

# The Cove School Mini Handbook 2018-19

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LARKSPUR-CORTE MADERA SCHOOL DISTRICT  
THE COVE SCHOOL

**Food Allergy Guidelines**

Dear Families,

We recognize that some children have severe food allergies and/or dietary needs that require special conditions. It is our goal and responsibility to maintain a safe environment for all students during the school day. The most effective way to accommodate a wide variety of food allergies is to implement grade specific guidelines that recognize developmental awareness of our elementary aged students. Kindergarten requires the most managed and restricted environment. As our students mature, we encourage them to take more responsibility for their food allergies and dietary needs.

Cove is an open campus during afterschool hours, weekends and holidays. As a result, we cannot guarantee that our students will not be exposed to nuts or other food residue left on the school grounds. We strongly encourage our parents to discuss precautions with their child to prepare for the possibility of exposure when they are at school.

Due to the viscosity and unique nature of **nut products**, our district has implemented specific safety measures to meet the needs of students with nut allergies.

**Kindergarten: *Nut Restricted* Classrooms and Kindergarten Playground**

- ❖ All kindergarten families will be asked *not* to send or bring any **nuts or nut products** to the kindergarten classrooms or play areas.
- ❖ All students will eat in specific class locations based on dietary and food safety needs of their class.
- ❖ One space may be designated for any student requiring **nuts/nut products** in their diet.

**1st-5th Grades: *Nut Restricted* Classrooms and Lunch Recess**

- ❖ Specific classroom(s) will be designated for students with nut or other food allergies.
- ❖ Students in Nut Restricted classrooms *may* bring nuts or nut products in their snack or lunch, but these foods *may not* be brought into the classroom.
- ❖ If needed, specific lunch tables will be designated as **Nut Free** to accommodate students who are **Nut Restricted** and peers from their class.

Our families are encouraged to share in the responsibility of educating their child(ren) of food allergies and recommended safety precautions, including frequent hand washing, hand wipes, and/or use of individual lunch mates, etc. The school nurse is available to discuss individual needs and concerns.

Sincerely,

*LCMSD Health Services Coordinator*

# LARKSPUR-CORTE MADERA SCHOOL DISTRICT | 2018-2019

Board Approved 2/7/18

Revised 6/21/18

**4** Independence Day Holiday

JULY 2018						
S	M	T	W	TH	F	S
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				

JANUARY 2019						
S	M	T	W	TH	F	S
		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		

**1** New Year's Holiday (No School)  
**1-4** Winter Break (No School)  
**21** MLK Holiday (No School)

18 Staff; 18 Student Days

**15** New Certificated Work Day  
**16** Certificated Prof Dev Day  
**17** Certificated Prof Dev Day  
**20** Certificated & Para Work Day  
**21** Certificated & Para Work Day  
**22** First Day of School  
**30** Back to School Night – NC (early dismissal)  
**30** Back to School Night-Cove (early dismissal)

AUGUST 2018						
S	M	T	W	TH	F	S
			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	

12 Staff; 8 Student Days

FEBRUARY 2019						
S	M	T	W	TH	F	S
					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		

**18** Presidents' Day Holiday (No School)  
**19** Lincoln's Birthday(Observed)Holiday (No School)  
**18-22** Mid-Winter Break (No School)

15 Staff; 15 Student Days

**3** Labor Day Holiday (No School)  
**6** Back to School Night – Hall  
**7** Hall (early dismissal)  
**19** Certificated Work Day (No School)

SEPTEMBER 2018						
S	M	T	W	TH	F	S
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						

19 Staff; 18 Student Days

MARCH 2019						
S	M	T	W	TH	F	S
					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						

**8** End of Trimester 2  
**11** Certificated Professional Development Day (No School)

21 Staff; 20 Student Days

**8** Certificated Professional Development Day (No School)  
**15-19** Conference Week (early dismissal)

OCTOBER 2018						
S	M	T	W	TH	F	S
	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			

23 Staff; 22 Student Days

APRIL 2019						
S	M	T	W	TH	F	S
	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				

**4** Open House - NC  
**4** Open House – Cove  
**5** Early Dismissal Day Cove & NC only  
**8-12** Spring Break (No School)  
**18** Open House – Hall  
**19** Hall (early dismissal)

