

**Havens Parent Handbook  
FRANK C. HAVENS SCHOOL  
323 Highland Avenue, Piedmont, CA**

This handbook was last revised October 2011, please contact the Havens Parent Club President with any updates.

Principal: Tery Susman  
Administration: Cheryl Vaughn  
Website: [www.piedmont.k12.ca.us/havens](http://www.piedmont.k12.ca.us/havens)  
Main Phone: (510) 594-2680

Fax: (510) 428-2079  
Attendance Line: (510) 594-2824  
Schoolmates: (510) 420-3078 (M-F 7:30am to 6pm)  
Hot Lunch Website: [www.choicelunch.com](http://www.choicelunch.com), registration code: 'Havens'

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**PARENT CLUB INTRO**

A few years back the Havens Parents Club (HPC) created a Havens Handbook available in hardcover. It was an essential overview for newer parents and a great reminder for parents who have already been part of the Havens community. Plus, the information conveyed is integral to two of the three HPC functions - to promote communication and enhance the educational experience.

Last year the effort began to update the book and create an online version, with the input of many administrators, teachers, community representatives and board members from 2010/11 and 2011/12. Thank you.

Please use this information as a starting point. If something looks odd, needs

updating or if you have questions and recommendations let us know. This is a living document – so help breathe life into it. Use it, review it and give input!

## **ATTENDANCE**

### **Daily Attendance**

Regular attendance is of the utmost importance for any student's educational development. If it is necessary for your child to miss school for an illness or any other reason, you **MUST** phone the attendance line (510) 594-2824 between 8:00-8:45AM on the morning of each day of absence.

Parents are requested to schedule medical and dental appointments after school or on weekends whenever possible. If you know in advance that your child will miss school you must phone the attendance line or send a note to your child's teacher.

### **Arrival Times**

In order to assure that classes begin promptly, we ask that all children arrive at school on time. There is no supervision on the playground before or after school. Your child should arrive no earlier than ten minutes before their scheduled bell. Anyone needing to arrive earlier should be enrolled in the Schoolmates program.

**Pick Up of Children During the School Day:** If your child must leave school during the day due to illness, medical appointment, or other event, please go to the front office to check your child out. He/she will be called from class to meet you there. Please do not go directly to the classroom.

### **School Hours:**

[Please click this link for the school calendar](#)

For most students, school begins at 8:30 A.M. and ends at 3:00 P.M. each day. However, schedules vary depending on grade and reading group. Every Monday the schedule for 1st -5th grade students will be 8:30A.M. to 1:45P.M.

Kindergarten	1st - 2nd Grades	3rd and 5th Grades
Tuesday-Friday A.M. Kindergartners begin at 8:20 A.M. and end at 11:45 A.M. P.M. Kindergartners begin at 11:45 A.M. and end at 3:10 P.M.	Tuesday-Friday Students on the early schedule begin at 8:30 A.M. and end at 1:45 P.M.  Students on the late schedule begin at 9:30 A.M. and end at 3:00 P.M.	Tuesday through Friday, the Schedule for 3rd-5th grade students will be 8:30A.M. -3:00P.M.
On Mondays, the PM kindergartners will attend school from 10:20A.M. - 1:45P.M. The A.M. kindergartners will be on regular schedule.	The Staggered Schedule begins September 13, 2011 and continues all year for 1 <sup>st</sup> grade. Staggered Schedule stops for 2 <sup>nd</sup> grade in January.	

Note: On Back to School Night, Spring Open House, and last day of school all 1<sup>st</sup> – 5<sup>th</sup> graders are on the early schedule with 12:05 pm dismissal. All Kindergarteners attend 8:20 – 11:45.

**HAVENS POLICIES**

**Class Placement**

Class Placement Postcards are sent home with class assignments approximately one week before the start of school. Class lists are posted at Havens School two days before the first day of school.

**Independent Study**

If your child will be out of school for an extended period of time, please contact his or her teacher to arrange for any work that can be completed during the absence. An Independent Study Plan may be requested if your child's absence will be five consecutive days or longer. Please keep in mind that the District loses approximately \$35 per day in state funding for each day your child is absent.

**Behavior**

Our playground and campus rules can be achieved by following the five Lifelong

Guidelines: Trustworthiness, Truthfulness, Active Listening, No Put Downs and Personal Best. (Copyright Susan Kovalik & Assoc.) We require that all students treat each other respectfully. Disrespect includes name-calling, inappropriate language, exclusion of others, spreading rumors, interrupting games or conversations and hurting each other physically or emotionally.

We encourage and expect the use of problem solving strategies instead of physical or emotional aggression. Any intentional act that causes or could cause harm to another is not allowed. Cell phones may not be used on the school campus during the school day. Open Game Policy/Game and Sports Equipment Recess games and activities must be safe and must be open for all children to join as Vivian Gussin Paley titles her book *You Can't Say, You Can't Play* (1999).

Electronic equipment is not allowed on the playground.

### **Birthdays/Special Occasions**

Parents may bring treats for the class to celebrate their child's birthday. Please check with the classroom teacher first to make sure that nothing else is planned for that day, to check allergies and preferences for snacks and timing.

**Birthday Book Adoption Program.** This program allows you and your child to donate a book to our library by "adopting" the book on or near your child's birthday (or half-birthday). This program helps fund our library's collection. The kids have fun coming into the library, selecting a new book from our glass cases, getting their names put into the book, and being the first to borrow it.

