

Darnall Charter School

Student/Parent Handbook



Dr. Anne Mathews, Executive Director
Mr. Brian Rainey, Associate Director

“I am building a better future.”

Name	Grade
Teacher	Room #
My school email:	@darnallcharter
Email password:	

History

Darnall Charter School is proud to have served students and their families in our community for over 30 years! We opened our doors in 1993 to committed to preparing students for a successful future. Since then, our program has been the launchpad for thousands of students who have gone on to great success!

Mission Statement

We are committed to academic excellence by vigorously engaging students in a rigorous, student-centered learning environment that will foster the development of global citizens.

Vision Statement

Darnall Charter School students will embrace learning, opportunity, and responsibility, explore their unlimited potential, and create positive change.

School Governance

The Board of Directors is the governing board of the school. For information about meetings and agendas visit our website at darnallcharter.org.

School Contact Information
Main Office (619) 5821822 Office hours: 7:30 a.m. – 4:00 p.m. M-F
<i>Executive Director</i> Dr. Anne Mathews amathews@darnallcharter.org
<i>Associate Director</i> Brian Rainey brainey@darnallcharter.org

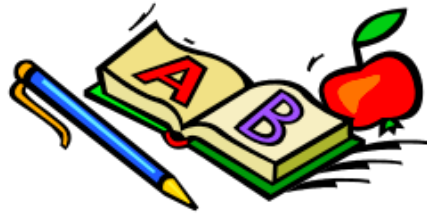
Leadership

Dr. Anne Mathews – Executive Director

The Executive Director works with the board, supervises staff, writes policy, and manages the budget.

Mr. Brian Rainey – Associate Director

The Associate Director supervises staff, manages the facility, oversees the academic program, and coaches the teaching staff.



Teachers

Darnall teachers support their students. They are the main link between home and school. Teachers contact parents, hold conferences, and keep student records. The classroom teacher is the student's primary advocate and advisor.

Directors

The directors act as both "district" level administrators as well as school site leaders. Darnall follows a two-director model. While the executive director focuses more on policy and the associate director focuses more on instruction and coaching, both directors are involved in all aspects of school compliance and program.

School Times



Mondays, Wednesdays, Thursdays, and Fridays:
8:30 a.m. – 3:00 p.m.

Tuesdays:
8:30 a.m. – 12:45 p.m.

Students are released at the main gate at 3:00 p.m., or they may be picked up on campus by an authorized parent/guardian.

Students attending The Extended Day Program can be picked up from 3:00 p.m. to 6:00 p.m.

Darnall staff may call the San Diego Police Department if a student is not picked up by 6:00 p.m.

Drop off/Pick up

All students should be dropped off in the 5 minute parking/drop off zone in front of the school. Please do not leave your car unattended as it may be cited for a parking violation.

Students may not be dropped off at school earlier than 7:30 a.m., as there is no supervision available until that time.

The entrance gate is closed and locked during school hours. Ring the bell on the gate and a staff member will leave the office to assist you.

Parents may pick up their students after school in the five minute parking zone or by walking to the front gate, or students may walk through the gate to meet their parents off campus.

During the school day, all parents/visitors must ring the bell on the front gate and wait for a staff member to assist them. They must check in at the front office prior to visiting classrooms or other areas of campus.

When Students Are Tardy

Students arriving at school between 8:00 a.m. and 8:30 a.m. should report straight to their classroom. Students who arrive after 8:30 a.m. should report to the tardy table. Each time a student is tardy, he or she may be assigned a consequence.

Absences

To report an absence, please call the attendance office at (619) 582-1822 (ext. 3050) and ask to speak to the attendance clerk. If parents know that their student will need to be absent for any reason (health issues, family emergency, etc.) an independent study contract may be obtained from the front office. For specific questions about independent study contracts, please contact the office. Attendance at school is extremely important to ensuring academic success. Independent study contracts or long-term health issues may be exceptions that will be handled on a case-by-case basis.

Career Project

Darnall students complete a career project and present it to staff and students at the end of 8th grade. This is a requirement to promote to 9th grade.

The Darnall Motto

The Darnall Motto is short enough to remember and important enough to live by!

Be Respectful
Be Responsible
And always Be Safe!



