



HOW TO MAKE A

Difference

AT

OPEN SCHOOL



2020–2021

Taking Pride in our School!



Dear Open School Families,

The Open School was founded over 40 years ago in the spirit of parent-teacher collaboration. Today that spirit continues to thrive with parent volunteers being an essential part of our programs. Together, we work to inspire our students with a love of learning and provide them with tools to be successful. When children see parents volunteer, it shows them that we support and value their education.

Please feel free to ask other parents, teachers or staff about the different ways to volunteer at the school. If you have any questions, please contact the Volunteer Coordination Committee at volunteer_committee@opencharter.org.

A huge thank you to the many parents who dedicate so much time and energy to our school. We are proud to be a part of this generous and dynamic community of families.

Rocki Davidson

Volunteer Coordination Committee Chair



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PLEASE NOTE: *Due to COVID-19, some of our events, activities, and volunteer opportunities might be canceled or modified to meet safety protocols. However, information in this handbook should give you an idea of what might be coming up, and the general spirit of Open School when things open back up.*



How Do I sign Up to Volunteer?

A great place to start is to complete the Online Volunteer Form where you can let us know your interests and unique skills. We can match you up with the committee that best compliments your interests. To complete the form you must first log in with your PIN. If you haven't received your PIN, it will be sent via email when you go to "Request new password." Be sure to enter the same email address you gave the school upon enrollment. More information at: www.opencharter.org/community/volunteer.

Open School Volunteer Groups

The Open School GOVERNING COUNCIL is the school's shared decision-making body.

2020 President: Cherie Tosh Dame {cherietosh@gmail.com}

FRIENDS OF THE OPEN SCHOOL is our non-profit fundraising group of parents and family members.

2020 Co-Presidents: Jamie Shwartz and Shachar Lavi-Pangindian {friends@opencharter.org}



OPEN HEARTS is the school's Community Service Club, teaching students about the importance of giving back to the community.

Rocki Davidson, Chair {rockidavidson@gmail.com}

Volunteers do not
necessarily have the time;
they just have the heart.
—Elizabeth Andrew



Stay Informed about Open School Events

Thursday’s Backpack: High-priority messages for the entire school community sent via email. Clusters and Governing Council committees use email for regular communication as well. These are sent to the email address you provided to the school when you signed up to attend. For more info: www.opencharter.org/email or speak with someone in the office.

Facebook: The Friends of Open School Facebook group is an optional closed group for the parents, teachers, and staff of Open School. Through Friends’ Facebook group, we strive to communicate quickly and effectively regarding Friends’ events, school notices, news, exciting successes, and our love for Open School. Join our community at www.facebook.com/groups/FriendsOfOpenSchool/

www.opencharter.org has all the latest news and is our primary means of keeping everyone informed.

Find more information about the school philosophy and teaching methods and classroom organization at: www.opencharter.org/about/philosophy
If you want to get involved, information about fundraising and volunteering can be found at: www.opencharter.org/getinvolved

If you are interested in joining a committee you can find the list and contact information here: www.opencharter.org/committees

REPRESENT OPEN SCHOOL

Branded Open School t-shirts, hats, water bottles and popsockets™ are available to purchase on our online store: opencharter.org/shop. We will set up several “store” days throughout the year, but, you can always email friends@opencharter.org to arrange for a pickup time that is most convenient to you.

From time to time we will set up a specialized spirit-gear online store, or other shopping opportunities to support our school. Keep your eyes peeled for these email announcements.



School Events & Activities

WINTER AND SPRING CONCERTS

During the winter and spring concerts, volunteers are needed to help sell drinks, donuts, and other bake sale items.

CONFERENCE WEEK

Each Fall and Spring we take three days for parent/teacher/student conferences where you can learn about your child's progress. While the teachers are having conferences, the students take part in three exciting days of educational enrichment. Each creatively themed week is entirely executed by parent volunteers, teachers' aides, and Open specialists. There is always a need for parents to get involved by being on the planning committee, helping a particular cluster at their assigned stations or leading an activity.

BOOK FAIR

Twice a year during the Fall and Spring conferences, Open School hosts a book fair for families. Proceeds raised from the book fair go to purchasing additional books for the library and classrooms. Volunteers are needed to coordinate and work the book fairs.



READ-A-THON

The School's Read-a-thon takes place in the spring and generates a lot of excitement among the students. The Read-a-thon hopes to encourage students to go to the school library and to read more. We use the program to apply for grants, which allow us to expand our library's book collection.

MULTI-CULTURAL DAY

This day long celebration of cultures and families is one of the most anticipated days of the year at Open School. Parents and family members come to the school to share their family's culture including limbo dance, dreidel play, folk tales, Chinese calligraphy, origami, caber tossing, Irish dance, African drumming, playground games from the Bronx, folkloric dancing and more. Each cluster hosts a potluck lunch provided by the families. Children are encouraged to dress in the style of their culture. Parent volunteers are needed to share their culture, family traditions and food. For more information talk with your child's cluster teachers.

TEACHER APPRECIATION COMMITTEE

Our teachers and staff are amazing and work very hard to make Open School a wonderful learning environment. We feel it is important to express our gratitude with monthly Teachers' Appreciation events and a weeklong celebration in the spring.



Opportunities for Parents

MORNING VALET VOLUNTEER

If you can spare a few minutes in the morning, consider volunteering at the morning valet. To volunteer, please come to the Breen gate during the morning drop-off hours. If you have any questions you can contact **Peggy Lew** at Open School or email her at psl4275@lausd.net.

