



CASA PACIFICA

Hope and Help for Children and Families

NON-PUBLIC SCHOOL
Handbook and Calendar
School Year 2011-2012

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Accredited by
Western Association of Schools and Colleges (WASC)

California State Certified





Welcome to Casa Pacifica Non-Public School (NPS), located on a rural 23-acre campus, five miles from the Pacific Ocean. The NPS serves special needs children in grades 1 - 12 primarily from the Ventura County area.

Casa Pacifica has a dedicated staff that is proud of the progress that is made with each of our students. We hope that the information found in this booklet can be used not only as a source of information, but also as a way to initiate discussions toward continual improvement and to provide a quality program for the students.

The goal of our school is to provide a safe, relationship-based, therapeutic and academically enriching environment to help teach skills and equip students with self confidence, positive character traits and problem solving strategies, so that they can successfully transition to a less restrictive setting as quickly as appropriate. Furthermore, our goal is to provide personalized academic interventions in order to fill any gaps in critical academic areas.

We believe that every child can achieve academic and social success. Every child will be provided with quality instructional experiences that recognize, support and maintain high expectations for all students while promoting the mission, vision and values of our agency.

As the educational leader of Casa Pacifica NPS, I am proud to be a member of this staff and community. I encourage you to partner with us to provide a positive experience for your child. There are many opportunities for you to be involved - Working with the Parent Partner Group, Family Nights, Strategic Planning and as a volunteer in our classrooms.

As always, please do not hesitate to come by the office, or to call myself or any member of our administrative team if you have any questions or concerns. We welcome and value your input. Thank you for considering Casa Pacifica.

Scott Mastroianni, M. Ed.
Director of Education

MISSION STATEMENT



In addition to Casa Pacifica's agency mission to provide hope and help to abused, neglected and at-risk children and their families, Casa Pacifica Non-Public School's mission is to provide all students a standards-based, exemplary program that meets and exceeds state and federal requirements. Casa Pacifica NPS provides a safe, relationship-based, therapeutic environment to help teach skills and equip students with self confidence, positive character traits and problem solving strategies, so that they can successfully transition to a less restrictive setting.

EXPECTED SCHOOL WIDE LEARNING RESULTS

Students will work to achieve the goals set forth in their IEP.
Students will meet academic standards set forth by the state.
Students will exhibit acceptable behavior.

CASA PACIFICA CORE VALUES

Casa Pacifica has adopted four values for all staff and students to strive to achieve. Those values are:

Respect

Integrity

Courage

Compassion

SCHOOL ACCOUNTABILITY REPORT CARD

The Casa Pacifica School Accountability Report Card (SARC) can be accessed from the Casa Pacifica Website:

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

under the program description for Education. Parents may also request to receive a written copy of the Casa Pacifica's SARC.

"I never thought I would have made it this far in school. Without the staff at Casa Pacifica, NPS I don't think I would have graduated from high school." -Student quote

School Colors: Burgundy and Silver

IMPORTANT CONTACT NUMBERS

Scott Mastroianni, M.Ed. Director of Education	(805) 445-7870 smastroianni@casapacifica.org
Darlene Garcia, Ed.D. Assistant Director	(805) 445-7871 dgarcia@casapacifica.org
Monica Arambula Office Manager	(805) 445-7872 marambula@casapacifica.org
Annie Ellberg School Liaison	(805) 445-7873 aellberg@casapacifica.org
Dr. Myra Saltoun Director of On-Campus Programs	(805) 484-7102 msaltoun@casapacifica.org
Theresa Michl Transportation Coordinator	(805) 445- 7874 tmichl@casapacifica.org
Medical Clinic	(805) 445-7832
Susan Perez/LaShaun Aaron Parent Partner	(805) 484-7191
Intake Department	(805) 445-7824
Durham Bus Co.	(805) 382-2854

In order to minimize disruptions to the school day, please contact the school office at (805) 445-7872 for any messages for either students or teachers.

All teachers are on the Casa Pacifica email system which is their first initial and last name@casapacifica.org

For example:

Teacher John Smith would be jsmith@casapacifica.org

PROGRAM DESCRIPTION

CASA PACIFICA NONPUBLIC SCHOOL provides a California standards-based program serving residential and day school students grades 1-12. It offers a highly structured setting with a staff to student ratio of approximately 1:4. Additionally, the campus offers a wide range of on-site services including a pro-active therapeutic behavior management program, individual, group and family therapy, a, onsite medical clinic, music therapy, access to licensed fitness trainer, orientation assessments, transitional planning, and social skills training. A variety of electives, on-line courses, extracurricular activities and credit recovery programs are all available to the students.