### **COMMUNICATIONS**

There are multiple ways to stay informed about Havens School, the School District, and the Piedmont Community. You can:

1. Attend Back to School Coffee (1<sup>st</sup> day of school from 8:30am – 10:20am) and New Parent Orientation (evening a few days prior to 1<sup>st</sup> day of school)
2. Review weekly Havens Highlights (learn more below)
3. Attend Monthly Parent Club Meetings (1st Tuesday of every month, alternating evenings 7pm and mornings 9am)
4. Visit Havens website (<http://www.piedmont.k12.ca.us/havens>)
5. In the primary grades, review Wednesday Packets that go home with the students
6. Watch School Board meetings on KCOM and read meeting minutes
7. Catch-up online with the Piedmont Patch (<http://piedmont.patch.com>)
8. Read The Piedmont Post and The Piedmonter local newspapers

If you have questions or concerns about things happening at our school, please feel free to contact and talk with either our Havens Principal, Tery Susman, or the

Havens Parents Club President.

### **The Piedmont Student Directory**

The Piedmont Student Directory is a roster of names, addresses and phone numbers of all students of the Piedmont Unified School District. The Directory also provides a staff listing and general information regarding each Piedmont school. The Directory is provided to all members of the Havens Parents' Club, and is included with your annual membership fee. Additional copies may be purchased for a fee by Parents Club members only. Please see Havens Parents Club membership information in your summer online registration, on the school website, or at the Welcome Coffee on the first day of school.

### **Havens Highlights and Wednesday Folder Flyers**

The Highlights, Havens' weekly bulletin, is your main source of information. It includes a calendar of upcoming school and community events. It is emailed on Wednesday evenings every week.

Notices to appear in the Highlights should be emailed to [copyok@piedmont.k12.ca.us](mailto:copyok@piedmont.k12.ca.us) for approval. Once approved, they will be emailed to [havenshighlights@yahoo.com](mailto:havenshighlights@yahoo.com). Please include your name and your phone number on your submission, should the editor need to reach you. **Copy deadline for the Highlights is 10am on the Monday prior to publication.**

Groups wishing to send flyers home must first seek approval. For District distribution, email [copyok@piedmont.k12.ca.us](mailto:copyok@piedmont.k12.ca.us). For school distribution email Cheryl Vaughn at [cvaughn@piedmont.k12.ca.us](mailto:cvaughn@piedmont.k12.ca.us). After approval, **flyers must be copied by Tuesday** afternoon for Wednesday distribution.

## **HEALTH & SAFETY**

### **Emergency Preparedness**

Students are regularly drilled in what to do during a fire, earthquake or other emergency situation. Each classroom is equipped with emergency supplies and additional supplies are on stored on campus. Please be sure that all of your child's emergency forms are accurate and that all emergency contacts, those to whom your child may be released in an emergency, are up to date.

### **Emergency Cards**

Your Child's Health Emergency cards will be sent home for completion at the beginning of the school year. Should your child become ill or injured at school, parents or their designated emergency contact are notified immediately. Parents are urged to keep the office notified of current emergency phone numbers.

## **School Nurse**

The school district nurse has a rotating schedule, visiting each of our five Piedmont schools as her schedule permits. Health problems, as well as vision and hearing tests, are handled during these scheduled visits. Please follow common sense guidelines in determining whether or not your child is well enough to attend school. For example please do not bring your child to school if he or she has had a fever, vomiting, diarrhea or a severe cough in the last 24 hours.

## **Head Lice**

Head lice seem to be a recurring problem in any place where large groups of children gather, including our schools. Because lice can spread so quickly from one child to another, the Piedmont School District has a “No Nit” policy. Children will not be allowed to attend school if nits (lice eggs) or live lice are found in their hair.

At least three times per year, after school vacations and summer break, a group of parent volunteers examine each of the children for lice and nits. You will be notified of the head lice check dates via Havens Highlights. Please send your child to school that day with loose and freshly shampooed hair. If lice or lice eggs are found on a child, the parents are notified to pick up their children. After treatment, the child will need to be rechecked by a parent volunteer and if he or she is nit-free then he or she can return to school. If you have any questions, please contact the Havens Parent Club Board.

## **Parking & Traffic Safety**

Most Havens students walk to school. The City of Piedmont provides an adult crossing guard at Oakland & Highland and at Oakland & Bonita Avenues.

If you drive your child to school, please follow these guidelines:

1. Allow enough time to park your car legally and walk your child to school or allow him/her to walk from your parked car.
2. Drop off only in the loading zones (white zones on Highland and Bonita Avenues) where Student Safety patrol members (select 5th Graders) will assist with opening car doors and expediting drop-off. Note that patrol begins the 2nd week of school and is not available when 5th Graders are on Marin Headlands trip. Also, patrol members will not walk children to their classrooms.
3. Do not block access to or drop off in handicapped parking spaces. Piedmont Police will ticket!
4. Be certain children are ready to be dropped off before entering the loading zone.

