

Bradley International School

Handbook
2008-2009



3051 S. Elm Street
Denver, Colorado 80222
Office: 303-756-8386 Attendance Line: 720-424-9398

bradley.dpsk12.org
www.dpsk12.org
IBO website-www.ibo.org

Mission Statement

At Bradley International School, we strive to provide students with the educational opportunities and skills necessary to become lifelong learners; to encourage a sense of community, a respect for other cultures and diversity, and a love of learning; and to provide a balanced and challenging curriculum that enhances student achievement to its highest potential and relates classroom experiences to the realities of the world!

School Mascot: Eagle

School Colors: Purple and White



Dear Bradley International School Families,

Welcome to the 2008-2009 school year! It's amazing how quickly time passes and that another school year is beginning! I hope you had many opportunities to spend time with your children over the summer months.

A new school year is always exciting and I am looking forward to building on the many successes we celebrated last year! For parents who are new to Bradley, one of our biggest accomplishments was becoming the first elementary school in DPS to become an authorized International Baccalaureate (IB) school. This has been a rigorous process and we are extremely proud of our accomplishment! This year, we will continue to focus on the implementation of the IB programme, specifically on building an awareness and understanding of the *Learner Profile* with students, Bradley staff, families and community. Academics with an emphasis on differentiation of instruction in literacy and math will remain a priority as well. Instruction in the fine arts, world language, library media, technology, and physical education will complete our program.

As your principal, I am dedicated to student achievement, supporting teachers with the implementation of rigorous and motivating curriculum, and sustaining a school culture that is safe, caring, and fun! I truly believe that every child has the ability to succeed and to become a lifelong learner. Together, we play such an integral part in the success of our children, and I look forward to continuing our partnership.

Many students and parents have a mixture of emotions on the first day of school! Please know that the staff at Bradley is here to ensure that the first day of school will be successful. Enclosed, is information that will help with the first day of school. I encourage you take a few minutes to review it with your child.

Our doors are always open, so please don't hesitate to contact us (303) 756-8386. The Bradley staff and I look forward to an amazing school year!

Fondly,

A handwritten signature in cursive script that reads "Heather Regan".

Heather Regan
Principal, Bradley International School

BRADLEY INTERNATIONAL SCHOOL
2008-2009 STAFF

OFFICE STAFF

Heather Regan	Principal
Evonne Edwards	Secretary
Chris Canady	Secretary

SUPPORT STAFF

Jennifer Athanas	Nurse
Patty Krienbrink PT	208A
Cary Mead	PSY/SW 207A
Pat Lilley	Speech/Language 113A

LUNCHROOM STAFF

Maria Hardimann	Manager
Lauris Mead	

CUSTODIAL STAFF

JoAnn Rascon	Facility Manager
Blanca Hernandez	
Veronica Henriquez	

PARAPROFESSIONAL STAFF

Courtney Larmer	ECE
Deanna Draper	ECE
Kimberly Payne	ECE
Debbie Schatz	ELC
Veronica Sims	ELC
Natalie Dines	Kindergarten
Susan Fullerton	Kindergarten
Michael Lerner	Kindergarten
Kari Padilla	DLC
Renee Ramsey	DLC
Scott Qualy	AN
TDB	AN
Stephanie Carpenter	MM
Brittany Johnson	MM
Robin Leatherman	SPED
Pat Scott	ESOL
Jessica Wall	Office

TEACHING STAFF

TEACHER

GRADE LEVEL

ROOM NUMBER

Lisa Zinn	ECE (1/2 day)	111
Jennifer Reese	ECE (Full Day)	107
Wendy Wetherill	ECE (Full Day)	113
Cassandra Mehr	ELC	108
Megan Eggleston	Kindergarten (1/2 Day AM)	112
Anna Dascalos	Kindergarten (Full Day)	110
Francine Dale	Kindergarten (Advanced)	114
Caryn Schill	DLC	109
Jennifer Dougherty	1st	116
Ellen English	1st	106
Jodie Leatherman	1st	105
Kristen Grotegut	2nd	117
Andrea Holmes	2nd	104
Addie Howard	2nd	103
Margaret Cypress	3rd	205
Rebecca Williams	3rd	206
Katherine Finnegan	4th	203
Jane Webster	4th	204
Michelle Anderson	5th	214
Becki Hays	5th	213
Kimberly Sutherland	AN (3 rd – 5 th)	208
Graca Pereira	ESOL	218
Becky Gray	Special Education	107
Pamela O'Nan	Special Education	215
Stacy Nishioka	LMC	201
Laura Friesen	Spanish	217
Joseph Corsentino	P.E.	Gymnasium
Joyce Hurd	Music	118
Karen Kenney	Art	115
Mary Firth	IB Coordinator	216
Tracy Cress	Humanities Facilitator/GT	216