ADMISSION REQUIREMENTS & PROCESS

Students qualify for Casa Pacifica NPS through an Individualized Education Plan (IEP) process and a referral from a school district. In order to qualify, a student must have a current IEP with a primary designation of Emotionally Disturbed (ED), Learning Disability (SLD), Autism, or Other Health Impairment (OHI). Students should have the ability to benefit from intensive cognitive/behavioral therapeutic services. This means they should be able to understand cause and effect and construct an accurate timeline of events. We also recommend visiting the facility prior to placement to help determine the appropriateness of placement in our program.

Admission Procedures – On average, the admission process can take up to three weeks. Referring districts are asked to send a referral letter and packet to the NPS. Upon receipt of the packet, the education staff in consultation with the clinical supervisors, will review the packet and the principal will make the final determination of acceptance. Factors that will be taken into consideration will include, but are not limited to: Appropriateness for the program, Cognitive Functioning, Academic Levels, Social/Emotional Needs, Environmental Fit, Staffing Requirements, Behavioral Goals/Needs, Program Size and Mental Health needs..

The referral packet should include items such as:

Introduction Letter, IEP's Current, Last Triennial, Psych Ed Reports, VCBH / Mental Health Status, Attendance/Behavior/Incident Reports, Necessary Court Orders regarding custody, Communications, etc.

Upon acceptance, the referring school district and Casa Pacifica NPS will set a date for a pre-treatment/placement IEP. This will be a 1 – 1 ½ hr meeting. The pre-treatment meeting is an internal information gathering meeting that focuses on the strengths and needs of the student, as well as to sign all necessary Casa Pacifica paperwork. At the placement IEP/Pre-Treatment we would like the following additional information:

Immunization Records, State Testing Results, Signed Casa Pacifica NPS Forms, and Transportation Needs

Please note, acceptance may be granted on a trial basis after which another IEP will be held to determine appropriateness for the program and if placement at Casa Pacifica NPS will continue.

Please contact either your district special education case manager or our school office if you have any additional questions.

NOTIFICATION OF PROGRESS

Casa Pacifica NPS values the importance of communication with respect to academic and behavioral progress. Communication regarding this progress is provided in the following ways:

Daily– Classrooms keep a daily record that reflects students’ performance for that day on both school and individual (IEP) goals. This is a key communication tool between home and school in monitoring student progress.

Monthly-Treatment team meetings are held one time each month, either on a Wednesday or Thursday. (See treatment team info in handbook.)

6 weeks-informal academic/behavioral progress reports will be sent home to inform you of your child’s progress. Informal progress reports for the 2011-2012 school year will be mailed out after the following dates:

Sept. 30th Dec. 16th Feb. 24th May 13th

Quarterly - Formal Progress Reports and Report Cards will be mailed after the following dates:

Nov 4th Jan. 26th Mar. 30th Jun. 13th

Progress toward goals based on student IEPs, will be sent out on a quarterly basis to the parents/guardians and school districts.

Report Cards based on grades earned in specific subject areas are sent out at the end of each quarter. Report Cards will arrive with the Progress Reports as they coincide with the end of the semester.

Grade Scale:

A	Excellent	90%
B	Very Good	80%
C	Good	70%
D	Minimal	60%
F	Failing	50%

Elementary students in grades 1-6 will be using standard based report cards.

SCHOOL HOURS

Regular Day	8:50- 2:30
Minimum Day*	8:50-12:50

(*Minimum days are: 9/30, 10/28, 12/16, 2/24, 3/30, 4/27, 5/25, 6/13)

Nonpublic School Office Hours 8:00-4:00

ATTENDANCE

At Casa Pacifica NPS, we believe that students need to be in school to progress toward meeting their goals. Attendance every school day is mandatory.

Medical, dental, and other appointments should not be scheduled during school hours unless previous arrangements have been made. The parent or guardian is responsible for calling the school office at **445-7872 before 9:00 a.m.** any time a student will be absent. Transportation difficulties are not valid excuses for an absence. Prolonged or repeated absences seriously impact a student's academic and behavioral performance. In addition, excessive absences may jeopardize their placement and may be detrimental to successful graduation from this program. Parents/guardians of students who have excessive absences or are habitually truant will be referred back to the responsible school district and possibly referred to the School Attendance Review Board (SARB).

The Casa Pacifica Attendance Policy, and State law (EC 48200, 48450 & 48260a) requires parents/guardians to send students aged 6-18 years to school regularly and on time, and to provide an explanation satisfactory to school personnel for all absences and tardies. The School recognizes the joint responsibility of the school and the parents/guardians to work together to ensure good attendance and behavior patterns for all students. Parents who fail to meet these obligations may be subject to prosecution. (EC Section 48454 and Penal Code 272)

MEDICATION

Casa Pacifica has an onsite medical clinic with licensed staff. In order for trained medical staff to dispense any medication to a student, doctor's orders must be on file with the medical clinic. Tylenol or other over-the-counter medications cannot be administered without parent permission. If you need further information regarding the medical clinic, please call 805-445-7832 or Mary Dyer-Parziale at 805-445-7833.

