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# Peak to Peak Mountain Charter Survival Guide

2015-2016 School Year

## **Mission Statement:**

The primary goal of the Peak to Peak Mountain Charter is to provide an exemplary, individualized, standards-based education for all children, with an emphasis on cooperative, hands-on, theme-based learning. We believe all children are unique and gifted individuals.

Trustworthiness – Truthfulness – Active Listening – Honoring Others – Doing Your Personal Best

# Welcome to Peak to Peak Mountain Charter!

Peak to Peak Mountain Charter (P2PMC) uses a California State standards-based instructional program in its multi-grade classrooms. The theory of Highly Effective Teaching (HET) by Susan Kovalik and Associates, with an emphasis on hands-on applications, is integrated into the curriculum and overall school-wide program. P2PMC also has weekly interclass activities, such as Reading Buddies, which have students from different classes working together resulting in a friendly, cohesive school-wide environment. We believe that children learn best in an environment where they feel safe, confident and encouraged. Students who are provided with rich and meaningful educational experiences will develop into responsible citizens and life-long learners.

At Peak to Peak Mountain Charter, a school-wide positive behavior support program is implemented which includes clear expectations, rules, routines, and physical arrangements as primary prevention to reduce any new problem behavior. Classroom and small group interventions are used to teach conflict-resolution and bully prevention skills. The positive learning environment at P2PMC is based on Lifelong Guidelines which include being truthful and trustworthy, listening actively, honoring others, and doing one's personal best in developing life and academic skills. This LIFESKILLS citizenship program, as outlined in the Highly Effective Teaching method, is implemented in each classroom and school-wide.

Staff, Students, Parents, and Volunteers Follow the Lifelong Guidelines. They practice:

- **Trustworthiness:** To act in a manner that makes one worthy of confidence
- **Truthfulness:** To act with personal responsibility and mental accountability
- **Active Listening:** To listen with attention and intention
- **Honor Others (No Put-downs):** use positive words, never use words, actions, and/or body language that degrades, humiliates, or dishonors others
- **Personal Best:** To do one's best given the circumstances and available resources

They also help define Personal Best by modeling and practicing the LIFESKILLS of:

- **Integrity:** To act according to what's right and wrong
- **Initiative:** To do something because it needs to be done
- **Flexibility:** The ability to alter plans when necessary
- **Perseverance:** To keep at it
- **Organization:** To work in an orderly way
- **Sense of Humor:** To laugh and be playful without hurting others
- **Effort:** To do your best
- **Common Sense:** To think it through
- **Problem Solving:** To seek solutions
- **Responsibility:** To do what's right
- **Patience:** To wait calmly
- **Friendship:** To make and keep a friend through mutual trust and caring
- **Curiosity:** To investigate and seek understanding
- **Cooperation:** To work together toward a common goal or purpose
- **Caring:** To show/feel concern
- **Courage:** To act according to one's beliefs

- **Pride:** Satisfaction from doing your personal best
- **Resourcefulness:** To respond to challenges in creative ways
- **Creativity:** To create something original or redesign through imaginative skill

## Individual Learning Plans (ILPs/ Parent Conferences)

P2PMC has high academic expectations for all students with an emphasis on meeting the support needs of all students.

These goals are accomplished through teacher/parent/student collaboration in developing Individual Learning Plans (ILPs) at personal meetings in September followed by additional conferences in November and March. Teachers share assessment results and plan with parents and students for short-term and long-term goals.

Student-led conferences start to be implemented in grade 4 with older students showing great proficiency in self-reflection and goal setting.

Strategic interventions are planned by teachers to meet student needs. These interventions may include in-class implementation, through intervention, an aide, or after-school tutoring services.

When additional information or collaboration is needed, Student Study/Success Team (SST) meetings are held to develop support plans and to monitor progress. These meetings involve a combination of parents, current and former teachers, administrators, and specialists.

Parents may request additional parent/teacher conferences, a meeting with the Principal, or an SST meeting by calling the school office.

A Compact is signed each year by each student, parent, and teacher outlining their roles and responsibilities as partners supporting student success in school and life.

## Daily Schedule

School begins promptly at 8:00 a.m. for grades K – 8<sup>th</sup>.

Kindergarten dismissal is at 12:15 p.m.

1<sup>st</sup> – 8<sup>th</sup> grade dismissal is at 2:15 p.m.

All students are dismissed at 12:15 p.m. on Minimum Days.

Two-hour delay dismissals are at 1:30 p.m. for Kindergarten and 2:30 p.m. for grades 1 – 8.

