

**Kenter Canyon Charter**

**Elementary School**



**Parent Handbook**

**2009 - 2010**

645 N. Kenter Avenue | Los Angeles, CA 90049 | office: 310.472.5918

**[www.kentercanyon.org](http://www.kentercanyon.org)**

## Table of Contents

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1	<b>Welcome</b>	19	<b>Emergency Preparedness</b>
3	<b>Mission, Vision and Beliefs</b>	21	<b>Cafeteria</b>
5	<b>Overview</b>	23	<b>Sugar Policy</b>
	Staff	25	<b>Health Regulations</b>
	Classes		Immunizations
7	<b>Programs and Curriculum</b>		Tuberculosis Testing
	GATE		Physical Exams
	Curriculum Enrichment		Medications
11	<b>Policies and Procedures</b>		Injuries
	School Hours		Communicable Diseases
	Arrival and Dismissal	27	<b>Parking and Pedestrians</b>
	Permission to Leave		Quick Facts
	Tardiness and Absences		Morning Drop-off
	Supervision on Campus		Afternoon Pick-up
	Star Program	29	<b>Communication</b>
	Discipline	31	<b>Parent Involvement</b>
	Homework	33	<b>Volunteer Opportunities and Events</b>
	Classroom Visitations	37	<b>Governing Board</b>
	Teacher Conferences	38	<b>New Families</b>
	Reporting Practices		
	Testing Programs		
	Telephone/Cell Phones		
	Field Trips		
	Valuables		
	Playground Etiquette		
	Coyote Coupons		
	Pets		
	Bicycles		

## Welcome

Dear Kenter Canyon Families,

It is with much enthusiasm that we embark on a new school year. Our focus as a school community is to improve student achievement and character building for all learners. We must ensure a positive learning environment that teaches children how to be safe, respectful, and responsible citizens, as well as thinkers, discoverer's, and inquirers. The results of standardized test scores ranks Kenter as one of the highest performing schools within Los Angeles Unified School, and is recognized by the California Department of Education for its excellence and academic achievements.

The parent is a child's first teacher, and continued parental support plays an integral part of a student's learning process. The students and staff benefit from the incredible involvement of Kenter parents. Not only does Kenter benefit from the financial support of its parent group, but also the involvement of parents in individual classes, grade levels, as well as school-wide activities makes Kenter stand apart from other schools. We welcome your involvement. Our parents are a group of talented, articulate, and hard working individuals who have a vested interest in their child's education. We encourage you to be involved and become a voice for productive and rewarding change.

It is with much ambition that faculty and staff serve the Kenter Canyon community as a school family and that we focus our decisions and desires based on what is best for our students. With our faculty, staff, and parents working together with a sense of collaboration and a shared vision, the benefactor of our efforts will be the students of Kenter School.

As the school's Principal, it is important for you to feel welcome to openly communicate with me. My leadership style is one in which I will be accessible, approachable, and an open-minded, thoughtful listener for any issues that you feel need to be heard.

It is a wonderful opportunity to serve as Kenter School's Principal. As we begin a new school year, I look forward to being a part of the energy, productivity, and pride shared among students, parents, teachers, and staff at our school. Together, we will strive to make the best of every child even better.

Sincerely,

A handwritten signature in black ink that reads "Terry Moren". The signature is written in a cursive, flowing style.

Dr. Terry Moren

Principal

## Mission, Vision and Beliefs

**Mission** - Our mission at Kenter Canyon Charter School is to provide a safe learning environment where all children can become successful, responsible, caring and respectful human beings capable of participating in a diverse and changing world.

**Vision** - Our vision at Kenter Canyon Charter School is to create an energized learning community dedicated to the pursuit of excellence in academic achievement and character development of all students.

**Beliefs** - Our beliefs are based upon the assumption that the partnership between parents and teachers is an integral part of the learning experience for our children.

### **We believe every child:**

- Has the right to a quality education.
- Has the ability to learn.
- Learns in their way.
- Is imbued with a natural curiosity and sense of wonder.

### **We believe each parent has the responsibility to:**

- Participate in their children's learning.
- Contribute to school activities and programs, in some way.
- Promote the positive character development of our children.
- Provide a positive and conducive environment at home to promote learning.

### **We believe each member of the faculty and staff has the responsibility to:**

- Stimulate excitement for learning.
- Teach the adopted school curriculum to the best of their ability.
- Model life-long learning.
- Participate in professional enrichment, training and collaboration.
- Reach learners with diverse needs and styles.

## Overview

Kenter Canyon Charter School is a K-5 school. It was established in 1955, and has always maintained an excellent reputation within the Brentwood and Los Angeles community. In 1993 Kenter petitioned to become one of California's first school-based management LEARN Schools along with its partnership schools in the Palisades complex of schools. The Palisades Charter School Association was established in 1995 in order to support Charter school status among all schools within the Palisades Complex of schools. In 1999, Kenter earned status as a dependent Charter School within the LAUSD. During the next five years, Kenter continued to advance its curricular needs through parent and staff collaboration. The Charter was granted for another five years in July 2006.

### **How is a charter school different from other public schools?**

The Palisades Charter Complex is comprised of five elementary schools, Kenter Canyon, being one of them. The Los Angeles Board of Education approved our proposal to be the only Charter Complex in the District. Paul Revere Middle School, Temescal High School and Palisades High School complete the K-12 Charter Complex. Being a Charter School gives us more independence in the areas of curriculum, staffing and governance. We have designed a curriculum that is meaningful, process oriented and uniquely child-centered. A hands on experimental approach focusing on critical thinking skills is at the core of each of our classes.

When there are issues that are not covered by the Charter, Kenter consults with LAUSD and may seek waivers regarding issues, policies and procedures that are not specifically addressed by the Charter or other applicable law. A copy of the Charter is available on our website at [www.kentercanyon.org](http://www.kentercanyon.org).

### **Staff**

Kenter takes great pride in the outstanding caliber of applicants who are interested in our school. Our highly trained, professional faculty is the most critical part of our instructional program. Many of our teachers have advanced degrees, and continue to enhance their skills by regularly participating in professional growth activities.

Kenter Canyon Charter School has 21 credentialed teachers. Each classroom has one full-time teacher and at least one part-time instructional aide. Fundraising efforts by the Parent Support Group raise money to provide the instructional aide. These funds also allow us to offer the following enrichment classes: Library Media, Physical Education, Science, Music, Computer Technology and Visual and Performing Arts.

Itinerant Specialist (DIS) services are provided for eligible students. These specialists include a school psychologist, a speech & language therapist, an occupational therapist, an adaptive physical education teacher, an inclusion facilitator, and a school nurse.