IMMUNIZATIONS

It is the parent's responsibility to submit, upon enrolling into Casa Pacifica Non-Public School, a copy of their child's immunization record. If immunizations are not current or the immunization record cannot be found, the medical clinic will discuss offering missing immunizations with the parent(s).

*Beginning July 1, 2011, the California Public Health Department has determined proof of a "Whooping Cough" (Pertussis) vaccine booster is required for all students in grades 7 through 12. The new law requires public and private school students to be immunized against whooping cough as follows: For the 2011-2012 school year only, all students entering grades 7 through 12 need to show proof of a Tdap (Tetanus, Diphtheria, Acellular Pertussis) booster shot before starting school. This requirement can be met by receiving one dose of Tdap vaccine on or after the 7th birthday. Adults are also advised to get a Tdap booster shot to protect themselves and their families *California law – Assembly Bill 354*).

CANTEEN (Lunches & snacks)

Students do not need to bring money or food, as a lunch and a healthy snack are provided daily to all students free of charge. A canteen is located on the school campus with both indoor and outdoor seating. A balanced warm lunch is provided as well as the "soup of the day", salad, sandwiches, milk and water. A licensed nutritionist helps in planning the meals at Casa Pacifica. Fruit is available throughout the day if students need a snack.

CLINICAL SERVICES

The clinical department of Casa Pacifica offers assistance to students and their families by providing diagnostic, counseling and consultation services. Specifically, a student's clinician can be expected to assist children in the area of school adjustment, administer psychological testing, and participate in the treatment team process. Casa Pacifica has access to both licensed psychologists and licensed psychiatrists on campus

Students enrolled at the Casa Pacifica Non-Public School may be assigned a clinician. A clinician is a mental health professional trained in the assessment, diagnosis, and treatment of mental health problems. Clinicians can be either a pre-doctoral intern (an individual in training that is completing their doctorate degree), a post-doctoral fellow (an individual who has completed their doctorate degree and is receiving specialized training in the assessment, diagnosis, and treatment of children and adolescents), or a licensed clinical psychologist (an individual who holds a doctorate degree, has completed their training, and is licensed in the state of California). All clinicians in training (pre-doctoral interns, and post-doctoral fellows) are supervised by a licensed clinical psychologist. Pre-doctoral interns are in training for one year, while post-doctoral fellows train for two years.

The services provided by clinicians at Casa Pacifica include assessment, diagnosis, and psychological treatment through individual, group, and family modalities. Substance abuse treatment is also offered to students at the Casa Pacifica Non-Public School. Additionally, two psychiatrists are on campus twice a week (usually Wednesdays and Fridays) to provide medication monitoring and prescription of psychotropic medications. Clinicians assigned to students at the Casa Pacifica Non-Public School also coordinate services between multiple agencies (e.g., social workers, probation officers, other mental health professionals), and remain in consistent communication with the care givers of the youth they are assigned to. Monthly treatment team meetings are held where stakeholders in the care and education of each youth served at the Casa Pacifica Non-Public School have a forum to discuss and monitor the progress and needs of the youth we serve.

REQUIREMENTS FOR TRANSITIONING FROM THE NPS

It is the goal of Casa Pacifica NPS to work with school districts, students and their families, in transitioning from the non-public school to a less restrictive environment as quickly as is appropriate for the child. Transitioning is an IEP team decision. In looking at transitioning, there are many variables, which include the following: observations of IEP goal attainment, using data-driven decision making, CAHSEE, STAR and standardized testing results, progress reports and overall academic and behavioral progress.

The stay at our school can be as short as 30 days or as long as several years. Typically, students follow a timeline of one or two years to institute change that will consistently maintain itself after transitioning back to a less restrictive environment. We will work with the IEP team to determine the range of transition possibilities from a partial to full day. The vast majority of students attending Casa Pacifica NPS will transition back to public school or another less restrictive environment (private or county school).

High School Graduation from Casa Pacifica NPS

Students who complete the graduation requirements of their referring home district, and pass the high school exit exam (CAHSEE), are able to receive a diploma from Casa Pacifica NPS. Course requirements for graduation would be the same as the referring district. Students unable to pass the exit exam would be able to earn a certificate of completion. Students 18 or over are able to prepare for and take the GED.