## Lunch and Recess Times

Hummingbirds (K-1):	Recess – 9:25 – 9:40	Lunch – 11:30 – 12:15
Blue Jays (2-3):	Recess - 9:25 – 9:40	Lunch - 11:45 – 12:30
Quails (4-5):	Recess – 10:05 – 10:20	Lunch - 12:00 – 12:45
Falcons (6-8):	Recess – 9:45 – 10:00	Lunch – 12:15 – 1:00

# School-wide Procedures and Policies

## Attendance

**Students are to attend school every day.**

Students shall be classified as truant if absent from school without a valid excuse for three days or tardy or left early 30 minutes or more (or any combination of the three in one school year. *Ed. Code 48260, 48260.5.*

If a child is absent for three days or more for illness/medical reasons, a note from the doctor is required. All instructions/recommendations/restrictions on the doctor's note must be followed. If a student has a cast or crutches, a note from the doctor is required. The doctor needs to define any restrictions as to allowed activities or places the child can be active.

When a student is absent excessively 10 days (over 10%), a doctor's note may be required for each further absence, in order for the absence to be marked as excused.

**If your child is going to be absent, please call the school that morning, giving the date and the reason for the absence.** This will save the office valuable time spent on contacting each student who is absent.

(Please refer to the Annual Notice to Parent or Guardian Regarding Your Rights handout from the district on page one (1) for a description of excused absences.)

Please note even though some absences are excused, the school does not receive ADA apportionment money for a day a child is not in school.

## Independent Study

When your child must be gone from school for three or more days, please give the teacher at least a one-week notice requesting an independent study contract; sign an independent study contract, and **turn in completed work the day student returns** to school to avoid unexcused absences and keep your child up with class learning goals. All assigned work **MUST** be completed to receive credit for independent study. Failure to complete work, may result in a truancy.

## Tardiness/ Leaving Early

**Students are to arrive at school ON TIME every day.**

Student drop-off time is 7:40 a.m. to 7:55 a.m. Classes begin promptly at 8:00 a.m. for grades K – 8<sup>th</sup>. If tardy, parents must escort the child up to the office, complete a tardy slip, and sign the student in. If a student is leaving early, the person picking up the student must go to the office and sign the student out.

Please note: If a student misses 30 minutes of school time more three (3) or more times in a year **without a valid excuse**, the student is considered truant.

## Truancy

If a student is tardy or leaves early for more than any 30-minute period during the school day **without a valid excuse** or is absent without a valid excuse, on three occasions in one school year, they will be classified as truant. This includes any combination adding up to three occurrences. For example, two unexcused tardies or

leaving early, and one unexcused absence would be classified as truant. *Ed. Code 48260, 48260.5*. Truant students may be referred to the Peak to Peak Mountain Charter Attendance Review Committee (ARC).

### **Snow Days**

In the event of snow or other weather-related school delays, a member of the school's Snow Chain will contact parents and community volunteers between 6:00 a.m. and 7:00 a.m. Initially, a two-hour delay may be called to allow for road conditions to improve. When there is a two-hour delay, school will begin at 10:00 a.m. Volunteers will maintain their same volunteer time. If conditions are deemed unsafe, school will be canceled.

P2PMC determines its own snow days, independent of MUSD or ETUSD schools. Parents should not attempt driving under conditions they consider unsafe.

### **Volunteers/Visitors**

We welcome visitors and greatly appreciate all that our volunteers do. They are vital to the success of our school. Volunteers/Visitors should complete a Volunteer Application prior to volunteering. Proof of TB clearance, or a waiver of the requirement, is also required. All volunteers who work with students are required to participate in yearly training. A volunteer sign-in sheet is in the office for each time you serve on campus. Each family is provided a Volunteer time sheet to record off campus or outside of school volunteer hours.

Volunteers/Visitors are required to sign in and out in the office and wear a volunteer/visitor badge while on campus. Volunteers should arrive 5 minutes prior to the scheduled volunteer time.

Yard volunteers should wear an orange/yellow safety vest so that students know to whom they should go.

### **Getting Substitutes**

The volunteer who is unable to make their shift needs to find a substitute for themselves by calling at least five different people, starting with the people listed on the substitute list, or trade with someone.

If you are unable to get a substitute, please call the volunteer coordinator, then the school office.

### **Siblings/Preschool Children**

Parents are not allowed to bring siblings into the classroom during their volunteer time. Siblings are allowed to attend during volunteer time on the playground as long as they are not disruptive to the staff or the students and are well supervised by their parents.

### **Confidentiality**

A volunteer's work for the school is confidential. Students should not be discussed with anyone except the appropriate school personnel. If a volunteer has questions about school policies or procedures, they should be discussed with appropriate school personnel and not outside of the school. Volunteers should feel free to discuss concerns with the teacher, Volunteer Coordinator, or the Principal. Realize that school student document, records, and interactions between staff members and

children are confidential. Do not speak about any student to any person except the child's teacher or the principal.

If a volunteer suspects that a child has been the subject of physical or sexual abuse, the volunteer will inform the teacher or principal immediately.

For the safety of the children, prospective volunteers may be asked to provide at least one reference and may also be asked to submit to fingerprinting. A TB test is required unless a waiver is requested and approved.