5. If you pull up to the loading zone and your child is not there, please continue around the block until your child is ready to be picked up and you can access the loading zone again. Never park or leave your car unattended in the loading zone. Double parking blocks visibility for children and motorists and traps those cars that are legally waiting in the loading zone. Children enter the street unsafely to access these cars.
6. Do not use cell phones in the loading zone.
7. Do not arrange playdates while in the loading zone.
8. Do not distract other drivers in the loading zone who need to leave as soon as their children are safely in the car.
9. Comply with all posted speed limit signs.
10. Be respectful of the adult crossing guards and the student Safety Patrol members.

It is important to share this information with everyone who drops off or picks up your child (relatives, caregivers and siblings who drive).

## **CONFERENCING AND HOMEWORK**

### **Parent/Teacher Conferencing**

Twice a year, teachers arrange conferences with parents to discuss each student's progress and areas for improvement. These meetings are valuable opportunities for parents and teachers to get acquainted and to find ways to assist each other in promoting the child's education. The Conference Day Schedule will be followed (link back up).

Whenever questions or school related problems arise, parents are urged to contact their child's teacher and if necessary to schedule additional conferences.

### **Homework**

Purposes of homework: While homework can serve a variety of purposes, the Havens parent and teacher community believes that the most important purposes of homework are to (1) develop study skills, (2) practice skills learned in the class and (3) develop responsibility and self-direction.

The following are recommended average times to be spent on homework per grade level based upon research and current practice. These averages are subject to adjustment for individual students due to their varying levels of development within the grade level. Adjustments should be determined through discussion between teacher and parents.

Grade	Homework other than reading (weekly)	Reading (Daily)
1st	1 hour	Daily reading
2nd	1 ½ hours	15 minutes
3rd	2 ½ hours	20 minutes
4th	3 ½ hours	30 minutes
5th	4 hours	30 minutes

Parent's Role: Parents are encouraged to:

1. Provide an environment conducive to study.
2. Follow guidelines regarding parent support established by the teacher.
3. Communicate with the teacher about homework issues and any other related concerns.
4. Encourage their child to take increasing responsibility regarding homework.

## **ENRICHMENT PROGRAMS DURING SCHOOL HOURS**

### **Field Trips**

All classes at Havens take one or more field trips each school year. There is always the need for parents to help on these occasions, particularly with transportation. Your child's teacher or Room Parent will coordinate the parent-driver schedule. Prior to any field trip expect to see a note from the teacher describing the field trip, permission slip and if you are driving a private car insurance form and possibly a request to send in a donation if there are additional field trip costs.

Our more adventurous trips include:

4<sup>th</sup> Grade – Camp Augusta for a family weekend in the Spring

5<sup>th</sup> Grade – Marin Headlands in the Fall

### **Library**

We have an elementary school library committed to serving the literary and

information needs of our school community. Our collection includes 15,000 books, cds and dvds, which are available to both students and parents. Students learn to access information using the computer catalog or via the internet.

Every class visits the library for 30 minutes each week and receives instruction from our teacher librarian. Students and parents may check out books. Parents should contact the librarian for an ID number. We appreciate the help that parents provide in getting books returned on time. If books are lost or damaged parents are asked to pay for their replacement.

The Library Team 594-2683

#### **LIBRARY HOURS:**

Monday 8:20-2:00

Tuesday, Wednesday, Thursday 8:20-3:30

Friday 8:20-2:00

#### **Art**

Art enrichment, grades K - 5 consists of age appropriate lessons in all media. These classes are designed to teach techniques of art, curriculum related projects, artist related projects, clay and sculpture. These classes are designed to meet the state standards for art in California.

#### **Computer Instruction**

Computer instruction at Havens affords students the opportunity to be introduced to and become familiar with educational programs and software that can be utilized to enhance and accelerate their curricular growth and development. Computer instructors work directly with teachers so that the most pressing academic needs can be supported. Kids get the opportunity to explore new ways to approach writing, reading, research, mathematics, slide shows, typing skills and more with use of ever advancing technologies and programs here. Skills retained from instruction at the elementary level will be called upon as students' academic careers advance through middle school, high school and beyond.

#### **Garden**

The school garden serves as an outdoor environmental laboratory as well as a place for learning across the curriculum. The Garden Committee consists of parents, staff and administrators committed to providing an outdoor setting for learning. The original curriculum garden was built on the old first grade playground in the spring of 2000 and additional spaces on the schoolyard were adopted by classrooms over time. The building of the new Havens school has afforded us the opportunity to develop a larger, easily accessible space which can be used by all grade levels. As of 2011, we have installed containers and

raised beds along the main walkway to support the existing program, while planning the development of a larger, more permanent space.

Currently the garden is used by first grade students in the spring, as they prepare soil, plant seeds, tend seedlings, and harvest a variety of vegetables, edible flowers, and herbs. This unit is well integrated into the science program consisting of both classroom and garden based instruction. In addition, second grade students have developed a butterfly habitat garden to grow milkweed to feed Monarch caterpillars as they make their transformation into butterflies. Nectar plants to feed adult butterflies are also included in the garden to support all stages of the life cycle.

### **Music**

All K-4 elementary classes attend one half hour vocal music lesson per week with our music specialist utilizing methodology from Kodaly and Orff based programs. Children sing songs, play singing games and play a variety of rhythmic instruments drawn from our rich American heritage and beyond. All music is chosen for its aesthetic value and use in building sequential musical skills which include reading and writing music notation.

