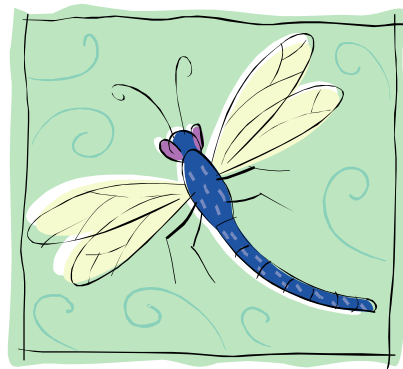


Dixon Montessori Charter School

355 No. Almond Street, Dixon CA 95620
707-678-8953 ~ 707-676-5215/fax



Student Handbook

2014 - 2015

Mission Statement

The mission of Dixon Montessori Charter School (DMCS) is to achieve academic excellence for all students by blending Montessori education with California State Standards. DMCS supports its mission through low teacher-to-student ratios, family participation, multi-aged classrooms, a diverse curriculum and individualized learning for each student. DMCS is a tuition-free public school committed to developing socially responsible, life-long learners.

Goals and Objectives

Maria Montessori said, "There is a part of a child's soul that has always been unknown but which must be known. With a spirit of sacrifice and enthusiasm we must go in search, like those who travel to foreign lands and tear up mountains in their search for hidden gold."

It is in that spirit of sacrifice and enthusiasm that families in the Dixon community created the Dixon Montessori Charter School. Our guiding principles are basic and profound. The DMCS learning community agrees to:

Keep school choice affordable. Dixon is a community of contrast. As a growing semi-rural area located on the I-80 corridor, Dixon is home to a significant population of migrant farm workers as well as an increasing number of relatively affluent individuals who commute to work in the Bay Area and Sacramento. The demand for housing in Dixon is high and homes are expensive; yet some of the schools in the Dixon Unified School District have a free and reduced lunch population of more than 70%.

DMCS is rooted in the principle that all children are entitled to excellent education options without regard to family income. DMCS was created as an alternative to both private schools and traditional public schools. DMCS is a vehicle to turn parent involvement, hard work and community support into a first-class educational option for Dixon families.

Encourage parent participation. DMCS promotes family interaction and parent participation in school. As parents, we are our children's first teachers and this connection shouldn't end when our children enter kindergarten. Each DMCS family is requested to volunteer at least 40 hours every year working in the classroom, on the facility, in the garden, on fundraisers, special events or other activities. Parents agree to limit the amount of television children watch at home, to help with homework, to promote a healthy lifestyle and to encourage the whole family to become life-long learners.

Meet or exceed California state standards. Like other public schools, DMCS is required to meet or exceed the academic standards set by the state of California. Parents can access these standards at www.cde.ca.gov

At DMCS student progress is monitored with regard to state standards, but students are encouraged to meet those standards individually. All students have different interests and strengths and each learns at a different pace. Teachers at DMCS work with each child individually to ensure that they meet or exceed State standards. In addition, students who are academically advanced will always be encouraged to work on more challenging material despite grade level.

Children teach themselves. This simple but profound truth inspired Dr. Montessori's lifelong pursuit of educational reform, methodology, psychology, teaching, and teacher training -- all based on her dedication to furthering the self-creating process of the child. In the classroom, the teacher's job is to direct the child toward materials that will satisfy his/her developmental

needs.

Promote peace. A global education, an understanding of cultures and communities different from our own, a respect for our environment and an appreciation of nature are tools used to promote tolerance.

At DMCS we celebrate a multi-cultural environment by studying the geography of a country, discovering what plants and animals are native to a country, tasting the food native to the region, listening to the music and learning about the cultural celebrations of a country.

Through the Montessori Method, we educate the whole child. Montessori education appeals to children and adults alike by offering many opportunities to explore and embrace the world around us. Through friendships and an understanding of other cultures, students at DMCS learn to appreciate differences and work toward unity and peace.

