



Claire Lilienthal  
Alternative K-8 School

# Handbook

WINFIELD SCOTT CAMPUS  
3630 Divisadero Street  
San Francisco, CA 94123-1411  
Tel: (415) 749-3516  
Fax: (415) 749-3431

MADISON CAMPUS  
3950 Sacramento Street  
San Francisco, CA 94118  
Tel: (415) 750-8603/ 8604  
Fax: (415) 750-8606

<http://ClaireLilienthal.org>



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## INTRODUCTION

**Welcome to the Claire Lilienthal Alternative K to 8 School.** Welcome to all students and to their families, and congratulations on having chosen Claire Lilienthal School as your student's K-8 school. Your membership in, and commitment to, our school community is important to the success of our common partnership in your children's education. The Claire Lilienthal Parent Handbook is designed to introduce you to our community and explain the expectations and policies that guide it. It has been created by Lilienthal parent and staff volunteers. We hope that it is a helpful guide for your family. Please be sure to familiarize your family and student with all components of the Handbook's contents. Best wishes to your student and family for a wonderful school year.

*(Note: This Handbook will be updated as needed. You will periodically receive updated pages, via the Wednesday Envelope, to substitute in your Parent Handbook Binder. Former editions of the Parent Handbook should be recycled; former editions of the Roster should be destroyed in order to protect privacy rights.)*

**SFUSD "Student and Parent/Guardian Handbook."** The San Francisco Unified School District (SFUSD) also provides every student, shortly after school begins, with a "Student and Parent/Guardian Handbook," which is updated every year either in its entirety or by supplement. The SFUSD Handbook contains general policies and procedures relating to uniform standards of behavior and expectations established by the San Francisco Board of Education, in accordance with the California Education Code. The SFUSD Handbook covers such topics as general student responsibilities, SFUSD rules, parental notification and involvement, and discipline from a district-wide perspective. It also contains a listing of community services and other resources. On the other hand, the Claire Lilienthal Parent Handbook describes, among other things, how the expectations, policies and procedures articulated in the SFUSD Handbook are implemented at Lilienthal Alternative School.

Please review the SFUSD Handbook carefully with your child, and complete and sign the Parent/Guardian/Caregiver Acknowledgement Form at the back of the booklet. The SFUSD Handbook will also ask you to indicate whether you wish your child to be excluded from any part of the *Health Education Program*, and whether your child is on a continuing medication program. Once you have received the SFUSD Handbook and completed the appropriate forms, please insert it into the back of the Claire Lilienthal Parent Handbook binder for your future reference.

### ***"Partnership" at Lilienthal***

Claire Lilienthal is a "Parent Partnership" school, which means that all parents/guardians are expected to actively participate with the teachers, staff and the administration, in their child's educational experience. Accordingly, we ask all Lilienthal parents/guardians to annually sign the PTA Parent Contract that formally pledges involvement through volunteerism and monetary contributions (where possible *and* to the best of each family's ability), to enrich our children's curriculum and school experience.

Lilienthal expects everyone to be an *active* partner. For parents/guardians there are many ways to be a partner and many degrees of responsibility. However, fundamentally, when you join the Lilienthal community your family is agreeing to actively participate in your child's formal education. You are expected to participate at home, by ensuring that your child is fully prepared for each school day, and that he or she will work positively and to the best of his or her ability. You are also encouraged, to the best of your ability, to help at school by volunteering your time, money, and resources to help enhance Lilienthal's learning environment.

Your family's responsibility to the Lilienthal partnership should not be taken lightly. It is a significant factor in Lilienthal's traditional success, and should play an important role in your choice of Lilienthal Alternative School as the best school for your child.

## ***Lilienthal's Mission and Goals***

Claire Lilienthal Alternative School is neither a traditional Elementary nor Middle School; it is a Kindergarten through 8<sup>th</sup> Grade alternative public school that is deeply committed to providing a superior academic experience. We do this by providing an enhanced academic educational experience that builds on the educational goals of the SFUSD. Lilienthal's educational environment is geared toward academic success, the development of self-esteem, community involvement, responsible personal behavior, and respect, so that Lilienthal students continue throughout their lives to achieve academic and personal success. To that end, Lilienthal is dedicated to providing the following in its educational program:

- A challenging, exciting, and relevant learning experience for all students;
- Helping students achieve excellence in academic performance so that each student reaches his/her highest potential;
- Maintaining a safe and nurturing educational environment;
- Ensuring adequate funds to support an enriched and unique curriculum;
- Ensuring the successful continuation and coordination of a unified, integrated program at two school sites;
- Promoting positive interaction among our diverse population; and
- Taking full advantage of San Francisco in an effort to make the City an extension of the classroom in an integrated curriculum.

Finally, we attribute our success to our "partnership" philosophy, whereby every member of the Lilienthal community—the administration, parents/guardians, students, teachers and staff—contributes to our successes and faces our challenges together.

# ACADEMIC STANDARDS, CURRICULUM, ENRICHMENT, PHILOSOPHY AND CULTURE

## ***Curriculum and Academic Standards***

**Core Curriculum.** Claire Lilienthal Alternative K-8<sup>th</sup> Grade School is an academic school and teaches its students to work to the best of their abilities. Lilienthal offers a comprehensive curriculum that stresses academic excellence. Because it is a public school in the San Francisco Unified School District (SFUSD), Lilienthal adheres to applicable California State Content and Performance standards and teaches the California State “core curriculum.” The “core curriculum” provides for a solid academic foundation, encompassing **English/language arts, history/social science, mathematics, science, health education, physical education, and visual and performing arts.** It provides for a continuous progression of skills through all grade levels, building upon what was learned in the previous year. (A detailed description of the California State Content and Performance standards can be acquired from the school or your child’s teacher.)

Each September, Lilienthal hosts a “Back-to-School Night” for parents/guardians, where teachers explain in detail how they implement the core curriculum and how the core curriculum is enhanced in their particular classrooms. The “Back- to School Nights are separated by school/ grades; K-2, 3-5 and 6-8. In addition, the teachers also outline their academic program for the year (see **Back-to-School Night and Open House**, below).

**Enhancement and Enrichment.** Lilienthal has its own curricular approach that enhances the core curriculum to provide a more stimulating and challenging academic education for its students. One of the ways Lilienthal does this is by taking an integrated, thematic approach to teaching. This approach also incorporates intra- and inter-grade team teaching, particularly in the Upper School (i.e., Grades 6<sup>th</sup> – 8<sup>th</sup>). Lilienthal also strives to enhance the core curriculum by incorporating the Gifted And Talented Educational (G.A.T.E.) program into its regular curriculum so that all students are encouraged to achieve their academic best, while at the same time providing a differentiated program for identified G.A.T.E. students. **In our Upper School Lilienthal offers only Honors Courses in all core curriculum classes to all Upper School students.** (See **G.A.T.E. and Honors Section**, below.)

Finally, Lilienthal offers various enrichment programs, as well as some extracurricular activities, to supplement the core curriculum. Enrichment needs are assessed annually (via the Annual School Site Council Survey and other tools), and every effort is made to offer appropriate programs, depending on availability and funding.

Some specific examples of how Lilienthal enhances the core curriculum include:

*Field Trips:* Generally, each grade takes several field trips per year. These trips are designed to support and enhance a particular part of the core curriculum.

*Library:* Libraries are available at both campuses to all students. Students in all grades generally visit the library once a week, pursuant to a fixed schedule for each class. Library books are funded by the PTA, as well as grants secured by the PTA Grants Committee, private donations from the Lilienthal (such as the “birthday book program” and local communities, and from SFUSD general funds and/ or city/ state propositions. SFUSD provides a Librarian two to three days per week. The PTA provides and additional 20 hours per week through its fundraising. All K-5 grades also depend on parent volunteers.

*Music:* Instrumental music is offered by the SFUSD for Grades 4 through 8. In addition, there are often extra-curricular music classes offered after-school by various private organizations, for a fee.

*Outdoor Education:* Lilienthal offers an Outdoor Education program to students in all grades to enhance the core curriculum. Outdoor Education programs are selected by the teachers with the goal of providing programs that support a curricular theme being taught in class. The programs vary from year to year, but in the past they have consisted of extended day field trips in Kindergarten through 2nd Grade, with overnight trips of varying lengths away from the school site offered in Grades 3 through 8. The PTA funds the Outdoor Education program, and families are asked to give an additional amount if the PTA and SSC budgets do not fully accommodate a particular trip. Scholarships are generally available from the PTA.

*Physical Education:* All students take PE as part of the core curriculum. In Grades K through 5, instruction is provided by the classroom teacher, enhanced by “Physical Education and Recreation for Children” (PERC), a PTA-funded physical education consultant. In the Upper School (Grades 6 through 8), PE is taught by a SFUSD physical education teacher, who also serves as the Athletic Director. Grades 6-8 teams’ include Baseball, Softball, Volleyball, and Track.

