

CULTURE AND LANGUAGE ACADEMY OF SUCCESS

Community Handbook

2011-2012 School Year



Aspire. Affirm. Attain.

www.cultureandlanguage.org

Community Handbook

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Culture and Language Academy of Success

Culture and Language Academy of Success is committed to providing our parents and students with an educational experience that is unsurpassed. Communication is a critical aspect of that commitment. What our readers think of CLAS is important to our ability to serve them. If you have any comments, no matter how great or how small, we'd appreciate you taking the time to send us a note. You can reach CLAS at the following:

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CLAS Staff

FOUNDING CO-DIRECTORS

CHIEF EDUCATIONAL ADVOCATE
Janis Bucknor, Esq.

CHIEF INSTRUCTIONAL ADVOCATE
Sharroky Hollie, Ph.D.

CHIEF STUDENT ADVOCATE
Anthony Jackson

STUDENT ADVOCATES

PRIMARY ELEMENTARY SPAN
Keith Long, *Kindergarten 4 year olds*
Adrianna Wilson, *Kindergarten 5 year olds*
NeCole Newton, *Kindergarten 5 year olds*
Kinsey Linnell, *1st Grade A*
Elizabeth Omolafe *1st Grade B*

INTERMEDIATE ELEMENTARY SPAN

Kelley Finch, *2nd Grade A*
Jessica Mellen, *2nd Grade B*
Kimishawne Davies, *3rd Grade A*
Ashley Keairns, *3rd Grade B*

UPPER ELEMENTARY SPAN

Kimberly Hyun, *4th - 5th Grade Mathematics*
Cicely Smart, *4th - 5th Grade Grade Language Arts*

MIDDLE SCHOOL

Lydia McClanahan, *Language Arts 7/8*
Daniel Russell, *History 6/7*
Traci Porter, *Language Arts 6 & History 8*
Andrew Brazina, *Mathematics*
Robert Pene, *Science*

K-8

Quincy Davis, *Drama*
Rickye Foley, *Physical Fitness and Education*
Israel Sims, *Music*

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Founders' Message 2011-2012

 Dear CLAS Community Members,

Sometimes, success can occur at the most unexpected time. At a time when CLAS was coming off its most challenging year, last year represented one of its best years. We began the year with the second most academic achievement gains in our school's history and with the most students ever. The point is when we thought that we were at the end of our ropes we did our best.

This year, we expect continued success. We continue to grow, expecting over 400 students. Our great new hires now have their first year behind them and looking forward to an exciting year. We have increased our facility space, allowing for office space, teacher workrooms, and our new Parent Information Centers. Speaking of parents, our CLAS Parent Organization (CPO) has been fully rejuvenated with many planned activities to increase our family participation and engagement in the school.

Our goals for 2011-2012 are threefold:

1. Increase family involvement, participation, and engagement. Our goal is to at least have 80% attendance to all school wide events
2. Increase our fundraising and revenue for third parties (federal and state funding are our first and second sources of revenue. Our continued goal here is to raise 2 million dollars over a period of time.
3. Increase and build our knowledge base. The more you learn, the more you know what you do not know. We want to increase our knowledge about what we do so well and increase the number of people who have a certain level of knowledge so that can articulate our vision, philosophy, and mission to others.

Success comes in many forms. Last year, our first 8th grade graduating class finished high school, and is now off to college. From our estimation, we had 12 of the 16 CLAS alumni going to a university or community college. This year, we will be culminating in the 8th grade the inaugural kindergarten class. These are the students who started CLAS at kindergarten when CLAS opened nine years ago. Yes, we have come full circle. They are the full embodiment of who we are and in many respects the best representation of our success. We, therefore, want to make this year all that more special for this special class.

As always, we are infinitely grateful, humbled, and honored to serve you. Thank you for choosing CLAS the school and the movement.

Peace and Blessings,
The Advocates

“I try to learn as much as I can because I know nothing compared with what I need to know.”

– Muhammad Ali

Our Mission

We will enable students to become lifelong learners, informed and responsible citizens, competent and successful members of the workforce, and thinking, fulfilled, caring individuals. Graduates of CLAS, the leaders of the 21st Century, will have a well-rooted, culturally based self-concept as autonomous, productive, lifetime learners, who are part of a larger interconnected community.

However, when speaking to strangers, friends, co-workers, and other family members about CLAS, put the mission more simply: “We are creating Caring, Confident, and Competent students, commonly known as the three C’s.”

CLAS Tenets

- Create a complete educational environment conducive to learning at all times
- View student interest, curiosity, and choice as assets and as contributions to the educational process
- Affirm, accept and accommodate cultural and linguistic expression, behavior, and thought
- Provide opportunities to learn how to think holistically
- Emphasize foundational literacy and language skills
- Differentiate instruction according to developmental appropriateness
- Apply holistic approach to gaining knowledge—integrating subjective and objective experience and learning in all subjects
- Establish a learning community that provides ongoing professional growth opportunities for teachers to expand, explore, and experience new ideas, concepts, and teaching methodologies
- Create meaningful home-school connections that impact learning for all students
- Create meaningful community-school connections that positively influence the perception of schools and their function in the local community

The CLAS Family Structure 2011-2012

Advocates

The directors, known as CLAS Advocates, are responsible for the operational and instructional aspects of the school. They are called advocates because each is responsible for a particular component. S/he acts as an advocate and supporter for that component.

The Chief Advocate – Development, Janis Bucknor, Esq.

Grants and Funding
General Counsel (Legal and Policy)
Facilities Procurement

The Chief Operations Advocate, Anthony Jackson

Admissions and Records
Student and Family Relations
Special Education/GATE
Technology Oversight and Coordination
Student Information Systems
Marketing and Communications
Facilities Operations and Management
Standardized Testing

The Chief Educational Advocate, Sharroky Hollie, Ph.D.