The personnel staff includes, an office manager/school administrative assistant, one full-time office technician and one part-time office assistant, a plant manager, a cafeteria manager, a library aide, a building and grounds worker and a playground supervisor. These staff members are an integral part of the Kenter family.

### **Classes**

Kenter Canyon Charter School has an enrollment of approximately 525 students. This student body is comprised of neighborhood children, Charter applicants, and children from designated sending school areas. Transportation is provided for sending schools.

There are 24 children per class in Kindergarten and grades 1, 2 and 3. There is an average of 32-36 children per class in grades 4 and 5.

Much care and attention is given to class and room assignments to ensure appropriate placement of students. The number of teachers allocated to each school depends on enrollment. We cannot accurately determine the enrollment before classes actually start. Therefore, it is often necessary to adjust the placement for certain students. If a move is made, after school starts, to another classroom, this is a change of classroom only and does not affect grade placement. You will be notified if and when these changes take place.

Assignments will be tentative until after Norm Day, the date by which the appropriate student enrollment and our teacher allocation is determined.

### **How is my child assigned a teacher?**

The teachers from each grade level, along with the Principal meet at the end of the school year to place the children in classes for the following year. This is a challenging process that is taken very seriously. Considerations are made to pair your child's learning style with a teacher's teaching style. Equally important is attention to social groupings, skill levels and boy/girl ratios.

## School Wide Programs and Curriculum

### GATE- Gifted and Talented Education

Students who demonstrate advanced proficiency in their class-work as well as standardized assessments are encouraged to be assessed for GATE identification. The GATE program is provided to students in grades 3-5.

Students may also be screened to participate in the LAUSD “Talented” portion of the GATE (Gifted and Talented Education) Program. Children with exceptional artistic talents are encouraged to apply for the program that is held at Cal-State LA on Saturdays.

#### Academic identification:

- **High Achievement** - Students in the 3rd, 4th and 5th grades can qualify in the or general academic ability category by consistently performing at highly advanced levels in reading and mathematics for two consecutive years. During the screening process, grades, standardized test scores, and teacher’s comments are evaluated.
- **Intellectual Ability**- Teacher observations are the most important factor when considering a student for intellectual ability. Students may start being evaluated in 2nd grade after the first report card. This includes students whose general intellectual development is noticeably advanced in relation to their chronological peers. In this case, an LAUSD psychologist will come out to the school and evaluate the child.
- **Academic Ability** - Students in the 4th and 5th grades who consistently function for three consecutive years at highly advanced levels in either reading or mathematics may be considered for academic ability. Evaluations in this case include, grades, standardized test scores, and teachers’ comments.

After a student is identified, differentiation is done depending on the teacher and/or grade level. It is important to understand that the teachers differentiate based on the skills being taught, which means that even if a child is identified as Gifted, they might be at grade level in some subjects and would be doing the same work as the rest of the class. Differentiation may take place by, groupings by ability levels, team-teaching, and often, teachers differentiate without the students’ knowledge.

## **Curriculum Enrichment Programs**

Kenter has many activities that enrich the basic instructional program. All of Kenter's students benefit from enrichment programs sponsored by the funds raised by the Parent Support Group. These classes include music, art, a theater arts program, computer, library and physical education.

### **Art**

Kenter students are afforded art instruction by an art professional. The teacher introduces them to many creative projects including, drawing, perspective, 3D sculpture, clay, collage, watercolor and portraiture.

### **Science**

Children at Kenter spend approximately 45 minutes weekly, depending on grade level, in our Science Lab engaging in hands on scientific activities with the science specialist. This program energizes the students' interest in science, and develops a growing sense of curiosity about our world in our children.

### **Technology**

Computer enrichment enables all students to learn how to use the computer. Basic computer skills are taught in the computer lab and then put to use in the classroom. Most computers on campus are networked and have access to a "Student Data" drive. That means students and teachers who save to the server can access their work from any computer they may be working on, in their classroom or the lab. Students using the computer lab are exposed to several types of software including: Type to Learn, Microsoft Word, Excel and PowerPoint. Classrooms are used for skill practice, as well as word processing and Internet research. Students must have a Computer Usage Form on file before using any computer equipment on campus.

### **PE Enrichment**

The Physical Education Program provides approximately 100 minutes of instruction per week by a P.E. teacher. Grades 1-5 at Kenter have PE classes twice a week. Kindergarten receives P.E. instruction 30 minutes a week in addition to their daily psychomotor time. A progression of skills is promoted through this program to address agility, hand/eye coordination, running, and jumping. The Children master these skills through a variety of different activities including: soccer, basketball, track & field, volleyball, tennis, and handball.

### **Library Enrichment**

The Library Media Specialist instructs the students on how to use the library, various reference books, and the Internet for research and curriculum needs. She also fosters a love of literature through book talks and storytelling. Children are invited to participate in a variety of programs in the library that include book clubs, author visits writers workshops, and creative writing contests. Library holidays such as National Library Week, Children's Book Week, Poetry Month and Read-Across-America are enthusiastically observed.

Students use the library as an enrichment program, and the library is open during and after school. The Library Specialist is provided by the Parent Support Group and is assisted by the library aide.

**Music**

With our vocal teachers, students learn about and experience the musical elements of rhythm, form and harmony through singing, moving, and listening as well as performance. The music teacher works with class-room teachers on various performance opportunities including the holiday show, talent show, and culmination programs. There is an emphasis on learning to read music and developing a life long love of music.

**Orchestra** - The Instrumental Music Program is open to all students in grades one through five. Weekly classes are offered during regular school hours. Instruction is available on recorder, clarinet, saxophone, trumpet, trombone, violin and cello. First grade students may choose the recorder or violin. No musical experience is required to enroll in these classes. Classes run through the school year, culminating with a concert near the end of the year.

**Student Activities at Kenter:**

**Drama** - Drama at Kenter Canyon is an exciting and thriving tradition. Each year the children have the opportunity to participate in the Fall Production. The production is part of the after-school enrichment calendar and is an extremely popular experience for the children to get involved in. The students work two afternoons a week for several weeks on lines, blocking, chorus and choreography. They can be involved in a variety of ways including, acting, dancing, signing or crew. After many weeks, a full-length musical is performed for the community for two nights. In the past, Kenter has performed musicals such as Grease, the Wizard of Oz, Lion King and Alice in Wonderland.

**After School Enrichment Classes** - We offer a large variety of enrichment classes, which begin in September, January and March. These eight to ten-week classes include courses in dance, sports, chess, drama, science, homework club, arts, and writing, depending on the interests expressed by Kenter Canyon parents. A nominal fee is charged for these classes.