Transition Planning for Adult Life

At Casa Pacifica NPS, The IEP team, with student input, will create a transition plan beginning with the IEP before a student turns sixteen. This plan will develop transitional goals, and determine and/or provide necessary services to facilitate the student's needs as they look to transition to adult life. Transitional goals may include goals for: independent living, training, education and employment. High school students are given assessments to help them explore possible careers as well as instruction in skills aimed towards obtaining and retaining employment. Qualified high school students are often able to be employed by Casa Pacifica in part-time, after school positions. Many students also enroll in the Regional Occupation Program or community college in addition to attending classes at Casa Pacifica NPS.

PARENT/GUARDIAN RESPONSIBILITIES

Parent/Guardian involvement in the program at Casa Pacifica is a critical component. Whenever possible, family involvement is strongly encouraged, and parents and families are viewed as an essential part of each child's overall treatment program. In addition to encouraging attendance of IEP's and treatment team meetings, Casa Pacifica provides family support services, including frequent "family nights," Parent Partners, family therapy and parent/sibling support groups.

Upon enrollment in the school, parents will be assigned a parent partner to help work along side them in the education of your child. They have proven to be a valuable resource in the success of the program. Below is a message from our Parent Partners:

*“As **Parent Partners**, our role is to be a support to you and your child. We want to get to know you. All of us are parents of children who are attending or have graduated from similar programs. Because we have been there, we have a special understanding and can help guide you along the way. We look forward to contacting you to arrange for a time to meet for coffee and to get to know you a little better. In the meantime, if you have concerns or are struggling with any issues, please give us a call. We are here to help!”*

*Sincerely,
Susie Perez & La Shaun Aaron*

FAMILY NIGHTS

All families of our students are invited to attend Family Nights.. Family Nights are held on the 2nd and 4th Tuesday evening of each month from 5:30 p.m. to 7:30 p.m. Staff or Parent Partners will meet families at intake and escort them to the gym where dinner will be served and families can spend time together. The second half of Family Night will either include an activity or a support group with parents and the clinical staff. We will be contacting you prior to each Family Night to see how many people from your family are available to attend. Your support in attending these family nights is important to your child's success in the program!

TREATMENT TEAMS

Treatment Team meetings occur on a monthly basis. The Treatment Team is comprised of adults involved in the education and development of each student - including, but not limited to the student's teacher, clinician, parent partner, behavioral health worker, social worker or probation officer (if one is assigned), cottage supervisor, WRAP or TBS assigned worker and parents or guardians. This meeting is in addition to but not in place of the IEP. Focus is on the progress of the child, their treatment plan and communication among all members of the team.

CURRICULUM AND INSTRUCTION

Casa Pacifica offers a California Standards based curriculum. We use state approved curriculum adopted by our local school districts. In addition we offer online courses through Apex Learning (www.apexlearning.com); Character Based Literacy (www.scu.edu/character); and research based intervention programs to help remediate academic skills. We provide an intervention specialist to intervene for students who are reading below grade level. Our teachers work collaboratively to provide project based, cross-curricular and experiential learning opportunities for our students whenever appropriate.

For more information on California State Standards, please visit:
<http://www.cde.ca.gov/be/st/ss/index.asp>

TECHNOLOGY

Casa Pacifica NPS uses current technology in the classroom to enhance digital-age learning experiences that advance student learning, innovation and creativity. We have a modern media center, online learning, wireless laptops, fusion keyboards (comparable to Alpha Smarts) and classrooms fully equipped with a wide range of technology to support students of the 21st Century.

To maintain appropriate use of technology, all students will be required to sign and adhere to Casa Pacifica's Acceptable Use Policy.

STUDENT DRESS CODE

APPROPRIATE DRESS IN THE SCHOOL ENVIRONMENT HELPS ENSURE A SAFE ENVIRONMENT FOR LEARNING AND PROMOTES A POSITIVE CLIMATE FOR ALL STUDENTS TO SUCCEED.

While we recognize individual freedoms and rights, our policy on student attire is focused on minimizing disruptions and creating a safe, respectful, responsible and positive environment. We abide by any recommendations from local law enforcement and prohibit attire with known gang affiliation or offensive racial attire (including references to white supremacist / skin-head groups).

All student dress should be respectful, responsible and safe to both the individual student and the Casa Pacifica community. Casa Pacifica staff will work with students to minimize issues related to dress. In the event that a student's clothing, or lack of, is disruptive or violating our policies on respect, responsibility and/or safety, staff will collaboratively problem solve with a student through the situation. This could include changing, having a family member bring appropriate clothing, turning shirts inside out, wearing a jacket/sweatshirt or possibly other suggestions generated by the team.