School Hours

Office Hours

8:00 AM to 4:30 PM

Full Day, ECE – 5th Grade

8:55 AM: First Bell

9:00 AM: School Begins

3:45 PM: School Dismisses

Half-Day ECE and Kindergarten (AM Session)

8:55 AM: First Bell

9:00 AM: School Begins

11:40 AM: School Dismisses

Half-Day ECE (PM Session)

1:05 PM: School Begins

3:45 PM: School Dismisses

Breakfast

8:30 AM-8:55 AM: Students eating breakfast should arrive no later than 8:40 AM

Lunch/Recess

11:15 AM-12:15 PM: ECE (Full Day)

11:50 AM-12:50 PM: Kindergarten (Full Day)

11:30 AM-12:15 PM: 1st-2nd Grade

12:00 PM-12:45 PM: 3rd -5th Grade

Morning Playground Supervision

8:40 AM-9:00 AM: *To ensure the safety of all students, students who are not eating breakfast at Bradley should not arrive prior to 8:40 AM.*

Bus Supervision

8:40 AM-8:55 AM and 3:45 PM-4:00 PM

Important Dates

August 20th

September 1st

September 19th

October 13th-29th

October 29th-31st

November 7th

November 10th

November 26th-28th

December 19th

December 22nd – January 2nd

January 5th

January 19th

February 16th

February 17th

February 20th

March 23rd – 27th

April 17th

May 1st

May 25th

May 28th

May 28th

Back to School Night; 6:30 PM-8:00 PM

Labor Day; No School

Assessment Day; No School for Students

Parent-Teacher Conferences

Fall Break; No School

End of First Trimester; Progress Reports Sent Home

Observance of Veteran's Day; No School

Thanksgiving Break; No School

Assessment Day; No School for Students

Winter Break; No School

Planning Day; No School for Students

Martin Luther King Day; No School

President's Day; No School

Planning Day; No School for Students

End of Second Trimester; Progress Reports Sent Home

Spring Break; No School

Focus on Student Achievement Day; No School for Students

Assessment Day; No School for Students

Memorial Day; No School

Last Day of School; ½ Day for Students

End of Third Trimester; Progress Reports Sent Home

**Note: Dates for events such as Family/Curriculum Nights, Music Concerts, Collaborative School Committee meetings will be decided upon the first month of school. These dates will be communicated through the monthly school newsletter.*

School Policies

Bradley International School follows all policies set by Denver Public Schools. Please visit www.dpsk12.org/policies for more detailed information.

Arrival and Dismissal of Students

To ensure the safety of our students, please adhere to all parking signs and speed limits.

Before and after school are particularly busy times and we ask that everyone drive with extreme caution. Students will only be permitted to cross the street in designated crosswalks. Students will not be permitted to enter cars that are parked in the middle of the street. Denver Police as well as DPS security often patrol the area and may issue a ticket for any illegal action.

Upon arrival, students should report to the blacktop area on the playground unless they are eating breakfast. If weather does not permit outside activity, students will report to the gymnasium. Teachers will greet students on the playground/gymnasium. Upon dismissal, Kindergarten and 5th grade teachers will lead their students through the front south doors. Students in 1st-4th grade will exit by the front doors nearest to the office. In order to relieve congestion and for the safety of your children, we ask that parents meet their children outside or in the front lobby of the school. Students should be picked up promptly at 3:45 PM. Children in ECE need to be signed in/out daily by their parent/guardian. This will be done outside of your child's classroom.

To ensure the safety of our students, all doors to the school will be locked, with the exception of the front entrance, after 9:15 AM. The south entrance will be unlocked for morning ECE/ Kindergarten dismissal as well as afternoon dismissal for the whole school.