Curriculum, Instruction, and Assessment
Professional Development
Teaching and Learning Support
Textbooks and Instructional Materials
Events Oversight and Coordination
Family Participation Outreach

The CLAS Family Structure 2011-2012

Student Advocates

Our teachers are called student advocates. Each student advocate is a highly qualified, experienced teacher. All student advocates are supporters of culturally and linguistically responsive teaching. There are sixteen student advocates, with three at Kindergarten, two each at grades 1-3, one each at grades 4-5, and four at the middle school grades 6-8, plus five providing instruction to all grades in foreign language, performing arts, music, physical education, and visual art. Next to the students, the student advocates are the most important people on campus.

CLAS Student Advocates 2011-2012

Primary Elementary

Kindergarten 4: **Keith Long**

Kindergarten 5: **NeCole Newton & Adrianna Wilson**

First Grade: **Kinsey Linnell & Elizabeth Omolafe**

Intermediate Elementary

Second Grade: **Kelley Finch & Jessica Mellen**

Third Grade: **Kimishawne Davies & Ashley Keairns**

Upper Elementary

Fourth Grade: **Kimberly Hyun**

Fifth Grade: **Cicely Smart**

Middle School

Algebra: **Andrew Barazina**

Cultural Studies Grades 6/7: **Daniel Russell**

English/Language Arts Grades 7/8: **Lydia McClanahan**

English/Language Arts Grade 6; Cultural Studies Grade 8: **Tracie Porter**

Science: **Rob Pene**

K-8 Enrichment and Electives

Physical Fitness and Education: **Ricky Foley**

Drama: **Quincy Davis and Team**

Music: **Israel Sims**

“Nothing in the world is more dangerous than sincere ignorance and conscientious stupidity.”

– Dr. Martin Luther King, Jr.

The CLAS Family Structure for 2011-2012

CLAS Advisory Board

The CLAS Advisory Board is responsible for overseeing the organization’s overall fundraising efforts and, in particular, the fundraising done directly by the board. The general responsibilities of Board members are to work with the CLAS founders to establish a comprehensive fundraising plan, to take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, to be responsible for involvement of all board members in fundraising, such as having board members make telephone calls and to ask for support and to monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

CLAS Parent Organization (CPO)

Initiated in our fourth year, this entity is run solely by our parents as a support unit to the various needs of the school. Their reach is multi-layered – from organizing parents, fundraising, support during meeting, sponsoring events and providing input on various school happenings. CPO has quickly become the backbone of the CLAS community.

CLAS Community Council

Also serving in an advisory capacity is the community council. The function and main charge of the community council is to steer our major fundraising activities throughout the year. Each year, elected grade level representatives will be asked to lead the various activities. Council meetings are held on a bi-monthly basis. The council is also an opportunity for community members to publicly voice issues and concerns about the school.

CLAS Support Staff

Quality instructional, clerical, and management support make the job a lot easier for us all. We are dependent on these individuals as in many cases they are the first contact for the general public and the ones who will be spending a great amount of time with our children.

The CLAS Family Structure for 2011-2012

Support Staff 2011-2012

Administrative Support Team

Central Administrative Office Secretary: Denise Brown-Harvey

School Administrative Assistants

CLAS Primary Elementary at Coliseum: Laurie Eason

CLAS Intermediate and Upper Elementary at Orville Wright: Cathy Thomas

CLAS Middle School at Orville Wright: Ruth'Genia Vincent

Instructional Support Teams

CLAS Primary Elementary at Coliseum: Quincy Davis, Peggy McElwee, Natasha Moore, Tamil Shellmire, Timmica Singleton, Kendra Thomas

CLAS Elementary at Orville Wright: Branden Nelson & Shanice Waddell,

CLAS Middle School at Orville Wright: Michael Stokes & Clarence Wright

The CLAS Curriculum

The hallmarks of our curriculum are as follows:

1. Culturally and linguistically responsive, hands-on approach where the affirmation and acceptance of home culture and language is always the first teaching.
2. Differentiated instruction in the specific areas of reading/language arts and mathematics, as well as throughout the school day. Students receive instruction at their skill and ability levels. Differentiated instruction largely occurs in collaborative groups and, in some cases, individually.
3. Technologically enhanced in that the curriculum largely depends on technology as a tool for instructional infusion, specifically in the reading/language arts, writing, and social studies.

It should be noted that the curriculum is not driven by one specific structured program. The emphasis is placed on teaching and instructional strategies that are guided by the students' need as individual learners.

Our curriculum is rigorous—primarily through accelerated pacing. It is standards-aligned and, just as important, holistic, thereby serving the whole child.

Academic Core Subjects

Students will be able to demonstrate competence in academic reading, written self-expression, mathematical reasoning, and conduct research in science and history/social studies using the grade-level content standards provided by the state (It is strongly advised that all families download the state standards for your child's grade level at <http://www.cde.ca.gov>):

- **Academic Reading** (Comprehensive Reading Instruction) – bringing students' reading levels to grade-level expectations and demonstrating use of reading strategies to understand new and difficult written material.
- **Oral and Written Self-Expression** (English/Language Arts) – bringing students' writing and speaking levels to grade-level expectations and demonstrating ability to express ideas and feelings in written form, as well as other media.

“Personal experience is important in any scholarly activity, but it cannot substitute for scientific research”

– James Cone

The CLAS Curriculum

- **Mathematical Reasoning** – bringing students’ mathematical skills to grade-level expectations and demonstrating the ability to apply data analysis and mathematical generalizations to problems.
- **Research in Science and History/Social Science** – combining the above skills to produce thoughtful research papers and performance-based projects, particularly in science and social studies.