Examples of appropriate dress include:

- Covered midsections
- Sunglasses worn outdoors
- Clothing with positive or no messages
- Clothing that supports school expectations of respect, responsibility and safety
- Shoes
- Pants that cover a student's underwear

APPROPRIATE CLOTHING IS TO BE DETERMINED BY STAFF. FORMAL COMPLAINTS MAY BE MADE IN WRITING TO THE PRINCIPAL.

DISCIPLINE PROCEDURE, PHILOSOPHY, AND OVERVIEW

The goal of Casa Pacifica's NPS is to have an active and engaging environment in which all students have the opportunity to learn. All of the school guidelines fall into three categories:

Respect
Responsibility
Safety

These three simple guidelines with respect to self and community govern our approach. Classes spend time going over with students what these expectations look like and sound like. When disciplinary action is necessary, Casa Pacifica NPS strives to restore and teach, rather than simply punish individuals. Casa Pacifica NPS takes a proactive role in preventing incidents and reducing disciplinary issues.

In our effort to be proactive, we incorporate the following into our program.

COLLABORATIVE PROBLEM SOLVING

The Collaborative Problem Solving™ (CPS) model suggests that student challenges are the byproduct of lagging cognitive skills and recognizes that they are best addressed by teaching youth the skills they lack. Collaborative Problem Solving presents an effective way to reduce conflict, teach the skills kids need to function adaptively in the world and to enhance relationships between children and adults. CPS has been proven to work with even the most challenging behaviors .

The model was developed by Ross Greene, Ph.D., Associate Professor of Psychiatry at Harvard Medical School and author of the books "The Explosive Child" and "Lost at School". Dr. Green received his doctorate in clinical psychology from Virginia Tech and is the founder of the Collaborative Problem Solving Institute at Massachusetts General Hospital. For more information please visit the Center for Collaborative Problem Solving at www.ccps.info

BEHAVIORAL SPECIALIST

In a classroom setting, the Behavioral Specialist provides behavioral coaching, skill training, crisis intervention, and support services to Casa Pacifica's youth who have, or are at risk for developing significant problem behavior(s). The role of the behavioral specialist is to proactively work with students to meet social, emotional and behavioral goals set forth in their IEP. Behavior Specialists are trained in a variety of areas to best meet the needs of the student.

“SEAVILLE” Multisensory De-Escalation Room (MSDR)

Casa Pacifica embraces the concept that a time of crisis can be an opportunity for learning. Therefore, we designed a specialized behavioral classroom called Seaville Multisensory De-Escalation Room (MSDR). This secure, attractive, and functional space is named “Seaville”, after the subjects on the wall mural. The room includes soft music and variety of manipulatives that encourage the student to interact with the environment in a soothing manner. A student's ability to use the resources in the MSDR to regain control over his/her emotions is a critical step in the process of learning self-regulation. Students view Seaville as a positive resource for them. When a student is admitted to the school program at Casa Pacifica, recreation therapists work to develop an individualized battery of sensory tools that can be used to assist in developing self-control and emotional awareness. When students feel frustrated or overwhelmed, they have the option of working with trained staff members while utilizing research-based sensory manipulatives to aide in developing self-regulation

RESTORATIVE JUSTICE

Casa Pacifica NPS uses Restorative Justice, which is a valued-based approach to responding to wrongdoing and conflict, with an equally balanced focus on three components: 1) the person/item harmed, 2) the person causing the harm, and 3) the affected community. Restorative justice focuses on transforming wrongdoing by healing the harm, particularly to relationships, that is created by harmful behavior. The primary stakeholders in restorative justice processes are the person(s) who caused the harm (offender), the person(s) harmed (victim), and the affected community. By collectively identifying and addressing harms, needs, and obligations resulting from wrongdoing, we are able to create healing and put things right again

SAFE ENVIRONMENTS FOR LEARNING AND GROWTH

Safe Environments for Learning and Growth, known as “Safe,” is a relationship-based approach created to develop positive learning experiences while preventing and responding to crisis situations and escalated behaviors. Developed by Casa Pacifica in association with highly-qualified consultants in behavior, science and education, the program trains all school staff effective physical and psychological skills for preventing and responding to unsafe behavior and aggressive situations. One component of Safe is the use of physical interventions. Since it is relationship based, our goal is to use the least restrictive means necessary, constantly remain respectful and aware of the child’s needs and to release a child as soon as it is safe to do so.

LIFE SPACE CRISIS INTERVENTION (LSCI)

Life Space Crisis Intervention is a strength-based approach to conflict resolution that promotes growth and change in children and adolescents. Focusing on the most common behavior patterns, participants learn strategies to use as alternatives to coercion and punishment that make a positive difference in the lives of others.