*Technology:* The use of computer technology (e.g., various software programs, CD-ROM, the Internet, etc.) is incorporated into the classroom curriculum as a tool to enhance learning. Most of Lilienthal’s computers and other technology equipment have been funded by the PTA and various grants and private donations. Parent volunteers are needed to install the equipment and from maintenance. The Tech Lab accommodates up to 33 students at a time, and all classrooms have I-Mac computers.

*Art:* Visual and performing arts are provided through the SFUSD core curriculum in all grades. Each teacher integrates the arts into the curriculum as appropriate. However, Lilienthal often supplements the arts curriculum with programs provided by private organizations, funded by the PTA and various SFUSD grants.

This school has a partnership with the San Francisco Arts Education Project, the city’s primary arts education provider. This program provides participatory experiences in the arts for our students so they are better equipped to make use of their creative abilities in all aspects of their lives. K-2 students receive “Rhythms” and “Dance”; 3-5 students receive standards based instruction in Visual Arts, and 6-8 students will participate in a musical theater program. These programs are planned by the Artists-in-Residence in cooperation with the administration and teachers. It is funded by various arts grants and the PTA.

Information about specific enrichment programs is generally conveyed through the Wednesday Envelope.

**Curricular Enrichment Funding.** Parent/guardian and community support are vital to maintaining the enriched curriculum that Lilienthal Alternative School provides. For some time, California has provided one of the lowest amounts of dollars per student of any of the 50 states, and in San Francisco, alternative schools tend to receive even less over-all funding than neighborhood schools. Consequently, our PTA must make up the difference in order for our students to benefit from an enriched curriculum. As discussed above, most of the money for curriculum enhancement and enrichment comes from PTA funds, private donations, grants, and, sometimes, program tuition or fees. The PTA acquires its funds through the “Recommended Donation” and various fundraising activities.

Please donate generously to the PTA to ensure stable and continuous funding for our existing and future programs. Please also consider serving on the PTA Grants and Fundraising Committees as part of your volunteer pledge to the school. Information concerning fundraising activities and PTA committee membership is generally available via the “Wednesday Envelope,” from your student’s Room Parents, and during PTA meetings. All weekly bulletins are also posted on ClaireLilienthal.org

For a detailed discussion of PTA fundraising and Room Parents, see **Parent-Teacher Association (PTA)**, below.

## ***Behavioral Expectations***

**Respect, consideration and courtesy are critically important shared community values.** Part of a Lilienthal student’s education includes the development and attainment of maturity, ethical behavior and responsibility. Lilienthal is a community where every individual should be treated, and should treat others, with respect, consideration and courtesy. In keeping with Lilienthal’s “partnership” philosophy, students are partners with each other and with their parents/guardians, teachers, and the Administration in pursuing their education. For the partnership to work, all partners must be committed to act respectfully, and with consideration and courtesy, toward each other. Parents/guardians are expected to explain and remind their children of the importance of this concept throughout the year so that all students are prepared for the responsibility of being a good citizen and considerate partner.

Lilienthal does not tolerate violence, hateful and/or abusive behavior, drug abuse, criminal activity, obscenity, profanity and/or hateful/abusive language, smoking, disruptive behavior, sexual harassment (see below), or any other type of inappropriate behavior (see SFUSD “Student and Parent/Guardian Handbook”). Any student who engages in acts or attempted acts that are designed to cause physical injury, emotional suffering, or property damage, which are or appear to be motivated in whole or in part by race, religion, ethnicity, national origin, disability, sex or sexual orientation will be suspended and/or referred for expulsion.

Lilienthal’s policy regarding inappropriate behavior is discussed in **Discipline Policy**, below. If you have additional questions please consult with the Administration.

**Harassment, including sexual harassment, is not accepted.** The SFUSD “Student and Parent/Guardian Handbook” policy on sexual harassment applies to SFUSD

staff and students in Grades 4 through 12. According to SFUSD policy “sexual harassment” is defined as follows:

- Staff to student harassment: any welcome or unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, written or physical conduct of a sexual nature.
- Student to student sexual harassment: any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, visual, written or physical conduct of a sexual nature, whenever such harassment occurs on school property or at a school-sponsored event.
- Student to staff harassment: any welcome or unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, written or physical conduct of a sexual nature.

Any student who feels he or she has been sexually harassed should contact the Administration. Students who sexually harass others are subject to discipline, as set forth in the SFUSD Handbook.

## ***Grading Policy***

Kindergarten students receive two (2) progress reports, one in Autumn and one in the Spring. Students in the Lower School (Grades 1 through 5) receive report cards at the end of each quarter, which reflect their academic performance and personal responsibility during the reporting period.

Beginning in Lilienthal’s Upper School (Grades 6 through 8), academic performance is reported by letter grades. Students receive (in the mail) report cards generally at the end of each quarter (generally about every nine weeks). About midway through each grading period, Upper School students receive from each of their teachers a progress report, which indicates to families, what the students’ grades for that period might be if the student continues exhibiting the same work and preparation habits. All progress reports must be signed by a parent/guardian and returned to the school by the student. If you wish to meet with a teacher following a progress report, please telephone the counseling office to schedule an appointment. In addition to grades for academic performance, each Upper School student will receive a citizenship grade ranging from “E” for excellence to “U” for unsatisfactory. The citizenship grade is based on general behavior and personal responsibility during class time.

## ***Homework***

Homework is required for all students, and is an important component of Lilienthal’s educational program. Homework is generally assigned Monday through Thursday in most grades. Weekend homework assignments are at the discretion of an individual teacher. Upper School students are frequently assigned projects to work on over a period of time in addition to nightly homework. Homework is an extension of daily schoolwork, and is used to re-enforce what is learned in class.

Parents/guardians should ensure that their child is timely completing homework assignments. As part of your family’s partnership commitment, parents/guardians are

expected to be interested in their child's homework. Parents/guardians should review homework each night with their children. Lower School parents should sign and date their child's completed homework assignments each night.

At "Back-to-School Night," each teacher will discuss their curricular goals and expectations for the year, including homework requirements. All students need a neat and quiet place made available to them at home, free from distractions, in which to concentrate on their studies. A convenient time should be arranged at home each evening for the completion of homework.

## ***G.A.T.E. and Honors Programs***

**G.A.T.E.** Part of Lilienthal's academic strength is that it strives to incorporate Gifted And Talented Education (G.A.T.E.) standards into the core curriculum for *every* child. However, in accordance with SFUSD policy, beginning in Grade 4, Lilienthal also provides identified G.A.T.E. students with differentiated assignments that are based on the core curriculum but expand the depth and complexity of those students' learning.

G.A.T.E. identification starts in the 3<sup>rd</sup> Grade year. Teachers' and parents' recommendations as well as standardized test results during the summer after 3<sup>rd</sup> Grade will determine G.A.T.E. identification. However, G.A.T.E. identification can occur in Grades 4<sup>th</sup> through 8<sup>th</sup> if individual students (such as those who transferred to Lilienthal after 3<sup>rd</sup> Grade) meet specific criteria set by G.A.T.E. program policy.

**Honors.** In Lilienthal's Upper School (Grades 6<sup>th</sup> through 8<sup>th</sup>) all core curriculum courses (i.e., Language Arts, Social Studies, Math, and Science) are designated as Honors. The Honors distinction is available to all students, including those who are G.A.T.E. identified.

### **GETTING STARTED**

## ***Registration***

Lilienthal is an Alternative School (rather than a neighborhood school), and families must choose to enroll a student at Lilienthal. Only those that have successfully completed the SFUSD Optional Enrollment Request (OER) process are candidates for admission. (For information about this process, please call the SFUSD Educational Placement office at (415) 241-6690).

Before a student who has been accepted to Lilienthal can attend class, he or she must register at either the K-2<sup>nd</sup> Grades campus on Sacramento Street (a.k.a. Madison Campus) or at the 3<sup>rd</sup>-8<sup>th</sup> Grades campus on Divisadero Street (a.k.a. Winfield Scott Campus). To register, stop by the appropriate school office at the site (i.e., campus) your child will attend between 8:00 A.M. and 2:00 P.M. prior to the first day of school. Please bring a copy of the student's birth certificate, completed SFUSD medical forms, and information concerning the student's and family's home address. The family will also

need to carefully complete an **Emergency Card** listing, among other things, the names, and telephone numbers of all individuals who have permission to drop off and pick up the student from school. (**Note: Lilienthal students will not be released to any individual who is not listed on the Emergency Card. Therefore, it is extremely important that Emergency Cards be kept up to date throughout the year.**)

## **School Schedule and Calendar**

**Calendar.** The School Calendar is set by the SFUSD, and is generally mailed to each family’s home during the later part of the summer. School usually starts at the end of August and ends in early June. Various days off are scheduled for holidays and Staff Development days, so please be sure to carefully check your School Calendar. In addition, for approximately two weeks during the school year, all classes are dismissed an hour early to accommodate Parent and “Portfolio” conferences (see **Portfolio and Parent-Teacher Conferences**, below). Reminders of holidays and early dismissal days will be posted in the Wednesday Envelope. A master calendar of meetings and special events is posted at both the K-2<sup>nd</sup> Grades (Madison) campus and 3<sup>rd</sup>-8<sup>th</sup> Grades (Scott) campus offices.