**Behavior Expectations** In addition to a quality education, the health and welfare of each student is a priority at Peak to Peak Mountain Charter. We strive to promote a loving and warm environment for our students, where they feel safe and secure to learn. However, in a school setting, it must be understood that physical adult and student contact must be limited and done with careful discretion. Any type of uninitiated physical contact is not acceptable and will result in an immediate request for the volunteer to leave the school grounds.

Additionally, inappropriate language will also be reason for the immediate discharge of a volunteer. Please be aware that children may overhear your conversations with other adults at the school, so please monitor your subject matter and words accordingly and judiciously.

The behavior policy of Peak to Peak Mountain Charter is designed to ensure that each student has the opportunity to learn in a safe and secure environment. Our aim is to develop responsibility, citizenship, and respect for others. Each teacher will have standards for classroom behavior and an appropriate reinforcement system. These standards will be communicated and distributed to parents at the beginning of the year at Back-to-School Night.

The school-wide behavior policy emphasizes positive campus behaviors and eliminates those behaviors that are unsafe and/or disruptive. To achieve these goals, the following school expectations have been established:

- Take care of yourself
- Take care of others
- Take care of Peak to Peak Mountain Charter
- Follow the Lifelong Guidelines and apply the LIFESKILLS

Administrators and/or teachers will discuss and model these school expectations at assemblies at the beginning of the school year. Students who consistently follow these rules will be rewarded on an individual and school-wide basis. LIFESKILL Birds will be given to students or classes to display.

### **Tobacco-Free Schools**

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at anytime in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

### **Student Dress Code**

Peak to Peak Mountain Charter has a dress code policy that requires the following for students: Open-toed shoes are not allowed. On P.E. days, suitable shoes for physical education need to be available. All shorts must reach mid-thigh or longer, and skirts must reach near knee length or longer. Shirts must cover the entire midriff and have a modest neckline and sleeve lines. All shirts must cover bra straps. Any type of clothing that is disruptive or poses a safety hazard is not allowed. Shorts must be worn under all skirts.

In cooler weather, please have your child dress in layers. When there is snow on the ground, please dress students in snow boots, gloves, and possibly waterproof pants for playing outside during recess and lunch.

### **Lunch**

Parents are responsible for providing a healthy lunch and snack for their child, including drinks. Water is available in the lunch area. No glass containers. The microwave and refrigerator are not available for student use. Please include spoons and forks as needed. For health purposes, the students are asked NOT to share or trade their food. Students will bring home any food not eaten during lunch. On minimum days, only Kindergarten students bring lunches. Grades 1<sup>st</sup> – 8<sup>th</sup> may bring a snack.

### **Lunchtime Behavior Expectations**

Prior to lunchtime, if the temperature is below 40 degrees, with wind-chill considered, it is recommended that the students eat in. A schedule will be made for the aides and volunteers for these types of days.

The paid lunch aide is scheduled to be on duty from 11:15 a.m. until 1:15 p.m.

When a class goes out to lunch or recess under the direction of a volunteer or paid aide (classroom or lunch), certificated personnel, such as the principal or teacher, always remains responsible.

Classes should approach the eating area in a quiet and orderly manner down the western dirt path and wait on the path in a single file to be invited to be seated. Each class remains seated and eating, without disturbing other classes still in session, for their allotted 15 minutes. A student may get up to throw away trash only when they are completely finished eating. Recycling items are to be placed in the bucket. After throwing away their trash, the student needs to sit back down after picking up any trash that is on the ground. They may not climb on the rocks, posts or railings. Students must stay seated until dismissed. Students who are not finished eating will

scoot down to the east end of the table to make room for the next class. When excused, the students may walk to the playground up the cement steps – no passing, no running, and no climbing under or over the metal railing, rock wall, or on the wooden posts. They may walk to their classroom to put away their lunch boxes. When the teacher rings the bell to come in from the playground, students are to walk to their classroom.

The Kindergartners pack up all their belongings before lining up and place them in the tub at the top of the steps near the playground to be ready to leave for pick-up at 12:15 p.m. A parent volunteer will escort the Kindergartners down for pick-up.

On a rainy day or cold day (wind-chill temperature below 40 degrees), students will follow eat-in/play-out or eat-in/play-in lunchtime schedules that are posted in the office.

On snow-delay days, the lunch recess is only 30 minutes.

Children may not give, take, trade, sell, ask for, or receive food from another student. Students are to take home food that they do not eat. If a student does not have a lunch, please notify the office.

### **Water Bottles**

Students are requested to bring a water bottle from home every day.

### **Dismissal at the end of the day**

Children will *only* be dismissed to a parent or a person listed on the Pick-up Permission Form or the Registration Card at regular dismissal times.

If someone **other than** the parent or persons listed on the Pick-up Permission Form or Registration Card will be picking up your child, please send a signed, written note with the child in the morning, including date(s) for which the authorization is effective.

In case of an emergency, please call the office to specify who will be picking up your child. This person must be listed on the Registration Card, or you may send a signed note with the person who is coming to pick up the child. If you wish to add persons to the Registration Card or Pick-up Permission Form, please come in to the office, or ask us to send you a new blank form for submission. Do not send e-mails to change arrangements.