17 Staff; 17 Student Days

**12** Veterans Day (Observed) Holiday (No School)  
**16** End of Trimester 1  
**19-23** Thanksgiving Holiday (No School)

NOVEMBER 2018						
S	M	T	W	TH	F	S
				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	

16 Staff; 16 Student Days

MAY 2019						
S	M	T	W	TH	F	S
			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	

**27** Memorial Day Holiday (No School)

22 Staff; 22 Student Days

**24** Local Holiday  
**25** Local Holiday  
**24-31** Winter Break (No School)  
**31** New Year's Eve Holiday

DECEMBER 2018						
S	M	T	W	TH	F	S
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					

15 Staff; 15 Student Days

JUNE 2019						
S	M	T	W	TH	F	S
						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						

**13** End of Trimester 3  
**13** Last Day of School (early dismissal)

9 Staff; 9 Student Days

LARKSPUR-CORTE MADERA SCHOOL DISTRICT

## THE COVE SCHOOL

EXPERIENTIAL LEARNING • SOCIAL EMOTIONAL GROWTH • CREATIVITY • COMMUNITY

### School Hours 2018-19

#### Kindergarten:

8:14am - 2:10pm (MTThF)

8:14am – 1:15pm (W)

*Recess: 10:35am-10:50am*

*Lunch: 12:30-1:15pm*

*\*August 22-31, dismissal at 12:20pm for assessments*

#### Grades 1-5:

8:14am - 3:00pm (MTThF)

8:14am – 1:15pm (W)

*Recess Grades 3-5: 10:20am - 10:35am*

*Recess Grades 1-2: 10:35am-10:50am*

*Lunch: 12:30-1:15pm*

#### Important Dates:

- First Day of School – August 22
- Back to School Night –August 30
- Parent Teacher Conferences – October 15-19
  - 1:15pm Dismissal for conference week
- Open House Night – April 4
- Last Day of School - June 13
  - 1:15pm Dismissal for last day of school

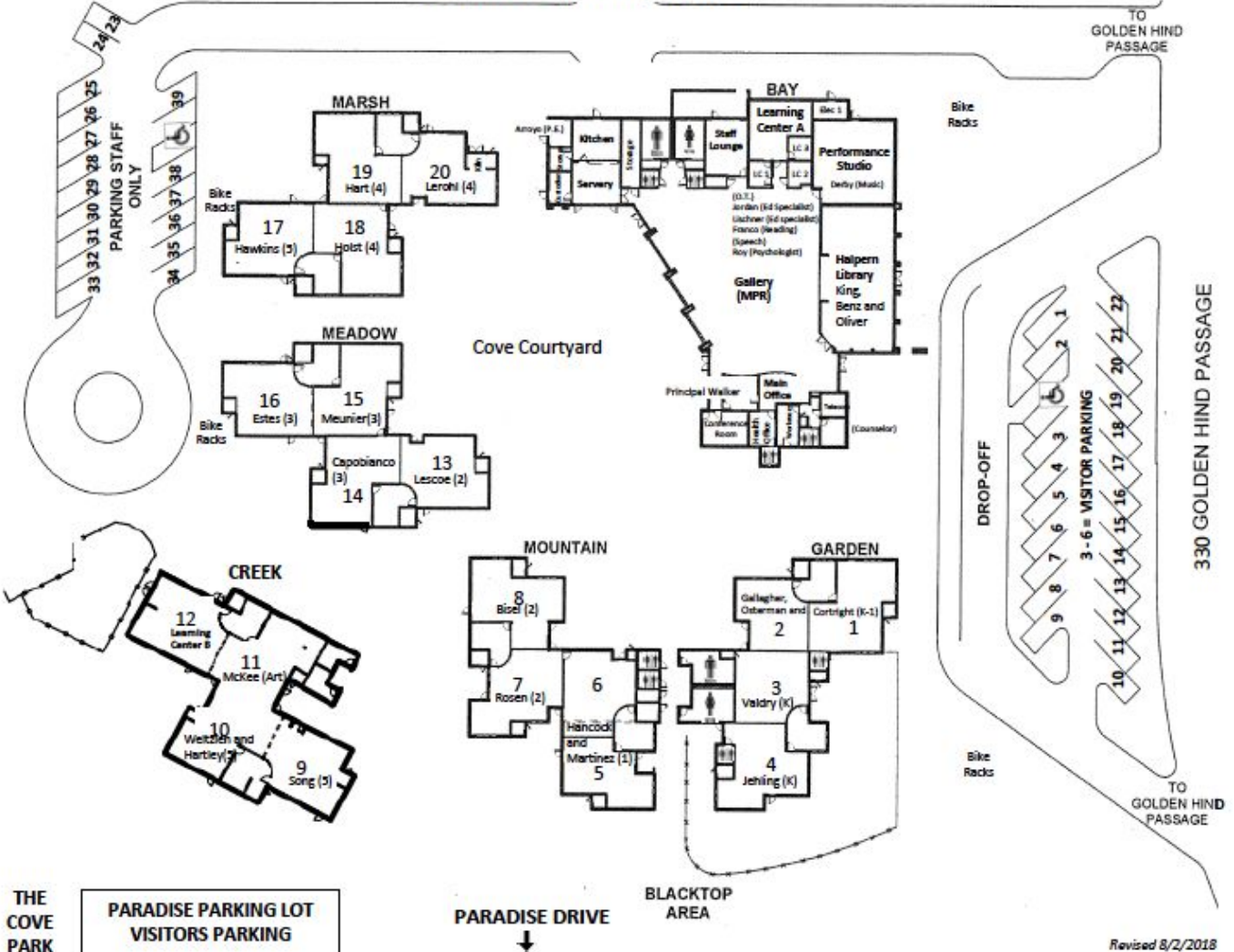
#### Office Hours:

8:00am – 4:00pm (MTThF)

8:00am – 3:30pm (W)

Closed during school holidays

LARKSPUR-CORTE MADERA SCHOOL DISTRICT  
**The Cove School Map 2018-19**



Revised 8/2/2018

## Larkspur-Corte Madera School District

### The Cove School

#### SCHOOL POLICIES:

- **Code of Conduct:** Please review our [Student Code of Conduct](#) and [Adult Code of Conduct](#) on the Cove School website. This includes our school's discipline plan. In order to create an optimal environment for student learning, The Cove School expects that all members of our community adhere to these guidelines.
- **Attendance:** It is essential that your child is here every day and on time. We aim for 98% attendance. Plan accordingly to do your part. Please do not take your children out of school for extended weekends or trips. We have designed our district calendar to allow for travel days around holidays so that students do not need to miss school. **Our funding depends on our daily attendance;** when a child is absent for any reason, the school loses money. When students miss 5 or more consecutive days of school for an unavoidable reason, please work with our school office and your child's teacher to complete an Independent Study Contract.
- **Illness/ Absence:** Of course, if your child is sick, please keep him/her home. Please email [coveabsentee@lcmsschools.org](mailto:coveabsentee@lcmsschools.org) prior to 9:00 AM. If we don't hear from you, our automated system will call inquiring about your child's whereabouts.
- **Tardy Policy:** If your child is late to school he/she must come check in at the office and receive a late slip. Classroom teachers cannot welcome a student into their classes without this slip.
- **Snacks and Wellness Policy:** Please send a healthy snack with your child each day. Our district has a wellness policy that states that celebrations that involve food during the school are limited to one party per class per month. Each party can include no more than one sugary food or beverage. Please do not bring food for the class without arranging with your teacher ahead of time. Here are [ideas for Nutritious School Safe Nut-Free Snacks and Treats](#). Please be sure to look over our [LCMSD Student Health and Wellness Board Policy](#) to become familiar with our goals and guidelines.
- **Nut-Free Classrooms: All TK and Kindergarten classrooms are nut free.** Please read this [Food Allergy letter to parents](#). Some the 1<sup>st</sup> -5<sup>th</sup> grade classrooms will also be nut free in order to protect children with life threatening nut allergies. **Please do not prepare foods with nuts or nut oils for any classroom or school events.** Tree nuts include, but are not limited to, walnut, almond, hazelnut, cashew, pistachio, and Brazil nuts. Please find several nutritious school safe nut-free foods [here](#).
- **Dress Code:** Appropriate dress is important for safety and consistency for our students. Modesty is encouraged as far as short skirts, shorts, midriff tops, tank tops etc. **Students are not allowed to wear flip-flops.** Shoes worn to school must be safe for physical activity and action-packed days!
- **Banned Items:** Consistent with our district strategic priority to cultivate safe, healthy, caring and inclusive school environments as well as the CA Education Code, we want to remind our parents (and will be visiting classrooms to remind students) that there are certain items that should never be brought to school. These include any knife, or toy weapons, real weapons, drugs, alcohol, etc. Please reinforce these rules with your child.