**Schedule.** Classes at Lilienthal are held Monday through Friday. The daily schedule for both the Sacramento Street (Madison) and Divisadero (Scott) campuses are as follows:

### K-2<sup>nd</sup> Grades – Sacramento Street - Madison campus

	<b>Bus Drop-off</b>	<b>Class Begins</b>	<b>Class Ends</b>	<b>Bus Pick-up</b>
K-2 <sup>nd</sup> Grades	7:25 A.M.	7:45 A.M.	1:45 P.M.	1:50 P.M.

### 3<sup>rd</sup>-8<sup>th</sup> Grades – Divisadero Street - Scott campus

Grades 3 <sup>rd</sup> through 5 <sup>th</sup>	7:30 A.M.	7:45 A.M.	1:45 P.M.	1:50 P.M.
Grades 6 <sup>th</sup> through 8 <sup>th</sup>	NA	7:45 A.M.	1:45 P.M.	NA

## **Facilities and Miscellaneous Items**

**School Office.** Each of the two school sites (i.e., each campus) has a school office, staffed by the Principal and/or Assistant Principal, secretary, and various other

employees, assistants and parent volunteers. The offices are open from 7:30 A.M. until 3:30 P.M.

**Lockers.** Lockers are assigned to Upper School students (Grades 6, 7 and 8), and are located in the first floor hallway of the Divisadero Street (Scott) campus, adjacent to the Beach Street doors leading to the school play yard. Students may use the lockers to store school textbooks, materials and personal items; however, the students must limit their visits to before and after the core period and before and after lunch to visit their lockers. Consequently, Upper School students generally are required to carry their books and materials with them throughout the day to various classes. The lockers are the property of the school and should not be defaced, painted or otherwise permanently decorated. Students who wish to keep their lockers locked must purchase their own locks. Please be aware that, if necessary, the school may, at any time, cut the locks.

**Backpacks and Book Bags.** Most students use backpacks or book-bags to transport their school and personal materials to and from school, and in the Upper School, between classes. Please make sure that your child has a reliable, sturdy and clean means of transporting his or her homework, the Wednesday Envelope, schoolbooks, materials and personal items. In the Kindergarten through 5<sup>th</sup> Grades, backpacks are usually stored in the classroom cloakrooms, along with jackets and sweaters, during the school day. Upper School students in particular tend to carry a great deal of books and supplies in their backpacks throughout the day and families should take this into consideration when purchasing a backpack or other carry item. Many Upper School students use rolling backpacks. A student's personal items may be kept in their backpacks, desks, or lockers if applicable. *However, since things can be easily lost, please caution your children against bringing items of great sentimental, and/or monetary value to school.* Remember to label everything sent to school. Students should not bring cash/coins to school (except for the occasional bake sale). Students should not bring any electronic toys or games, cards, or audio equipment to school. The school is not responsible for any electronics (ie. Ipods, Gameboys, etc.) if lost or stolen. SFUSD Handbooks prohibits bringing these items to school.

**Classroom Supplies.** Teachers will provide separate information on the supplies that they recommend for their classrooms. Contributions that your family can make to the Lilienthal PTA will greatly help the school in ensuring that each classroom is equally assisted.

## GETTING YOUR CHILD TO AND FROM SCHOOL

The following sections cover the procedures for delivering and picking up your children to and from our two campuses. These procedures are designed for minimum

disruption and maximum safety and efficiency in residential neighborhoods with lots of traffic and little parking. Therefore, it is important that you follow them.

Also, please understand that *the school will release students only to their parents/guardians or to people authorized on their Emergency Card*. Students should be aware who is to pick them up each day. Parents/guardians should tell their children to refuse to leave with anyone else.

Finally, please do not go to your child's classroom to pick him or her up during school hours. The teachers are instructed not to release your child to you if you do. Please call the office, and your child will be brought to you there.

## ***Morning Drop-off Procedures***

**Students should arrive at school *no earlier than 7:30 a.m. at either campus.*** (No one is available on campus to watch students before these times.) **K-2<sup>nd</sup> Grade and 3<sup>rd</sup>-8<sup>th</sup> Grade students should arrive no later than 7:40 a.m., at their respective campuses.**

*3<sup>rd</sup> – 8<sup>th</sup> Grade Students: Scott Campus*

- Students *taking the school bus* will be let off at the school bus zone on Northpoint Street. Students must proceed through the Northpoint gate into the school play yard.
- Students *walking to school or taking a Muni Bus* must enter the school play yard at Northpoint or Beach Streets.
- Adults *dropping students off by car* must follow the **Curbside Drop-off and Pick-up Policy**, below. **Students must be dropped off only at the Divisadero Street.** They must then proceed through the building directly to the school play yard. (**Note:** please do *not* to drop off students on Beach or Northpoint Streets, as these are Muni and school bus stops, respectively, and it is dangerous to drop off students there.)

If it is raining, students should proceed to the auditorium rather than the play yard.

*K – 2<sup>nd</sup> Grade Students: Madison Campus*

- Students who *ride the school bus* and are dropped off at the Sacramento Street entrance must go directly to the play yard when they are dropped off.
- Adults *dropping students off by car* must follow the **Curbside Drop-off and Pick-up Policy**, below. *Students must be dropped off at the Clay Street entrance.* They must then proceed directly to the play yard.
- Do not drop off students on Sacramento Street, per agreement with Laidlaw Bus Company, SF Police Dept. and the Dept. of Public Transportation.

If it is raining, students should proceed to the auditorium, rather than the play yard.

## **Afternoon Pick-up Procedures**

At the beginning of the school year, your family is asked to complete a “School Dismissal Form.” The form indicates what your child will do after school (e.g., take the bus home, is picked up, go to C.L.A.S.P., C.L.L.A., etc.). The form should be filled out and returned to the office as soon as possible so the school knows which children take the school bus, and where your child is to go after school.

### *3<sup>rd</sup> – 8<sup>th</sup> Grade Students: Winfield Scott Campus*

- Students *taking the school bus* should follow their teacher’s specific instructions. Generally, however, they must quietly leave their classrooms, assemble at the Northpoint Street gate, and line up by bus number. Lilienthal staff members will assist those students in getting on their respective school buses.
- Students *attending one of the after-school programs* (i.e., either C.L.A.S.P or C.L.L.A.) must quietly leave their classrooms and proceed directly to the program. C.L.A.S.P. and C.L.A.A. students may not go to the yard at dismissal time.
- Students *being picked-up* by an authorized adult will be escorted by their classroom teacher to the front entranceway on Divisadero Street to await pick-up. (If pick-up is by automobile, please follow the **Curbside Pick-up and Drop-off Policy**, below.) Students should be picked up no later than 2:00 p.m. Students *taking a Muni Bus or who walk home* (or to another destination authorized by a parent/guardian) must go directly to that destination.

### *K – 2<sup>nd</sup> Grade Students: Madison Campus*

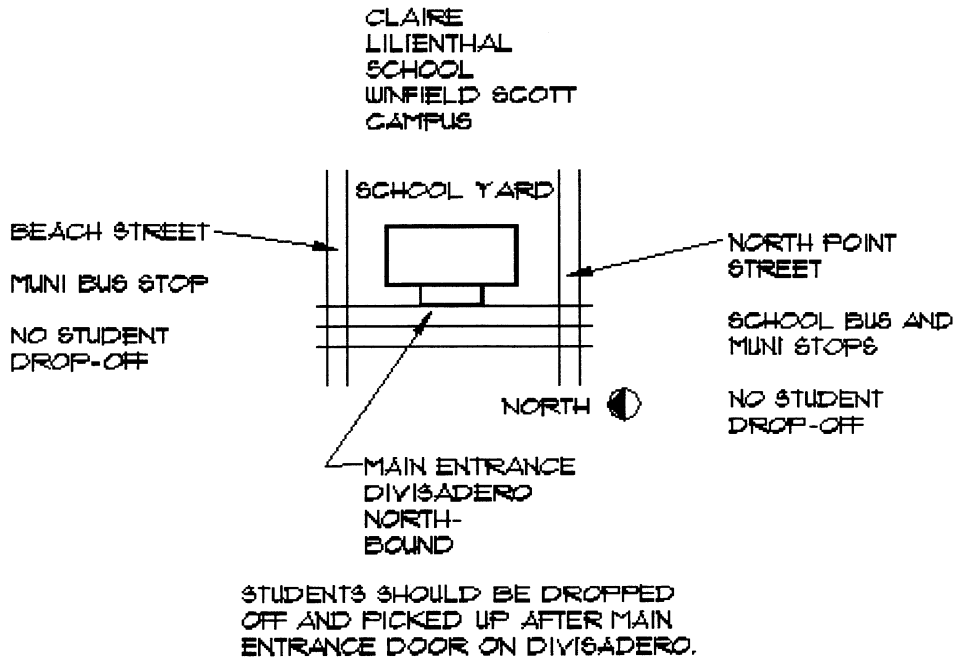
- Students *taking the school bus* should follow their teacher’s specific instructions for boarding the buses on Sacramento Street. Generally, however, they are escorted to the auditorium, where they line up by bus number.
- C.L.A.S.P. personnel will escort students *who attend C.L.A.S.P.* to the auditorium.
- Adults *picking up students by car* must follow the **Curbside Drop-off and Pick-up Policy**, below.