Special Note: Our curriculum is not skills-driven. *It is concepts-based.* Traditions that require memorization, like multiplication tables, are the responsibility of the home as well as the school. Students will have a deep understanding of mathematical concepts as they apply to multiplying, not just the facts.

Enrichment Studies

In the holistic approach exposing the child to cultural, visual, and performing arts is integral. The main objective of CLAS Enrichment is exposure and fundamental learning about these various art forms. Beginning in October of each year, we conduct 3 8-week sessions. These classes are held during the afternoon instructional block. Our schedule for this year will be provided in September.

Learning Spans

CLAS employs learning-spans for the purposes of differentiated instruction and looping. These learning spans provide students an opportunity for learning in the subject areas of reading and math without the pressure of progressing at exactly the same pace as their peers. The learning spans are as follows (traditional grade levels with ages are noted in parenthesis): **Primary Elementary** (K-1 grade levels, ages 4-6), **Intermediate Elementary** (2-3 grade levels, ages 7-8), **Upper Elementary** (4-5 grade levels, ages 9-10), and **Middle School** (6-8 grade levels, ages 11-13).

Homestudy

The purpose of homestudy will be to reinforce and/or to enhance content areas skills taught, as opposed to learned, in class through practice and to provide an opportunity for developing strong study skills necessary for academic success in high school and beyond. The student

The CLAS Curriculum

advocates at CLAS will be making an effort to focus on appropriate practice and feedback during instructional time. It is suggested to the student advocate that all homestudy be standards-based and the standards being reinforced will be indicated on the homestudy.

It is expected that all students of CLAS will complete their homestudy completely and accurately in a consistent manner and that the care provider will provide support to the students in ways that contributes to success. It is understood that students who do not complete their homestudy consistently and with excellence will jeopardize their academic success at CLAS and future academic endeavors.

Following the recommendation of the research (Marzano, 1996), the time expected to complete the homestudy will be 10 minutes times the respective grade starting with kindergarten at 10 minutes, 1st grade 20 minutes, 2nd grade 30 minutes, 3rd grade 40 minutes, 4th grade 50 minutes, 5th grade 60 minutes, 6th grade 70 minutes, 7th grade 80 minutes, and 8th grade 90 minutes. These minutes are in addition to the standard 20 minutes of pleasure reading (or being read to) expected of every CLAS student everyday and the differentiated reading group homestudy (this only applies to grades K-2), which will be given according to the reading group level (meaning if the student is on a 1st grade level, he/she will have an additional 20 minutes of reading group homestudy). This time limit is exclusive of any and all long-term assignments and culminating projects, which will obviously take longer.

CLAS students are not to be punished by being withheld from recess, lunch, or in other related means for not completing their homestudy. Students will be offered times that they can complete their homestudy, if they choose to do so.

Care providers will be updated regularly regarding missing homestudy assignments and their relation to the learning in the class if the assignments are regularly missed.

Assessment and Evaluation

Frequent and ongoing assessments inform instruction. Students will be pre-assessed in the areas of reading and math. Then every 5 to 7 weeks they will undergo periodic assessments so that the appropriate instruction can be provided. Every semester a learning record (narrative report card) will be shared with the family. This learning record is akin to the traditional report card, but instead of grades, student advocates will report on the progress of the child in relation to the

standard as well as provide narrative descriptions of each child. Progress reports will be given the first 10 weeks of each semester.

CLAS Learning Schedules*

For all K-1 students, the school day begins 8:15 AM and ends at 3:20 PM

Kindergarten Daily Learning Schedule

8:15-8:30	Morning Affirmation
8:30-8:45	Morning Report
8:45-9:30	Instructional Block I
9:30-9:45	Recess
9:45-11:00	Instructional Block II
11:00-11:40	Lunch
11:40-12:00	Meditation
12:00-1:00	Instructional Block III
1:00-2:00	Instructional Block IV
2:00-2:20	Recess
2:20-3:00	Instructional Block V
3:00-3:20	End of Day Reflections
3:20	Dismissal

Grade 1 Daily Learning Schedule

8:15-8:30	Morning Affirmation
8:30-8:45	Morning Report
8:45-9:30	Instructional Block I
9:30-9:45	Recess
9:45-11:00	Instructional Block II
11:20-12:00	Lunch
12:00-12:20	Meditation
12:20-1:20	Instructional Block III
1:20-2:00	Instructional Block IV
2:00-2:20	Recess
2:20-3:00	Instructional Block V

CLAS Learning Schedules*

For all 2-8 students, the school day begins 8:25 AM and ends at 3:30 PM

3:00-3:20	End of Day Reflections
3:20	Dismissal

Grades 2-3 Daily Learning Schedule

8:25-8:40	Morning Affirmation
8:40-9:00	Morning Report
9:00-9:45	Instructional Block I
9:45-10:00	Recess
10:00-11:30	Instructional Block II
11:30-12:10	Lunch
12:10-12:30	Meditation
12:30-1:45	Instructional Block III
1:45-3:10	Instructional Block IV
3:10-3:30	End of Day Reflections
3:30	Dismissal

Grades 4-5 Daily Learning Schedule

8:25-8:40	Morning Affirmation
8:40-9:00	Morning Report
9:00-10:00	Instructional Block I
10:00-10:15	Recess
10:15-11:50	Instructional Block II
11:50-12:30	Lunch
12:30-12:50	Meditation
12:50-2:10	Instructional Block III
2:10-3:10	Instructional Block IV
3:10-3:30	End of Day Reflections

“We want education that teaches us our true history and our role in the present-day society.”