## 2017-2018 Cove Back to School Checklist

### MARK YOUR CALENDARS:

The complete Cove School School Calendar is available on the [Cove School Website](#). The LCM District Calendar with vacation dates and holidays can be found [here](#). We are in the progress of updating the website and the calendar during the next few weeks. Here are some upcoming events:

- **Grade Level Playdates- August 15 (TK-2nd) and August 17 (3rd-5th), 3:00-5:00 on the Cove Playground:** These events are designed to provide our children with a chance to get out some of the before school jitters and excitement the week before school begins. Feel free to bring your own picnic, snacks, blankets, etc!
- **Cove PTO Kindergarten Social:** Sunday, August 20th (1:00-3:00pm, Cove Blacktop). This is an annual event that brings together all incoming TK/Kindergarteners and their families for an afternoon of play and connection at the Cove Blacktop/Playground. We hope to see all of our TK/kindergarten families at this special community building event on August 20th.
- **New Family Orientation- August 21, 3:00-4:00 (Cove Gallery)** This event is geared toward new families. If you attended Sneak Peek as a kindergarten or TK family, this will be redundant. No need to attend this event. This is a chance to hear about our school's philosophy, explore our campus, ask questions, and meet the superintendent, principal, teachers as well as PTO, Site Council and SPARK volunteers. Start connecting with families from our community! Child care is provided for younger children (on the kindergarten playground) during presentation portion. Then children will join parents to explore the campus and meet their teachers.
- **PTO First Day of School Welcome Coffee:** Tuesday, August 22nd (8:30-10:00am, Gallery). The Cove PTO hosts its annual Welcome Coffee. Join us in the gym for coffee and light breakfast fare. Learn about aftercare options, Hot Lunch and volunteer opportunities with PTO and SPARK, including Hot Lunch Servers, Classroom Coordinators, and many more! PLUS, Cove Spirit Wear will be available for sale! For questions about this event contact [president@covepto.org](mailto:president@covepto.org).
- **Back To School Night, Thursday, August 31st, 6:15-8:15pm (BTSN Schedule)** Join the Cove parent community (adults-only event) and hear from our incredible teachers about the year ahead in the classrooms. You will also have the opportunity to hear from our new Superintendent, Dr. Brett Geithman, during our general session for all parents in the gallery at 6:30pm.
- **The Cove Family Back to School Picnic: Sunday, September 10, 4pm to 6pm** on The Cove School Blacktop. The Cove PTO invites you to a family get-together to celebrate the

start of school! Reconnect with returning families and meet some new ones! Join your kids for some outdoor fun. We'll have a food truck and other goodies to enjoy. Cove Spirit Wear will be available for sale. For questions about this event contact [president@covepto.org](mailto:president@covepto.org).

- **SPARK 4th Annual Fun Run:** Sunday, Sept. 17, 9-11:45am, rain or shine. A community and family favorite and we are changing our course this year! The race will take runners around the beautiful marsh area across from the Village at Corte Madera. Wpresident@ncpto.org with a 1-mile and 5k run open to walkers or runners (and strollers!) and family fun afterward at center court at The Village this is one event you don't want to miss. Learn more and purchase tickets [here](#).