**After-School Youth Services** - are provided by LAUSD's Beyond the Bell Branch Program at Kenter. It is available from the time of dismissal until 6:00 p.m. Students may remain on the playground to participation in structured and unstructured activities. Additionally, weekend field trips are planned from time to time. The program is available to grades 2-5 students only.

**Student Council** - Representatives from Grades 3-5 comprise our Student Council. Elections are held for President, Vice President, Secretary and Treasurer. Student Council officers and class representa- tives meet monthly to discuss school activities and improvement suggestions. Kenter teachers facilitate this program.

**Policies and Procedures**

**School Security - Locked Campus during Class Hours**

During the instructional day, deemed by The Board of Education, only the main entrance to the school will be open. All other gates will be locked at the beginning of classes in the morning. All children and parents must enter and exit through the main gate during regular school hours. Following these rules allows our staff to properly supervise the children and know who is on campus at all times.

All the perimeter gates at Kenter are unlocked at 7:30am and relocked 15 minutes after the school “start bell”. **For security purposes, after 8:15am, we ask that all parents and visitors come into the main office, sign in and receive a visitor’s pass before entering the campus.** The school office opens at 7:30am and closes at 4:30pm.

The school’s gates will be unlocked again 5 minutes prior to the dismissal bell and relocked 30 minutes after the school dismissal bell rings. Be sure that your child knows where they are to be supposed to be after school; play on the south yard, enrichment class, picked up, STAR, etc.

Please cooperate with us by using the main entrance. It is very important that we know who is on campus at all times. So remember, if you are coming to visit, volunteer, or to take your child to class after the start of the school day, please come to the office and sign in.

We need your help in assuring the security of our students and school property. If you observe any acts of vandalism, telephone the Los Angeles Police Department at 213.485.2681 or the Los Angeles School Police at 213.625.6631.

**School Hours**

Kenter Canyon Charter School adds instructional time to certain days of the week to allow shorter days each week for professional development of the school staff. Studies have shown that this is the best way to improve student performance. Shortened days occur when school hours are changed to allow for teacher conferences. This is called time banking.

**Regular school hours are as follows:**

Grades 1-5	M,W,F T,Th	8:10 am - 2:50 pm 8:10 am - 1:50 pm
AM Kindergarten	M,T,W,TH,F	8:00 am - 11:20 am
PM Kindergarten	M,W,TH,F Tuesday	11:30 am - 2:50 pm 8:00 am - 11:20 am
Minimum Day (optional lunch)	Grades 1-5	8:00 am - 12:30 pm 12:30pm - 12:50 pm
Shortened Days	Grades 1-5	8:10 am - 1:50 pm
Reverse Shortened Days		9:10 am - 2:50 pm

**Arrival and Dismissal**

Grades 1-5 - All students are required to gather in the South Yard prior to school starting, you may either drop them off or escort them to the playground. They should not arrive at school prior to 7:30am, unless they are registered in the STAR program. Children are not permitted on the North Yard before school because there isn't any supervision.

Children are expected to line up in their designated classroom area when the morning bell rings. Their teacher will then escort them to their classroom. Students who arrive late must go to the office and obtain a tardy slip.

**Kindergarten** - Parents should walk their children directly to their classrooms. Kindergarten students must leave the school grounds at dismissal time unless they are enrolled in the STAR program.

**Permission To Leave School During School Hours**

It is imperative that children do not leave the school grounds during school hours, including the lunch period. There are provisions for students who go home for lunch and parents picking up their children early. Any child leaving the school grounds other than lunch permit or regular dismissal times must be released through the school office to a parent/guardian or person designated on the "Emergency Information Card."

**Procedures:**

- When picking up your child early, you must come to the office and sign a "Release of Child during School Hours" form. Telephone requests for irregular dismissal can not be accepted as there is no way to positively identify the caller.
- If a student is to go home for lunch regularly, a Lunch Permit Application is available from the office.

**Tardiness and Absences**

**Tardiness**- In the event that your child is late to school, you will need to send a note explaining the tardiness. Upon arrival at school, your child must report to the office before proceeding to their classroom.

**Absences** - We want parents to work with us to reduce non-illness-related absences from school due to the fact that our funding is determined by in-seat attendance. If your child is well, please help them understand the importance of attending school everyday and arriving at school on time.

By state law, you must notify the school office in writing after your child is absent from school, verifying the number of days, the reason for the absence, and the dates the child did not attend. Children returning to school following serious injuries, surgeries or conditions requiring hospitalization must present a written statement from their private physician. The note should state that the child has permission to attend school, and it should explain special requirements regarding physical activity.

Additionally, any child who has been absent for more than three days is also required to be **readmitted by the school nurse or principal; or must have a written note from a private physician.** A child who is absent for less than three days may take the note directly to their teacher.

Please report prolonged illnesses to the school. We need your help in safeguarding other children, by informing the school of infectious diseases and by keeping your child at home while they are contagious.

- **Students must be free of fever for 24 hours before returning to school.**

### **Supervision On Campus**

**AM supervision** -There is supervision provided on the South Yard beginning at 7:30am by School Supervision Aides and parent volunteers. During recess and lunch, these aides also provide supervision for the playgrounds and lunch areas.

**After-school supervision** is provided free of charge by Youth Services of the Los Angeles Unified School District as part of the community's recreational facilities. The program is designed to let children participate in organized games and activities. Children participating in the program must obey the rules and regulations of the school and those established by the after school playground director.

**Children are not allowed to roam the campus after school unsupervised!** The south playground is open to students in grades 2-5 until 6:00pm and any child remaining on campus is required to be on the South Yard or registered in the STAR program. **Please arrange to pick your child up before 6:00pm, as there is no supervision after that time.** Grade 1 must obtain special permission from Youth Services Director to remain on the yard after dismissal.

If you need to communicate with your child about changing the pick up procedure, please notify the office by 1:30pm. The office closes at 4:30pm.

Safety for all children is a priority at Kenter Canyon. Parents, please be advised that when you pick your children up at the end of the school day or after the STAR program, they should remain on school grounds inside our gated campus, where there is supervision, not outside the gate where they are at risk.

**For Information about Kenter's STAR program contact:** STAR Director, Allison Murray, 310.471.6708.

### **Discipline**

Kenter Canyon Charter School embraces the theory of positive discipline. We use problem solving, rather than punishment, to help children become successful students and citizens. Parent cooperation and support is crucial. Each teacher in every classroom explains standards and expectations for behavior. At the beginning of the school year, every child will bring home a copy of Kenter's "Code of Conduct."