### **School Supplies**

Below is a list of items needed for school. Please be sure to write your child's name on any personal belongings, including jackets and sweaters.

1. Backpack
2. Lunch box
3. Water Bottle - Labeled with the student's name. Bottles may only be filled with water. Juice or soda drinks are not allowed. Bottle must be brought to school and taken home daily for cleaning. Water is available to fill bottles at the drinking fountain before school and during recesses.
4. Specific teacher requested supplies.



## Lost and Found

When items are found labeled with a student's name, they will be returned. Unclaimed items are available near the lunch area daily. We will be donating items that are not claimed by the last calendar day of the month.

## Peak to Peak Mountain Charter Drop-Off and Pick-Up Policy for Safety

- **For pedestrian safety, please walk on outside, west and south parts of Cerro Noroeste Road and drive way. (Red Line)**
- **Be aware of heavier traffic and children and exiting traffic on school driveway at these times:**  
7:30 a.m. to 8:10 a.m.  
12:10 p.m. to 12:30 p.m.  
2:10 p.m. to 2:30 p.m.

### Drop-Off

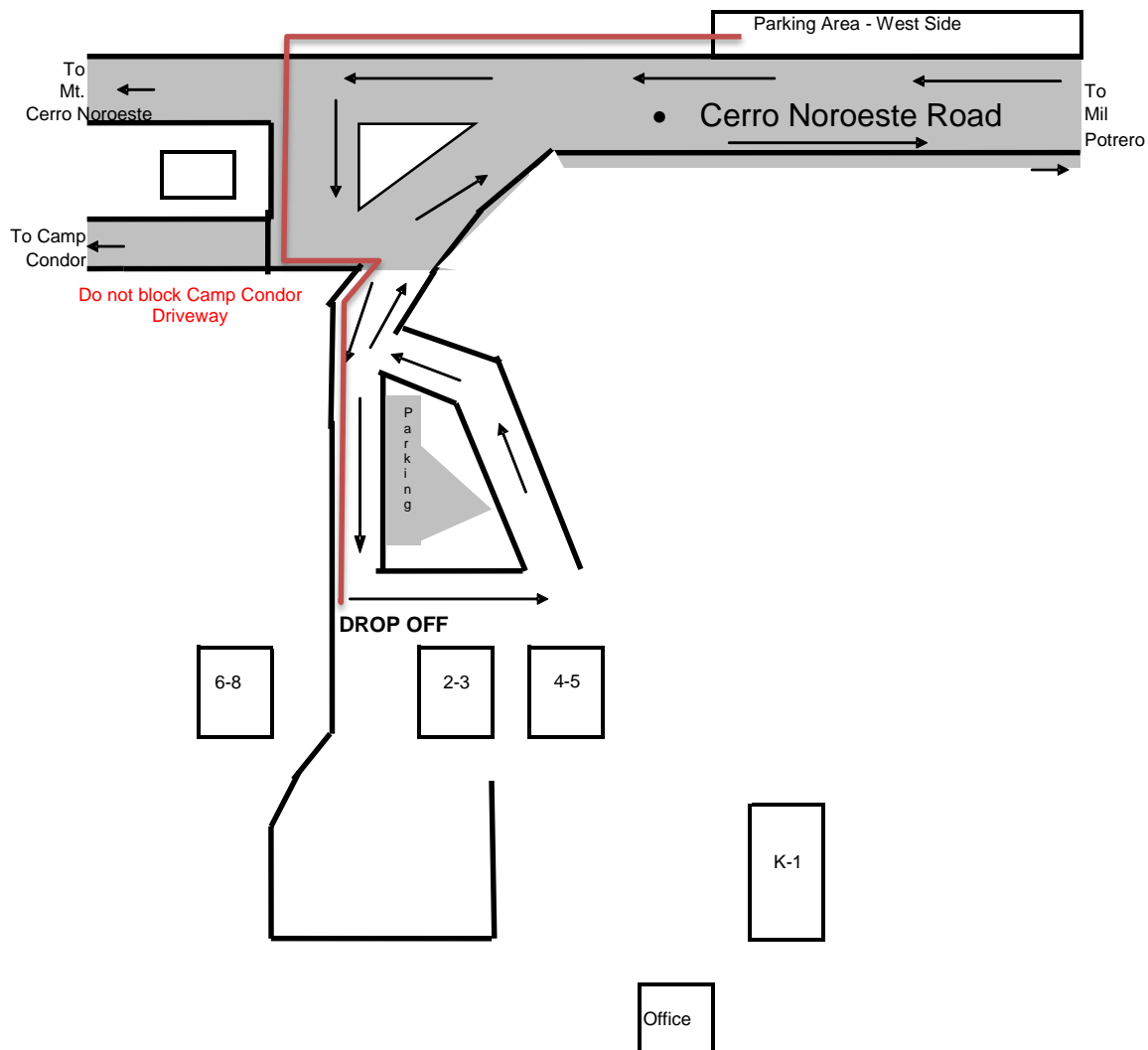
- Before-school supervision on the playground is from 7:40 a.m. – 8:00 a.m. In order to prevent being tardy, students need to be dropped off by 7:50 a.m. The drop-off time for school is 7:40 a.m. – 7:55 a.m. A parent volunteer will be at the designated drop-off point at 7:40 a.m. to assist with drop-off. The parent volunteer will set up cones in the gate opening and remove them when leaving. (See attached diagram.)
- If your child needs assistance exiting your vehicle, please request an assistance placard for your window. (These are available in the office) Please have coats and jackets on.
- **Drop off should be in a single file manner. Do not pass or pull next to vehicles to drop off students.**
- The parent volunteer will group the younger students with older students for walking up the drive to the school.
- The parent volunteer supervision at drop-off will end at 8:00 a.m. For safety reasons, students who arrive after 8:00 a.m. must walk with their parent or guardian to the school grounds. The parent must sign the child in at the office. Do not drop off students after the drop-off volunteer has left.
- If you wish to park and talk and/or walk your child up to school, please park on the west side of Cerro Noroeste Rd. or in the designated "Parking Areas," and walk around the outside perimeter of the circle in front of the house and south side of driveway. (See diagram)