CLASSROOM VOLUNTEER

- 1** Help teachers in classrooms - ongoing or occasional
- 2** Work with children and help with classroom tasks
- 3** Special skills and talents welcomed! Please contact your cluster teachers for more information.

FRIENDS OF OPEN CLUSTER LIAISON:

- 1** Represent Cluster at the monthly Friends of the Open School meetings (usually first Thursday of each month.)
- 2** Keeps cluster families and teachers informed of Friends news.
- 3** Help recruit volunteers for school and fundraising events. Occasionally volunteers are needed to help at the Friends table during events, selling merchandise, collecting for Annual Giving, and handing out information. For more information contact friends@opencharter.org.

CLUSTER ROOM PARENT

- 1** Is the liaison between teachers and parents in your child's cluster.
- 2** Communicate to parents about class events, field trips, and help recruit volunteers for classroom needs.
- 3** Organize plans for Teacher Appreciation Week. To sign up to be a Room Parent, please see your cluster's sign-ups at *Back-to-School Night* or talk with your cluster teachers.



How To Make A Difference At Open School

FRIENDS OF THE OPEN SCHOOL

Friends Of The Open School is the non-profit organization of parents tasked with raising money for integrated art, technology, music, physical education and teachers aides. These programs are not elective but essential to fulfilling the school's mission and funding from LAUSD is not sufficient to support these programs. Friends of the Open School fills the gap with an Annual Giving ask as well as several events throughout the year. We would love to have your energy and we welcome new ideas!

You can contact us at friends@opencharter.org, leave a note in the front office or come to one of our monthly meetings. First meeting is **September 6, at 7:00pm** in the Teacher's Lounge. Check the calendar on the website for the next meeting. *Friends Of The Open School is a non-profit 501(c)3 corporation.*

GOVERNING COUNCIL

Attend the Open School Governing Council meetings! This is the school's shared decision- making body. Composed of teachers, administrators and 12 elected parent members, the Governing Council's responsibilities include setting goals and policies, allocating resources, selecting staff, and evaluating the effectiveness of the school's program. The full board meets once a month. All parents are invited to attend meetings and all parents are encouraged to join committees, where most of the Governing Council's work is done. First Governing Council Meeting is **September 6, at 5:30 pm** in the Teacher's Lounge. Check the calendar on the website for the next meeting. Childcare is provided for each meeting free of charge.



GOVERNING COUNCIL COMMITTEES

Community Building and Education Committee builds community among Open School's diverse population through our annual Open School Day event and our Parent Education series, which presents events throughout the year about issues of interest to our school-wide community.

Hospitality and Volunteer Coordination

- 1** Welcomes and includes all families during events such as Back-to-School picnic, tours for prospective parents and teacher/staff appreciation.
- 2** Recruit volunteers for school events
- 3** Support student-initiated community service projects and organizing the family mentor program. If you are interested in joining contact **Rocki Davidson** at rockidavidson@gmail.com

School Safety Committee supports emergency preparedness at Open School through annual review of the school emergency plan and upkeep of school emergency supplies.

Staff Selection Committee is responsible for interviewing and hiring teachers, staff, and specialists. This committee is open to parents who have been at Open School more than 2 years.

Site Committee works to maintain and improve Open School's physical and natural environment. This work includes:

- 1** Promoting the use of all campus areas as learning spaces.
- 2** Optimizing the outdoor recreational space for all ages, abilities and interests.
- 3** Increasing the environmental sustainability of the site.
- 4** Enhancing the use of the site to support cluster themes and curriculum.



Bilingual Advisory Committee (English Learner Advisory Committee) works to address the unique needs of students who are English learners.

Library Committee oversees the maintenance and expansion of the Open School Library collection and programs. The committee's goals and activities include:

- 1** Developing and implementing reading incentive programs, such as the annual Read-a-Thon, to promote a school-wide reading culture
- 2** Organizing semi-annual Book Fairs during conference weeks
- 3** Continually improving the physical space and enhancing the library's resources.

Budget Committee recommends how funds are allocated to support and enhance Open School's curriculum and mission. The Committee prepares the annual budget; monitors and approves expenditures; and sets policies for the investment and expenditure of cash reserves.

Bylaws, Charter & Program Evaluation Committee oversees Governing Council elections; drafts revisions to the Bylaws as required; assists with Open School's charter renewal every five years (next due in); and conducts program evaluations to assess the overall effectiveness of the Open School program and how it is administered.

Communications Committee works to maintain communications among our school community through the Open School website, the email system, and the Facebook page.



Support Open School when you shop



Register your **Ralphs** card to raise money for our school. This program is not limited to family members. Anyone with a Ralphs card can register to help Open School. Find the link at opencharter.org/friends/shopping



Open School will receive a percentage of nearly all your Amazon purchases through amazonsmile.org or your Amazon app! Make sure to set up our organization: “Friends of the Open School” and remember to do this twice a year when prompted by Amazon.



BAMit We all love great deals! **BAMit!** is a free cash-back app that earns money for you and our school every time you shop or dine with a BAMit-associated vendor. To start earning money with no commitments, get the Open School referral code, at opencharter.org/friends/shopping



An easy way for us to raise money for Open School. Download the BoxTops app, register yourself, and “Open Charter Magnet Elementary School” and when you’re done shopping, scan your receipt to find any BoxTops products that will earn money for our school. It’s that easy!



Information in this handbook is brought to you by:



Open Hearts is an Open School Community Service Club. The club aims to teach students about the importance of voluntarism, giving back to the community and helping others. Through community service, students can develop a greater understanding of the issues and needs in both their school and outside communities, build confidence and competency, develop social and interpersonal skills and build a system of values.





OPEN
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SCHOOL

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