Inspire lifelong learners. At DMCS our teachers, parents and members of the local community as well as our students are encouraged to become lifelong learners. Modeling a willingness to learn inspires our students and our children's love of learning inspires our own enrichment. DMCS is a place where learning is shared and enjoyed. From scientific experiments, to art projects, to drama and music, family members work with teachers to expand their own capacity for exploration while encouraging children to do the same.

"It is true we cannot make a genius," Dr. Montessori wrote. "We can only give each individual the chance to fulfill his potential to become an independent, secure and balanced human being."

In Kindergarten through 5th grade:

Allow children to learn at their own pace. As parents and professionals involved in the development of California's education reforms, DMCS well recognizes the importance of a coherent instructional program that provides students every opportunity to succeed -- as defined through our state's academic content standards and through the daily experience, knowledge, and skills each person needs to succeed in life.

DMCS promotes strongly the belief that student success can and will be achieved best when students are motivated to learn, have family support, and have the teachers and community structures that facilitate learning; in this context students learn best at their own pace.

Through small class instruction, peer interaction and a rich academic environment, teachers at DMCS encourage a love of learning and allow all children to thrive. Montessori materials are interactive and allow students to participate in hands-on instruction.

Every child's academic journey is unique and Montessori teachers serve to guide each child's individual expedition. Learning best occurs in the student population when children are encouraged and motivated by their own success. If a child is having difficulty mastering a project or "job," the teacher might first consider whether the job was taught properly and absorbed by the student, or whether another presentation of the material might allow a child to grasp the concepts presented. Peer interaction plays a large role as the child teaches or learns a job from another child. The innate desire to assist others in the school community is fostered in a Montessori environment.

"A child's work," wrote Maria Montessori "is to create the man he will become. An adult works to perfect the environment, but a child works to perfect himself." So Dr. Montessori, an engineer, physician and educator, developed an approach to education that would aid the child in his or her work.

The Montessori Method based on careful observation of and respect for the natural development of the child, has been used in schools around the world for over 100 years. Dr. Montessori's scientific observations of children's almost effortless ability to absorb knowledge from their surroundings, as well as their tireless interest in manipulating materials led her to develop her educational method.

At DMCS we blend the Montessori Method with the most current teaching strategies and state standards, to provide each child with the best education.

DMCS Middle School Program

How is the Middle School Program different from K-5th grades? While the DMCS middle school program maintains the personalized, supportive Montessori atmosphere found in grades K-5, it increases the challenge and expectations in academics, community and access to 21st century skills. Also, Middle School provides comprehensive instruction in the specific core standards and offers project-based learning strategies to prepare students for the rigors of high school.

Why will instruction transition from Montessori to project-based learning in the Middle School program? DMCS seeks to create lifelong learners. The beauty of natural curiosity found in the Montessori approach is complemented and extended through inquiry and project development in middle school. We feel that an instructional program featuring project-based learning provides a modern skill set based on problem solving and critical thinking; a natural transition for DMCS students. This strategy fosters independent investigation, deep community connections, and opportunities for development of essential academic skills and habits of mind.

What is project-based learning? In project-based learning, teaching and learning are organized around in-depth examinations of real-world problems and issues. Students follow a rigorous learning cycle that includes problem formulation, research, interpretation, and communication. While fully enveloped in this endeavor students learn to create high-quality products and presentations that demonstrate their content and skill mastery.

Staff List

Joanne Green
Courtney Adkins
Amy Valenzuela
Tami Anderson
Shanna Currie

Robin Duncan
Patty Baldwin
Guadalupe Medina
Hidie Connick

Melissa Moore
Sarah Asuncion
Tamara Potier
Gena True

Heidi Hefner
Andrew Chen
Jacquie McMillen
Lisa Malvini

Autumn Ernest
Jacy Franceschi
April Kemp
Katie Summers
Amanda Barton

Rachel Schroeder
Alicia Brower
Maureen Cargill
Shari Hendrix
Jezabel Leslie
Krista Purdom
Kim Machado
Ben Ruiz