**If you will be late to pick-up your child after school is dismissed, please telephone the school office to make arrangements for your child’s care. Children who are not picked up will be cared for at C.L.A.S.P. or C.L.L.A., and their parents will be billed for the amount of time their children are in after-school care.**

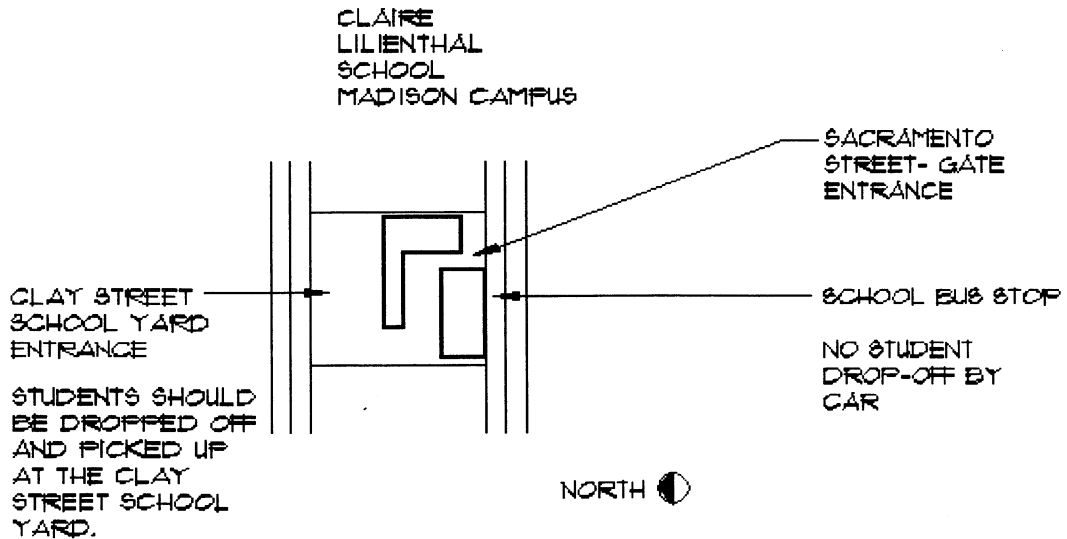
## **Curbside Drop-off and Pick-up Policy**

Please refrain from having conversations with others while picking up or dropping off your children. If you want to talk, please park legally first. Also, please pay attention to other traffic as you pick up and drop off students. Please be especially considerate of other drivers and to our neighbors. If you arrive late, do not double park at the gate to walk your child into the play yard. Find a legal parking space if you wish to walk your child into the school. Do not use the staff parking lot for drop-offs, pick ups or turning your car around. Divisadero Street Site – 3<sup>rd</sup> – 8<sup>th</sup> Grades (Winfield Scott) Campus

***Divisadero Street Site – 3<sup>rd</sup> – 8<sup>th</sup> Grades (Winfield Scott) Campus***



***Sacramento Street Site – K – 2<sup>nd</sup> Grades (Madison) Campus***



altered, please notify the office and the classroom teacher in writing of the new arrangement. If the pick-up routine is altered for a continuing period of time, please update your student's emergency card.

## **School Bus Procedures**

As discussed under **Afternoon Pick-up Procedures**, above, please be sure to return your "School Dismissal Form" to the office as soon as possible, so that the school knows that your child or children take the school bus home.

The SFUSD contracts with the Laidlaw Bus Company to provide transportation to SFUSD students in elementary schools. The SFUSD determines the school bus stops and routes. All Lilienthal students whose classes begin by 7:45 a.m. and/or end by 1:45 p.m., and who comply with the school bus rules, policies and procedures, may ride the school buses provided to Lilienthal as long as space is available.

The school buses assigned to Lilienthal transport only Lilienthal students, and each bus route has 10 to 12 stops on it before arriving at each campus. When the morning buses first arrive, students are to directly enter the school play yard.

In the afternoon, students assemble with assisting Lilienthal staff members to board their buses.

Please return the school's dismissal form to the school office as soon as possible at the beginning of the year so that the school has a list of which students take each bus route. The school bus drivers will be provided with a list of the students and their respective bus stops so that the drivers can be sure that the students on their routes are getting off at the correct stops. The school buses depart from bus stops immediately after dropping off the students; so *for our student's safety, please be sure you have arranged to have your child met at the bus stop by a responsible adult*. If your child will ever need to take a different school bus or get off at a different stop, you must provide the school with written permission, describing the date and change in stop.

Children are expected to obey the following school bus rules:

- Sit in the bus seat at all times; no standing while the bus is moving.
- Talk in quiet tones; disturbing the driver can create a safety problem
- Do not eat or drink on the bus.
- Do not play radios on the bus.
- Treat the driver and each other respectfully.

It is the parent/guardian's responsibility to assist in good school bus behavior. The Laidlaw Bus Company has the right to prohibit children from riding the bus if their behavior warrants it. Please spend time with your child on the importance of good bus behavior.

Middle School student should not ride the yellow bus, however, the school reserves the right to allow exceptions if they have younger siblings or a documented transportation hardship.

<p style="text-align: center;"><b>THE NON-ACADEMIC COMPONENT OF THE DAY</b></p>
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## **School Meals**

SFUSD provides students at Lilienthal with a meal program. Students who qualify are eligible for a Free/Reduced lunch program. Those families who have completed the application and who qualify have been notified. Additional applications are available at the school offices. School lunch is available to non-qualifying students for \$2.00 for Kindergarten through 8<sup>th</sup> grades. Every student who wants school lunch will be given a lunch card by his teacher. The lunch staff will collect the cards and money as lunches are distributed.

*Lunch:* The school lunch period is from about 10:45 a.m. until 12:20 p.m. Each class has a 45-minute lunch period assigned to it during that time frame. Lunch is held in the auditoriums at both sites for all grades, and students sit at lunch tables. After lunch, students go to the yard for a recess period. Lunch period is monitored by the administration, paraprofessional staff and noon-time volunteer lunch monitors.

Students receiving school lunch line up at the meal window to receive their lunches, and then carry their lunches to the tables. School lunch includes milk. Lunch menus are distributed monthly, in the Wednesday envelope, and are also available in the office at any time.

Students who bring lunch from home also eat in the auditoriums.

*Milk:* Milk is available to all students and can be obtained at the meal window during lunchtime.

*Cafeteria Monitoring-* Encourage good manners in the cafeteria by following these rules:

- respect the adult monitors
- sit properly and do not get up while eating
- raise hand and ask permission to go to the bathroom.
- Always walk while in the cafeteria
- Keep area clean when eating
- Stay seated at your table until an adult dismisses you to line up for the yard. Everyone cleans the table.
- STUDENTS WHO THROW FOOD OR DO NOT FOLLOW THESE RULES WILL HAVE BENCH TIME FOR ALL FOR THE LUNCH RECESS.

## **Playground Monitoring**

Lilienthal staff members, parent volunteers, and noon-time monitors supervise students on the playground. However, there are many more students in the yard during recess and after lunch than there are adult supervisors. Therefore, for everyone's safety, please make sure that your child understands and follows these simple rules:

- Inclusive play (you must play with anyone who wants to play with you; nobody can be excluded)
- No teasing

- No weapon play
- Do not leave the yard
- No “tag” games or exclusive clubs

*We always need help in the play yard, so please volunteer for yard duty if you are able.*

## **Play Structure Rules**

Because the play structures at either site is not big enough for all the students in the yard at any one time, play time on the structure must be scheduled. While on the structure, children should follow some basic rules:

Winfield Scott Campus site-

- Move in one direction
- Climb down the corkscrew only
- Do not play under the parallel bars
- Do not wear necklaces, earrings and slippery shoes on the structure
- 7<sup>th</sup> and 8<sup>th</sup> graders may not play on the structure as per State regulations.

Madison Campus site-

- Children must move in one direction only on the Bars, Balance Beam, Slide and Ladder.
- They must go *down* the slide one at a time, and never on their tummies! Children may not climb *up* the slide. It is “feet first and sitting” when going down the slide.
- No running under the play structure or on the black mat area. Do not stand or play under the parallel bars.
- One person at a time on the monkey bars. No skipping bars! (Most injuries occur when children skip bars)
- No balls, ropes, pencils, or any play equipment allowed on the structure or black mat area.
- Do not wear long necklaces, long earrings or slippery shoes.
- Do not dig or pick at the black mat material with fingers or shoes.

Your children have been told these rules at school—*please reinforce them.*

## **Tribes Program**

Lilienthal subscribes to the “Tribes” program. The Tribes philosophy is premised on a group process and cooperative way of behaving, learning and being together. All staff is trained in the Tribes philosophy.

The staff and students at Lilienthal spend a portion of their day engaged in activities that are TRIBES based. TRIBES consists of a variety of classroom lessons

aimed at making out students, and staff better listeners, more respectful, more kind and caring, and more articulate about their feelings and needs.