In fourth grade students experience an additional half hour lesson per week with instrumental specialists. The session will consist of a heritage-based vocal music program plus a sequenced series of recorder lessons. After the recorder segment, there will be hands-on introductions to the flute, clarinet, violin/viola, cello/bass, trumpet and trombone. In fifth grade students choose an instrument to specialize in for the entire year. The elementary music curriculum leads into strong middle school and high school instrumental and vocal music programs.

Students demonstrate their progress each year at the Winter and Spring Concerts.

### **Physical Education**

Every student looks forward to PE class! From first grade to fifth grade the students enjoy class three times a week. Kindergarten has class twice a week. At PE the students work on their motor fundamentals:

Body Management Skills - Stationary Balance; Body Space Awareness; Moving Balance; Body Rolling; Agility

Locomotor Skills: Jumping; Traveling in Space (gallop, hop, skip, etc.)

Body Fitness Skills: Flexibility; Aerobic (cardiovascular exercise); Strength

Object Movement Skills: Eye Hand Object Coordination; Strike

Fine Motor Skills: Small Object Control; Grasp; Visual-motor Control

Games: Practice all of the motor skills learned; Socialization and sportsmanship.  
Friendship

These and other fundamentals are part of our physical education program.

### **Reading Buddies**

Each year our younger students are paired with an older grade of students to share reading experiences and fun projects. Our Buddy Program is a great way to build community at Havens. “Little” buddies and “big” buddies look forward to the time they share together and strong bonds are developed.

### **Science**

Science at Havens is a dynamic and exciting curriculum designed to ignite the curiosity of each student. Frequent hands-on explorations, video and text support, and field trips insure that each topic is covered over multiple modalities. Havens is fortunate to have a part time Science Specialist who helps enhance the curriculum with science expertise and many hands-on activities.

Our science program is based on the California State Standards. First graders study plants, weather, compost and habitats through gardening. Second graders learn about the properties of soil and earth materials as well as follow the life cycles of monarch butterflies, darkling beetles, and chicks. Third graders experiment with matter and energy and discover the solar system. Fourth graders learn about the complex interactions of life, Earth's history and composition, and experiment with magnetism and electricity. Fifth grade students explore chemistry by creating mixtures, solutions and chemical reactions, observe weather patterns and learn the details of their cardiovascular systems.

## **RESOURCE PROGRAMS**

### **Counseling**

The goal of the elementary counseling program is to help students enjoy a positive social-emotional experience at school. The counseling program is a regular education service that is available to all students. Students participate in the program for basic skill building, such as improvement of assertiveness or social skills, as well as for help with recent life changes and transitions. The counselor works closely with other school staff as well as parents to identify roadblocks that may be interfering with a positive school experience, and to address these challenges.

The counseling office at Havens (also known as the “Friendship Room”) is located in Room 221 in the Administration Building. The counselor can be reached at 510-594-2847.

### **Reading Resource**

Reading Resource is a dynamic classroom in which the team of specialists provides specific reading and writing instruction to individual and small groups both inside and outside the classrooms. The reading specialists evaluate the reading and writing progress of students referred and provide appropriate instruction using a variety of instructional strategies. In addition, the Reading Resource teachers assist classroom teachers in organizing their reading programs, selecting materials and modeling best practices in teaching to create balanced literacy programs in all classrooms.

### **Math Resource/Enrichment**

The purpose of the Math Resource program is to help Havens School meet the needs of all its math students. We work with students through remediation and enrichment. We provide support to the classroom teachers by differentiating lessons, facilitating communication between grade levels, and working within grade levels to meet the state standards. We are funded entirely by the Havens Parents Club.

1. Remediation - We provide remedial support to students who need additional experiences and practice with the concepts they are learning in their classroom. We work closely with the classroom teachers to pinpoint each student's specific needs.
2. Enrichment - We provide enrichment for approximately 60 3rd-5th graders. We teach and model lessons that extend mathematical concepts the go beyond the rigorous classroom math program. The goal is to inspire and challenge our budding mathematicians at Havens. Presently we use a combination of STAR test scores in mathematics and teacher referral for placement in math enrichment.

### **English Language (EL)**

The English Language (EL) program serves children born to recent immigrants to the United States and children who are recent immigrants themselves who spoke a language other than English before they started learning English. All students with this profile are given the California State English Language Development Test in listening, speaking, reading, and writing at the beginning of the school year. Based on their score, children are eligible to receive English Language services. The children meet with a teacher 1-3 times a week to work on language acquisition and to receive support with classroom assignments.

## **SPECIAL EDUCATION**

The Special Education Department at Havens School provides a range of services to eligible students in individualized and small group settings, both outside and inside the general education classrooms. Services are provided by Special Education Staff, including our School Psychologist, Inclusion Specialist, Resource Specialists, Speech and Language Therapists, Occupational Therapist and Adaptive Physical Education Specialist. Special Education Paraprofessionals provide our students additional support.

### **Child Study Team**

Each school in the district has a Child Study Team. Teachers, specialists and administrators meet to discuss children when a concern arises. The team offers suggestions on how the child may be supported. If all reasonable classroom accommodations and modifications have been tried without success, the team may recommend referral to Special Education. With parent permission the child may then be evaluated to determine eligibility for Special Education Service.

### **Resource Specialist Program**

The Resource Specialist Program (RSP) provides support service to children who have been identified as having a specific learning disability or who have met the eligibility criteria for services. The emphasis of the program is remediation of learning problems within the context of the child's grade level core curriculum. The Specialist works with some children in the classroom, while others come to the Resource Center for individual or small group instruction based on the child's individual needs. The Specialist maintains close communication with the classroom teacher to assist with special materials, strategies or modifications that may be necessary for the student.