**Discipline (cont'd)**

These expectations should be explained and reviewed with your child, please sign the pledge and return it to your teacher. Students are expected to maintain our Code of Conduct at all times, included in proper behavior is the following:

Treat others with courtesy and respect
Come to school on time and be ready to learn
Keep our school safe and clean

Punitive measures are not our first choice in promoting a cooperative learning environment. We create an atmosphere that encourages positive behavior and expect the best from our children. Our goal is to help our students make positive behavior decisions for themselves.

Pupils may be suspended from school in accordance with California Education Code, Section 48911(a). State law requires that the parent or guardian of the suspended pupil respond without delay to the school's request for a conference regarding the pupil's behavior. Please refer to the District Parent-Student Handbook for the grounds for suspension.

**Homework**

Homework provides children an opportunity to reinforce their skills, develop good work habits and gain responsibility for their work. All teachers, including Kindergarten will assign homework to their students. Assignments are given Monday through Thursday and can include work brought home on Friday.

As a child moves through Kenter, the level of homework increases in amount and difficulty. Some grade level reports and projects may take several weeks to complete, and children will be expected to work on these projects at home during the weekend.

Parents are asked to encourage children to do their own work, and then it is suggested that you take the time to review the homework after its completion with your child. Your involvement and interest in your child's homework will show them that you acknowledge all their effort.

It is also important to communicate to your child the importance of completing their assignment carefully and neatly, care for their books and materials, and return their work daily or by the due date. All of these study habits will build a strong foundation for your child. Homework is not intended to intimidate your child. If your child is frustrated by the amount of work or it takes longer than the teacher indicates is appropriate, please let the teacher know

**Suggested Homework Schedule:**

Kindergarten	15 - 20 minutes per day
Grades 1 - 2	30 - 35 minutes per day
Grades 3 - 4	35 - 45 minutes per day
Grade 5	50 - 60 minutes per day

If a student is absent, homework may be picked up at school after the second day of absence. Please call first so that the teacher has time to prepare the homework and send it to the office. If questions arise associated with homework, please call the school office, leave a message, and the teacher will return your call.

### **Classroom Visits and Parent/Teacher Conferences**

You are encouraged to visit the school, meet your child's teacher, and become acquainted with the school program. Please be reminded that we need to respect the teachers' need to begin classes promptly. It is requested that parents do not remain outside classrooms or on the south yard to converse with teachers once the school day has started. This will avoid unnecessary interruption in instruction. If you need to speak with the teacher directly, please notify the office and they will have the teacher get back to you.

If you would like to meet with your child's teacher before or after school hours, you may send a note to the teachers making arrangements and requesting a convenient time to meet. If you have an appointment with a teacher and cannot keep it, please let the teacher know by phoning the office before your scheduled meeting.

### **If visiting your child's classroom, please observe the following:**

- Obtain a Visitor's Permit at the office.
- Enter and leave the classroom as quietly as possible.
- Do not converse with the teacher during the class time.
- Limit your observation to 20 minutes.
- Do not bring children to visit the classrooms.

**Parent/Teacher conferences** are held after the first reporting period each year, and upon request. These conferences are an opportunity to share thoughts about your child's progress and discuss your child's Progress Report. Parents are encouraged to attend parent conferences during the regularly scheduled conference week or whenever necessary.

### **Reporting Practices**

Report cards are an important communication vehicle between school and home. Students in grades K-5 receive report cards three times per year. Parents are required to sign the progress report and return it to school after each reporting period.

### **Students are given marks for:**

- Achievement
- Effort- the degree to which the student tries to improve
- Work and study habits
- Learning and social skills

**Testing Programs**

Students in grades two through five are administered state tests called the California Standards Test (CST). Other standardized tests include Grade 4 Writing Performance Assignment, Grade 5 Science Standards Test and Physical Education Fitnessgram Assessment. These tests are highly recommended but not mandatory. These assessments provide us with the necessary information to improve instruction. We believe test results provide valuable information about the student for both you and the school. More information will be sent home prior to the testing taking place. A report of your child's results on these tests will be sent to your home after they arrive from the California Department of Education.

**Telephone Calls & Cell Phones**

We authorize students to use the telephone only in an emergency. This keeps classroom disturbance during instructional time to a minimum. Please make an effort to take care of after school arrangements and other needs before your child leaves for school in the morning.

We understand that many children have cell phones. Unfortunately, they can be disruptive and distracting during school. Cell phones may be used to contact parents/guardians before or after school. It is a LAUSD Board of Education policy that cell phones may not be turned on or used during instructional hours. We ask that all cell phones be stored in your child's backpack during school hours. If the phone becomes a disturbance, the teacher may take the phone away from your child, and it will be returned to the Principal who will contact you to review the Board policy.

**Field Trips**

Field trips are an important part of curriculum at grades K-5. Visits to places such as museums, galleries, historical areas and neighborhood/community venues are part of the ongoing activities planned by the teachers. These excursions broaden vision, expand knowledge, and provide real life experiences to children as they develop the skills and applications in all areas of the curriculum.

Each student is required to return a completed permission slip before participating in a field trip. School buses are not always available from the District for field trips and teachers will request parents from their classes to help with driving. Drivers must provide a copy of their valid insurance, driver's license and a good driving record.

**Valuables**

The school is not responsible for valuables brought from home. Please do not allow your child to bring these items to school unnecessarily.

We are aware that sometimes children do not go directly to their homes after school and may need to bring items not normally needed during the school day. If your child must have these

items at school, please be sure that they secure these items with their classroom teacher. If these items are in a student's desk, backpack, or on the playground, the school cannot be responsible for damage or loss.

### **Playground Etiquette**

Recess is a time for play, relaxation and an opportunity to spend time with friends from different classes and grade levels. We have two large yards with many activities as well as a Quiet Zone. All of these choices allow for personal development and a wide range of personal choices.

#### **All children should follow these everyday rules:**

- **Treat all students and adults with courtesy and respect.**
- **Use words that make people feel good about themselves.** Don't use language that hurts another person's feelings, contains cursing or provokes a fight.
- **Settle differences peacefully, together.** Children are encouraged to solve minor problems themselves.
- **Respect our school.** Treat the school like you would treat your home. Take care of your belongings and the belongings of others. Do not write on things that are not yours. Pick up your trash and sometimes your neighbor's. Don't take things that are not yours or given to you without permission. Do not damage things that belong to you or someone else.
- **Always be where you are supposed to be.** Stay in the lunch area or the playground at recess and lunch. Never leave the campus without permission. Always check out with the office when leaving early with an adult.
- **Mistakes happen, always know that you can do better the next day.**

#### **What are "Coyote Coupons?"**

On the playground, students may be issued "Coyote Coupons" for exemplary behavior. The Coyote Coupon is intended to promote school pride by asking students to take care of school property and to respect not only property but also one another. Please help your children to take pride in their school and their community.