TRIBES at Lilienthal is realized through activities in grades K-8 that increase our understanding of the community in which we live and learn, strengthen our critical thinking strategies about global and developmental issues, and emphasize the process of conflict resolution. TRIBES teaches children the importance of using appropriate language or “I” messages, instead in inappropriate actions.

All students at Claire Lilienthal are taught the four basic guiding principles of TRIBES:

- Attentive Listening
- Mutual Respect
- No Put Downs
- Right to Pass

All the staff at Lilienthal has also been trained to use these guiding principles in a variety of classroom activities and lessons that are developmentally appropriate, and support the social and emotional responsibility and development of all students.

## ***Dress Code***

There is no “formal” dress code at Lilienthal. However, students should come to school appropriately dressed, in a neat and clean manner. “Gang” attire is not permitted. Clothes should contribute to the health and safety of the student, and should not disrupt the learning environment. Clothing that is revealing or contains inappropriate language, logos, photos, or slogans will be considered distracting and disruptive. Shoes should be appropriate and safe, and on PE days, students should wear appropriate athletic clothing and athletic shoes, if available. There are no facilities available for changing. Open-toe shoes and sandals are not appropriate for school days. Students should also avoid smooth soled shoes; they can be slippery on the play structure. No tank tops for boys or girls, no exposed midriffs. Please also refer to the SFUSD’s Dress Code policy.

***Please label all jackets, sweaters and sweatshirts!***

## **ATTENDANCE, ILLNESS AND INJURIES**

### ***Attendance***

It is critical to your child’s education that he or she has regular and consistent attendance. Full time regular attendance and preparation for school is a vital part of your family’s commitment to its partnership with the Lilienthal community and your child’s successful education.

The SFUSD Board of Education has established the following policies in relation to attendance:

- Students must attend school regularly and punctually.
- Students may not leave school premises during school hours without prior authorization from parents or guardians, and consent of the principal by obtaining a Permit to Leave from the office.

Attendance is also a means by which the State of California pays the SFUSD for the education of students. Each day a child comes to school, or is verified absent for an excusable reason, the SFUSD receives revenue. If a student is absent for a non-excusable reason, the SFUSD does not receive these funds.

**Absence Policy.** Attendance and participation in class are essential for students to gain the maximum benefit of Lilienthal’s educational program. According to the California Legislature, it is the parent’s or guardian’s legal responsibility to ensure that their children attend school. Failure to ensure attendance can result in penalties being assessed against a parent/guardian, and a student’s failure to attend school can compel school authorities to refer the student and his or her parents or guardians to the School Attendance Review Board.

Should your child be absent for an excusable reason, please honor the following procedures:

*Unplanned Absences.* Please notify the school office by telephone, of all unplanned absences prior to or on the day of the absence. Please also contact your child’s teacher to arrange to get missed homework and classroom assignments.

*Planned Absences.* To obtain credit during a planned absence, please notify the classroom teacher at least one week in advance of the dates of the absence. On approval by the administration, the teacher will prepare an “independent study” for the student, and will give the student independent study materials before the absence. In order to receive credit, the student must successfully complete the independent study during the absence and return it to the teacher at an agreed upon time. Independent study assignments are important, not only because they help with continuity of studies during a lengthy absence, but also because the school will continue to get funding for a child who is doing an independent study project.

**Late (Tardy) Policy.** All Lilienthal students are expected to attend class on time. Arriving late to class is disruptive for the entire class. Disruptive behavior does not foster a positive learning environment, and can subject a student to discipline. Please make sure that your children arrive at school on time, prepared, and ready to successfully participate in all class activities and assignments.

Students who do arrive late must check into the office and receive a late pass before attending class. Students are considered tardy if they arrive after 7:45 a.m.

**Leaving the Premises.** Lilienthal, like all other SFUSD elementary and middle schools, is a “closed” campus school. No student in any grade may leave the school site

without permission from his or her parent/guardian, and without first notifying his or her classroom teacher and the school office.

## ***Illness and Injury***

**Illness at Home.** You should not send a child to school who may have a contagious illness and/or who does not feel well, until he or she has fully recovered. If your child has had a fever, they should remain at home at least one additional day following recovery.

**Illness or Injury at School.** Students who become ill or seriously injured during school will be directed to the school office, and their parents/guardians will be notified. (**Note:** Lilienthal does not have a resident school nurse.) The parent/guardian must either pick up the student or arrange to have the student picked up as soon as possible. If someone other than the parent/guardian is picking up the student, the adult picking up the child must be identified on the student's Emergency Card and sign the logbook in the school office before the student can be released.

**Emergency Procedures.** If the school office determines that the child requires emergency medical attention, the school will take appropriate emergency measures, including those set forth in the student's Emergency Card on file with the office.

**Head Injuries.** The school will notify parents/guardians of *any* head injury that a student sustains during school.

## ***Medicines at School***

The school is not allowed to dispense any medicine, including aspirin. The school can only wash a cut, apply ice, or put on a bandage. However, there may be an occasion when your child must take prescribed medication or use an inhaler. In those instances, the school must have a completed SFUSD medication administering form from your physician that states all pertinent dispensing the medicine requirements. All medication must be kept in the principal's office with the doctor's note attached. If your child uses an inhaler, make sure it is current. All inhalers and medications are kept in the Principal's office in a locked file.

# COMMUNICATION TOOLS

## ***The Wednesday Envelope***

The Wednesday Envelope is the main means of community-wide communication. Every student is given the Envelope on Wednesday. *The Wednesday Envelope contains*

*important information that each family is responsible for reading in full. It must be signed and dated by a parent/guardian and returned to school on Thursday morning.*

Each student is responsible for turning in the Wednesday Envelope to his or her teacher on Thursday morning.

If you are interested in including something in the Wednesday Envelope, please submit it to the office no later than the prior Friday. *No submission will be included in the Wednesday Envelope unless it has been approved by the Administration.*

## ***Other Communication Tools***

**Bulletins, Notices, Bulletin Boards and Other Information Tools.** The Wednesday Envelope contains important school community information. The SSC and PTA committees, agenda notices, meeting minutes, upcoming events, and student award information are available at both campuses. The Divisadero Street site office is an easel containing important general information items posted to the left of the main door. The Sacramento Street site has a Parent Center location in the school office that contains, among other things, various school-related and other information.

**The Internet.** To access SFUSD's information about any school, first go to <http://www.sfusd.edu>. Then "click" on the desired school, i.e. Claire Lilienthal. The SFUSD's yearly report on Lilienthal can be found there. (Please note that the information posted on that website is not often the most recent available.)

The PTA maintains a website at <http://www.ClaireLilienthal.org>. The site includes this Handbook, and PTA budgets, important Lilienthal information, e-mail addresses, and businesses that have contributed to the school.

## ***Communication About Classroom Needs***

Each teacher generally provides information about supplies that students will need for the year at the "Back-to-School Night" (see **Back to School Night and Open House**, below).

Parents/guardians are generally told about additional supply needs and other important classroom information via the Wednesday Envelope. In addition, the teacher or the class' Room Parents can tell you whether the class needs any additional supplies. (**Note:** Most classes require additional supplies throughout the year.)

The Room Parents are also your primary source of information about volunteer assignments. They will generally call you when they need volunteers for the classroom and for fundraising activities, and will help you find the right volunteer assignments.

For a description of the roles and duties of Room Parents, see **Parent-Teacher Association (PTA)**, below.

# **PARTNERING WITH TEACHERS**

## ***“Back-to-School-Night” and Open House***

**“Back to School Night.”** Early in the fall semester of each school year, all Lilienthal teachers hold a “Back-to-School Night” in their classrooms to discuss their curricular plans and goals, class schedules, educational themes, and other important education-related information for the year. This is an “adults-only” evening (childcare is NOT provided), and *all parents/guardians are expected to attend.*

**Open House.** In the Spring Semester, the teachers and students hold an Open House in their classrooms so that all families have an opportunity to view samples of the students’ work and the classroom ambiance. These are on three separate nights, one for K-2, 3-5, and 6-8.

## ***Portfolio and Parent-Teacher Conferences***

**Portfolio Conferences for Grades K – 5<sup>th</sup>.** Beginning in Kindergarten, each student, with the help of his or her teacher, starts a “portfolio” that showcases the student’s selections of the best examples of his or her work. Each year, as the student progresses to a new grade in the Lower School, he or she adds new selections of work to the portfolio. A “portfolio conference” is held twice a year (early in the Fall semester, and again in the Spring) with the student, his or her parents/guardians and the classroom teacher, to review the child’s past work, set goals for the upcoming year, and review the student’s progress during the year. The portfolio conference is an important component of Lilienthal’s partnership commitment to each student’s successful educational experience. The focus of the portfolio conference is on the student.

**Parent-Teacher Conferences.** Parents/guardians wishing to discuss a student’s progress or anything else can also contact the classroom teacher or Principal to schedule a mutually convenient parent-teacher or parent-teacher-student conference. Generally, parent-teacher conferences should be scheduled in advance. In order to minimize disruptions during class time, parents/guardians should telephone the school secretary and leave a message for the teacher, including your name, phone number, and the best time to return your call.