### Pick-up

- **Kindergartners** will be walked to the drop-off/pick-up point by a parent volunteer for pick-up at 12:15 p.m. The volunteer will have copies of the Pick-up Permission List for each child. If a kindergarten

parent wishes to pick up their student, they can park at the designated parking locations and walk to the school to pick up their student. If it is before dismissal time parents must sign students out in the office.

- **For grades 1<sup>st</sup> through 8<sup>th</sup>**, after school the students will be escorted in an orderly quiet manner, to the drop-off/pick-up point by their teacher where they will line up. Parents will circle around to the dirt road, at which time a teacher will direct the student to a “spot.” Students should wait to approach their vehicle until directed by a teacher. No parking or pedestrian traffic is allowed in the circle at this time. Parents should stay in their cars unless they need to help with seat belts. Beware of stopping across the downhill traffic lane from Mt. Cerro Noroeste when the gate from Mt. Cerro Noroeste is open, also be aware of blocking the Camp Condor driveway.
- Pick-up on minimum days will be the same as the pick-up for grades 1<sup>st</sup>-8<sup>th</sup>.



Forming carpools and arriving on time will help ensure this program's success. Pick-up permission information should be provided to the school in writing and will be attached to the child's registration card.

## First Aid instructions for Supervision on Playground

Minor first aid can be provided using the first aid kit that should be with the clipboard at the first aid station on the playground on the round table. Students should go to the children's restrooms and wash the scrape with soap and water, and then come back for a Band-Aid from the red pouch attached to the clipboard. More serious injuries should be reported to the office or to the child's teacher, if there is no one in the office. For a more serious injury, be sure to fill out an accident report which you will find on the clipboard. All head injuries must be reported to parents.

## Earthquake Kit

Because we live in earthquake country, each student is required to prepare and bring an earthquake kit to school. Earthquake kits will be stored in an airtight container for the duration of the school year. Please send your child's kit to school ASAP. The following items should be packed into a sturdy Ziploc bag marked with your child's first and last name:

1. Large garbage bag or space blanket (for warmth)
2. A small book, game, note pad and pencil, deck of cards, etc. (for entertainment)
3. A small stuffed animal or toy (for comfort)
4. A small can of juice or water (must have a long shelf life)
5. A granola bar, nuts, dried fruit or other non-perishable snack
6. Hand wipes or Kleenex
7. A small penlight flashlight (if you have one)
8. A special note for the child from home (for comfort). Please note: All emergency contact information needs to be on the Registration Card. Give notes of permission to seek medical attention directly to friends or relatives who might need them.
9. A pair of socks (for warmth)

Earthquake kits will be sent home on the last day of school or upon disenrollment.

## Earthquake Procedures

The safest thing for young people in the event of a serious earthquake is to remain at school until picked up by designated persons. This is for the safety and welfare of the students until the roads are safe to travel. In the event of an earthquake, students are not permitted to leave the building immediately as the greatest danger exists from falling walls and debris.

If inside a building, FEMA recommends to Drop, Cover, and Hold On:

DROP to the ground.

Take COVER by getting under a sturdy table or other piece of furniture.

HOLD ON until the shaking stops.

Remain this way until told otherwise by an adult in charge

If outside a school building:

Crouch or lie down behind a building if such protection is near.