Keeping their school "trash free" is an important part of their school culture. We ask that parents demonstrate the same pride through example. Pick up trash when you see it and ask your children to do the same.

#### **Pets**

For health and safety reasons, LAUSD prohibits animals on the school grounds. Signs are posted noting this as a citable violation.

**Bicycles**

If your child rides their bike to school, they are responsible for obeying all laws and safety rules pertaining to bicycles and must follow the guidelines below:

- Do not ride the bicycle on school grounds.
- Always wear a helmet while riding their bike.
- Bikes are to be parked and locked in the designated bike rack areas.

**Scooters, skateboards, roller-skates, roller-blades and heelys are not permitted on campus.**

## Emergency Preparedness

Kenter Canyon takes the safety of its' children very seriously. We are partners with our parents in making sure that every child has what they need in the event of an emergency. It is very important that all information and supplies mentioned below are on campus for your child. There is complete emergency procedure information on our website: [kentercanyon.org](http://kentercanyon.org).

The LAUSD Board of Education requires that a child's parent or guardian keep current emergency information at the child's school. It is simplest way to assure that should an emergency occur while your child is at school, they will be provided for. Please fill out the yellow "Emergency Information Card" that you receive the first day of school and list medical information and contact telephone numbers. Be sure to sign both sides of the card. Please keep the Emergency Card up-to-date at all times. When you or anyone listed on your emergency card changes their address or telephone number, please notify the school immediately.

Sometimes emergencies arise with your child and we need to be able to reach you. In the event that a parent or legal guardian cannot be reached, the school will call the relative or friend authorized on the emergency information card. When we are unable to reach you or the people listed on your emergency card, we are required by state law to then call for emergency assistance from an approved list of facilities.

You will also be asked to provide a "comfort kit" for your child. In order to provide the best care for your child, it is necessary for you to supply the school with a comfort kit. A list of the recommended items for this kit will be sent home during the first few weeks of school, we will also offer the purchase of pre-made kits.

In the event that an emergency or natural disaster where you child would need to remain on campus should occur, please feel confident that your child will be safe. Our emergency supplies are above and beyond what is required by LAUSD. The school's emergency container is completely updated annually. Kenter has on hand, basic supplies such as, food, water, extensive first aid, blankets and more emergency related items. Volunteers coordinate updating the emergency supplies each year. Additional, each teacher has their own supply of water, food, flashlights, walkie-talkies and medical supplies in the classroom.

We review and reassess our emergency preparedness plan continually to make sure that all staff members are knowledgeable and prepared. Fire drills and other emergency exercises are held on a regular basis, and students learn how to respond to emergency signals. **In case of an emergency, the campus will be locked down and children will be excused only to people who are listed on their emergency cards.**

## Cafeteria

### Breakfast, Snack and Lunch Time

The school cafeteria provides breakfast and lunch for students who want to buy their meals on campus. Breakfast is served from 7:50am to 8:10am and lunch is served from 11:45am to 12:30pm for grades 1-2, 12:00pm to 12:45pm for grades 3-5. Students in grades 1-5 may bring their own lunch from home or purchase food from the cafeteria. Milk and water can be purchased separately.

### Cafeteria menu prices:

Breakfast \$ .60	Breakfast Ticket (week) \$3.00	Milk \$ .25
Lunch \$1.00	Lunch Ticket (week) \$5.00	

Cafeteria menus are issued monthly so you and your child can plan what she/he will eat at school. They are also posted on the website. Your child should either bring a packed lunch or, if your child will be selecting from the cafeteria, provide exact change or purchase a book of tickets at the cafeteria with cash only. Tickets can be purchased before school from 7:50am - 8:15am. If your child qualifies for free or reduced-price meals under Federal guidelines, complete the confidential application that you will receive and return it to the office.

Please send a nutritious lunch and snacks, such as vegetable sticks, carrots or fruit, should your child need a snack at recess. All food must be consumed in the cafeteria area and not on the playground. Beverages from home should be in plastic or paper containers for safety reasons. Children may not bring glass containers to school. We encourage parents to provide containers that can be reused and promote a trash-free lunch. **Please do not allow your child to bring candy, gum or carbonated beverages to school. Please refer to Kenter’s “Sugar Policy” at the end of this section.**

Students must eat lunch in the covered patio area or at tree shaded tables unless they have received a “Lunch Permit Application” which allows them to leave the school grounds. If you wish your child to eat at home, please request this Lunch Permit Application from the office. We cannot release a child for lunch without written permission from the parent.

## Sugar Policy

### **Adopted by Kenter Canyon Charter School's Governance Council in 6/2004**

L.A.U.S.D. has recently made significant changes to better serve the nutritional needs of children. This change reflects the school system's role in the healthy growth and development of the entire child. At Kenter, we will do our part to support healthy eating habits among the student body. Healthy bodies and sharp minds go together.

**The head room-parent should make sure that parents who are planning to bring snacks or party foods are aware of the guidelines.**

The following guidelines are sanctioned school-wide, including before and after school programs, this information is provided to all faculty and all parents.

- **Teachers and Other Staff Members should avoid giving candy or other sweets to kids.**
- **Snacks should have at least some (preferably more) nutritional value** - please be careful of snacks with "healthy" packaging/advertising which often aren't.
- **Cooking projects should be primarily healthy** and where possible healthier ingredients should be chosen over higher sugar/fat options.
- **Class parties should have a few treats, preferably healthier choices.** Perhaps it could be one that the kids can help create (i.e. cookies they decorate, fruit sculptures they make...). If several parents really want to bring something, the head room parent or party parent should encourage them to bring either a healthier snack to complement the treat or a fun activity or game consistent with the theme of the party. Each grade level will adopt classroom party policies and distribute to parents.
- **Birthdays** - Teachers will inform parents of grade level policies for birthdays.
- **Soda shall not be available to kids at school.**
- **Most, if not all, parties will be held at the end of class to limit the disruption of teaching time.**
- **We ask that parents support the spirit of this policy by packing healthy items in their children's lunches.**

## Health Regulations

LAUSD maintains a health policy regarding immunizations, tuberculosis testing, physical examinations, medications and illness/injury. The following information explains your rights and responsibilities regarding regulations:

### Immunizations

New students will not be admitted to school without presenting an immunization record from a physician or the health department showing that immunizations are up to date. All new students must show that they have received all currently due State required immunizations in order to be enrolled. There is no grace period for immunization.