Sheri Luney
Ashley Moreland
Jean Hunt
Dia Yang
Cecilia Teran

Jenni Balance
Jenna Florent
Jodie Hedlund

Director
Academic Services Administrator
Student Services Administrator
Office Manager
Office Assistant and Lunch Services

Kindergarten/First Grade
Kindergarten/First Grade
Kindergarten/First Grade
Kindergarten/First Grade

Second/Third Grade
Second/Third Grade
Second/Third Grade
Second/Third Grade

Fourth/Fifth Grade
Fourth/Fifth Grade
Fourth/Fifth Grade
Fourth/Fifth Grade

Middle School
Middle School
Middle School
Middle School
Middle School

Resource Specialist
Resource
Speech and Language Pathologist
Music/Band
Physical Education/Spanish
Technology
Physical Education
Intervention and EL Specialist

Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional

Instructional Assistant
Instructional Assistant
Instructional Assistant

Sara Jablonski
Michael Mercado
Melony Johnson
Theresa Cristobal

Kathy Colvin
LuShawn Andrade

Penny Florent
Cheryl Vallimont

Situational Assistant
Situational Assistant
Situational Assistant
Situational Assistant

Extended Day Coordinator
Extended Day Assistant

Site Custodian
Site Custodian

Bell Schedule

Grade: Transitional Kindergarten

Monday - Friday:

Line-up Time: 8:03 am
School in Session: 8:05 am
Release Bell: 11:15 am

*TK students are not eligible for take home lunches

Grades: Kindergarten – 3rd

Monday, Tuesday, Thursday and Friday:

Line-up Time: 8:03 am
School in Session: 8:05 am
Release Bell: 2:30 pm

Lunch/Recess:	Kinder/1 st	11:15 – 12:15	*11:15 lunch/11:45 recess
	2 nd /3 rd	11:30 – 12:30	*11:30 lunch/12:00 recess

Grades: 4th – 8th

Monday, Tuesday, Thursday and Friday:

Line-up Time: 8:03 am
School in Session: 8:05 am
Release Bell: 3:05 pm

Lunch/Recess:	4 th /5 th	11:45 – 12:45	*11:45 lunch/12:15 recess
	6 th – 8 th	12:25 – 12:55	*12:25 lunch/12:40 recess

All Grades:

Wednesday: No Lunch
Line-up Time: 8:03 am
School in Session: 8:05 am
Release Bell: 12:15 pm

Minimum Days: *No Lunch*
Line-up Time: 8:03 am
School in Session: 8:05 am
Release Bell: 12:15 pm

*Please order sack lunches ahead of time for Wednesdays and Minimum Days if necessary.

School Policies and Procedures

Arrival and Dismissal

Students may not arrive at school before **7:45 am**, as supervision is not provided until that time. Please help us keep your children safe by making sure your children arrive to school and leave at the proper time. The school day begins promptly at **8:05 am** for ALL students. **We recommend having your child at school, ready to learn, no later than 8:00 am. Students arriving after 8:05 will be sent to the office and marked tardy.**

Kinder–3rd grade students are released at 2:30 pm Monday, Tuesday, Thursday & Friday.

4th-8th grade students are released at 3:05 pm Monday, Tuesday, Thursday & Friday.

On Wednesdays, students are released at 12:15 pm. Students should be dropped off/picked up at the west side of the Multi Purpose Room at the edge of the large parking lot.

DROP OFF & PICK UP IS NOT AVAILABLE IN THE BUS ZONE DIRECTLY IN FRONT OF THE SCHOOL.

Parents wishing a student to be released early from class must come to the office to sign their child out. Students are not allowed to leave the school grounds during school hours unless they are accompanied by a parent or guardian. Children will only be released to an adult 18 years or older, listed on the emergency card.

Students should know who will pick them up after school and the designated person must arrive no later than the release bell. Please let your child's teacher know if your child is allowed to walk or ride a bike home without an adult. No children will be permitted to do so without prior parent permission. Use of the office phone after school is limited to emergency situations.