Attendance (Absences and Tardiness)

Daily attendance and being punctual are essential to success in school. Students arriving after 9:00 AM will be considered tardy and should report to the office to receive a pass to enter class. If your child will be absent or tardy, please call Bradley's attendance line at 720-424-9398 **prior** to 9:00 AM. Please leave a message with your child's name, teacher and reason for the absence or tardy. Please call the main office at 303-756-8386 **after** 9:00 AM to report an absence or tardy. Make-up work will be provided upon the request of the student or parent. If you know your child is going to be absent in advance, inform your child's teacher so that assignments may be given.

Early Dismissal at the Request of Parent/Guardian

If your child needs to leave school early, please call the school or send a note indicating the reason and time for dismissal. Upon your arrival to pick up your child, **you must first sign him/her out** in the main office. Your child will then be called to the office. For safety reasons, we will ask to see a photo ID before releasing your child to you. A child will only be released to the adults that are listed on their emergency cards. *It is important that this information is kept current.*

School Closures/Delayed Opening/Early Closure

The decision regarding school closures, delayed openings, and early closures are made by the Superintendent and appropriate authorities. Information regarding schools closures, delayed openings, and early closures will be posted on the front page of the DPS website and announced on KOA 850 radio (English), KMXA 1090 AM, KJMN 92.1 FM and KJME AM radio (Spanish), and local television stations beginning at 5:00 AM. **Please do not call the school.** In the event that severe weather occurs during dismissal, students will remain in the school until the weather subsides.

School Policies (Continued)

School Dress

Student dress is an essential aspect of creating a school environment that is safe and conducive to learning. Student dress and personal appearance shall meet reasonable standards of cleanliness and safety and must show respect for others. *Students should also dress appropriately for weather.* The following are not permitted: clothing referencing drugs, violence, gangs etc.; skirts and shorts shorter than mid-thigh length; sunglasses, hats or head scarves worn inside a building; clothing that exposes the stomach or back (including shirts with thin straps); low-waisted trousers or excessively baggy clothing; and unsafe footwear including rubber-soled thongs (flip-flops). Generally, the initial consequence for violation of the dress code will be a request for immediate change of dress. If this is not possible, the student's parent/guardian will be contacted to bring clothes or the student may be sent home. Exceptions to the dress code may be made by the principal due to religion or a medical condition.

School Property

Willfully damaging or destroying school property may be a cause for suspension or possible expulsion. If a student accidentally causes damage, they should immediately report it to their teacher so that it is not misconstrued as vandalism. Items that are loaned, such as textbooks and library books, are expected to be returned in good condition. In the event that material is lost or damaged, payment is expected for its replacement. Progress reports may be withheld until all payments have been made.

Tobacco-Free

DPS is a tobacco-free district. Therefore, no tobacco products are allowed on school property.

Pets

Special permission must be given by the teacher or principal for any type of pet to be brought on school grounds. This includes dogs that are leashed.

Valuables and Toys

Personal belongings such as electronic devices, toys, athletic equipment, etc. should remain at home. The school will not be responsible for lost, damaged, or stolen items.

Cell Phones

Cell phones may only be brought to school upon parent request and to only support student/parent communication before/after school. When parents or visitors are at the school, we ask that cell phones be turned off or switched to silent mode as to not interrupt instruction.

Visitors

Parents are always welcome and encouraged to visit the school. It is required that all visitors sign-in at the office to obtain a Visitor's Badge.

Volunteers

Bradley welcomes and encourages volunteers. There are many ways parents and community members can support the students at Bradley. Please ask your child's teacher or inquire in the office as to how you can be of help!

Student/Emergency Information

It is important that we have appropriate information to contact all parents in case of an emergency. Please ensure that the information requested on the **registration form** is kept current. Please keep us informed of any changes in your address and/or telephone number.

School Policies (Continued)

Illness or Injury

When minor injuries occur at school, first aid will be administered by trained school staff. In the event of a serious accident, paramedics will be called and parents will be contacted. **Keeping your phone number and your emergency number current is extremely important.** Parents will be called to pick up a child who has a fever above 100 degrees, or who is obviously in pain, stressed, or who has a contagious disease. As a general rule, a student ill enough to require several doses of medication during the school day should probably stay home. If your child has any existing medical problems or allergies, please ensure you record this information on your child's **registration form**.

Medication

Medication (prescription) will only be given when a parent specifically makes a request and completes the **Student Medication Request Release Agreement/Physician's Order Form**. If your child needs to take medication at school, please contact the office to obtain the proper forms. **ALL medication must be turned into the office.** Over-the-counter medication, including cough drops, will not be given or permitted at school.