We periodically review the status of all student immunization. Those students who do not meet the State guidelines must be excluded from the school until the requirements are met.

### Tuberculosis Testing

All new kindergarten students and all new first grade students who have never attended kindergarten must present a written report from their physician or the health department giving the results of a Mantoux test for tuberculosis. The test must have been performed within one year prior to attending school. This is a requirement of the Los Angeles County Department of Health Services.

New students entering grades one through five who have never previously attended a school in California must present documentation of the results of a Mantoux test done at some previous time.

Additionally, adult volunteers who plan to regularly work in the classrooms are also required to have a current TB test result on record in Kenter's office. Please check the website for more information about TB testing for adults. [www.Kentercanyon.org](http://www.Kentercanyon.org)

### Physical Examinations

The School requires all first grade students to have a Child Health and Disability Prevention (CHDP) examination conducted 18 months before and to up to three months after admission. The examination may be performed by a private physician, a health department clinic or by the school district CHDP staff.

If a child does not have an examination record on file, a school physician may conduct the exam. If a parent does not wish to have their child examined at school, they must file an annual written statement with the administrator.

The school nurse is available to consult with parents, about children's health concerns on an appointment basis. Appointments may be made through the school office. All students in kindergarten, second and fifth grade are vision and hearing screened throughout the year.

**Medications**

Students may not carry or use medications on campus without written consent. A student who needs to take medication during school hours must complete a District form to be kept on file at school. The consent must be signed by the prescribing physician and the parent/guardian. Self-administration of medications may be permissible by special arrangement with the school nurse and administrator, the required forms are available in the school office. School health personnel do not prescribe or give advice regarding medicine.

**Injuries and Communicable Diseases**

The school periodically conducts communicable disease inspections. A student with a communicable disease is excluded from school until they meet readmission guidelines.

Students returning to school with stitches, casts, crutches or leg braces need a physician's written permission to attend school. A student attending school in a wheelchair must have the approval of Health Services personnel and the school administrator.

Children with short-term health problems that prevent them from attending school should make arrangements with the school for a temporary plan to continue the student's education.

## Parking and Pedestrian Safety

Traffic issues on Kenter Avenue can be trying at times. Please review the following information carefully; it will make dropping off and picking up your child safer and easier. Always be sure to read the posted signs around the campus, the LAPD and school police will issue tickets to improperly parked cars.

In the morning, students in grades 1-5 are directed to the south yard prior to the school start bell, where they line up, in their classroom's designated area when the bell rings. Their teachers will come to the south yard to pick up the children and escort them to their classroom. Parents are welcome to socialize in the south yard prior to school beginning.

Traffic volunteers are coordinated weekly from each classroom and they attempt to alleviate some of the traffic jams. As a member of the Kenter community, it is your responsibility to help with traffic duties throughout the school year. Please sign up when your room parent asks for parking duty volunteers.

### Quick Facts:

- The main parking lot is for staff members only and for parents utilizing the drop off/pick up location.
- The north parking lot is for staff parking only.
- **6:30am-9:00am and 1:30-4:00** - The Main Entrance and the South Gate at the lower yard are restricted to drop off/pick up only. **ABSOLUTELY NO PARKING!**
- There is no drop off/pick up allowed in the North parking lot.
- The spaces marked **“Auction Winner”** are to be used by those families **ONLY** no matter how crowded the parking lot is!
- Please be courteous to our neighbors at all times.
- Do Not Double Park.
- Do not make U-turns on the streets where there is school traffic flow.
- Do not block driveways at school or people's homes.
- Do not pull into handicapped designated spots, unless you have the proper sticker.
- When dropping off or picking up your child in front of the school, be aware that double parking is illegal and dangerous.

### **Morning Drop Off**

Kenter has “Kiss and Drop Zones” from 7:45am to 8:15am. This means there is no parking in the designated area during this time in order for your children to be dropped off in an orderly manner.

The “Kiss and Drop Zones” are:

- On Kenter Avenue, in the parking lot at the main entrance
- The lower South Yard
- The east side of Elkins directly behind the school

To help with the flow of traffic and make the drop off procedure efficient and safe, pull your car forward to the volunteer valets who will help your child out. Please have all items in the seats with your child when they get to the drop off zones.

### **Afternoon Pick-up**

There are several alternatives for afternoon pickup. Parents may park their car in a legal space and walk in to pick up their children at their classrooms. Children may also walk home on their own with their parents' permission. Kenter offers a pickup lane at the South Yard gate in the afternoons for the safety of the children and the convenience of parents. It is the parents' responsibility to ensure that their children know each day's pick up arrangements.

If you live within walking distance of the school, please walk to pick up your child whenever possible.

If your routine is not the same every day, explain to your child in the morning what the pick-up procedure is for that day. If you plan to pick them up in the pick up lane, make sure they know to be at the south yard waiting for you. You are responsible for your child knowing where he/she will be picked up each day. If your child is not picked up at the end of the traffic volunteer's shift, they will remain in the South yard where after school supervision is provided.

**According to the LAPD West Traffic Division regulations, at no time, can parents leave their cars unattended during posted hours. Posted hours are 6:30am - 9:00am on the north side of Homewood, adjacent to the south yard and from 1:30pm - 4:00pm on the west side of Kenter and the east side of Homewood.**

## **Please do not park in the Staff Parking Lots.**

Parking and Pedestrian Safety Procedures adopted by Kenter Canyon Charter School's Governance Council in May of 2004.

## Communication

We strive to make Kenter Canyon a friendly, inviting place. Parents are always welcome to visit the school. The office staff can also take messages for teachers and students during class time. If you need to speak with a teacher please suggest a convenient time after class for the teacher to return your call. In case of an emergency, please indicate this and the teacher will call you as soon as possible.

This Handbook is a general guide for your convenience and reference. A lot happens during the course of the year that is beyond the scope of this handbook. Kenter has several key ways that we communicate with parents on a regular basis. If you want to be well informed about your child's school experience, be sure to check the following sources.

### **The Kenter Website: [www.kentercanyon.org](http://www.kentercanyon.org)**

A valuable communication tool for Kenter. It provides important information about your child's school. A monthly calendar listing upcoming events and times, the Principals Update, a monthly cafeteria menu, a section just for Kenter kids, information about how to get involved at Kenter, information regarding our fundraising events, the Friday Fliers all of which **helps us reduce wasted paper!**

**The First PSG Meeting:** The Parent Support Group (PSG) sponsors an informal meeting in September. This is an opportunity for everyone to meet new families joining Kenter and learn more about PSG. It is an enjoyable way to reconnect with friends after the summer break.