– Black Panther Party

CLAS Learning Schedules*

3:30 Dismissal

Grades 6-8 Daily Learning Schedule (Monday-Thursday)

8:25-8:45 Guidance/Morning Report
8:45-9:00 Morning Affirmation
9:00-10:30 Instructional Block I
10:30-10:45 Nutrition
10:45-12:15 Instructional Block II
12:30-1:10 Lunch
1:15-2:10 Instructional Block III
2:15-3:10 Instructional Block IV
3:10-3:30 End of Day Guidance
3:30 Dismissal

Grades 6-8 Daily Learning Schedule (Friday)

8:25-8:40 Morning Affirmation
8:45-9:40 Instructional Block I
9:45-10:40 Instructional Block II
10:40-10:55 Nutrition
11:00-11:20 Morning Guidance
11:25-12:30 Instructional Block III
12:30-1:10 Lunch
1:15-2:10 Instructional Block IV
2:15-3:30 Instructional Block V
3:30 Dismissal

Community Participation

Family Participation Requirement

Each family is encouraged to volunteer **42 hours** per year. There will be multiple opportunities during the year to offer your assistance, support, and/or attend parent education workshops. We are consistently challenged by our family participation. We need more families participating on a regular basis, fulfilling, and even going beyond, their 42-hour commitment.

1. All 42 community hours should be completed or arranged by **April 13th, 2011**
2. A certain number of hours will automatically be covered through mandated event participation (see below)
3. Material contributions can be made to cover some hours (see list in September)

Mandated Events

The following events are mandated and will count towards family participation requirements.

CLAS School Tours	August 31, 2011 (Coliseum)	2 hours
	September 1, 2011 (Orville Wright)	2 hours
Curriculum Night (Coliseum)	September 27, 2011	2 hours
Curriculum Night (Orville Wright)	September 28, 2011	2 hours
Community Gathering	October 8, 2011	4 hours

Each family or a representative *must* attend these events. Mark your calendar now. There will be other optional events throughout the year. To ensure the safety of our students and staff, all volunteers may be subject to a background check and clearance.

Lines of Communication

CLAS wants to keep the lines of communication open. Each family can expect frequent, ongoing communication with the student advocate as well as the CLAS advocates. The preferred method of communication for the CLAS Community is electronic mail. Each family is required to have an active email account (CLAS has free email service through its website as an option) and access to the Internet. Kudos and constructive feedback are welcomed. When email is not conducive, then families may schedule appointments to talk with the student advocates or the CLAS advocates. Note that each CLAS staff member may have a supplemental policy regarding correspondences.

General Policies listed in alphabetical order

Address, Email, and Phone Number Changes

Please notify CLAS of any changes in contact information. In the case of emergencies, it is important that CLAS is able to contact family members. Please use the Emergency Contact form to provide a priority list of numbers to call, such as work number first, cell phone second, and so on. In the cases of families apart or blended families, please be sure to indicate who are the primary, secondary, and tertiary contacts.

Admissions

Our ability to admit students is limited by the space available. We have instituted a firm policy for admitting new students. Interested families, including current CLAS families, should first attend one of the open houses to see CLAS in action. They can then complete an enrollment form available in the CLAS main office to be kept informed of any prospective parent meetings and application deadlines. Applications for the next year will be made available for online download interested families with a specific deadline for submission. Applications may also be obtained from the main office. Based on availability, a select number of applicants will be admitted by lottery. Priority is granted to students with siblings already enrolled at CLAS. As space allows, admissions will continue to be open until the first Friday in October. At that time admission is closed for the current school year and the process starts over for the following year.

Attendance

Tardies

Our school day begins at the beginning of Morning Affirmation—8:15 AM at the Coliseum site and 8:25 AM at the Orville Wright location (the day starts with guidance for the middle school). Students who arrive after the beginning of affirmation are late. They will be marked tardy and will have to stand outside of the affirmation. If students arrive after affirmation, then they **must** report to the main office before going to class. Families that are continually late will be called for a conference with one of the Chief Advocates. We believe that time is relative, but that relativity is not an excuse to be late habitually.

Absences

CLAS firmly believes in “you miss school, you miss out.” Every student’s daily and punctual attendance is expected. Equally important is the fiscal impact that good attendance has on our school. The cost to the school of a poor daily attendance rate when compared to a great

General Policies

attendance rate is over \$200,000! CLAS will be rallying the school community to ensure that students are present. Obviously, it is the family's responsibility to ensure that students attend regularly and punctually. To that end new incentives will be established for students and families exhibiting good attendance. Conversely, continued excessive absences will result in referral to the appropriate authorities for investigation. **If a child must be absent from school for any reason, parents must call the school office by 12:00 noon to notify the school that the student will be not be in attendance.** If a student is absent for five days or more due to illness, a written note from the child's pediatrician is required for re-entry into school. Consult the office if you have any questions.

Please note that, with the approval of the CLAS Advocates, the Student Advocates may maintain their own additional policies regarding absences, tardies, and make-up work.

Birthday Celebrations

We recognize all students' birthdays during the month of the birthday at Morning Affirmation. These monthly celebrations will take place on the last Friday of the month. Interested parents are welcomed to work out a collective, shared arrangement for ice cream, cupcakes, and/or pizza during lunch or at end of the day between 3:00-3:20. The date must be pre-approved by the student advocate. **No individual celebrations will be allowed and no instructional time may be used for birthday celebrations. No exceptions.**

Discipline

In order to establish an environment of cooperation and mutual respect, Culture and Language Academy of Success employs the virtues of the Kemetic system of Ma'at throughout the school. Our discipline program is a principles-based approach emphasizing positive consequences. All behaviors that are desired from our students are encompassed under the principles of **TRUTH, JUSTICE, HARMONY, ORDER, BALANCE, RECIPROCITY, AND PROPRIETY.** These school-wide norms help students learn how to appropriately express their needs and effectively solve problems. Conferencing, peer conflict resolution, and self-reflection will be the first line of intervention when addressing behavioral issues. Student Advocate communication with students' families will be of primary importance as we work together to create and maintain a self-sufficient and healthy community.