Emergency Drills

Fire drills are conducted monthly. Each class has an assigned escape route that will take them to a safe distance from the school. Additionally, Severe Weather and Lock-Down Drills are conducted once per semester. For a Severe Weather Drill, each class has an assigned place when students will kneel with heads covered facing an inside wall. During a Lock-Down Drill, students will remain in their classrooms away from windows and doors. Exterior doors to the school will be locked. During the time of the drill, no one will be permitted to enter or leave the school. A sign will be posted on the front door of the office to inform parents that a Lock-Down Drill is taking place.

Homework

Homework provides reinforcement of the learning that took place during the school day. Parents can support their child with their homework by reinforcing the importance of completing assignments as well as providing a quiet and comfortable place to work. Each classroom has its own homework schedule that will be communicated early in the school year. Please contact your child's teacher if you have any questions.

Celebrations/Parties in the Classroom

Celebrations are an exciting time for our students. Please contact your child's teacher to arrange for a time to celebrate your child's birthday as to not impact instruction. In an effort to support our students with health and wellness, we ask that you save special food treats for celebrations at home. If your child would like to give a small item to fellow students, please consider sending stickers, erasers or pencils. For classroom celebrations, such as Halloween, we encourage parents to contribute healthy foods. Teachers will coordinate with parents as to how they can support with classroom celebrations. *Please note: Per DPS Policy, food prepared at home is not permitted at school. All items must be pre-packaged and store-bought.*

General Information

Kaleidoscope

Before-and-After school care is provided by the Kaleidoscope program. Please contact the Kaleidoscope office at (720) 424-8291 for fees associated with this program. Information is also available in the school office.

School Pictures

Individual school pictures are taken early in the school year. Class pictures are taken in the spring. Specific dates will be sent home in Friday Folders.

Lost and Found

We encourage parents to write your child's name on his/her outerwear, backpacks and lunch containers. Items found on school grounds will be placed in our Lost and Found located in the stairwell across from the office. Smaller items such as jewelry or eyeglasses will be kept in the office. Items from the Lost and Found will be donated to a shelter in need on a monthly basis.

Communication

Bulletin Boards

PTO and information from the Collaborative School Committee is located outside of the office. In addition, each classroom displays student work outside of their classroom.

Friday Folders

Each student will receive a *Friday Folder* to bring home on Friday afternoon. It will contain current information regarding school events and updates. Parents should take the time to read this important information. Folders should be returned to school the following Monday.

Website

Bradley has a website that contains the most current information about school events. Please visit our website at: bradley.dpsk12.org.

Monthly Newsletters

A monthly newsletter is sent home the first Friday of every month. It contains information regarding classroom curriculum, school events, community information, and district information.

Marquee

Bradley has a marquee on the corner of Cornell and Dahlia. The marquee will be changed as often as possible to reflect the current events occurring at Bradley.

Parent/Teacher Conferences

Scheduled conferences are mid-October and again in the spring. Information will be sent home as the time comes closer to schedule individual times. All students will have a scheduled conference in October. Spring conferences will be scheduled only for students whom the teacher or parent consider necessary. The staff at Bradley is always willing to meet with parents. Due to the responsibilities of our teachers during the instructional day, we ask that you contact your child's teacher to schedule a time to meet when it is convenient for the both of you.

Progress Reports (Report Cards)

Progress reports will be issued three times per year. Parents/Guardians are required to sign and return the progress reports. Please contact your child's teacher if you have any questions regarding your child's progress.

Bradley International Student Conduct

The IB *Learner Profile* is the foundation for the student conduct expected at Bradley. The *Learner Profile* consists of the following attitudes/attributes:

Attitudes: appreciation, commitment, confidence, cooperation, creativity, curiosity, empathy, enthusiasm, independence, integrity, respect, tolerance

Attributes: inquirers, thinkers, communicators, risk-takers, knowledgeable, principled, caring, open-minded, well-balanced, reflective

Three basic processes are used to support the *Learner Profile*— preventative, informal, and formal:

- **Preventative** measures support students with making appropriate choices and preventing unwanted behavior. They include implementing positive classroom management systems, positive reinforcement, teaching of the *Learner Profile*, and conflict management strategies.
- **Informal** processes are necessary at times to deal with minor discipline problems that arise. As a general policy, infractions of classroom rules will be dealt with by the teacher.
- **Formal** discipline process constitutes a “referral” to the principal. This process provides a series of steps for dealing consistently, fairly, and effectively with students who are in violation of expected student conduct.