**The Kenter Key** is a school newsletter. It is the most up-to-date and comprehensive guide to school activities. It contains stories about school events and classroom experiences, as well as announcements, features, requests, field trip reports, student stories, monthly calendar and a message from the principal and the PSG President.

**The Kenter Directory** contains a listing of school committees, staff and faculty.

**The School-wide Roster** - Is a voluntary school-wide listing of children's names, telephone numbers, emails and home addresses. Please be sure to fill out your release form if you would like to be included. **It is for school-related use only.**

**Back-to-School Night** is a parent only evening held in the fall. It is an opportunity for parents to meet their children's teachers and learn about the academic programs and expectations for the year.

**Open House** is held in the spring and is a chance for you and your children to visit their classroom and view student projects. You are also welcome to visit other classrooms, especially, teachers in the grade level that your child will be the following year.

**Parent Support Group** monthly meetings. Parents have the opportunity to discuss their ideas and concerns, meet other parents, and become involved in the events at the school. At the monthly meetings, you are invited to have your ideas added to the agenda. Topics range from, ideas for events, enrichment programs, parent education, school improvements, additional resources, and much more. Check the website for current information.

**Governing Board** monthly meetings are open to the public. The Board votes on every new program or activity at the school. You can come to the meetings and speak on items from the agenda. If you want to place an item on the agenda or have a concern or idea you wish to make known to the Board, contact one of your parent representatives.

**Room Parents** are assigned for each classroom to help organize the parents and keep them informed. You will get a form in the first week of school to fill out if you are interested in participating as a Room Parent. Room parents are also responsible for creating a **class roster**. The roster will have information about how to reach other families in your child's classroom.

**Friday Folders** are distributed to all children at Kenter on Fridays. In these folders you will find school-wide information and your child's schoolwork. There is a sheet inside that will require your signature acknowledging that you have reviewed the contents of the folder. Please be sure to look through the folder, it will help to keep you up to date about what is happening at Kenter, and be sure to return it to school with your child.

**The Parent Center** is located in the school office. Check the back wall by the door to find the cubbies for Parent Support Group board members and school committees. You will find information about various outside school activities on the bulletin board and the shelves containing recent flyers.

**The Marquee** is located at the front of the school look for information regarding Parent Support Group Meetings, Governance Council meetings, school closures, minimum days, etc.

**The School Bulletin Board** displays photos and updates of current events, Governing Board meeting notices, meeting minutes and announcements. It is located in the breezeway directly outside the main office.

## Parent Involvement

### **Welcome to Kenter! Have fun, ask questions, and get involved!**

If you're reading this handbook, it probably means that you're a member of the Kenter Canyon Charter School Community. You and your children will be participating in a school that combines the convenience, neighborhood feel and diversity of a public campus, with the enrichment, extra attention, and outstanding test scores of a private school.

We have some of the most talented and dedicated faculty and staff that any elementary school could have. We also have a strong foundation of parents who donate substantial amounts of their time, and yes, some money, to provide whatever our faculty and staff feel we need. The money donated to Kenter provides programs and supplies that Los Angeles Unified School District (LAUSD) can't. We hope you will grow to love Kenter, and become an active member of our community.

As a Charter School, we rely greatly on input, support and involvement from all our parents. Your time, energy and financial contributions make many of our programs possible. The Parent Support Group is the fundraising body that provides the money for our enrichment programs, teaching assistants, equipment and supplies. In 1983, parents at Kenter organized a non-profit corporation, the Parent Support Group, to raise money for art, music, drama, physical education, computers, teacher's assistants and many other extras that enhance our school. This is a 501(c) (3) charitable organization and donations to it are tax-deductible.

This Group is organized and run by parent volunteers who put on fundraisers and coordinate between \$450,000 - \$525,000 raised annually. All parents are automatically members of the Parent Support Group. The Group elects officers from the membership at large, who serve yearly terms. Elections take place at the Parent Support Group meeting.

Kenter Canyon has a strong tradition of active parent involvement and we hope to keep it that way. Parents are the most important people in a child's world; and parent involvement within Kenter Canyon is one of the most important elements to the school's success. We strongly encourage parents to participate in the special activities offered at school. It will increase the enjoyment for your entire family and add to your child's learning experience.

## Volunteer Opportunities and Special Events

The quality of education that we are able to provide at Kenter is greatly improved because so many parents volunteer their time and money to enhance our school. Kenter Canyon Charter School is able to offer students what many other California public schools can't. One of the reasons Kenter is so successful, is that we count on parents' active participation in the classroom, on school committees and at special events. This parent involvement not only expands the resources available to our children, it also gives the school a unique community feeling - where all those who participate influence and help shape the environment of the school.

### **I'd love to volunteer! How do I get started?**

There are many ways to offer your volunteer services at Kenter. The two main avenues are through your child's classroom and through our two school associations: the Governing Board and the Parent Support Group. Throughout the year, many special fundraising events and programs are planned that require parent participation to succeed.

One way to get started is to sign up to volunteer during the first month of school at the First Parent Support Group Meeting or The Volunteer Meet & Greet. If you can't volunteer time, maybe you can volunteer your own or your company's services! If you have special expertise that you would like to share with the school, contact the Parent Support Group. Check the Kenter Directory for a list of the names and numbers to contact if you want to help on a particular committee.

Anyone who volunteers at the school must have on file in the school office proof of a recent test for tuberculosis (TB). Also, please remember that all volunteers must sign in at the office each time that come to school and wear their visitor's tag so that it is clearly visible while they are on campus.

**The Annual Giving Campaign** is conducted each fall and continues all year long. This is the largest and most important fundraiser for our Parent Support Group and is critical to the support of our programs. It is the primary source for the funds to provide all of our extra enrichment, and teacher's aides in our classes. We ask that every family at Kenter donate \$950 per student per year. That figure is a target; if you can't give \$950 please give what you can. All donations are greatly appreciated. Our goal is 100% participation from our community. If you are able to afford more, any money above the suggested minimum is always welcomed. Be sure to attend your class's Parent Commitment Dinner, it is an excellent opportunity to learn more about Kenter and how our school functions.

**Scrip** is an easy way to help the school on an ongoing basis. Scrip is used at, Gelson's, Vicente Food, Longs Drugs and many other vendors. It is either paper like a gift certificate, or a plastic gift card, it is the same as cash. For every \$100 you purchase, you get \$100 of Scrip to spend, and 5% of the purchase goes to the Parent Support Group. Volunteers help sell scrip on Monday, at the top of the South Yard, and Tuesday, on the Kindergarten yard.