As stated in the School Schedule and Calendar section, there are two Portfolio/Parent Teacher Conferences each year. In the lower grades, parents will meet with their student’s teacher for a conference. The middle school offers an “arena conference” where parents sign up to meet with a number of teachers.

## ***Access to Classrooms***

Parents/guardians, siblings, and grandparents are invited and encouraged to visit, observe and contribute to the classrooms. Drop-ins are welcome, but consideration and courtesy suggest that you schedule a convenient time for a class visit with the teacher in advance. All visitors must sign-in at the office, and receive and wear a visitor/volunteer badge before entering any classroom.

## ***How to Help in the Classroom***

The best way to volunteer in the classroom is to check with the teacher and/or Room Parents about what the teacher needs. If you have specific ideas about what you can contribute to the classroom, please approach the teacher with your ideas.

*Parent/guardian volunteers should make advance arrangements to work in the classroom.*

### **STUDENT SUPPORT RESOURCES**

## ***Student Support***

Claire Lilienthal has a Student Support staff member, (Mr. Gary Battaglia) who works under the supervision of the administration. The Student Support staff member assists in the development and implementation of programs that promote positive relationships between students, parents/guardians, community representatives and school personnel. The Student Support staff member organizes lunchtime activities, and assists with many other student-centered programs. The Student Support person also coordinates parent volunteers, and parent education workshops, as well as performing various other duties assigned by the Principal.

## ***Middle School Counseling***

Lilienthal does not currently have a counselor. Counseling is provided by the Principal, Assistant Principal, and Elementary Advisor.

## ***Special Education***

Under the SFUSD “Special Education” program, academic support and counseling is provided to all students with an identified special need. Individual Education Plans (IEPs) are required for all students who are assessed as needing such support. IEPs are developed jointly by the Administration, teachers, parents, Resource Specialists and the affected student and a school psychologist. If you are concerned that your child has special educational needs, please speak with your classroom teacher to and request a Student Study Team (SST) meeting.

## ***Inclusion***

The “Inclusion” program is part of the SFUSD “Special Education” program, and is geared towards students with significant special needs. Certified staff members at each campus coordinate the program, with the assistance of several paraprofessionals who

provide individualized attention to program students. Lilienthal is gradually becoming a magnet school for inclusion students who are Deaf/ Hard of Hearing.

## **Resource Specialists**

The SFUSD provides Lilienthal with certified, highly trained special education professionals to serve students with identified special needs. Resource Specialists team with the General Education teacher to provide the best individualized program for the students. (see **Inclusion**, above).

## **DISCIPLINE POLICY**

**Behavior Standards.** Appropriate behavior during school is set forth in the SFUSD “Student and Parent/Guardian Handbook,” specifically the “Student Bill of Rights and Responsibilities” section.

*At the beginning of each school year, all students and parents are required to sign the following School Rules and behavior Agreement:*

As members of the Claire Lilienthal Learning Community we will try our best to:

1. Always be On Time to School- Excessive Tardiness/ Truancy will be dealt with by following the SFUSD parent/ Student handbook. The school office will make every effort to contact the home before reporting to the truancy board.
2. Practice Safety at School by:
  - Playing safely and respecting others.
  - Not playing on the structure or with balls before/ after school
  - Practicing safe pedestrian behavior during drop-off/ pick-up
  - Using words, not actions to solve our conflicts/ problems
  - Attentive listening and being aware of our surroundings
  - Playing where you can be seen by yard supervisors- not behind or between bungalows or on the side of the school
  - Following directions, and respecting school staff/ adult helpers.
3. Keep our School Beautiful by:
  - Keeping the Yard, Cafeteria, Bathrooms and Hallways clean by putting our trash in the garbage cans, recycling when necessary, and never spitting/ participating in unsanitary behaviors.
  - Never defacing/ destroying school equipment or property.
4. Walk quietly to line or class by:
  - Not running in hallways, on stairs, to your line, or after the yard bell rings
  - Respecting other classes by being quiet in school hallways and bathrooms.
5. Once you arrive at school you may not leave without permission.

- You must not leave campus without informing the office and signing in/out by parent/ guardian with legitimate excuse.
6. Keep all Toys, Games, and Electronic devices at home. Any of these items will be confiscated by the school office and returned to the student at the end of the day.
  7. Use Appropriate Language at all times. Respect each other and property at all times. NO SLURS, FOUL LANGUAGE, STEALING OR THREATS ALLOWED.

\*\*Classes/ Students who choose to not follow the rules will experience the following consequences:

- 1<sup>st</sup> consequence- benched during recess time and review of school rules.
- 2<sup>nd</sup> consequence- sent to school office/ student advisor to review other choices student could have make. Phone call to parents when necessary.
- 3<sup>rd</sup> consequence- principal meets with student, parents, teacher and student advisor when necessary. Intervention agreed upon by group.

\*\*A STUDENT WHO STEALS, USES SLURS OR OTHER FOUL LANGUAGE, OR WHO FIGHTS OR ENDANGERS/ THREATENS OTHERS WILL BE SENT TO THE PRINCIPAL AND STUDENT ADVISOR. PARENTS WILL BE CONTACTED. SUSPENSION CAN BE CONSIDERED.

The guidelines and policy for suspension or expulsion are set forth in the SFUSD Handbook’s “Disciplinary Guidelines” and “Discipline Policy.”

**Weapons and Drugs.** The SFUSD has a zero tolerance policy for weapons, “look-like” weapons, and illegal drugs. The policy will be strictly enforced at Lilienthal. Please review the SFUSD “Student and Parent/Guardian Handbook” for a definition of the policy and procedures.

<b>SAFETY</b>
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## ***Identification and Sign-in Policies for Adults***

Every parent/guardian who visits the school during the day and/or who volunteers in the classroom, school yard, or elsewhere on the school grounds, as well as every temporary school employee, must wear a *name tag*, provided by the school office, at all times while on the school grounds. The name tag must legibly display the adult’s name, in large print. In addition, every adult visiting or volunteering at the school site must *sign in and sign out* in the school office. This is a very important safety measure for our school community.

## ***Disaster Policy***

The need to close the school and evacuate students could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as fire, earthquake or severe storm. At times, communication and/or transportation may be disrupted.

In the event of a major disaster, information will be disseminated in a number of ways, including:

- Broadcast over the SFUSD radio KALW 91.7FM
- Broadcast by other local radio stations and television stations
- Published in the newspaper

#### SFUSD Release Policy

- No student will be dismissed from school unless a parent or individual designated by a parent comes for him.
- No student will be allowed to leave with another person, even a relative or baby sitter, unless the school has written permission to that effect or the person is listed on the student's Emergency/ Medical Release Form and is able to identify himself. If you wish to add names to your child's Emergency /Medical Release Form you can do so at any time during the year by visiting the office.
- All parents or designated persons who come for students must sign the student out. Signs will be posted at the school if the children have been moved to an alternative location.
- **School buses will drop their students off at the next school or child center on their route. Please refer to your current bus schedule.**

## ***Confidentiality of Lilienthal Family Roster***

The Family Roster is **confidential** and contains private information that should not be distributed outside of this school community. Parents/guardians need to exercise responsibility over use of the roster, including use by their children. The roster will be updated periodically and former versions of it should be destroyed, rather than recycled. Please note that the Roster will not contain student's names, ages, or gender. The Roster can be located at the back of this Handbook.

### **SPECIAL EVENTS**

## ***Early Dismissals, Holidays and Staff Development Days***

The SFUSD determines the school calendar, including holidays and staff development days. Classes are *not* in session on holidays and staff development days. The SFUSD sets aside two weeks each year for early dismissal from school for grades K – 5<sup>th</sup>, and during those weeks Lower School classes are dismissed an hour earlier. School buses are available and also run an hour earlier during those two weeks; no school buses

are available for students dismissed at 1:45 p.m. during those weeks. Families are reminded of upcoming days off and early dismissal in the Wednesday Envelope.

See also the discussion in **School Schedule and Calendar**, above.

## ***School-wide Events***

Throughout the year, Lilienthal enjoys several school-wide events. Past examples include: picnics, a Halloween parade, a Winter Songfest, a May Fair, a Science Night, May Day Dance Festival, various performing and visual arts showcases, assemblies, promotion celebrations, multi-cultural celebrations and activities, etc. Information about specific events will be provided to you via the Wednesday Envelope as they are scheduled.

## ***Birthday Book Program***

The Birthday Book Program is a way to contribute to the health of the libraries' collections, while involving students in the libraries and honoring their birthdays. On his or her birthday, each student is invited to pick out a brand new library book that has not been put on the shelves yet. A bookplate is put in the book commemorating the child's birthday and the parents/guardians are asked to contribute to our PTA Library budget. Please look for the annual letter in your Wednesday Envelope around the time of your child's birthday (summer birthdays receive letters in May), and contribute generously.