Drop-off/Pick-up etiquette: Students should be dropped off between 7:45 am and 8:00 am at the west side of the Multi-Purpose Room at the edge of the large parking lot. Please allow enough time to drop off your children and be very careful when driving in the area.

A staff member will be on hand to greet each student between 7:45 am and 8:05 am. The instructional day will begin at 8:05 am. Please see the bell schedule in this handbook.

Students who ride a bike to school should enter at the Main entrance gate & walk their bike between the cafeteria & rm.'s 1-4. Bike racks are located on the upper grade playground. Bike riders must walk their bikes while on campus & in all crosswalks. Bikes should be locked to the bike rack. DMCS is not responsible for damaged or stolen bicycles.

Under no circumstances should a child be dropped off before 7:45 a.m. -- **there will be NO adult supervision.**

Students need to be picked up promptly at their release time. Students not picked up within 15 minutes of their release time will be taken to the after school program and parents will be charged. Child services will be called if children are repetitively left at school.

Absences & Truancy

There is a high positive correlation to excellent school attendance and academic achievement. Students need to be at school whenever possible. DMCS supports student achievement by spending the majority of its financial resources on staffing the school with a very low student to teacher ratio. This allows each child to receive more individualized attention and it allows us to individualize learning more effectively for all of our children.

The majority of our school's budget is based upon the average daily attendance of the students who attend DMCS. Anytime that a student misses an entire instructional day of school because of illness, appointments, vacation, or any other circumstances, the school loses out on all the money that is allocated to educate that student on that given day. However, the school's fixed costs do not change. When school attendance is low, it jeopardizes the school's ability to maintain the low student to staff ratios that we all value for our children.

Appointments and vacations need to be scheduled outside of school time whenever possible. An independent study option may be used for absences of three or more days, otherwise only keep your children home on those days when they are too ill to attend school.

In California, people between the ages of 6 and 18 are subject to full-time education. DMCS is required by law to keep a record of all student absences and truancy. Student illness, dental and medical visits and the death of an immediate family member are the only absences excused by the State of California. Students are expected to be in class prior to 8:05 each morning as tardiness disrupts the learning process. DMCS defines habitual tardiness as tardiness in excess of 10 days of the total days in the school year. A student who exceeds this number of days will be notified in writing by the school's director that the child's placement at DMCS is in jeopardy if there are further incidents of tardiness. Tardy students must go the office before they enter class to get a Tardy Pass. Students will not be allowed to enter class without a tardy pass from the office even for a minute late.

A student who is absent in excess of 3 days without a letter authenticating an illness from a physician will be notified in writing by the school director that the child's placement at DMCS is in jeopardy if there are further absences from school. The student will be referred to the school **Attendance Review Team** that is composed of school personnel and Dixon Montessori Governing Board Members if the absences or tardiness continues.

The Attendance Review Team will determine whether the student will be dismissed from DMCS due to attendance concerns or decide if the student may remain conditionally enrolled at the school. Charter schools are considered schools of choice and habitual tardiness or unexcused absences may lead to a student's dismissal from DMCS.

Under AB 1610 which became effective January 1, 2006, charter schools are required to notify a student's district of residence if a student leaves a charter school. Please let DMCS staff know if you plan to take your child out of DMCS before the school year is over.

Please call the school at 678-8953 before 9:00am if your child will not be in attendance for ANY reason. Absences are excused by State Law for reasons of: illness, medical or dental appointment or attendance at a funeral (1 day in state, 3 days if out of state) of an immediate family member.

Anytime a student is absent from school, **even when excused**, the school loses state funding.

When a student has had 6 days of consecutive absences or 10 days of non-consecutive absences in the school year for illness, which were verified by a note or phone call to the school office, the school requires that any further absences be verified by a physician.

At a time when funding for public education has become increasingly scarce, there is a need to be concerned about unnecessary losses of revenue. Our families can help reduce this loss by scheduling vacations to coincide with the many school holidays. If your child must be away from school for travel or other non-excused reasons, he/she may be eligible for an **Independent Study Contract**.