Given that, students who continue to struggle with principles over an extended period of time

General Policies

will be given student conduct compacts. These compacts will be more traditional minded, rooted in behaviorist theory and negative consequences. It is not our intention to use these compacts with our students, but when the safety of other students and the positive learning environment is put in jeopardy, then they become an unwanted, albeit necessary, option.

In the event of egregious offenses, such as fighting, assault, arson, defiance of authority, possession of inappropriate materials, threats, sexual harassment, gambling, hazing, promoting gang activity, forgery, cheating, excessive profanity, theft, vandalism, destruction of school property, ditching, weapons of any kind, or any violation of federal, state, or local laws, a progressive discipline policy will be enacted. In these cases, consequences will include detentions (during lunch and after school), in-school and out-of-school suspensions, and expulsion. Students who struggle throughout the year with discipline issues may be requested to find another school community the following year.

Every student is entitled to due process if he/she is expelled from school. In the event of a detention, suspension, or expulsion, the family will be notified in writing. Before a student is expelled, a conference with the family and the CLAS advocates will be held. Families can appeal in writing within 5 days of the expulsion. The elected body of the community council handles expulsion appeals.

Dismissal

Without exception, a student will be released from the school grounds only to persons listed on the student's carpool or emergency cards. If a student is to go home with a friend, or someone not listed on the cards, the parents are required to provide written authorization regarding this change. CLAS will insist on a signed or verbal confirmation from the student's parent as to any change in pick-up. All notes must be delivered to the School office, the child's student advocate, or called into the school office (emergency situation only) **no later than 10:00 AM** on the day of dismissal. Should a conflict arise, the child will be sent to the School office to call a parent for clarification while the driver will be asked to park and await a resolution. Please note that on shortened and professional development days, students are expected to be picked up by 2:20 PM. Otherwise, an extended care fee of \$20.00, payable immediately, will be charged.

General Policies

Drop-Off/Pick-Up

Families are asked to drop-off and pick-up students as directed by the Chief Student Advocate, at designated areas at each site. Please follow all directions while observing requested directional traffic flow to avoid gridlock. Be courteous to other CLAS and neighboring school community members. Remember to watch for children when approaching and leaving the school.

Drug, Smoke, and Alcohol Free Zone

CLAS is a drug, smoke, and alcohol-free zone. Illegal drugs, smoking of any kind, and any alcoholic beverages will not be allowed on campus. Individuals appearing to be under the influence of any such substance will be asked to leave the premises and the authorities will be notified.

Electronic Devices

Cell phone use is not be permitted during the school day. Students caught using their cell phones will have their phones confiscated and only returned to a parent or caregiver. Additionally **structured** use of electronic devices, such as iPods, PS3s, and like items will be allowed at designated times only. To ensure appropriate use of these items, please wait until notification by the school is sent home *in writing* before sending these devices to school with your child. ***Please note that CLAS will assume no responsibility for the safekeeping or loss of these items.*** Please consult with the Chief Operational Advocate for clarification.

Extended Day Care

Before and after school care will be provided at additional costs. Morning care begins at 7:00 AM and ends at 7:45 AM. CLASCare™, a school-based provision, will offer care in the morning. The cost of our morning care program is \$85 per month per child including breakfast.

After school care options will be offered to families by service providers *Access to Better Choices (ABC)* at both sites, *LA's Best* at Coliseum, and Study Jam at Orville Wright. For pay options may offer value added extended learning and intervention opportunities. After school care will begin at 3:20 PM at Coliseum and 3:30 PM at Orville Wright and end at 6:00 PM at both sites. Families must follow all the guidelines and procedures of the extended day care organization in all regards. Program description, schedules, and fees will be provided in their literature.

General Policies

Fees

Culture and Language Academy of Success prides itself on offering “a private school education for a public school price.” In other words, CLAS does not charge tuition fees. Of course, there is a cost associated with providing a world class and enriching learning experience for our youngsters. Parents can expect to pay fees that cover the costs associated with specific aspects of the CLAS experience for their student(s):

Fee	Cost per Student
CLASCare before-school care	\$50.00 monthly
School meals program–lunch*	\$1.00 or \$1.50 daily
School meals program–breakfast*	\$.60 or \$1.00 daily
CLASports athletics program (boys or girls basketball; co-ed football, baseball, and soccer)	\$125.00 per sport

**Free and Reduced Lunch Program available for qualifying families*

Regarding the CLAS Fee Schedule please note:

CLAS Sports are extracurricular, non-CIF sanctioned activities , that occur as part of leagues comprised of private, independent, and charter schools. Fundraisers are conducted throughout the year to assist with the costs associated with participating in these leagues including league fees, uniforms, equipment, and travel. Student athletes who are unable to pay fees out-of-pocket engage in these fundraising events to offset the cost of their participation in the sports program.

Fundraising

Fundraising is a tremendous need at CLAS. In order to be a great school with excellent programs that provide extraordinary experiences for our youngsters, we must secure additional dollars beyond what comes to the school from the state. School site fundraising is coordinated under one umbrella. The proceeds from all CLAS-sponsored events will be held in a general fund and distributed for specific functions depending on the need of the event or the entity. Larger fundraising and development efforts designed to ensure CLAS’ sustainability will also take place through our annual giving campaign and a capital campaign.