### **Occupational Therapy**

This program involves an evaluation of a student's ability to coordinate the sensory input from sight, touch and hearing. Our occupational therapist is trained in neuro-physical development.

### **Speech Language Therapy**

The Speech-Language Pathologist provides diagnostic and therapeutic services for students communicatively handicapped by impairments of speech, language, hearing, fluency and/or voice, in accordance with eligibility guidelines. These impairments may influence school performance and/or social skills. Services are available from preschool through high school.

### **Hearing Impaired Program**

This program gives help to the "mainstreamed" hearing impaired students in the Piedmont schools. The areas of emphasis are auditory training, lip reading, language acquisition, vocabulary and academic subjects.

### **BEFORE & AFTER SCHOOL PROGRAMS**

#### **Havens Schoolmates**

<http://www.piedmont.k12.ca.us/havens/schoolmates.html> (510)420-3078

Schoolmates is an on-site recreational and licensed child care program run by the staff of the Piedmont Recreation Department in cooperation with the Piedmont Unified School District. The directors and staff have expertise in child development, physical fitness, movement, drama, art and environmental education.

Schoolmates meets from 7:30am until 6:00pm on all days in which school is in session. Schoolmates also meets during holidays and summer. Submit a monthly calendar with the hours you wish to use schoolmates or get a drop card. Calendars are usually on site at Schoolmates. Questions can be directed to any of the staff.

#### **Afterschool Enrichment**

The Havens Parents club is pleased to offer a number of fun and educational classes/programs for students on the Havens Campus. Many are offered Monday afternoons, right after early release. Please see <http://www.sportability.com/spx/leagues/Client.asp?ClientID=598> for full class listing.

#### **Piedmont Recreation Department**

<http://www.ci.piedmont.ca.us/recreation/index.html>

The Piedmont Recreation Department offers a wide variety of before and after school activities, fun classes, and special services to the Piedmont community.

The Rec Department's goal is to provide quality programs with maximum participation and enjoyment. Programs are offered to all age groups.

**Piedmont Language School** <http://www.piedmontlanguageschool.com>  
(510) 652-5229

The Piedmont Language School (PLS) offers Spanish, French, Mandarin and Japanese classes for K through 6th grades giving them a head start in becoming global citizens in the 21st century. Currently, Spanish classes are offered four

times per week before school or two times per week afterschool through Viva el Español, a full-immersion program. Mandarin and French classes are offered 2 times per week after school; both include spoken and written language as well as cultural exposure. Japanese is offered one-day per week after school and includes education in music, art and calligraphy, Kana and Kanji writing, animation and food.

**Summer School** <http://apcpsummerenrichment.wordpress.com>  
Register at [www.sportability.com/apcp](http://www.sportability.com/apcp)

This is not your parent's Summer School, but an array of fun programs to entice, intrigue and engage your child. The programs are run by and proceeds contribute to the Associated Parents Clubs of Piedmont (APCP), the umbrella group for our schools' parents clubs.

### **VOLUNTEER OPPORTUNITIES**

Parent involvement at Havens is an important and necessary element of the educational program. The Havens Parents' Club manages and coordinates most of the school's volunteer efforts. The budget pays for instructional personnel who provide enrichment to the basic curriculum, including science, math and art. We also contribute significant funds to the District which help to support teacher and staff compensation increases and programs.

Volunteer Opportunities exist to accommodate parents' varied schedules. Look for information and sign ups at online registration, any New Parent meetings/socials and at the Back to School coffee on the first day of school.

Also, feel free to contact your child's Room Parent(s) and/or a Havens Parents Club member throughout the year for more information or to sign up to volunteer.

### **Havens Parents Club Membership and Board Positions**

Every family is encouraged to join the Havens Parents' Club, and to attend the monthly Parents Club meetings when possible. Meetings are generally the first Tuesday of the month, alternating between mornings and evenings to accommodate varied schedules. A family membership fee entitles your household to receive one copy of the Piedmont Student Directory distributed to your child in late September. Look for membership information as you register online in the summer.

Parents Club Board positions are filled by a nominating committee in the Spring and voted on by the Board before June's Turnover Lunch. A wide variety of positions exist. If you are interested in serving on this Board, contact a Havens Parents Club Board member any time throughout the year. See [http://www.piedmont.k12.ca.us/havens/download/hpc\\_board.pdf](http://www.piedmont.k12.ca.us/havens/download/hpc_board.pdf) for current board

positions.

### **Havens School Site Council**

Serving on the Site Council is a great volunteer opportunity. The Site Council is comprised of four teachers, five parents and our principal, Tery Susman. The Site Council meets six times during the school year to monitor and review the established school site plan. The plan ensures that the school is engaged in identifying and implementing curriculum and instructional practices that result in both strengthening the core academic program and ensuring that students have access to and success in that program. It is a wonderful opportunity to exchange ideas with our school's staff and gain insight into current teaching philosophies.

### **Room Parents & Classroom Volunteers**

Room Parents are the link between the parents and teachers in each classroom, and offer support to the teachers where needed. If you are interested in becoming a Room Parent, please look for signups on the first day of school, or contact your classroom teacher at the beginning of the year. Classroom volunteer opportunities vary according to the grade and specific teacher and will be coordinated by the Room Parent.