IN-SCHOOL SUSPENSION

An in-school suspension are those served at school. These may be used when sending a student home is reinforcing, or when staff feels the school environment may be more effective in changing behaviors. In-School suspensions are a Casa Pacifica Staff decision and are not to be used when requested by parents/guardians due to inconveniences at home or other non-behavior related reasons. In-School suspensions provides for a temporary classroom situation separate for the student's normal classroom for the purpose of disciplining the student, containing behavior and enabling the student to complete school work, get back on track and return to the classroom.

The following examples would qualify having a student placed on an in school suspension.

- A student who remains out of the classroom and refuses to return to class.
- A student who brings contraband to school
- A student who represents an immediate danger to themselves or others while in or out of the classroom and is directly affecting the safety of other students and staff.
- A student who is constantly disruptive to the classroom proceedings and who is not responding to staff direction or intervention
- A student who has returned from an AWOL and is not ready to return to class or has not processed back into the classroom

The student serving the suspension will be informed of the amount of time to be served and the expectations required to return to class. The suspension can take place at a designated area of the campus. The student will be supervised at all times. Lunch and or snack will be brought to the student in the designated area.

IN-HOME SUSPENSION

The belief at Casa Pacifica NPS is that students need to remain in school and will use the intervention resources described in the previous pages to ensure that this occurs. Casa Pacifica NPS also recognizes that there are times when a brief removal from school is necessary.

An in-home suspension provides for a situation in which the student would remain at home and therefore separated from other students and the academic campus for the purpose of either discipline or safety. These types of incidents may also require law enforcement intervention.

An in-home suspension will be utilized under the following conditions:

- A student who brings dangerous contraband to school as defined by the Zero Tolerance Weapons Policy.
- Possession or sale of mind altering substance.
- Hate crimes.
- A student who represents an immediate danger to themselves or others while in or outside of the classroom and is directly affecting the safety of other students and staff.
- A student who has made a terrorist threat to another student, staff or campus.
- An In Home Suspension may be used following a violent incident in which for safety reasons needs to be separated from the campus.

A student who is placed on in-home suspension must be approved by the principal/assistant principal or their designee. An incident requiring an in-home suspension is grounds to call for an IEP to determine if current placement at Casa Pacifica is still appropriate and acceptable. Casa Pacifica reserves the right for student's possible removal from program. Parent/guardian and district will be notified of suspensions.

ZERO TOLERANCE WEAPONS POLICY

Possession of weapons of any type or form will not be tolerated at Casa Pacifica. A violation of this policy will result in law enforcement intervention, suspension and scheduling of an IEP review to discuss appropriate placement.

Inherently Dangerous Items: Deadly Weapons:

- Firearms, knives, explosives or other dangerous objects of no reasonable use to the pupil at a school activity

Dangerous Items: Items (not inherently dangerous) used in such a way as to injure others or instill fear.

- Small pocketknives, small firecrackers, tools, laser pens and other objects used to threaten, frighten or harm others

Potentially dangerous items: Replicas or other items inappropriate (not inherently dangerous) on school grounds that used to injure others or instill fear.

- Unrealistic and realistic replicas, toys, or other inappropriate items at school or at a school activity without any intent to use them as weapons

SEXUAL HARASSMENT

It is the policy of Casa Pacifica NPS to maintain a learning and working environment which is free from sexual harassment. Therefore, Casa Pacifica NPS prohibits sexual harassment and regards it as being improper, immoral, illegal, and will not be tolerated. Casa Pacifica NPS's policy is implemented to inform students, staff and parents about what sexual harassment is and the procedures which will be followed upon receipt of the sexual harassment allegations.

The policy is intended to as a preventative measure to protect against sexual harassment before it occurs. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current legal usage. Sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcomed or requested.

Per California Education Code, Students may be suspended from school, or expelled, if it is determined that they committed sexual harassment. Therefore, Casa Pacifica NPS may suspend and/or refer students back to their local district. This policy shall not apply to students enrolled in kindergarten and grades one to three.

For purposes of this policy, the conduct must be considered by a reasonable person of the same gender or gender identity as the victim to be sufficiently severe or pervasive as to create an intimidating, hostile, or offensive educational environment or to negatively impact a student's academic performance. Teachers and other Casa Pacifica staff shall discuss this policy with students in age-appropriate ways and will assure students that they need not endure sexual harassment.

Any student who feels that he/she has been the victim of sexual harassment by an employee, student, or volunteer of Casa Pacifica as defined by this policy and administrative regulations, shall immediately report the matter to any school official.

The person receiving the complaint shall immediately report the matter to a school administrator, and an investigation into the complaint will begin.

Any staff member who has knowledge of conduct of Casa Pacifica's employees, volunteers, students or other individuals in the campus community which may constitute sexual harassment, is expected to report immediately such conduct to an administrator of the school.

Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. All complaints will be taken seriously and confidentiality will be maintained as appropriate. There shall be no retaliation in any form against any complainant or participant in the complaint process.

All employees and students shall be notified of this policy on a regular basis. To promote an environment free of sexual harassment, Casa Pacifica supervisors shall provide staff training and ensure student notification.

Contact the school administration if you have any questions or would like additional information.

FREQUENTLY ASKED QUESTIONS

Will my child get therapy in school? Casa Pacifica Clinicians work with the IEP team as well as Ventura County Behavioral Health to provide necessary therapeutic services. When necessary, students have the ability to meet with clinicians on a 1-1 basis or in small group sessions. In addition, Casa Pacifica offers social skills training and character education to our students.

What happens if he/ she goes “Out of Program”? Do I have to pick them up? If a child leaves the premises we will notify parents as well as law enforcement. If a child is out of program but is on campus, we will try to work with the child to get them back in class. While we have the option to suspend a child, our goal is to keep the student in school. In extreme cases it may be necessary to come and pick up your child. Often times, we clock the amount of time out of class and make a student repay that time to us.

Will I be informed when my child gets in trouble? Yes, parents may receive information regarding incidents either directly from the teacher, or from school administration. In addition, you are provided a copy of all formal incident reports written on your child.

Who do I call if they are going to be absent/ tardy? Please call the school office at (805) 445-7872.

Can they have food/snacks/ drinks? Generally no as we have lunch and snacks provided for our students. However if this is a concern, it can be addressed at a monthly treatment team meeting.

Is summer school mandatory? No, this is determined by the IEP team. The main consideration is maintaining student progress towards IEP goals.

Can I volunteer at the school or at Casa while my kid is at school? How do I do this? Absolutely, being involved with your child’s school is a great way to support their growth. Please contact the school office at (805) 445-7872. To volunteer with other aspects of Casa Pacifica, please contact Vicky Murphy at (805) 445-7800 or vmurphy@casapacific.org

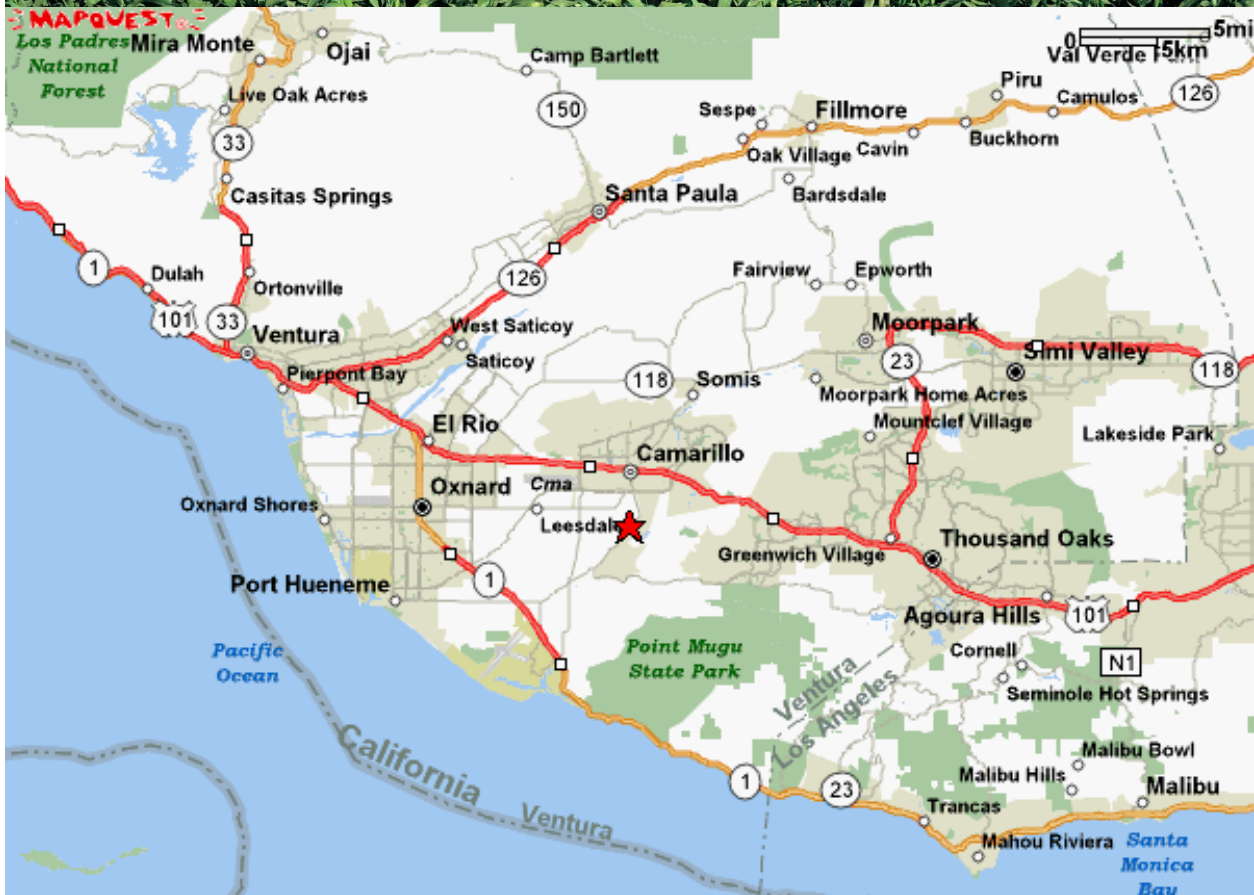
Can students bring cell phones, Gameboys, I-pods, etc.? Day School students may bring those items for bus rides, and they will remain at intake until the end of the school day. RTC students need not bring any of these items to school. We reserve the right to award students who continually meet IEP and school wide goals with special privileges.

