation of the complaint, and supervise or conduct a thorough, prompt, and impartial investigation of the complaint, as set forth below. Where the parties opt for informal resolution, the Title IX Coordinator will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. An investigation will include interviews with the complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

***Investigation of the Complaint:*** The School shall promptly investigate every complaint and claim of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the School, whether those programs take place in the School's facilities, in a School vehicle, or at a class or training program sponsored by the School at another location. The School shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus.



As set forth above, where the parties opt for an informal resolution, the Title IX Coordinator may limit the scope of the investigation, as appropriate. The School will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation. When determining whether to maintain confidentiality, the School may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant’s age; whether there have been other harassment complaints about the same individual; and the accused individual’s rights to receive information about the allegations if the information is maintained by the School as an “pupil record” under California Education Code section 49061. The School will inform the complainant if it cannot maintain confidentiality.

***Investigation Steps:*** The School will investigate harassment and discrimination complaints fairly and objectively. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School’s grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Once it decides to open an investigation that may lead to disciplinary action against the accused individual, the School will provide written notice to the accused individual of the allegations constituting a potential violation of the School’s Title IX Nondiscrimination Policy.

Investigators will use the following steps: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the School’s no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion.

Where the victim has filed a criminal complaint with local law enforcement, the School will consider what information the School is able to share, pursuant to state and federal law, to ensure that victims are not unnecessarily required to give multiple statements about a traumatic event. The School will continue to conduct its own thorough, reliable, prompt, and impartial investigation.

The victim and accused will have equal opportunity to present relevant witnesses and other evidence to the School investigator. The School will provide the same opportunities to the victim and accused.

## ***Written Report***

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the complaint;
- A summary of the testimony provided by each witness interviewed by the investigator;
- A credibility determination of the victim, accused, and witnesses.
- An analysis of relevant evidence collected during the course of the investigation;
- A specific finding as to whether there is probable cause to believe that harassment, discrimination, or retaliation occurred with respect to each allegation in the complaint; and
- Any other information deemed appropriate by the School.

## ***Standard of Proof:***

The School will use a “preponderance of the evidence” standard of proof in determining whether there has been a violation of the School’s Title IX Nondiscrimination Policy. This standard of proof is also known as “more likely than not” standard.

***Timeline for Completion:*** The School will undertake its investigation promptly and swiftly as possible.

## ***Notice to Parties***

The School will provide written notice of the outcome of the investigation to the parties concurrently. The School will inform the complainant whether it found that the alleged conduct occurred, any individual remedies offered to the complainant or any sanctions imposed on the accused individual that directly relate to the reporting party, and other steps the School has taken to eliminate the hostile environment, if the School found one to exist. This notice will be provided to the parents of students under the age of 18 and directly to students who are 18 years of age or older.

***Cooperation Encouraged:*** The School expects all employees to cooperate with a School investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the School to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the School of its obligation to investigate. The School will conduct an investigation if it discovers that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed. No employee will be retaliated against as a result of lodging a complaint or participating in any workplace investigation.

## ***Confidentiality of the Process***

Investigations are best conducted within a confidential climate. Therefore, the School does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The School will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation and to protect the rights of accused students and employees during the investigation process and any ensuing discipline.

### ***Discipline and Corrective Action***

If harassment, discrimination, or retaliation occurred in violation of the Title IX Nondiscrimination Policy, the School shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

- Providing an escort to ensure that the complainant can move safely between classes and activities;
- Ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- Preventing offending third parties from entering campus;
- Providing counseling services or a referral to counseling services;
- Providing medical services or a referral to medical services;
- Providing academic support services, such as tutoring;
- Arranging for a student-complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
- Reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies, and procedures.

The School shall also take reasonable steps to protect the complainant from further harassment or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The School will ensure that complainants and witnesses know how to report any subsequent problems, and should follow-up with complainants to determine whether any retaliation or new incidents of harassment have occurred. The School shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the School's ability to investigate and respond effectively to the complaint.

If the School cannot take disciplinary action against the accused individual because the complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

### ***Appeals***

If the School imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

## TITLE IX COMPLAINT FORM

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) prohibits discrimination based on the sex or gender of students and employees of the School. When you complete and sign this form, please submit it to the School's Title IX Coordinator:

*Julianne Tullis-Thompson*  
*Head of School*  
*P.O. Box 481, Los Olivos, CA 93441*  
*5300 Figueroa Mountain Road, Los Olivos, CA 93441*  
*805-688-5440*  
*juliannett@syvfamilyschool.org*

***You do not have to use this form to file a complaint.***

***Name of person filing this complaint:***

Relationship to School:     Student     Employee     Other

Address

Telephone number:

Email address:

***Name of person discriminated against (if other than person filing):***

Relationship to School:     Student     Employee     Other

Address

Telephone number:

Email address:

Please describe the discrimination. Please include the date the discrimination occurred, the name of each person involved and, why you believe the discrimination was because of sex, gender, gender identity, or gender expression. Please provide the names of any person who was present and witnessed the act of discrimination. *(Attach additional pages as necessary.)*

What would you like the School to do as a result of your complaint– What remedy are you seeking?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## THE EARTH PRAYER



NOW THAT THIS DAY HAS BEGUN,  
WE SAY OUR PRAYER TO EVERYONE.  
PLEASE GUARD OUR EARTH WITH SKIES OF BLUE,  
OCEANS, LAKES AND RIVERS TOO.  
PROTECT OUR MIGHTY FOREST LANDS,  
THE PLAINS, THE SHORES AND DESERT SANDS.  
PROTECT ALL CREATURES WILD AND FREE.  
IN AIR, ON LAND AND IN THE SEA.