### **The PEP (Parent Educator Program)**

PEP trains parents and other interested adults to work as parent volunteers teaching Third, Fourth and Fifth graders ways to enhance lifeskills. Emphasizing development of self esteem and success, the volunteers stress such issues as problem solving, resisting peer pressure, developing friendships, saying "no" and coping with the stress of growing. Factual information on drugs and alcohol leads to open discussion, helping children make informed decisions and take responsibility for those decisions.

There are opportunities for every child to participate in a safe and caring environment. Parents/leaders take a 7-week, 21-hour training course. They spend up to one hour in the classroom for 6-10 consecutive weeks (depending on the grade).

### **Library Volunteers**

Volunteering to work in Havens' library offers parents an excellent opportunity to learn first-hand what is on the Havens' library bookshelves. Volunteers assist with reshelving, checking out books and running the semi-annual book fairs. If interested in this volunteering opportunity, please sign up at the Back to School coffee.

### **Hot Lunch Volunteers**

Parents have the opportunity to help serve lunch, via our lunch program Choicelunch, to our students on a daily basis. Better known as “hot lunch”, the parents set-up the lunch service and distribute lunch. It is a great way to see your child during the school day, get to know other students, meet other parents and it only takes one hour a month. If you would like more information, please see our table at the Back to School coffee.

### **Garden Volunteers**

The school garden serves as an outdoor environmental laboratory as well as a place for learning across the curriculum. The Garden Committee consists of parents, staff and administrators committed to providing an outdoor setting for learning. Volunteers work with students to maintain the vegetable and butterfly gardens as part of their school curriculum. Starting in spring 2011, the Garden Committee began discussing options for a permanent garden space. Once a decision is made, a plan will be developed to obtain funding and a timeline created for the development of the structural elements necessary. Anyone interested in participating in this process should contact Heather Clapp at [clappheather@gmail.com](mailto:clappheather@gmail.com).

### **Havens Community Service Crew (HCSC)**

HCSC or “The Crew” is dedicated to fostering civic virtue among our children. Crew programs are simple and easy to engage in, run by the children and parents of Havens School, and are designed to help our children nurture their communities, learn about their world and gain confidence through service. Our main programs include donations to and after school tours of BOSS (Building Opportunities for Self-Sufficiency), student-led food drive through ACCFB (Alameda County Community Food Bank), and online donations through Glitter Lemonade. For more information, contact the “Core Crew” members listed on the Havens Board.

### **Havens Dad’s Club** [www.havensdadsclub.org](http://www.havensdadsclub.org)

The Havens Dads Club is dedicated to improving the educational experience of our children, and building friendships with other Dads. We carry out this mission by meeting regularly, spearheading fundraising events, and becoming involved in special projects that are highly valued by our kids, school faculty, and community. Joining the HDC will ensure that you get invited to participate in any number of events, but does not commit you to any specific level of involvement. Please join the coolest group of Dads in town!

## **FUNDRAISING**

The Piedmont community (through our Parcel tax measures, the Ed Foundation, the Giving Campaign and Parent Club fundraising) supports approximately 40% of the cost to send a child to a Piedmont school. This financial support is central. As a Havens parent, please consider making whatever financial contribution you can. There are lots of ways you can help:

### **SCRIP - Free Money for our Schools** [www.ppcscrip.org](http://www.ppcscrip.org)

Contribute toward over \$150,000 for our schools and become a regular Scrip buyer with a standing order, adhoc order or contributions based on your credit card spending ([www.escrip.com](http://www.escrip.com)). Contact the Parents Club Scrip boardmember to sign up for Scrip or with questions, or click the following link for a form: <http://www.piedmont.k12.ca.us/havens/download/scriporder.pdf>

It's the easiest way to give money to our schools, without additional expense. Piedmont's Scrip Committee hopes to generate over \$150,000 this year to enhance our children's educations. With these funds, parent groups buy science and math resources, provide teacher grants, curriculum development, computers, art workshops and so on. These funds supplement state dollars, local taxes, Piedmont Education Foundation grants, and other fundraisers, at no cost to you! Money from Scrip is Easy Money!

When you or your firm buys groceries, computers, books, department store purchases, movies and videos, use scrip, and those vendors will earmark funds for Piedmont schools.

### **Box Tops** [www.boxtops4education.com](http://www.boxtops4education.com)

Collecting Box Tops is a great way to get your kids involved in supporting the schools. You can do it all online and support Havens at the same time. Sign up for a Boxtops account at [www.boxtops4education.com](http://www.boxtops4education.com) and then access over 100 retailers through their website. Each retailer will give the school between 1-15 boxtops per \$10 of merchandise purchased online, at no cost to you.

There are special collection sheets that can be printed out to track your count as well. Contact the Box Top Coordinator on the HPC Board with any questions.

### **Annual Giving Campaign – Raising over \$1.5 million per annum**

<http://www.piedmontgivingcampaign.com>

Make a financial contribution during the Annual Campaign fall fundraising drive. Funds raised will go directly into the District's current operating budget to help pay for basic and supplemental educational programs. The recommended gift is \$1,500 per family, and the Campaign's goal is to have 80% of families

represented. Support our schools by giving what you can and encourage your friends and neighbors to do the same!