“Generally, standardized tests don't serve African American children well at all.”

- Judith Griffin

General Policies

Harassment

CLAS students are taught to think, to have mutual response and tolerance, and to understand the value of cooperation. Unwelcomed sexual advances, requests for sexual favors, or any verbal or physical conduct of a sexual, racial, or gender bias nature is unacceptable and is in violation of laws against discrimination. Any student demonstrating any of this behavior will be subject to expulsion.

Health-Related Issues

Immunization and student information forms are required prior to the first day of school. Parents should notify the School office and their child's Student Advocate if the student has any food restrictions of any kind, allergies, asthma, or any other persistent condition. The School recommends that parents arrange with their child's pediatrician for annual speech, hearing and eye examinations.

CLAS does not staff a full-time medical professional. We have established a partnership with a nearby health clinic. In the event of an accident or illness during school hours, emergency care will be provided depending on the situation. All accidents or illnesses are reported to school administration immediately and determinations as whether to call the home or return the student to class will be made. Care providers are encouraged to discuss what “feeling sick” means with your children to avoid unnecessary calls to homes and jobs.

CLAS staff will not provide any over-the-counter medications unless a parent/guardian has completed a medication consent form. Prescription drugs must be in the container provided by the pharmacy with written directions from the physician and/or pharmacist stating the name of the patient, name of the medicine, the dosage, and time to be dispensed. Medications must be stored and administered in the office. New laws govern the administration of asthma inhalers. Please see the Chief Student Advocate if your child requires an inhaler at school.

General Policies

Late Pick-up Fees

If a parent does not arrive for pick-up within 25 minutes after dismissal (3:45 PM on regular days at Coliseum, 3:55 PM on regular days at Orville Wright, and 2:25 PM on shortened professional development days at both sites), the student will be placed in Extended Care.

The parent or caregiver will be charged a \$20.00 Extended Care Fee, payable immediately.

Parents who pick-up students after 4:30pm will be charged a \$40.00 late fee in addition to the \$20.00 daily fee if their student is not regularly enrolled in Extended Care. **Due to staffing requirements, there will be NO EXCEPTIONS to this policy.**

Leaving School During the Day

Whenever a student must leave school early (prior to dismissal), parents should send a note to the child's Student Advocate and **you must notify the School office.** If a child is regularly picked up by a carpool, the parent must notify the carpool driver as well. Students leaving school early may be picked up from the School office to minimize classroom disruptions and provide appropriate security.

Lost and Found

CLAS maintains a lost and found throughout the school year. Parents should check regularly for missing possessions. Unclaimed clothing will be donated to a local charity. Parents are requested to label all clothing with the name of their child using a permanent marker.

Meals

Students are welcome to bring their lunch or families may purchase lunch meals monthly. For approximately \$100.00 per month, your child can eat wholesome meals provided by Revolution Foods™. Breakfast is available as well for an additional \$50.00 per month. **Payment is due by the 15th of the preceeding month.** Food cannot be refrigerated nor heated for students at any time and families are strongly discouraged from delivering lunch to the students during the day. Students must either bring a lunch or participate in the meals program. Eligible families can participate in the National School Lunch Program to receive free or reduced priced meals.

General Policies

Personal Belongings

Students should not bring expensive personal items, such as cameras, jewelry, watches, or large sums of money to the school. **CLAS will not assume responsibility for the safekeeping or loss of such property.**

Promotion and Culmination

We look forward to sending our students on to high school in style. A very special evening culmination will be both an academic and a cultural celebration honoring our Scribes that have completed the K-8 course of study and have met a certain percentage of standards in the academic core subjects as well as in their enrichment studies.

Additionally, we will continue to celebrate our kindergarten Scribes with a promotion luncheon ceremony that is all their own and which marks the milestone achievement of completing their first year in a truly academic setting as budding scholars.

Saturday School

CLAS offers Saturday School to provide extended learning opportunities for our middle school students. The Saturday School, occurring from 9:00 AM to 1:00 PM and taking place over five Saturdays throughout the school year, will provide increased academic support for any middle schooler requiring such, and will be mandatory for students referred by a student advocate for having not completed assignments, or not having achieved a score of 3 (proficient) on key assignments and assessments.

School Property

All students are expected to respect the property of the School and their fellow students. If a student damages any property of the School, or any property of another student, the student is expected to take full responsibility. Parents will be responsible for any damages or loss attributed to their child.

“We want education that teaches us our true history and our role in the present-day society.”

– Black Panther Party

General Policies

School Spirit

School colors: red, black, and white.

School mascot: Scribes

School anthem: “Lift Ev’ry Voice”

School motto: Aspire. Affirm. Attain.

Supplies and Learning Materials

CLAS will provide for its students a majority of basic school supplies and learning materials including textbooks, paper, pencils, pens, and instructional technology. Of course, other materials may need to be purchased by students’ families throughout the school year. These include 3-ring binders, folders, USB flash drives for storing computer generated work, and materials for special research projects. The Student Advocates will provide more information on both the nature of any materials to be provided by students’ families and when those materials will be needed.

Technology Use

CLAS will again offer students copious access to computer systems and the internet. To protect students from objectionable and/or inappropriate content, CLAS has adopted a set of policies for the responsible use of these resources, known as the Acceptable Use of Computers and Networks Policy (AUP). These policies are consistent with Child Internet Protection Act (CIPA) laws for ensuring the safety of our students while using computers connected to the internet. These policies are provided to families at the start of each school year. Parents and students need to read, sign and return the form before their children may use computers and the internet. It should be noted that these policies extend to personal devices like smartphones used while on school grounds but accessible to the internet through networks not controlled by the school such as private telecommunications companies.