Non-Violence

Citizenship

Students are graded according to a citizenship rubric that outlines specific behaviors expected of students. The rubric is below:

Citizenship Grade	Descriptor
<p style="text-align: center;">E</p> <p>I help myself and I help others.</p>	<p>All of the below G behaviors, plus...</p> <ul style="list-style-type: none"> ● I greet people as I walk past them on campus. ● I participate in class, help others, and encourage them without being asked. ● I do not receive warnings for my behavior. ● I always clean up after myself and others. ● I am a role model and I redirect others without prompting.
<p style="text-align: center;">G</p> <p>I help myself and I help others when directed.</p>	<p>All of the below S behaviors, plus...</p> <ul style="list-style-type: none"> ● I participate in class and volunteer to answer questions. ● I advocate for myself in a positive way and ask how I can improve my grade. ● I receive no more than two warnings per week. ● I take responsibility for my own actions and clean up after myself most of the time. ● I redirect others with prompting.
<p style="text-align: center;">S</p> <p>I help myself.</p>	<ul style="list-style-type: none"> ● I bring required materials and I make an effort to clean up after myself. ● When I receive a warning, I redirect my behavior. ● I participate when asked, but I don't volunteer. ● I follow directions adults give me around campus. ● I keep my hands to myself. ● I receive no more than four warnings per week.
<p style="text-align: center;">N</p> <p>I hinder my own efforts.</p>	<ul style="list-style-type: none"> ● I do not bring materials to class. ● I am not prepared for class in a timely manner. ● I try to get out of taking responsibility by blaming others. ● I do not improve when I am given warnings.
<p style="text-align: center;">U</p> <p>I hinder myself and others.</p>	<ul style="list-style-type: none"> ● I am argumentative when I am given warnings. ● I am usually unprepared for class. ● I disrupt others in class with sounds and actions. ● I don't clean up after myself and I run when I am supposed to walk. ● I refuse to do work, don't listen to adults, or do nothing when I am supposed to be working.

5th Grade Promotion Ceremony

The fifth grade promotion ceremony is a celebration and recognition of students who have worked hard to accomplish their academic and citizenship goals in order to show readiness for middle school. In order to participate, all criteria below must be met before the promotion ceremony date.

1. Grades - Students must earn passing grades in all core classes. Students who must take summer school courses to be promoted are not eligible to participate in the ceremony.
2. Behavior - Students must receive a grade of satisfactory (S or higher) citizenship) in all classes.
3. No suspensions during the school year - A letter of appeal may be written, signed by a parent, and submitted to school administration at least five days prior to the promotion ceremony.



Dress Code

All students must adhere to Darnall Charter School's dress code. Please ensure that students wear clothing that adheres to the following guidelines:

- Shirts/tops must cover the entire midriff and backside.
- Footwear must be closed toed and closed heeled. No slippers, sandals, open toe shoes, backless shoes, crocs, or slip-ons.
- Hats, scarves, sunglasses, and gloves may only be worn outside and must be taken off once inside the classroom, cafeteria, or school buildings.
- No wallet chains or accessories that hang from the body will be allowed.
- Clothing should be in good repair with no rips or tears and of appropriate size.
- Clothing should not be excessively large or excessively tight.
- Clothing should not contain any pattern, design, or logo that is disruptive or inappropriate, vulgar, violent, promotes or is related to gang activity, or is discriminatory.

Gang-Related Apparel

Darnall Charter School prohibits the wearing of gang-related apparel. For purposes of this policy, "gang-related apparel" is defined as clothing, accessories, or symbols that reasonably could be determined to threaten the health and safety of the school environment. Any determination that certain apparel is gang-related will be based on facts and circumstances that support this reasonable conclusion.

Academic and Behavior Information

Promotion to the next grade level

Students are promoted to the next grade level if they pass all core subjects by earning a 60% "D" or higher in each subject area and demonstrate adequate academic progress.

Progress reports are made available every trimester. Report cards are mailed home at the end of each trimester.

Retention at current grade level

All students being considered for retention will be notified as early in the year as possible; will be provided opportunities for interventions, supplemental instruction, and/or remediation; and will be afforded all rights in accordance with Education Code 48070. The decision to promote or retain a student in a grade level is made by the directors, in consultation with the teachers. Students may be considered for retention at grade level if:

- Results of CAASPP assessments from the previous school year demonstrate that the student is performing at the "standard nearly met" or "standard not met" level.
- Student's academic performance/grades are below standard as identified in grading period report cards and/or grade level benchmark assessments.

- Students' performance in reading and math on the local verified data assessment is below grade level.

Students with up to two failing subject grades on the second semester report card will have the opportunity to make-up the failed classes in summer school. Students with three or more failing grades will be considered for retention.

Inappropriate Behaviors and Consequences

Progressive Discipline Procedures

Note: Serious violations will cause immediate disciplinary action as determined by the school administrator(s) and according to the school's pupil suspension and expulsion policy (Board policy).

Discipline

Discipline is essential to a well run school where students can be their best and learn the most. Discipline helps students develop and grow into mature and responsible citizens.

Note: Daily discipline steps reset each day and with each teacher.

Daily Discipline Steps:

- 1. Verbal warning #1
- 2. Verbal warning #2
- 3. Verbal warning #3 and logical in-class consequences (given by teacher: time out, reflection, phone call home, etc.)
- 4. Referral assigned

Once a student earns a referral, each referral and subsequent referral will adhere to the following progression steps. Serious infractions may warrant a consequence being assigned from a higher tier, as determined by the teacher in consultation with administration. Students must go ten school days without earning a referral in order to reset back to step one.