**The Piedmont Education Foundation - Supporting Piedmont Schools since 1975**

<http://www.piedmontedfoundation.org/>

As a community based, public school support organization, the mission of PEF is to provide permanent reliable funding for the Piedmont Schools, which is so lacking in other California schools since the passage of Proposition 13 more than 30 years ago. Your contributions to the PEF help to grow the Endowment Fund and, in turn, secure a stable source of unrestricted income to the School District.

PEF actively seeks donations in support of our schools via the Foundation Fund, Endowment Fund, and Partners in Education Program. In addition, Dress Best For Less makes a substantial donation each year to PEF and is an integral part of PEF funding. PEF semi-annually publishes The Patron which contains information about the schools, provides opportunities for the community to make donations and describes how PEF fundraising dollars are spent. We also publish the School Directory as a service to our school families and community.

Help us help our children, both current as well as future generations, attain the gift of an exemplary public school education.

**Tri-School Spring Fling** [www.piedmontspringfling.org](http://www.piedmontspringfling.org)

Spring Fling is an annual celebration of all three Piedmont elementary schools, bringing together the entire community in collaboration and revelry to support our children. Funds raised by the Spring Fling auction go directly to the schools, supporting classroom aides, science, music, art, math, computer, library activities and other vital programs that would otherwise be cut. Spring Fling is one of the largest and most important annual fundraisers for the schools, second only to The Giving Campaign.

**Merchandise**

Show your school spirit and help support our schools by purchasing Havens gear available in children's and adult sizes. Tee shirts and sweatshirts make great gifts for you and your family. Havens sweatshirts, water bottles and gear are for sale at the beginning of the school year.

**Book Fairs**

The Havens Parents' Club sponsors two bookfairs a year to endow the Library Fund. These fairs feature quality children's literature in a range of prices. Volunteers are needed to set up and staff the fairs

### **Dress Best for Less Retail Thrift Shop(DBFL)**

DBFL was established in 1982 by community member, Wendy Webster, and an innovative group of Piedmonters who developed the idea of opening and operating an upscale resale store to benefit the local schools. Since its inception, DBFL has allocated a significant portion of its sales proceeds to the Piedmont Educational Foundation to support the local schools. Today, DBFL donates approximately \$40,000 annually to the Piedmont Educational Foundation to support the grant program that benefits all six Piedmont schools. The retail shop is located at 3861 Piedmont Avenue in Oakland and sells the following types of items in GOOD condition: clothing, children's books, kitchenware, sports equipment, and small furniture pieces donated by the community.

Store hours:

Monday-Saturday 10 AM - 5 PM

Donations can be dropped off at the store or marking room at 799 Magnolia Ave (Carriage House)

Marking Room hours:

Tuesday 9:00 am – 1:30 pm

Wednesday 9:00 am – 4:00 pm

Saturday 10:00 am – 12:00 noon

Store: 658-8525

Marking Room: 653-0221

### **Hot Lunch – Choicelunch** [www.choicelunch.com](http://www.choicelunch.com)

When parents order Choicelunch for their child, \$1.65 of the cost goes to our HPC budget. Per annum, this program contributes \$35,000.

### **PUSD Parcel Tax** <http://www.piedmont.k12.ca.us/district-info/budget/parcel-tax>

To date, Piedmont residents have approved Parcel Taxes seven times to preserve and maintain important educational programs and services in the schools. As an accountability measure, Parcel Tax Measures provide for the creation of a Citizens Advisory Committee, appointed by the Board, to provide an annual report confirming the collection and expenditure of parcel tax funds and the status of the District programs supported by the taxes, and recommending whether the Board should levy up to the maximum allowable tax in the next fiscal year.

Measure B establishes a parcel tax to run through June 2013. It is designed to combine and continue the two measures adopted in 2005 (Measure B and C). Its purpose is “to prevent existing school funding from expiring and maintain

Piedmont's excellent quality of public education by attracting and retaining qualified teachers, maintaining small class sizes and protecting instructional programs and services, including art and music, foreign language, advanced placement, school libraries, classroom technology and student counseling..."

Measure B provides for a parcel tax that varies with parcel size and use. The Board of education sets the levy amount each year. Annual revenues for 2009-2010 and 2010-2011 are \$8,145,000, and the Board has the authority to raise annual levies by as much as 5 percent above the previous year's levy, in 2011-2012 and 2012-2013.

Measure E establishes a parcel tax to run for three years (2009-2010 through 2011-2012). It is designed "to offset the loss of State funds by providing emergency temporary local funding ... to avoid teacher and staff layoffs, protect programs and services including music, foreign language, library and counseling, and prevent other cuts to core academic programs and services..."

Measure E provides for a parcel tax that varies with parcel size and use (average \$249 per parcel) for three fiscal years 7/1/09 through 6/30/12, up to a maximum of \$997,000 per year. The Board has authority to levy up this amount, in a year in which state funding has not returned to pre cut-back levels (the text of the ballot measure provides a technical standard for this revenue threshold "The District will not levy this tax if Piedmont Unified School District's State Revenue Limit is projected to be funded with a zero deficit factor as listed in School Services.