Can I go on fieldtrips with my child’s class? Yes, please make arrangements with the teacher ahead of time. Please keep in mind transportation needs and the possibility of an admission fee depending on the trip.

What happens if my child misses the bus? Then it is your responsibility to bring the child to school. This is not an excused absence. If this is a recurring issue, then you may need to contact the district case manager to discuss any concerns.

Do you have a dog? Yes and his name is Archie. Archie walks, reads, plays and even swims with students. Archie is available to students at various times. Archie especially loves it when students come and see him after they’ve finished their school work. And, no he does not actually eat homework. For more information on Archie, please visit www.archiethedog.com

For any other questions, please do not hesitate to contact the school at (805) 445-7872.



From Ventura, CA: HWY 101S to Camarillo, Exit Lewis Road, Turn left onto Ventura Blvd. then right onto Lewis Road to Casa Pacifica.

From Los Angeles, CA: HWY 101N to Camarillo, Exit Pleasant Valley Road, Turn left onto Pleasant Valley Road to Lewis Road, Turn left onto Lewis Road. Approximately 1.3 miles to Casa Pacifica.

Casa Pacifica

2011-2012

Academic Year Calendar

 No School

 Pupil Free Day, Staff Development

 Minimum Day 12:50 Dismissal (Date in Bold)

9/30, 10/28, 12/16, 2/24, 3/30, 4/27, 5/25, 6/13

180 Days School Year, 20 Days ESY, 190 Staff Days

July 11						
Su	M	Tu	W	Th	F	Sa
					1	2
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 11						
Su	M	Tu	W	Th	F	Sa
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January 12						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 12						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 11						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 11						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 12						
Su	M	Tu	W	Th	F	Sa
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29	30					

August 12						
Su	M	Tu	W	Th	F	Sa
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November 11						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
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27	28	29	30			

March 12						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 12						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 11						
Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 12						
Su	M	Tu	W	Th	F	Sa
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19	20	21	22	23	24	25
26	27	28	29			

June 12						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Progress Reports: 9/30; 12/16; 2/24; 5/11 Report Cards 11/4; 1/26; 3/30; 6/13

Notes

- 7/19 Last Day of ESY
- 8/22 Teachers Report Back
- 8/31 1st Day of School
- 9/5 Labor Day-No School
- 9/27 Back to School Night
- 9/30 Minimum Day-Progress Rpts. Due
- 10/28 Minimum Day
- 11/4 End of 1st Ctr. 47 Days
- 11/11 Veteran's Day-No School
- 11/23-11/25 Thanksgiving Break
- 12/16 Minimum Day-Progress Rpts. Due
- 12/19-1/2 Winter Break
- 1/3 School Resumes
- 1/16 MLK Holiday - No School
- 1/26 End of Semester 1 43/90 Days
- 1/27 No School - Staff Development
- 2/17 Lincoln's B'Day Observed
- 2/20 President's Day Observed
- 2/24 Minimum Day-Progress Rpts. Due
- 3/30 End of 3rd Ctr./Min. Day 43/133 Days
- 4/2-4/6 Spring Break
- 4/24 Open House
- 4/27 Minimum Day
- 5/11 Minimum Day-Progress Rpts. Due
- 5/25 Minimum Day
- 5/28 Memorial Day - No School
- 6/13 Minimum Day
- 6/13 Last Day of School 47/180 Days
- 6/14-15 No School - Staff Development
- 6/18 ESY Begins
- 7/4 4th of July - No School
- 7/13 Last day of ESY 20 Days
- 8/20 Teachers Report Back
- 8/29 1st Day of School