What is Independent Study?

Short Term Independent Study (I.S.), is a program designed to provide students with school work, when parents know in advance that they will be out of class for a certain number of days. Dixon Montessori Charter School contracts may be for a minimum of 3 days, with a maximum of 10 days. Students must have passing grades to participate in Independent Study.

Circumstances requiring more than 10 days need to be approved by the DMCS Governing Board.

I.S. is a joint agreement between the Teacher, the Parent, the Student & the Director. The Parent & Student must meet with the Teacher a minimum of 1 day prior to the start of the contract to go over the assigned work. I.S. contracts & work may not be sent home with the child unsigned by the parent.

All completed work assignments are due to the teacher on the date noted on the contract. Any incomplete assignments will void the contract & your students attendance will be noted as unexcused absences for the dates the student was out of school.

Independent Study Timeline

2 Weeks prior to leaving:	Notify the Office & Teacher of your desire for Short Term Independent Study.
3 Days prior to leaving:	Confirm a meeting time with your teacher.
1 day prior to leaving:	Meet with your teacher & child to go over the contract & assigned work.
While you are gone:	Assist your child daily with their assignments.
Day before your return:	Gather all of the assignments & confirm completion.
Day of return to school:	Return completed assignments to the Office or your teacher.

Communication with our School

Parent Newsletter - The school sends the "Dragonfly Digest" once a week via email.

Calling the School - 678-8953. Please call to report any student tardy or absence before 9:00 am. The office is open from 7:30 am- 4:00 pm daily.

Calling to Leave Messages for Students – No phone calls are put through to classrooms. Please make arrangements for carpools, appointments and after school care before your child comes to school. Teachers are assigned duty during lunch recess, so messages may not be received before students are released. However, you may call the office to leave a message for your child in an emergency.

Calling to Pick Up a Student Early – Please call no more than 15 minutes before your arrival to pick up your student. The office will then call to have the student waiting in the office for you. Sending a note to the teacher on the morning your child will leave early is also recommended.

Calling Home by Students – Students will only be allowed to call home in an emergency or if requested by the teacher.

Emergency Cards

New emergency cards are required each year. These cards go home on the first day of school and are due the next school day. Please make sure that you take special care to provide names and telephone numbers of individuals who are authorized to care for your child when you cannot be reached. All contacts must be over the age of 18. Please call the school if you have changes in the information listed on the card. In an emergency, every minute counts. Please provide current phone numbers. Cell numbers are also encouraged. **Children cannot be released to anyone whose name is not on the child's emergency card.**

After school care

After school care is available through the DMCS Extended Day Program. This program is run on-site by our own personnel, on a for-fee basis. The program is available daily immediately after the release bell until 6:00 pm and on non-school days, Monday through Friday. Please contact the program directly for more information at 693-4990.

Student Health

The DMCS office has first aid supplies for minor injuries. If a child has a fever or is vomiting or is hurt, a staff member will phone the parents from the emergency contact information sheet. The child will wait in the office with an adult until a parent or guardian arrives. In the event of a serious emergency, emergency personnel will be notified.

If your child shows signs of illness such as fever, nausea, or flu s/he should not attend school. If a child becomes ill while at school, a parent or other authorized person will be called and will be required to pick up the child as soon as possible.

Allergies - If your child has food or other allergies please let both your child's teacher and the Executive Director or Executive Assistant know what should be avoided. Sometimes snack is a communal activity and our garden harvests will be enjoyed throughout the year. Please be sure that staff is aware of any allergies.

Prescription medication: Students are prohibited from carrying over-the-counter or prescription medication (inhalers, allergy medication, Tylenol, cough drops, etc.) at

school.

If your child's doctor has prescribed medication that must be taken during the school day, even on an occasional basis, please contact the office for the appropriate paperwork & procedural information.