Referral Process

The goal of positive student conduct is to maximize instructional time and to support our students in becoming well-rounded citizens. As a general rule, the consequences associated with not meeting these expectations are:

- **Verbal Warning and Teaching of Replacement Behavior:** The first time an expectation is not followed, a verbal warning will be given. Bradley staff will also support the student in learning how to make an appropriate choice.
- **Refocus Form:** A student will complete a Refocus Form if he/she continues to not follow the expectation. This form allows the student to reflect on his/her actions and to decide on how to change the behavior. *Refocus forms will be sent home for a parent/guardian signature and should be returned the following day.*
- **Office Referral Form:** An Office Referral will be given after a child has received 3 Refocus Forms. The principal will discuss the actions of the student and consequences will be implemented. *The consequence will correlate as closely to the behavior as possible, so the two are seen by the student as logically related.* Parents/Guardians will be contacted.
- If behavior becomes habitual, a conference will be scheduled with the parent/guardian and a behavior contract may be implemented.

The following behaviors will warrant an automatic Office Referral and/or suspension:

- Promoting or participating in any act of violence – fighting, kicking, spitting, biting, etc.
- Using or bringing tobacco, drugs, or alcohol to school
- Continuous defiance or disrespect
- Continuous disruption of the learning environment
- Bullying or harassment
- Defacing or destroying school property
- Any sexual misconduct (i.e. comments, touching, etc.)

Per DPS policy, the following behaviors will warrant an automatic expulsion hearing:

- First or second degree assault
- Carrying, bringing, using, or possessing a knife or dangerous weapon (including “look-alikes”)

Bradley International Student Conduct (Continued)

House Program

The House Program is used to develop and encourage students' awareness towards being part of a larger community. A student is assigned a "house" and may receive points based on their ability to demonstrate the attitudes and attributes of an IB student. Through this system, points accumulate for each house and the house that has earned the most points is recognized weekly. There are four houses: North (blue), South (red), East (green) and West (yellow). Each student will remain in the same house throughout his/her time at Bradley. Students in the same family are placed into the same house. Please read the monthly newsletter to learn about how you can support your child with earning points!

Cafeteria (Breakfast and Lunch)

Prices

- Breakfast is free to all students enrolled in DPS. Students may purchase a lunch or bring a lunch from home. School lunch prices are: \$1.40 for students (includes milk); \$2.50 for adults (without milk); and 40 cents for milk. Parents/students may purchase a lunch card in any denomination. Lunchroom cards may be purchased in the cafeteria.
- We ask that all families complete a **Free and Reduced Lunch** form, even if you know you will not qualify. The district receives funding for all applications that are completed. Forms will be sent home in Friday Folders.
- Menus, current costs, and nutrition information can be found on the DPS website at <http://foodservices.dpsk12.org>.

Cafeteria Expectations

- When standing in line for lunch, students should stand calmly and quietly.
- Students may talk in a quiet voice.
- If noise level becomes loud:
 - Staff on duty will raise their hand and ask students to raise their hand for silence.
 - Staff members will remind students to use a quiet voice.
- If noise level become loud again:
 - Staff member will turn out the lights and students will not be able to talk until the lights are turned on.
- A student must raise his/her hand to be dismissed.
- Staff member will ensure that the student has eaten at least half of his/her lunch and has cleaned his/her area before being dismissed.

Supervision in the Cafeteria

- There will be at least 1 adult supervising the cafeteria.
- The school Referral Process will be used for students displaying unwanted behavior.

Playground/Recess

It is important that children get fresh air and activity during the course of the day. Students will go outside if the temperature is 32 degrees or above or unless there is severe weather. Please be sure that your child is dressed appropriately for the weather.

Playground Expectations

- Students must stay on the blacktop or grassy area, unless playing on equipment.
- Students must walk on the blacktop area, unless otherwise designated (i.e. basketball courts).
- Backstop areas are for organized games only. Students should not “wander” around the far end of the field.
- When the whistle blows, students should line up quickly. Students will sit in their line while waiting for their teacher. Once sitting, they are not allowed to talk.
- Student must have a pass to enter the building during recess.
- The two attitudes/attributes that students should follow are: Respect (respect others and equipment); Cooperation (playing fairly and listening to staff members).
- The P.E. teacher will teach students the proper use of equipment on the playground.
- Students may not play on the playground before or after school hours, unless supervised by an adult.