General Policies

Uniforms

We are educating the future doctors, lawyers, educators, CEOs, and entrepreneurs of the world. We want to instill an ethic of professionalism and business in all our students. Most importantly, we want to demonstrate our unified front to the world, like a uniformed professional sports team. We are a team. Teams wear uniforms. For unity and strength. Uniforms are mandatory and strictly enforced. Families unable to afford uniforms will have them provided. Specifically, students should be outfitted in:

CLAS FULL DRESS UNIFORM on MONDAY, TUESDAY, WEDNESDAY, AND THURSDAY

- Black or khaki bottoms (pants, skorts, skirts)
- Button down white shirt or polo shirt (white or black, long or short sleeve) with embroidered or heat press logo
- CLAS cultural tie (must be worn w/ white button down or polo shirt) Exceptions: red or black solid ties are acceptable when inventory of cultural ties has been exhausted.
- Black shoes (black casual shoes or black tennis shoes). No hard bottoms.
- Red sweaters or black cool weather jackets (grades K-5)
- Black blazers - embroidered (grades 6-8)

CLAS Weekly Wear

Mondays - Full Uniform

Tuesdays - Full Uniform

Wednesdays - Full Uniform

Thursdays - Full Uniform

Fridays - Casual Uniform

CLAS CASUAL FRIDAY UNIFORM on FRIDAY ONLY

- ANY Bottoms (Jeans, Sweatpants, Shorts)
- ANY CLAS top (CLAS POLO shirts, CLAS T-shirts, CLASports Jerseys, PE Sweatshirts, etc)
- ANY Shoes

Some **free dress days** will be allowed throughout the year as incentives. Parents will be notified in advance when these days are to occur.

Special Events

Visitors

To protect the safety of our students and staff, **all visitors, without exception, must immediately report to the school's main office to sign-in, state the nature of their visit, and receive approval by a chief advocate or a designee.** Care providers of CLAS students are welcome at anytime as long as an appointment has been established. So as not to disrupt instruction, we ask that visits be limited to 20 minutes unless other arrangements have been made with the child's student advocate and/or the chief advocate. Again, *everyone* must check in.

School Tours - August 31 (Coliseum) and September 1 (Orville Wright)

The CLAS School Tour welcomes students and families to the new school year. This is an opportunity to meet and/or connect with the Advocates, Student Advocates, and staff to preview CLASrooms, receive information on CLAScare, school meals, uniforms, and other important items. Participation is encouraged and expected from all new or returning families.

Curriculum Nights - September 27 (Coliseum) & September 28 (Orville Wright)

Curriculum Nights provide families with a detailed overview of our instructional program. Areas to be addressed include the framework of culturally responsive instruction, California learning standards, curricular area content, differentiation in language arts and mathematics, assessment and enrichment/intervention strategies.

Community Gathering - October 8

In the spirit of a Family Reunion, the CLAS Community Gathering brings together all of the CLAS Community—our families, friends, and staff—in a casual setting as a meet and greet. where

Special Events

we can communicate, fellowship, network, and have a great time.

High School Night - October 20

High School Night provides the families of our 8th graders with an orientation to the best private and parochial high schools in the greater Los Angeles area. Parents and students receive vital information on school programs and offerings and well as the application process and financial aid.

Fall Festival - October 28

Our Fall Festival connects the season of Autumn to the African season of harvest. Harvest time is a time of thanksgiving, reflection, preparation, and celebration. That celebratory spirit is the spirit of the Fall Festival. It is a time of fun and fellowship. We dress in “Keep It Cultural” costumes, interact, socialize, and enjoy one another as a CLAS community. We offer the Fall Festival as a culturally responsive, non-commercial alternative to Halloween.

Parent Education Workshops - November 5, April 21

CLAS Parent Education Workshops provide our families with an opportunity to broaden their understanding on a variety of topics related to strengthening the home-school connection, parenting, cultural studies and other areas of interest.

CLAS Parent Organization (CPO) and Community Council Meetings - October 27, December 15, February 16, and April 19

In their capacity as the two advisory groups to CLAS, the CPO and Community Council meet jointly every other month to provide information on and solicit support for notable events and fundraisers, hear the important issues facing the school, provide input and help create plans of action on upcoming matters.

“A mind is a terrible thing to waste.”
– Anonymous United Way

Important Dates

September 2011

- 31 August – School Tour at Coliseum
- 1 School Tour at Orville Wright
- 5 Labor Day Holiday
- 7 First Day of School
- 8 First Day of School
- 21 Early Dismissal (2:00 PM)
- 27 Curriculum Night – Coliseum
- 28 Curriculum Night – Orville Wright

October 2011

- 5 Early Dismissal (2:00 PM)
- 8 Community Gathering
- TBA Picture Day
- 19 Early Dismissal (2:00 PM)
- 20 High School Night
- 27 CPO/Community Council Meeting
- 28 Fall Cultural Festival

November 2011

- 2 Early Dismissal (2:00 PM)
- 5 Parent Education Workshop
- 11 Veteran’s Day Holiday (NO SCHOOL)
- TBA Make-Up Picture Day
- 23 Pupil-free Day (NO SCHOOL)
- 24-25 Thanksgiving Holiday
- 30 Early Dismissal (2:00 PM)

December 2011

- 2 Community Council Meeting
- 5-9 Parent Conference Week
- 15 CPO/Community Council Meeting
- 16 Heritage Celebration (Minimum Day)
- 19 Winter Recess begins