Generally, we cannot accept contributions of books because a library collection must be planned and balanced (and we don't have the necessary staff/money to catalogue the books ourselves); however, if you have some spectacular or unusual volumes that you would like to donate, please contact the SSC Curriculum Committee Chair.

<b>SPORTS, AFTER-SCHOOL ACTIVITIES AND COMMUNITY SERVICE</b>
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## ***Intramural and Extracurricular Sports Programs***

In addition to P.E., Lilienthal has traditionally enjoyed a varied school sports program either as part of its intramural sports for the Upper School or through the efforts of volunteer parents for the Lower School. In the past, sports have included baseball, basketball, track (in the Upper School) and soccer, basketball, and baseball (in the Lower School). The Upper School teams participate in the city wide middle school league. The Lower School teams have participated in city and other organizational leagues. The number and variety of teams offered from year to year depends on availability and interest. Information about teams being offered in a particular year will be available through the Wednesday Envelope.

## ***C.L.A.S.P.***

The Claire Lilienthal After School Program (C.L.A.S.P.), established in 1983, is a nonprofit organization licensed by the State Department of Social Services. It provides on-site after-school care and enriching educational opportunities for students in Grades K through 2.

C.L.A.S.P. is open every day after school from 1:45 p.m. to 6:00 p.m. It charges a monthly fee, as well as an initial registration fee. (Please see C.L.A.S.P. Director Frank Kanios for further information concerning fees and C.L.A.S.P. programs, or phone him or the C.L.A.S.P. staff at (415) 942-0691.) C.L.A.S.P. also provides care during most holidays and staff-service days, as well as operating a summer program. C.L.A.S.P. is available only at the Scott site.

## **C.L.L.A.**

The Claire Lilienthal Learning Academy (CLLA) works in conjunction with the Presidio YMCA to offer Lilienthal 3<sup>rd</sup> -8<sup>th</sup> grade students an extracurricular after-school program (1:45 p.m. - 6:00 p.m., M-F). Students involved in after school sports teams may take advantage of the extended school site hours of CLLA before and after practices.

CLLA offers elective classes that generally vary each year. The Presidio YMCA will be used for certain athletic classes, and the Lilienthal Scott campus for academic classes.

New information regarding CLLA will be circulated via the Wednesday Envelope. CLLA Emergency and Pick Up forms must be filled out prior to attending; these are available in the school office. **General questions may be left for CLLA at the school office number of (415) 749-3516 prior to 3:00 p.m. daily.**

## ***Community Service Programs***

Currently community service programs are required as part of the Upper School curriculum through the staff advisors and teachers. They may also be offered through the Claire Lilienthal Learning Academy. Information concerning specific community service programs is generally provided via the Wednesday Envelope.

### **SCHOOL MANAGEMENT AND OPERATIONAL PROCEDURES**

Lilienthal has a Principal and an Assistant Principal who supervise and administer the day-to-day operations of the school. The administration is fundamentally responsible for managing the staff and other employment relations issues, including hiring and discipline, and for planning, implementing and executing the SFUSD “core curriculum” (see **Curriculum and Academic Standards**, above). The Principal has management responsibility for both of the Lilienthal school sites.

Lilienthal also has a School Site Council (SSC), which is responsible for monitoring, evaluating, enhancing and improving the annual Academic Plan to ensure a high quality program (see **School Site Council**, below).

The annual Academic Plan is particular to Claire Lilienthal, yet supports the priority areas established by SFUSD.

## ***School Site Council***

**Overview.** The SSC is a part of Lilienthal's management system, and is the body responsible for ensuring that Lilienthal conducts a high quality curricular program. It is a state-mandated, elected consensus-based entity. The parent members of the SSC are elected by a majority vote of each Lilienthal parent/guardian. All parents/guardians are encouraged to vote. The SSC is composed of eight (8) members, including parent/guardian, teacher and staff representatives, as well as the Principal. The SSC establishes policies regarding Lilienthal's academic programs and extracurricular activities. It is the primary way the school community, as a whole, can participate in the review, development, and implementation of the school's curriculum, as well as other important issues affecting the school.

The SSC has three officers: a Chair, a Vice-chair, and a Secretary. The officers are appointed, by consensus, by the SSC membership.

The SSC is governed by by-laws, which are available in the school office for viewing by the community at any time.

**How the SSC Works.** The main task of the SSC is to oversee the development, refinement and improvement of the school's Academic Plan (see **Curriculum and Academic Standards**, above). One of the ways the SSC does this is through the Annual School Site Council Survey, whereby the parents/guardians and the faculty are polled on issues related to curriculum. Based on information from that poll and other relevant data, the SSC decides what Lilienthal's curricular emphasis will be for the following year. The SSC then drafts a curricular plan, called the Academic Plan, and submits it to the SFUSD for approval. Once the SFUSD approves the Academic Plan, the SSC must implement and monitor adherence to it. Two community meetings provide opportunity for all families to give input into the development of the Academic Plan.

**SSC Committees.** A successful curriculum depends on many factors, such as strong academic standards, qualified teachers, adequate facilities and equipment, and a good learning environment. Therefore, in order to successfully carry out its mandate, the SSC establishes standing and ad hoc committees to act as task forces to research, review, and recommend actions in several areas.

## ***Korean Immersion Program***

Lilienthal has a Korean/English Immersion Program. That program is available in the Lower School (Grades K-5). While that program is a separate program, its students generally participate in all curricular and extracurricular activities offered at Lilienthal. The Korean Immersion Program (KIP) is administered by Lilienthal's Principal. KIP has an executive board comprised of four members, all elected by the Korean/English Immersion parent/guardian body: President, Vice-president, Secretary, and Treasurer. A parent representative is also elected to the SSC to represent the interest

of KIP and other English Language Learner programs. KIP meets every other month to approve funding for materials and programs unique to the Korean/English Immersion Program, and to discuss past and future fundraising activities. In addition, KIP is working toward funding school-wide Korean cultural events featuring art, dance, martial arts, and drama.

KIP has joined the Claire Lilienthal PTA, and shares equally in the benefits of all programs sponsored by the PTA. In addition, any income specific to the Korean Immersion Program is held separately by the PTA for use at the sole discretion of KIP.

## ***Student Government***

The student body at Lilienthal is governed by the Upper School Leadership Council, which is comprised of elected student representatives from the Upper School, as well as elected officers. Student elections are held in the Fall semester. The Student Council and the upper school students fund raise for their Outdoor Education trips, various charities, school dances, and school spirit days.

### **PARENT-TEACHER ASSOCIATION (PTA)**

**Overview.** PTA membership is open to all parents/guardians, school administrative staff and faculty, for an annual fee of \$10 per person. Only members may vote, where applicable, on PTA issues, and participate in PTA elections. The Lilienthal PTA Executive Board consists of individuals elected by the members of the PTA body: a President, three Vice-presidents, a Secretary, a Treasurer, an Historian and other positions. The PTA at Lilienthal is a child-advocacy body that meets monthly to develop programs to support school academics, to improve coordination between home and the classroom, to build a strong, supportive school community, and to coordinate with SFUSD and statewide PTA activities. The PTA is governed by a set of by-laws, which are available for review in the school office.

**Fundraising and Budget.** The PTA works in partnership with the SSC to augment and strengthen the school's educational environment (see **School Governance**, above). The primary way it does this is to sponsor programs that support the curricular priorities identified in the annual School Site Council Survey, such as the Environmental Education program, supplemental PE, and various science, art, and music programs. The PTA pays for these types of programs through fundraising, and its nonprofit status makes it the most effective means of raising money. Claire Lilienthal has been most fortunate in recent years to have strong support from parents/guardians who help execute its fundraising events.

The PTA annual budget is established every May or June by a vote of the PTA membership. At that time, the membership is presented with a proposed budget containing funding priorities based on input and recommendations from the teaching staff, the administration, and the SSC (via the School Site Council Survey). The budget also usually contains specified amounts to supplement such things as library book

replacement, new office supplies and equipment, playground equipment, teacher training and development, and to sponsor various social events, such as community picnics.

Once the proposed budget is approved by the membership, it becomes the PTA budget for the following academic year. The current PTA budget is available for inspection at any time in the school office.

During the course of the school year, the PTA and its designees expend funds to support the various programs in its budget. (**Note:** there are specific guidelines that *must* be followed for requesting money to fund a program or activity in the PTA budget and for requesting reimbursement for funds expended on behalf of the PTA.)

**Web Site.** The PTA supports and maintains through parent assistance a web site that includes the most recent school calendar and a wealth of information about Claire Lilienthal School. It can be accessed at <http://ClaireLilienthal.org>.

**Fundraising Events and Programs.** Based upon the results of a school-wide poll, the Claire Lilienthal PTA has moved to a "Per Student Assessment" (PSA) approach to basic fundraising, augmented by other fundraising events. All families are encouraged to participate in the PSA.

The PSA consists of a written commitment by each parent or guardian at Claire Lilienthal to contribute time, money or both to the Lilienthal PTA. The base PSA plan asks each parent/guardian to devote 25 hours per year in volunteer time to the school and to also contribute \$150 per student. If a parent/guardian is unable to contribute 25 hours per year in volunteer time s/he is asked instead to opt to contribute \$300 per student enrolled, in lieu of a time contribution. There is also an option to contribute 50 hours of time per year, with no cash contribution required. Please note that there is no requirement to participate in the PSA, but it is recommended.