If you are in an open area, drop to the ground and get in a curled position

Remain this way until told otherwise by an adult in charge

Teachers/staff will evacuate students from the building as soon as all motion ceases and debris has stopped falling. Each teacher will take the safest route to the assembly area. As it becomes safe, the lead teacher will release students to parents. Students will be released only to the parent/guardian or person(s) listed on the Registration Card. During an emergency such as an earthquake, the staff will use the Registration Card as the source for all relevant information. For this reason, it is important that parents maintain current information on their child's Registration Card. All phone numbers to be used in an emergency must be listed on the Registration Card. If there are any out-of-state contacts that need to be notified after an earthquake, these should be listed on the Registration Card. Medical information can also be listed on the Registration Card, including doctors' names or insurance information.

## **Emergency Evacuation Plan**

In the event of a wild fire or necessary school evacuation, the Kern County Sheriff's Department will contact Peak to Peak Mountain Charter to initiate the Emergency Evacuation Plan.

### **Evacuation Plan #1**

Plan #1 would require evacuating all children and school personnel back toward Pine Mountain Club.

Execution of Plan #1 would likely result from a fire starting on the west side of Apache Saddle or Mt. Abel.

Upon receiving the order to evacuate from the Sheriff's Department, school personnel would notify parents via the "snow chain" and attempt to have all children evacuated within 45 minutes. Any child who has not been picked up within the targeted evacuation time will remain in the custody of school officials and be transported by private vehicle to the PMC Clubhouse. Plan #1 will only be executed if the Fire Department has advised the Sheriff's Department that the location and behavior of the fire will provide sufficient time to safely evacuate all individuals from the school.

### **Evacuation Plan #2**

In the event a wildfire begins east of Apache Saddle and the road access from Pine Mountain Club to Peak to Peak Mountain Charter is compromised or another emergency event has deemed it necessary to evacuate school grounds, Evacuation Plan #2 will be executed. Upon receiving the order to evacuate, school officials will assemble the children and lead an organized walk to the USFS fire station at Apache Saddle at the corner of Mil Potrero Highway, Hudson Ranch Road and Cerro Noroeste Road (Station 73, approximately 1/4 mile to the north of the school). Upon reaching the fire station, all children and school personnel will "shelter in place" inside the fire station. Fire crews will then deploy hose lines around the fire station and provide protection to the structure. Prior to "sheltering in place," every effort will be made by Kern County Fire Department personnel to assist in the evacuation. Parents will be notified by phone when it is safe to pick up students at the USFS Apache Saddle Fire Station.

### **Evacuation Plan #3**

Plan #3 is only to be utilized in the event no evacuation on foot or by vehicle is possible. An example would be a fire that starts at the junction of Mil Potrero Highway and Hudson Ranch Road or in the general vicinity. The focus of Plan #3 is the "shelter in place" in the 4<sup>th</sup>/5<sup>th</sup> grade Classroom Quonset hut, which is a nearly noncombustible school building. Fire crews will then deploy hose lines and provide exposure protection to the structure. Parents will be notified by phone when it is safe to pick up students from the school site.

### **A note about Emergency Procedures:**

In the event of any school emergency, you will be notified when it is safe and possible for you to pick up your student. Please wait for this phone call. We understand that you will want to come and get your student as soon as possible, but we need you to wait until it has been determined by the Sheriff's Department that it is safe and appropriate to do so. Our biggest concern is the safety of students, but we want you (and Emergency Personnel) to be safe on the road as well. If the school is unavailable by phone, we will make plans via radio contact with local emergency agencies. P2PMC will always inform the PMC Clubhouse of our evacuation information. You can contact the PMC Clubhouse at 242-3788 for emergency information regarding Peak to Peak Mountain Charter. In case of power outages, have a landline (not cordless or electrically powered) phone available at home.

**\*\*We will use the Snow Chain phone numbers to contact parents during an emergency. If you have additional numbers that you would like to have added to the Snow Chain list, please alert the school office.\*\***

## **School Rules – Expected Student Behavior**

A copy of the School Rules is signed annually by students and parents.

### **Be Kind & Friendly**

- Share all toys and playground equipment.
- Honor others. No name calling or put downs.
- Let everyone play. Students will not exclude others from games or other group play.
- Honor others by stopping unwanted behavior or play – no teasing.
- The playground is for everyone. Sand creations or other set-ups in other parts of the playground can not be saved after a recess period.
- Bullying is not tolerated. If you feel that you are being bullied or a classmate is being bullied, report the behavior to your teacher, adult playground supervisor, or your parent.

### **Be Safe**

- Toys from home are not allowed on the playground.
- No throwing sand, rocks, mulch, or snow.
- Keep hands and feet to yourself.
- No jumping or back flips from the jungle gym or Traveling Rings.
- Use equipment as intended in a proper, safe and respectful way.
- Stay in the playground area. Ask an adult for help in retrieving a ball outside of the playground perimeter.
- No playing with sticks.
- No aggressive behavior or play (pushing, hitting, wrestling, etc.). No chasing unless it is part of a game to which everyone involved has consented. No running under the slide or through the sandbox.
- Only 10 students allowed on the jungle gym at a time. Only 1 student per section (3 total) on the Traveling Rings.
- For health purposes the students are asked NOT to share or trade their food.
- Enclosed footwear is mandatory.