January 2012

- 7 Campus Beautification Day
- 9 Return from Winter Recess
- 16 King Day Holiday (NO SCHOOL)
- 25 Early Dismissal (2:00 PM)

February 2012

- 8 Early Dismissal (2:00 PM)
- 10 First Semester Ends
- 16 CPO/Community Council Meeting
- 20 President’s Day Holiday (NO SCHOOL)
- 29 Early Dismissal (2:00 PM)

March 2012

- 14 Early Dismissal (2:00 PM)
- 22 Science Fair
- 28 Early Dismissal (2:00 PM)

April 2012

- 2-6 Spring Break
- 9 Pupil-free Day (NO SCHOOL)
- 16-20 Parent Conference Week
- 18 Early Dismissal (2:00 PM)
- 19 CPO/Community Council Meeting
- 21 Spring Parent Education Workshop

May 2012

- 2 Early Dismissal (2:00 PM)
- 8-25 STAR Testing
- 16 Early Dismissal (2:00 PM)
- 28 Memorial Day Holiday (NO SCHOOL)

June 2012

- 1 Sports Day
- 2 Step-up Ceremony
- 6 Early Dismissal (2:00 PM)
- 12 8th Grade Graduation
- 14 Kinder Culmination
- 15 Last Day of School (Minimum Day)

Earthquake and Safety Procedures

CLAS has an emergency plan in the event of a major emergency occurring during school hours, and is equipped with supplies to deal with a catastrophic event at the School. Parents are asked to read the CLAS Emergency Evacuation Release Procedures in the event of a major emergency occurring during school hours.

The School's earthquake/disaster procedure involves all aspects of earthquake preparation including short and long term care of students, evacuation procedures, first-aid treatment, etc.

Should an earthquake or disaster occur, parents on site will be expected to join task teams and follow school procedures as directed.

Parents not at school and coming to CLAS to pick-up their children should observe the following:

1. Do not call the school. Phone lines will be needed for emergency communication with city officials, emergency services, etc.
2. Pick up your child as soon as possible.
3. Students, faculty and staff will be evacuated to the yard should the building become unsafe.
4. No child or employee will be released until the entire emergency situation has been assessed, all emergency station are up and running and first aid is being administered.
5. All outside gates will be closed and locked.
6. Park on the street as available
7. Check in at the command station for instruction at the front entrance of the school. No parents will be allowed on campus unless their child is injured. At that point, the adult will be escorted on campus to their injured child.
8. All other parents are to line up at the entrance to our lot on Kelso Street. Staff attendants at the station will write down the name of the child, adult picking up the child, and the time.
9. Students will be released only to authorized adults on the child's emergency card.
PLEASE NOTE: Students will be released to the first person listed on the emergency card who arrives at the school.

Emergency Info

PHONE NUMBERS
Emergency 911

RADIO INFORMATION
KNX-AM 1070
(323) 460-3000

Earthquake and Safety Procedures

The school will utilize the services of parents as Emergency Volunteers at the School site in the event of a major earthquake or other disaster. The Emergency Volunteers will be designated by the staff. If any parent is in the medical or emergency services fields, the School would appreciate that parent coming to the School immediately following a major emergency, if at all possible.

Emergency Evacuation Release Procedures

CLAS has a complete internal plan and supplies to handle a major emergency at our school. We request all parents read and adhere to these procedures in the event of a major emergency during school hours:

- Students, Faculty and Staff will be evacuated to the yard in a major emergency only if the building is uninhabitable.
- No student or employee will be released until everyone is accounted for and evacuated; all Emergency Stations are up and operating, and critical First-Aid is administered.
- All outside gates will be closed and locked.
- No parents will be allowed on campus unless their child is injured, or they have medical/emergency expertise. Only an authorized adult will be escorted on campus to the injured child.
- All other parents are to line up outside the gate on Kelso Street. Only emergency vehicles will be allowed on campus.
- Two release attendants at the Exit Gate will sign out all children and adults.
- Runners will take information to the Command/Release Station to begin the release process.
- The Command/Release members will pull the child's emergency card to verify the adult's authority to release the child.
- Students will be released only to the authorized adults on the child's emergency card.
- The adult will sign a release log before taking custody of the child.

Please become familiar with the above procedures and, in the event of an emergency, practice patience.

Earthquake and Safety Procedures

Earthquake Emergency Packs

The CLAS School Earthquake and Disaster Plan includes individual packs of food and medication for each student. These packs are designed to provide both psychological and physical nourishment. Each student is asked to bring a completed pack on the first day of school. Please follow the directions below in preparing your child's pack:

FILL A ONE-GALLON ZIP-LOC® STYLE BAG WITH THE FOLLOWING ITEMS:

- One (1) 5" x 7" file card printed with your child's name, class and the date written in large letters with a permanent marking pen. Place this card facing out so that it can be easily read to identify the bag.
- Five (5) small containers of protein your child will eat. This could include tuna, canned chicken, beef jerky, nuts, a small jar of peanut butter, or anything else your child likes which has been commercially vacuum-packed and preserved. (No loose snacks which could spoil, melt, or attract pests.)
- Two (2) boxed juices
- Five (5) fruit rolls or unopened dried fruit
- One (1) package of your child's favorite crackers, biscuits, or cookies
- A Space Blanket (can be purchased from any sporting good store)
- A mini flashlight with extra batteries
- If your child frequently requires special medication, please include a 3-day supply with directions for administration.
- If your child wears prescription glasses, and you have an old pair, please include them in the bag.
- A pre-addressed postcard to an out-of-area contact.
- A family photograph

THINGS TO REMEMBER: Use only one-gallon Zip-Loc® style bags. They must be fully sealable. Include only self-opening cans and items which can withstand heat. Thank you.