- **Referral step # 1:** Parent/guardian contacted and student assigned morning recess non-preferred activity (walk around field, play with a different grade level/class, etc.)
- **Referral step #2:** Parent/guardian contacted and student assigned lunch detention (20 min, eats lunch in cafeteria alone with supervision or administration - still goes to recess).
- **Referral step #3:** Parent/guardian contacted and student assigned after school detention (30 min with Ms. Liz).
- **Referral step #4:** Parent/guardian contacted. A behavior plan is created and put into place. In-person meeting held with teacher, administration, and parent.

- **Referral step #5:** Parent/guardian contacted and student assigned to a ½ day placement in another classroom.
- **Referral step #6:** Parent/guardian contacted and student assigned to a full day placement in another classroom.
- **Referral step #7:** Parent/guardian contacted and the student is assigned to a full day placement in the administration office.

Playground Rules

- No food or drink on the playground, blacktop, or field at any time.
 - Food is only allowed in the lunch court.
- No backpacks in the playground area.
- Balls may only be used on the blacktop and on the field.
- Run only on the playground and field areas—not on the cement/hallway.
- One at a time on the slide.
- Take turns on the swings. The time limit is two minutes.
- Make single file lines and don't cut in line.
- Put all equipment back when finished.
- When the whistle sounds, freeze.
 - After unfreezing, everyone picks up one piece of trash to throw away before lining up.
- Treat others with kindness and say “please” and “thank you.”
- Pushing or shoving will result in a consequence.

Inappropriate Items

Students are committed to making a great life for themselves by remaining focused on academics during the school day. Students cannot have items at school that distract from this goal. For all offenses, the item will be confiscated and, after one warning, the student will receive a referral, and a parent must pick up the item.

These items are NOT ALLOWED at school:

- Personal pictures/photos.
- Toys and electronics.
- Gum, candy, and caffeinated drinks.
- Items mentioned in the zero tolerance policy.
- Dangerous or prohibited items.
- Cell phones or smartwatches that are turned on.
- Any materials with inappropriate content or graphics.
- Any other items that distract from learning.
- Excess cash.

Recording/Cell Phone Information

Cell phones and smartwatches are to be turned OFF (not on vibrate or silent) during the school day. Cell phones and smartwatches that are seen or heard any time before 3:00 p.m. or on campus will be

confiscated and must be picked up by the parent/guardian at the end of the school day. Parents or guardians who need to contact their child are welcome to call the main office to either send a message or have the child called to the office to speak with them. Students are not allowed to take pictures or record on campus without the permission of the teacher. Any student who violates this policy will receive a school consequence. In addition, unauthorized photography and recording is against the law. (Ed Code 51512)

Grading

In grades TK through 5th students use master grading.

4 (Exceeds/Advanced): The student consistently demonstrates a thorough understanding, works independently, and applies skills in new or complex ways.

3 (Meets/Proficient): The student consistently meets grade-level expectations, understands core concepts, and completes work with few errors. **This is the goal.**

2 (Approaching/Basic): The student is making progress but has not yet met the standard. They may need more time, support, or show partial understanding.

1 (Below/Limited): The student is struggling to understand concepts and requires significant support to make progress.

Middle School uses a traditional grading system:

A = 90% – 100%
B = 80% – 89%
C = 70% – 79%
D = 60% – 69%
F = 59% and below



Awards and Recognitions

Students are recognized for their accomplishments in several ways throughout the school year.

- Academic awards:
 - Scholar of the Month
- Other Awards:
 - Hardest Worker of the Month

Field Trips

It is expected that all students behave in a manner that is consistent with the school's policies and rules during field trips off campus. Students who are unable to do so may be asked to return to school if

necessary instead of participating in the field trip. This decision will be made by the classroom teacher in conjunction with the principal or vice principal.

Library

To use the library during class or at lunch, students must get a pass from their teacher. Library books can be checked out for 14 days. No more than three books may be checked out at a time. For specific information regarding library fines, please see the Annual Parent Notification.



Health Office

Any medications for students must be left in the health office. A doctor's note and proper documentation is required to administer any prescription medicine. A doctor's note is also required for students to be excused from school or PE activity for more than one day.

Nut-Free Zone

Due to food allergies on campus, Darnall strives to be a "nut-free zone." No nuts of any kind (e.g., peanuts, walnuts, almonds) are sold or distributed on campus. Please be careful when bringing food on campus and when sharing with others. Students should avoid bringing food containing nuts to school, including peanut butter. Food containing nuts may be confiscated by school personnel, to be picked up by a parent/guardian at the end of the school day. Students with food allergies should see the health office for special dietary options.

Meeting with Staff

Parents wanting to meet with a teacher or staff member may request a meeting via telephone or email directly to the staff member (or through the front office if the staff member cannot be reached). All meeting requests must be submitted at least 24 hours before the desired meeting time and are subject to teacher/staff availability.

Changes to the Handbook

Changes to this handbook may be made periodically and will be reflected in the online version.