## PREPARE YOUR CHILD FOR SCHOOL:

- Information Update:** Please be sure that you responded to the email from BluPods <http://www.blupods.com/> by clicking the link in that message as it is critical information for the school to have before school starts. We rely on parents to provide annual updates of contact information for their students. In the event of an emergency, natural disaster or family crisis we will not release your child to anyone who is not on this list. **Your child will not receive their fall class assignment on August 18 unless this process is completed.** If you have more than one child enrolled, you are required to submit an update for each of them. Completing the survey should take 5-10 minutes per child. Should you have any questions or issues, please reach out to [support@blupods.com](mailto:support@blupods.com) to guide you through the process.
- Immunizations:** If you have not supplied the required immunization records for your child, please attend to these immediately, as students may not enter their classrooms without the immunization records required by CA law.
- Emergency Medications:** Submit all emergency medications with prescription labels and dispensing instructions to the School Office the week of August 14-18 (the week before students start school).
- School Supplies:** We buy school supplies so you don't have to! We are asking each family to donate for this year's school supplies for entering TK through 5th graders. Teachers use these funds to stock their classrooms with all necessary supplies for your child- and you have no shopping list! **The suggested donation is \$45**, but please give what you are able. And if you are able to give more to help another family that would be most appreciated! [Click here to donate](#).
- Bus and Transportation:** Walk or roll- that's our goal! We encourage families to find a green route to school. One option is to take the bus! [Click here for Yellow Bus pass information](#).
- Cove Connection:** Read the Cove Connection e-news emailed to you each Sunday! It is our primary means of communication with the parent community and will keep you up to date on important information
- Hot Lunch**
  - **Sign Up Info:** Our hot lunch program provider is Good Earth Organic Lunches. Good Earth and The Cove are both dedicated to providing healthy, delicious, local, organic food to our kids and drastically reduce our waste footprint as a school. Sign-ups for the Fall Session (Trimester 1, 8/22/17-11/9/17) are scheduled to begin August 15th and will be open through the first few weeks of school. Please be on the lookout for an email from the district office



on how to sign up! There has been a delay and they are doing their best to work it out quickly.

- o **Hot Lunch Volunteers:** We couldn't serve our children a nutritious, reasonably-priced meal at school without your help! We would love for every parent to please volunteer to serve hot lunch if your child participates in the lunch program. The standard shift will be 12:00 - 1:30pm. You can sign up for a shift via this [LINK](#) or contact our Hot Lunch volunteer coordinators at [hotlunch@covepto.org](mailto:hotlunch@covepto.org).
- o **Free and Reduced Lunch Program:** The Larkspur Corte Madera School District participates in the National School Lunch Program. Meals are served every school day at each school site. Eligible students may receive these lunches free or at a reduced price. If you think your child(ren) may be eligible for the free or reduced program, please click [HERE](#) to read about the program.

### **SUPPORT YOUR CHILD'S COMMUNITY:**

- Volunteer:** We look forward to having you volunteer throughout the year to support both the Parent Teacher Organization (PTO) and Larkspur-Corte Madera Schools Foundation (SPARK). We appreciate anything you can do to help, whether it be working in your child's classroom, helping at a school event, driving on a field trip, etc. We'll have volunteer sign-ups at the Cove PTO Welcome Coffee on the first day of school, August 22, in the Gallery after you drop off your child(ren) for their first day of school.
- Support The Cove PTO:** You should receive an invitation to join The Cove Parent Teacher Organization ("PTO") via BluPods within the next week. Your tax-deductible donation to The Cove PTO provides innumerable benefits to our children, including funding for Teacher Development, Textbooks, Classroom Materials, School Events, Campus Improvements, Parent Education Programs and much more! You can contribute online via PayPal (Here is the link [Cove PTO Membership](#)) or pay by check. Make all checks payable to The Cove PTO. Drop it off in The Cove office or mail to: The Cove PTO, 330 Golden Hind Passage, Corte Madera, CA 94925. If you do not receive an invitation please request one at [president@covepto.org](mailto:president@covepto.org).
- Support SPARK:** SPARK raises the funds needed to bridge the gap between the limited funding the District receives from the State and local revenue sources and what it actually costs for each child in the District to experience the best education they deserve. Parent donations demonstrate a commitment to a robust and well-rounded education and we ask for every family to participate at a level that is meaningful to them. SPARK 2017-18 Annual Giving Donations can be made as a recurring automatic monthly payment or a one-time gift. All Annual Giving donations are 100% tax deductible and many companies offer matching grant programs for employees. [Visit the SPARK website](#) for more information.
- Get Involved:** We are so grateful for our volunteers! Many of our classroom and school events would not be possible without you! Please check classroom newsletters and The Cove Connection (emailed to all parents each Sunday throughout the school year) for how you can contribute your time to making your child's experience truly extraordinary!

### **THE COVE SCHOOL WEBSITE:**

All of this information and more is available on [The Cove School Website](#)

We look forward to seeing you soon! It is going to be a great year together, filled with work, play and learning!