General Information

Birthday celebrations: DMCS will mark your child's birthday with a special in-class celebration. Please check with your child's teacher for more information.

Please **do not** distribute invitations at school for off-campus private birthday celebrations. The school roster provides home mailing addresses for students invited to attend private parties.

Please **do not** deliver balloons, flowers or other distracting items to your child at school for birthdays or other special occasions.

Roster: A student roster will be created & then provided for each family's personal use. This roster is confidential and should not be used for solicitations including product parties or fundraisers for other entities. Please do not abuse the use of this roster.

Calendar: The DMCS school calendar is not the same calendar used by the rest of the Dixon Unified School District. Due to the fact that we have multi-grade classrooms, certain conference days are not observed by DMCS for the upper grades. For that reason, a copy of the DMCS 2014-2015 calendar is included in this handbook. Should you need an additional copy, please see the school office.

Classroom Volunteers: Volunteers will sign a compact stating they will respect student privacy as a prior condition of classroom service. It is the teacher's responsibility to inform classroom volunteers that discussing any aspect of a child's progress or development based upon knowledge gained while assisting in the classroom is against school policy. Volunteers who do not abide by this agreement will not serve in any capacity that allows them access to privileged student information. Volunteers may begin at the teacher's discretion. All classrooms must complete the normalization period before parent volunteers will be invited in to help.

Volunteers in our classrooms must provide the office with proof of a negative TB test from their doctor within the last 4 years.

Conferences: Parent-teacher conferences will be conducted twice per year. For the 2014-15 school year, these will be held November 3rd - 7th and again March 2nd - 6th. Your student's teacher will contact you to set a time to meet and review your child's academic progress. These conferences are very important to your child's academic success and it is expected that parents or guardians will attend both scheduled conferences.

All conference days are minimum school days. Students must be picked up no later

than 12:15 pm.

DMCS Governing Board: The Governing Board sets the overall policy for the school. In addition, Board members along with staff are responsible for creating a school budget. Issues of concern regarding school-site or classroom activities must first be discussed with teachers, and if necessary, the Executive Director. If the issue is not resolved after those discussions, the issue may then be put on the agenda and brought to the Governing Board for resolution. Parents are encouraged to attend board meetings on a regular basis.

Garden: Children will be encouraged to work in classroom gardens, to plant, to water and harvest their "crops." From time to time children may come home a little dirtier than usual – at DMCS gardening is considered hands-on science. Parents are encouraged to assist in the garden on weekends or evenings as well as during the school day.

Lost and found: Found items with no identification will be placed in the lost and found bin in the cafeteria. DMCS is not responsible for lost or damaged personal belongings brought on to school grounds. It is recommended that all items are labeled before being brought to school.

Recycling Program: Montessori Education emphasizes the importance of serving as stewards of the earth. In our school community we encourage recycling and provide bins for cans, glass and paper. Families are encouraged to recycle their home-generated items on their own at the recycle center on C Street in Dixon.

School lunches: Each child should come to school each day with his or her own lunch or with money to purchase the lunches available through Sodexo. Please send any lunch money in an envelope with your student's full name.

A menu will be sent home every month.

Lunch prices:
\$3.25 – full price
.40 – reduced price
.50 – ala carte milk

Students are eligible for the Federal Free & Reduced lunch program if they meet certain criteria. Please complete & return the lunch application as soon as possible. You will then receive a letter stating whether or not your child is eligible for the program. Having this data will also allow our school to determine if we qualify for additional state and grant funding!

If your child brings their lunch, please pack a healthy lunch with fruits, whole grains and a small treat if desired. Please do not include soda or candy in your child's lunch.

DMCS students will typically eat in the cafeteria or outdoors. Our teachers and staff will rotate the responsibility of supervising lunches and would GREATLY appreciate parent volunteers assisting in this activity.

Payments for student lunch accounts:

There are a few options for making payments to your child's lunch account. Cash or Check can be made in person in the front office, given to the classroom teacher (Please put in a clearly marked sealed envelope with your child's name and classroom number) or in the cafeteria during lunch service. You can also sign up using our online service to make payments to lunch accounts at www.mymealtime.com.