## **COMMUNITY GROUPS**

A number of community based organizations, in addition to the Parents' Clubs at individual schools, help ensure that a breadth of classroom and community opportunities and perspectives are provided to Piedmont students. These include:

### **PAAC (Piedmont Asian American Club)**

The Piedmont Asian American Club founded in 1987 is a non-profit membership organization of parents and community members whose mission is to sponsor educational programs aimed at promoting cultural awareness, encouraging diversity and providing a forum for Asian American issues in Piedmont and surrounding cities.

### **PADC (Piedmont Appreciating Diversity Committee)**

PADC promotes awareness, inclusiveness and an appreciation of differences by providing grants to teachers and diversity programming for all students in the Piedmont Unified School District. PADC also organizes community wide events

like the Appreciating Diversity FilmSeries, Speakers Forum and Martin Luther King Day Celebration.

**Environment: Havens Green Committee School-based Environmental Support**

This group advocates for Green efforts in and around our school and provides a communication channel with broader community groups around these issues. Areas of interest include: transportation (walk or bike to school), edible landscaping/gardening (school garden development and program), waste and water reduction (recycling/composting - landfill reduction), and food/health (localizing food system by implementing CSA - Community Supported Agriculture - boxes at schools). There is a committed group of parents and teachers who are supportive and active in the Havens Green Committee. If you are interested in joining this group, please contact Heather Clapp at [clappheather@gmail.com](mailto:clappheather@gmail.com).

**CONNECT (Community-based Environmental Support)**  
[www.piedmontconnect.org](http://www.piedmontconnect.org)

Piedmont CONNECT is a group of citizens dedicated to building a more environmentally sustainable future right here in Piedmont. Recognizing that there are already many great environmental efforts afoot in our community, the objective of CONNECT is to provide a forum where people can share ideas and take action on initiatives to: 1) reduce our reliance on fossil fuels, 2) strengthen the local food system, 3) support local businesses, 4) reduce waste to better preserve resources, and 5) build and strengthen community ties around these issues. While national, state and city policies are going to be important in shaping how our society takes on the twin challenges of climate change and declining energy reserves, the initiatives citizens take on the local level, in our day-to-day lives, are immeasurably important.

**Gifted Students: Piedmont GPS (Gifted/GATE Parent Support)**  
[www.piedmontgps.org](http://www.piedmontgps.org)

Piedmont GPS (Gifted Parent Support) is a non-profit advocacy group for parents of gifted students in Piedmont. The mission of Piedmont GPS is to support and educate parents, teachers, school administration, and our community in ways to meet the needs of the gifted and twice-exceptional students in the Piedmont Unified School District. Piedmont GPS meetings are open to the public. Receiving a G.A.T.E. (Gifted and Talented Education) letter from the district is not required for membership. We are an affiliate of the California Association of the Gifted (CAG).

For more details about the GATE program:  
<http://www.piedmont.k12.ca.us/curriculum/gate>

### **CHIME (Citizens Highly Interested in Music Education)**

[www.CHIMEofPiedmont.org](http://www.CHIMEofPiedmont.org)

CHIME (Citizens Highly Interested in Music Education) provides essential fundraising and volunteer efforts in support of music, drama, and dance programs throughout the Piedmont school system. CHIME helps fund vocal and instrumental coaches and accompanist, supports musical instrument purchase and repair, provides teacher stipends, and funds grant requests in support of performing arts programs. CHIME is a key reason for the outstanding quality of performing arts programs in the Piedmont schools. Please support CHIME by becoming a member.

### **PRAISE (Piedmonters for Resources, Advocacy, and Information in Special Education)**

<http://www.piedmontpraise.org>

PRAISE (Piedmonters for Resources, Advocacy and Information in Special Education) is a group of Piedmont parents who support and provide information for fellow parents of special needs children. We also work collaboratively with the Piedmont Unified School District.

The mission of PRAISE is to promote advancement of Special Education through understanding and appreciation of learning differences among students, parents, staff and the community; information; advocacy of student needs; professional development for educators in special education as well as general education; and financial support for relevant programs.

Our special education students range from preschool through high school and beyond. They receive a wide range of services appropriate to individual needs including speech and pragmatics; reading, math and writing support; special day classes; occupational therapy; adaptive physical education; social skills; adaptive technologies; and more.

PRAISE welcomes your participation in our quarterly informational programs and our community and board activities. Please join us!

### **PAINTS (Promote Arts in the Schools, Inc)** <http://www.piedmontpaints.org/>

PAINTS (Promote Arts in the Schools, Inc.), is an organization consisting of parents and community members whose purpose is to promote visual arts in the Piedmont Schools. PAINTS believes art is essential aspect of learning for all students and should be incorporated into all aspects of curriculum whenever possible. As a service and support organization, PAINTS is committed to ensuring quality visual arts instruction for all Piedmont students.

Through membership dues of \$50 or more per year, PAINTS enhances the arts curriculum in all six schools through a year-long grant program to any teacher for

special projects or his/her own professional development. It also provides stipends to all elementary and middle school teachers as well as high school art teachers for the purpose of purchasing art supplies and related classroom tools. Recent major donations include \$15,000 grants to both Havens and Wildwood schools for large outdoor murals created with the schools' children with their respective art teachers for the newly retrofitted schools. To date, PAINTS has donated more than \$350,000 to Piedmont Schools.

Its signature fundraiser, the PAINTS Bird House Gala, takes place every May. In addition, PAINTS sponsors art shows in the schools as well as at Citibank. The PAINTS Board meets monthly on the second Wednesday of each month.