**Some of the ways we need the help of volunteers are described in general below. For more comprehensive descriptions and the person to contact for each school group, please refer to the School Directory in this handbook.**

**Volunteer In Your Child's Class** - Each teacher at Kenter has a different set of volunteer needs and their own way of integrating parent volunteers into their classroom. Check with your teacher about helping out in the class.

**Room Parents** help organize activities in their child's classroom and act as a liaison between classroom parents and the Parent Support Group for special events and programs.

**The Silent Auction/Parent Party** is one of our biggest fundraisers. This consists of a live and a silent auction/Parent party as well as dinner and entertainment. Volunteer jobs range from pre-auction administration work to acquiring donated auction items, creating the auction catalogue, design and set up of auction area and staffing the event.

**The Talent Show** is held each year in the Spring. Volunteers are needed to help behind the scenes with child supervision, costume design, and set design.

**The Book Fair** is held in the fall and in the spring. Volunteers help set up and staff the event. Assist children to choose, order and pay for their book selections.

**The Family Festival** is an event held in the spring, which includes game booths, rides and food stations. Volunteers are needed for acquiring sponsorship, volunteer coordinating, food and ride entertainment provisions, administrations and set-up.

**The Traffic Safety Committee** volunteers help organize parents from each classroom to provide the weekly traffic safety by assisting with the morning flow of traffic in front of school, keeping our children safe.

**The Social Responsibility Committee** helps coordinate the Holiday food drives, Trick or Treat for Unicef and used book drives for the Adopt a School program.

**Enrichment Liaisons** are volunteers who coordinate our art, music, drama, computer, library and physical education enrichment programs. Parents advise and give input to enrichment teachers.

**Hospitality Committee** volunteers coordinates and arranges snacks and desserts for various school events.

**Facilities Committee** is responsible for the greening and beautification of our school. It is responsible for the new kindergarten playground as well as the grass fields and playground equipment in both the north and south yards.

**Gift Wrap/Magazine Drive** volunteers are needed to help process and distribute orders and hand out prizes.

### **Special Events**

There are many special events through out the school year and committees are always looking for new volunteers. Please feel free to join in on committee meetings if you are interested in helping. New faces are always welcome!

Be sure to check the website for the most up to date information about what is happening at Kenter. Below, is a description of just a few of our extra events.

**The Spring Action/Parent Party** is a great way to meet other Kenter parents, have fun and raise money for our school. An enormous amount of preparation and planning goes into this hip, chic, event. We hope that you will join our Principal, teachers and all your friends it this always fun filled evening.

**Career Day** - Career Day features parents and community members who meet with students and talk to them about their careers. In the past we have had speakers from the entertainment industry, as well as law, medicine, science, and other professions. Both parents and students enjoy this activity.

**Winter Music Performance** - The students from the entire school perform a concert for their families. One performance is for grades K-2; one performance is for grades 3-5.

**Orchestra Concert** - The orchestra presents an annual concert featuring all of the orchestra students.

**Grade 5 Culmination** - Kenter honors its culminating fifth graders with a ceremony during the school day. The fifth graders also attend a week of Science Camp in the spring.

## Governing Board

As a Charter School, Kenter Canyon is in the forefront of innovative public school governance. Charter status gives us the freedom to set our own objectives as a school community, independent of many of the restrictions of other District schools

The Kenter Governing Board is responsible for making operational, curriculum related, budgetary and other policy decisions for our school. The Governing Board consists of the Principal, seven teachers, one non-teaching employee, seven parents of students attending Kenter and one community member. The Governing Board makes all decisions regarding curriculum, selection of staff, budget, enrollment and the day-to-day concerns of school operations. This means that Kenter's programs answer directly to the needs of the student body, the parents, and the community it serves.

Representatives have overlapping, two-year terms and are elected by their peers. Elections for Governing Board positions are held in June.

The Governing Board and their sub-committees set and oversee school policy with the help of the Palisades Charter School Complex, which unites Canyon, Palisades Elementary, Marquez, Kenter Canyon and Topanga Elementary Schools, Paul Revere Middle School, and Palisades High School.

The Governing Board generally meets monthly. These meetings alternate monthly between 2:00 p.m. and 6:00 p.m. The public is welcome and encouraged to observe these meetings as we deliberate and generate decisions concerning agenda items. Both the Agenda and the meeting minutes are posted on the bulletin board directly outside the school office.

The Governance Council committees include Language Arts/Reading Committee, Science Committee, Social Science Committee, and a Mathematics Committee. The committees use school assessments and research-based instructional methods to recommend improvements in the delivery of these subject areas. All teachers serve on at least one of the Curriculum subcommittees. Parents are encouraged to participate in one or more of these areas to help strengthen our academic program and ensure success for all learners. The committees will address differentiated instructional needs for these areas as well as integration of the subjects with writing, technology, and enrichment opportunities.

### **Palisades Charter Schools Coordinating Council**

The Coordinating Council is a liaison of the affiliated schools in the charter complex. It does not set policy at the campus level; however it does coordinate communication amongst the Complex Schools. The Council meets periodically and its members include one administrator, one teacher and one parent from each of the schools in the Palisades Complex. Meetings are open to the public and dates will be posted on the website, and in the Kenter Key.

## Information for New Families

Prospective Parent Meetings, for families with children who will be entering Kenter are generally held in January: one is held in the morning and one in the evening. They feature a presentation about the teachers, a brief overview of the school program and a question and answer session. School tours are given monthly during the school year to prospective parents. Please call the school office to reserve a time and spot.

On the first day of school, an orientation meeting for parents of children in grades 1-5 is held in the auditorium. An orientation for parents of kindergarten children is held during the second week of school.

The Volunteer Meet & Greet during the first few weeks of school gives parents a chance to meet other parents, the Parent Support Group Board members and many committee chairs. This is an excellent opportunity to hear about way to get involved at Kenter.

Kenter has a New Families committee that assists new families in getting settled in at school. Experienced Kenter parent volunteers are assigned to new Kenter families that enter the school throughout the year to assist and guide them with any questions they may have during the school year.

If you have any questions regarding involvement at Kenter Canyon Charter School, please come to the School office for assistance and guidance.

**Kenter Canyon Charter Elementary School** | 645 Kenter Avenue | Los Angeles, CA 90049

310.472.5918 | [www.kentercanyon.org](http://www.kentercanyon.org)

This Handbook was produced by the Parent Support Group.

Please Note: While we have tried to describe Kenter as accurately as possible, keep in mind that Kenter is a work in progress and changes to some extent every year based on teacher and parent input. Please consider this Parent Handbook as a natural product. Any slight inaccuracies or misspellings only enhance its character and should in no way be considered flaws or defects.