Supervision on the Playground

- There will be at least 3 adults supervising the playground on lunch recess.
- The school Referral Process will be used for students displaying dangerous or unwanted behavior.

Curriculum and Special Programs

International Baccalaureate Programme: Primary Years Programme (PYP)

Bradley International School is an *International Baccalaureate* School offering the *Primary Years Programme (PYP)*. It is the first school in DPS to receive authorization from IBNA! The IB PYP is an international curriculum that focuses on the student's social, physical, emotional, and cultural development in addition to academic growth. At the center of the IB PYP curriculum are five essential elements:

- *Knowledge*: what we want our students to know
- *Concepts*: key concept questions that drive the process of inquiry
- *Skills*: what we want our students to be able to do
- *Attitudes*: how we want our students to feel
- *Actions*: how we want our students to act

Through a framework called *A Programme of Inquiry* each PYP school designs units of inquiry that guide a child's education. This inquiry based programme sets high expectations while providing students with an academically challenging education. For more information about the IB PYP programme visit www.ibo.org.

Core Content Areas

In conjunction with the IB PYP, Bradley adheres to the DPS curriculum and expectations for reading, writing, math, social studies and science. Daily, students receive 90 minutes of reading instruction, 60 minutes of writing instruction, 60-70 minutes of math instruction and 60 minutes of social studies/science instruction.

Integrated Arts and Physical Education

Specials classes are an integral part of our curriculum at Bradley! Weekly, students receive at least 45 minutes of art, music, and physical education.

Spanish

Spanish instruction in kindergarten through fifth grade exposes Bradley students to the richness of the Spanish language as well as the diversity of the many cultures that speak this language. Through their understanding and learning of other countries' cultures, students are encouraged to develop responsible attitudes of internationally-minded individuals who can take positive action to make a difference in their world.

Library/Media Center

Bradley has been recognized by the Colorado Department of Education as being a HIGH PERFORMING LIBRARY (Power Library!). This means that we are a model for library excellence in the use of technology and collaboration with classroom teachers. All students at Bradley will have the opportunity to utilize the library and to check out books. *It is each student's responsibility to return books on time and to abide by the LMC agreement sent home at the beginning of the school year.*

Read A Million Words and Reading Lists

Studies have shown the more children read, the better readers they become! There are two programs at Bradley that encourage students to read: **Read a Million Words** and **Classroom Reading Lists**. Information regarding these two programs will be sent home early in the school year. Students will be recognized throughout the year as they work towards these goals!

Curriculum and Special Programs (Continued)

Other programs offered at Bradley include:

- Gifted and Talented
- ESL (English as a Second Language)
- Special Education
- Super Citizen
- Balarat
- Young Author's
- Student Government
- Lights On After School
- Destination Imagination/Shakespeare
- English/Spanish Classes for Adults

**Information regarding these programs will be sent home throughout the year via our monthly newsletter, flyers, and our webpage.*

School Partnerships: Becoming Involved

Volunteer!

Bradley welcomes parent and community volunteers. There are many ways in which you can volunteer. Supporting students in the classroom, playground/cafeteria/crosswalk supervision, participating on committees are a few of the ways you can support. Many parents also support at home by cutting out materials for teachers. Please see your child's teacher or stop in at the office to see how you can volunteer!

Parent Teacher Organization (P.T.O.)

The Bradley Eagles Support Team (B.E.S.T.) serves as the parent/teacher organization. It is the mission of B.E.S.T. to promote the welfare of all students; to bring a closer relationship between home and school so that parents, community and teachers may unite in the education of the children; to enhance the educational facility and its opportunities for the students of Bradley that are not otherwise provided for in the school's budget.

Collaborative School Committee (CSC)

The CSC consists of community representatives, parents, teachers and staff members who work together to:

- enhance student achievement and school climate by engaging the school community in collaborative efforts supporting the school and district's goals;
- provide strategic direction in support of the school's mission and vision as stated in the School Improvement Plan (SIP); and
- provide guidance, evaluation and approval for the use of the staffing allocations provided by the district as it relates to the SIP, school budget and school program design.

Elections for the CSC representatives are held at the end of each school year. CSC meetings are held once a month throughout the school year and anyone is welcome to attend. Notification of dates and time will be communicated through monthly newsletters, via the bulletin board located outside of the main office, and via the school webpage.