In addition, the PTA sponsors the following events:

*Holiday Merchandise Sale:* Students are given a color catalog early in the Fall semester from which items can be ordered for Holiday gifts, gift wrapping materials greeting cards, chocolates, and plants. Students are awarded incentive prizes based on the amount of merchandise their family sells. Lilienthal receives a percentage of each sale.

*Starlight Celebration Auction:* Our annual evening auction and party (for grownups only) is the largest fundraising event of the year. Hundreds of items solicited from Lilienthal families and local merchants are sold during silent and live auctions. An important part of the Auction is a Claire Lilienthal tradition—the creation of class quilts. The students make individual squares of these unique quilts, and parent volunteers assemble them. The quilts are then put up for auction at the evening party. About 35 percent of the annual PTA budget is raised at the Starlight Auction. Merchants who have given to our Auction are featured in a special web site called "San Francisco's Finest" at <http://ClaireLilienthal.org/finest>.

*Bookfair:* Allows students and parents to purchase a wide variety of books and educational materials prior to the holidays. A percentage of each sale benefits Lilienthal.

*Mayfair Carnival* is a fun-filled Claire Lilienthal tradition! The May event is planned as a self-supporting event. The Mayfair features activity and game booths, food, prizes, and live entertainment. Many volunteers are needed to make this day a rewarding event and a good time for everyone. We especially encourage Lilienthal families to invite

friends, relatives, and neighbors. In addition a drawing is held with several prizes that students can sell tickets for in advance.

Other programs that the PTA sponsors include:

The *Reflections Program* is a national educational competition designed to allow children to express themselves through art, photography, music, and literature. Children prepare entries based on a theme that is selected yearly by the national PTA. Official rules and entry forms are provided through the PTA. The entries are judged on a national level and selected winning entries are included in a display that moves to various locations across the United States. Claire Lilienthal is proud to have had several finalists from our school.

*Back-to-School Picnic:* A September back-to-school get-together for the entire Lilienthal community. The PTA provides the hot dogs; families provide potluck salads, beverages and desserts. Everybody brings smiles and a good time.

*Spirit Merchandise Sales:* Throughout the year, T-shirts, backpacks, sweatshirts, Polo-style shirts and aprons sporting the Claire Lilienthal logo are offered for sale. These useful, high-quality items bring a percentage of the sale back to the PTA.

*E-Scrip:* An easy fundraiser for everyone that uses a supermarket card, credit cards, or debit cards. Sign-up is throughout the year and information is through the Wednesday envelope.

**PTA Committees.** The PTA supports several committees that help in classroom and fundraising activities:

*Room Parents:* Each classroom needs at least one parent/guardian volunteer to act as Room Parent. The Room Parent is responsible for clearly communicating information pertaining to classroom and school-wide activities, and for organizing the other parents to help the teacher with classroom activities (field trips, birthday parties, book orders, class projects, and other educational and fundraising events).

*PTA Membership Drive Committee:* This committee encourages all parents to become members of the PTA. The annual membership is currently \$10.00 per adult member. When parents contribute to our PSA program, they automatically become members of the PTA. From each contribution, or membership, about \$2.50 goes to support the national, state, and local PTA. The balance remains with our school. About 90 percent of Claire Lilienthal families, faculty, and staff become members of the PTA. Our goal every year is to achieve 100 percent membership.

*Fundraising Committee:* This committee organizes, coordinates, and implements the major fundraising activities through the year. All net proceeds from these activities go to the Claire Lilienthal PTA to fund curricular enhancements and other school needs.

*Grants Committee:* The PTA Grants Committee solicits, researches, and applies for grants to support Lilienthal's core educational environment, as well as extracurricular and enrichment activities. The committee's fundraising efforts target priority areas that have been identified by the parent/guardian body, teachers, and the administration. Grants awarded to date have been used to enhance our technological resources, revamp and supplement our library/media collection, and support curriculum-based projects initiated by individual teachers. Future priorities include funding for classroom aides in grades 4 and 5, additional technology and library grants, funding to expand school-wide art and music programs, and assistance for Lilienthal's Upper School after-school

program, the Claire Lilienthal Learning Academy (see **Claire Lilienthal Learning Academy**, above).

## San Francisco Unified School District's Abbreviations

The following are some of the most used abbreviations used in communications from the San Francisco Unified School District (SFUSD).

<b>ADA</b> Average Daily Attendance	Their Families- city department	renewable contract given by SFUSD.
<b>BELA</b> Bilingual Education/ Language Academy (former SFUSD department)	<b>DELAC</b> District English Learner Advisory Committee	<b>FEP</b> Fully English Proficient
<b>CAO</b> Chief Academic Officer	<b>DPSS</b> Data Planning School Support	<b>GATE</b> Gifted and Talented Education (SFUSD program)
<b>CBO</b> Community- Based Organization	<b>DSFFP</b> Department of State and Federally Funded Programs (SFUSD Dept.)	<b>IEP</b> Individualized Educational Program- A legally mandated document created by a team consisting of teachers, resource personnel, school site administrator, student and parent, which outlines the educational goals and plan for any student identified with disabilities.
<b>CFO</b> Chief Financial Officer	<b>EIA</b> Economic Impact Aid- a student program consisting of two parts: LEP and SCE	<b>II/USP</b> Immediate Intervention/ Under-performing Schools Program- California State funded initiative to promote student achievement in selected schools with test scores below the 40 <sup>th</sup> percentile.
<b>CTC</b> California Commission of Teacher Credentialing	<b>ELAC</b> English Learner Advisory Committee- The ELAC is a school site committee responsible for advising the principal and staff on the school's plan for English learners and its implementation	<b>ISO</b> Instruction Support and Operations (SFUSD Dept.- directly supervises and supports schools and site administrators) included ES (Elementary schools), MS (Middle
<b>CSRD</b> Comprehensive School Reform Demonstration grant- Federal grant supporting whole school, research-based reform initiatives. School based.	<b>ELL</b> English Language Learner	
<b>DAC</b> District Advisory Committee	<b>EPC</b> Education Placement Center- assigns students to schools	
<b>DBAC</b> District Bilingual Advisory Committee- (Replaced term. See DELAC)	<b>ET/TT</b> Emergency Teacher/ Temporary Teacher- a designation for someone hired to fill a limited term, non-	
<b>DCYF</b> Department of Community, Youth and		

schools), and HS (High schools).

**IST** Information Systems and Technology (SFUSD Dept.)

**LEP** Limited English Proficiency

**LMCC** Labor Management Community Advisory Committee

**MOU** Memorandum of Understanding

**PAR** Peer Assistance and Review- new state-mandated program where teachers “coaches” support and evaluate new teachers and under-performing veteran teachers.

**PGP** Professional Growth Plan- the plan that indicates a teacher’s professional growth activities, which are tied to district priorities and the SF Teaching Standards. This plan is part of the new STARSS teacher evaluation process.

**PO** Purchase order

**PQR** Program Quality Review- a state mandated review process for elementary and middle schools that occurs every three years and results in a comprehensive self-review, a student work summary, and a School Improvement Plan.

**PTA** Parent Teacher Association- a national organization that empowers its members with skills in advocacy, leadership, and communication.

**PTSA** Parent Teacher Student Association- PTAs at middle and high school often will include students.

**RPA** Research Planning and Accountability (SFUSD Dept.)

**RFP** Request for Proposal

**SAC** School Advisory Committee- The SAC is a school site committee that advises on the development and modifications of the school’s compensatory education program.

**SBCP** School- Based Coordinated Programs- pools State/ Federal funds

**SCE** State Compensatory Education- CA version of Title 1

**SEIU** Service Employees International Union Local 790- represents all classified employees at SFUSD school sites, whose members are stakeholders in the infrastructure of every school and in central administration.

**SIP** School Improvement Program- A state program

**SFTS** San Francisco Teaching Standards- used as the basis for teacher evaluation in SFUSD, beginning 2000-01 school year. Modified form the California Standards for the Teaching Profession.

**SSC** School Site Council

**STARSS** Standards, Teaching Accountability, Reflection and Support Systems- name for 2001-02 pilot of new teacher support and evaluation system in SFUSD

**TSA** Teacher on Special Assignment (designation for non-classroom, non-school site position)

**UASF** United Administrations of San Francisco. SF union local for administrators.

**UBC** Union Building Committee- the officially elected representative body for teachers and para- professional, as defined in Section 25 of the SFUSD- UESF Contract.

**UESF** United Educators of San Francisco- SF union for teachers and para-professionals, Local of American Federation of Teachers, and the National Education Association.

**USP** Urban Systemic Program, funded by National Science Foundation

**WAD** Weekly  
Administrative Directive-  
SFUSD weekly  
informational bulletin.

**WASC** Western  
Association of Schools  
and Colleges- a  
professional association  
that oversees the  
accreditation process for  
High Schools.