### **Be Respectful of Others and Equipment**

- Students will abide by their teacher's classroom rules at all times.
- Students will respect and submit to the authority of adult playground supervisors at all times.
- Classroom toys, balls, etc., will be returned when the bell rings. Sandbox toys need to be kept in the sandbox to avoid tripping hazards. No digging is allowed outside the sandbox.
- Tires are not to be moved or rearranged without permission from a staff member.
- Hands off basketball, tetherball and soccer goal/nets.

### **Restroom Policy**

- Students are expected to use the restroom before school, during their recess, and lunch periods.
- When students use the restroom during class time, they are to go quickly and quietly and with permission from the teacher and a pass.
- Only one student will be allowed to use the restroom at a time. The restroom is not a place to play or visit.
- Students are expected to keep the bathrooms clean. Any student that is found deliberately making a mess in the bathroom (i.e., clogging up the toilets with paper towels) will be referred to the teacher/administrator.
- Students are to always wash their hands with soap and water after using the restroom.
- Students will not be permitted to use the restroom 5 minutes before recess and 10 minutes after recess ends unless a doctor's note is on file in the office.
- Parents are to advise teachers of any health concerns involving restroom use their child may have.

### **Tricycle Rules**

- Students will ride in an orderly fashion, in one direction. Do not back up into traffic.
- Students are not to use vehicles as bumper cars or scooters. Keep your vehicle under control. Leave space around a rider that is stuck.
- All wheels will remain on the ground.
- One person on a vehicle at one time, no "rides."
- Students are not allowed to push other students.
- Riders will stay in the riding area. Keep moving in the riding area.
- Pedestrians are not allowed within the riding area.
- If there are students waiting for a turn, then rides will be limited to 3 times around the track so everyone will have a turn.
- Vehicles will be returned to the parking area when a student is finished riding without driving against traffic.
- Vehicles will be stopped before running into wood barrier.

### **Slide Rules**

- Slide down face forward in sitting position with legs straight. No sliding backwards or lying down.
- Wait until the slide is clear of the previous slider at the bottom of the slide; no "speed sliding."
- Only one student on the platform at a time, who must slide down, no gathering on the platform. Stay on the step until the person in front of you starts sliding.
- No pushing or shoving. No chasing or playing tag on or under the slide.
- No walking up or down the slide.
- No stopping midway or dropping feet over sides of the slide.
- No toys on slide.

## Tetherball Rules

- Two players at a time may play.
- Two students stand opposite each other in the tetherball circle. All others stand outside the circle. The server puts the ball in play by hitting the ball in one direction around the pole. The other player hits the ball the other direction around the pole. The first player to wrap the rope completely around the pole is the winner.
- If a player commits a foul during the play, then all play stops and the player making the foul goes to the end of the waiting line. The first player in line then comes inside the circle to be the new player. The new player serves OR chooses side and direction to hit the ball. The first person in line waiting to play is the judge and rules on who is to go out when there is a disagreement. That person's decision is final and anyone who argues must go to the end of the line without complaining.
- Fouls are:
  1. Server hitting the ball twice at the beginning before the opponent hits it once.
  2. Hitting the ball with any part of the body other than the hand or forearm.
  3. Catching or holding the ball during play.
  4. Throwing the ball.
  5. Touching the pole.
  6. Stepping across the centerline.
  7. Hitting the ball twice while it is still on your side of the circle.
  8. Reaching around the pole and hitting the ball.
  9. Hitting the rope with any part of the body.

1	2
4	3

## Four Square Rules

The object of the game is to move up to square 4 and hold that position

Player in square 4 places one foot in the server's box in the back corner of square, calls "service" and serves the ball by bouncing it once and then hitting it to any other square. Server must hit the ball with both hands and having palms up. Players continue hitting the ball with both hands, having palms up, into any of the other squares until a foul is committed. Player committing a foul leaves the square, goes to the end of the line without complaint and other players move up. The new player enters square 1. The first person in line waiting to play is the judge and rules on who is to go out when there is a disagreement. That person's decision is final and anyone who argues must go to the end of the line.

## Fouls

When any of the following have occurred, it is a foul and that player must go to the end of the line without complaint:

- Hitting the ball with any part of the body except the hands.
- Being hit with ball while at least one foot is in square. If player is hit with ball while both feet are out of square, hitter is out.
- Hitting the ball before it bounces.
- Hitting the ball so it misses a square or hits a line. All lines are always out.
- Serving without having a foot in the server's box.

- Not calling service before the serve.
- Not hitting a ball that bounces in your square.
- Hitting the ball more than once before it goes to another square.
- Hitting the ball into your own square.
- Holding, carrying, pushing, punching, spiking, slugging, spinning or catching the ball.
- Hitting a ball that bounces in another player's square.
- Stepping into another player's square.
- Not hitting the ball with two hands palms up.

#### Additional Rules

- No custom rules or variations.
- The person who missed the ball must chase it and go to the end of the line or leave game for remainder of recess.
- Anyone who hits, kicks or throws ball away on purpose must chase it, then go to end of line or leave game for rest of recess.
- Shots that are interfered with shall be replayed.
- Students waiting their turn at the square by the Falcons' room shall form a line off the blacktop.
- Students waiting their turn at the square by the Blue Jays' room shall line up on the painted line.
- First person in line waiting to play is the judge and rules on who is to go out when there is a disagreement. That person's decision is final, and anyone who argues must go to the end of the line.

#### **Electronics:**

Please leave electronics at home. This is to help avoid distractions, loss, or damage.

#### **Bleachers:**

The bleachers are for sitting. No active games are permitted on the bleachers. No playing around, on, or around the bleachers as they pose an injury risk when used other than for designed intent. Sit on lower and middle benches first.

#### **Schedule of Consequences**

Failure to follow these school and/or playground expectations may result in appropriate problem solving and natural consequences depending on severity. This may result in students being removed or taken out of activities.

#### **In General:**

- 1<sup>st</sup> Offense will result in a warning and discussion with supervising adult.
- 2<sup>nd</sup> Offense will result in parent contact and loss of privileges.
- 3<sup>rd</sup> Continuing offenses will require a meeting with the child, parent, and principal.



## **School Directory**

Peak to Peak Mountain Charter

19009 Cerro Noroeste Road

Mailing: P.O. Box S

Pine Mountain Club, CA 93222

(661) 242-3811

Website: [www.peaktopeakmountaincharter.org](http://www.peaktopeakmountaincharter.org)

E-Mail: [office@peaktopeakmountaincharter.org](mailto:office@peaktopeakmountaincharter.org)

## **School Board Directory**

Michelle Neville, President

James “Rob” Carruth, Treasurer

Laura Andreson, Secretary

Nancy Dudley

Mary Ann Kemmar

## **Staff:**

- Principal, Mindy Moffatt E-Mail: [mmoffatt@peaktopeakmountaincharter.org](mailto:mmoffatt@peaktopeakmountaincharter.org)
- Terry Page, Grades K – 1 E-Mail: [tpage@peaktopeakmountaincharter.org](mailto:tpage@peaktopeakmountaincharter.org)
- Alicia St. Clair, Grades 2 – 3 E-Mail: [astclair@peaktopeakmountaincharter.org](mailto:astclair@peaktopeakmountaincharter.org)
- Carolyn Schwantes, Grades 4, 5 E-Mail: [cschwantes@peaktopeakmountaincharter.org](mailto:cschwantes@peaktopeakmountaincharter.org)
- Mindy Moffatt (interim) Grades. 6, 7, 8 E-Mail: [mmoffatt@peaktopeakmountaincharter.org](mailto:mmoffatt@peaktopeakmountaincharter.org)
- Wendy Worster, Office Manager E-Mail: [office@peaktopeakmountaincharter.org](mailto:office@peaktopeakmountaincharter.org)

## **School Advisory Council**

The Purpose of the School Advisory Council (SAC) shall be to support the various school programs that have been adopted to supplement classroom curriculum, enrich school life, enhance the school community, and be a source of support for other Peak to Peak Mountain Charter parents. SAC meetings will usually be held on the last Tuesday of each month, starting at 2:15 p.m., at P2PMC, unless otherwise noted. The SAC meetings are open to the public and parents are encouraged to attend.

## **Officers:**

Stefani Neeley, President	242-2041	<a href="mailto:superstef7@gmail.com">superstef7@gmail.com</a>
Dionne Bolton, Vice President	242-1329	<a href="mailto:jeffdionne2004@frazmtn.com">jeffdionne2004@frazmtn.com</a>
Carrie Noguera, Treasurer	242-2411	<a href="mailto:cafesilvabella@outlook.com">cafesilvabella@outlook.com</a>
Hyo Jin “Linda” Glover, Secretary	242-2492	<a href="mailto:hyojin6636@yahoo.com">hyojin6636@yahoo.com</a>

## **SAC Work Groups**

### **Volunteer Coordinator/Welcome Group**

Chairperson: Marleen Ramirez

The Volunteer Work Group will oversee volunteer operations at the school and create a system to consistently meet the volunteer needs of the school.

Welcomes new families and helps them become familiar with Peak to Peak Mountain Charter.

### **Fundraising**

Chairperson: Open

The Fundraising Work Group will identify research, implement and coordinate beneficial fundraising activities to assist Peak to Peak Mountain Charter financially.

This group will provide a resource for various school events that promote the Lifeskills, team building and over-all Peak to Peak family involvement. This group will work closely with the school staff and fundraising group.

## **Board Committees**

### **Safety Committee**

This committee annually updates the School Safety Plan and maintains a safe school site, through procedures and site improvements.

### **New Charter Committee**

This committee begins the process of renewing our school charter. Works closely with staff and families to review and revise the charter for renewal.