Negative Balances:

Advance payment is preferred to minimize the possibility that your child may be without meal money on any given day. Balance slips will go home with students once their account balance is low or negative. The office will also contact parents first by phone, then by email or USPS, but it is the parent or guardians responsibility to ensure that funds are on the child's account. Parents should contact the school immediately with changes of address or phone numbers to ensure communication is always available.

An alternative lunch will be served once an account has reached a -\$10.00 balance. An alternative lunch includes a cheese sandwich on whole wheat bread, milk and a fruit/vegetable choice from the salad bar.

Students with negative balances will not be able to purchase a' la carte items. Forms and information regarding free or reduced lunch are available in the front office.

Balances accrued:

Balances owed for lunch services will be handled through the same policy established for owed property.

Snack: The snack procedure will vary from classroom to classroom. Please check with your child's teacher regarding each room's policy. Only healthy snacks are accepted.

School photos: Twice during the school year, students can have their photos taken. Lifetouch Photography will come to the campus and take both class and individual photos.

During fall photos, students are required to be in uniform, no additional sweaters, sweatshirts, scarves, hats or sunglasses will be permitted in these photos. However, during spring photos students are encouraged to express themselves and the day is considered one of our "Free Dress" days, with parent discretion.

Transportation: Bus transportation is not offered.

The City of Dixon does provide a for-profit bus service in town, known as Readi-Ride. Please contact them at 678-7000 for more information.

Visitors and volunteers: Each time an adult visits campus, they must check in with

the Office Manager in the office and get an identification badge. This is a mandatory requirement even for those parents who frequently work in the classrooms. Signing in not only allows staff to verify volunteer hours worked but also protects the safety of our children. If every adult signs-in, staff can easily find out who was on campus at any given time, especially in an emergency. All classroom volunteers **MUST** have verification of a negative TB reading on file with the office.

Toys and other non-school items: Please keep toys at home unless your child's teacher makes an exception for a special event. Guns, toy guns, pocket knives and other weapons are never allowed at school. In addition, hand held video games should not be brought to school.

Cell Phones: Students are not allowed to use personal cell phones during school hours. They must remain completely turned off (not on silent mode), and secured in their backpacks, until the release bell. Cell phones may not be out during class time or on the playground. Cell phones MAY NOT be in students' pockets at any time during the school day. Please read, sign and return the attached electronic device policy.

Volunteer hours

All DMCS families are asked to volunteer forty or more hours during the school year. A log sheet for each family will be kept in the office & is accessible during regular office hours. We ask that you keep record of the hours you contribute to our school.

Dress Code

The purpose of a dress code is to ensure that learning is the primary focus of time spent at DMCS. Students will be required to adhere to this dress code. The only exceptions to the dress code will be noted on the school calendar and may include spirit days, dress-themed days or a free dress day.

Shirts/blouses:

- Any solid color is acceptable. No patterns, stripes, logos or words allowed.
- Must be a collared shirt.
- Long or short sleeve is fine. Students may not wear sleeveless shirts even if they have a collar. Either a button down or polo shirt is acceptable.
- Unavoidable embroidered emblems such as an alligator or deer are acceptable as long as they are smaller than the size of a quarter.
- On Friday, students may wear a DMCS spirit shirt.

Pants:

- Any solid color long pants or shorts are acceptable. This includes solid-colored denim.
- No cut off or frayed-hem shorts are allowed.
- No patterns or stripes are allowed. Identifying logos such as “Wrangler, Levi or Gap” must be limited and unobtrusive and may not be printed on the pant legs or otherwise be seen as “writing or slogans.”
- Pants should be in good condition, and not stylishly ripped, torn or frayed.
- Sweatpants are not allowed.

Skirts/skorts/dresses/jumpers:

- Skirts and skorts must be mid-thigh length or worn over tights or leggings. Any solid color is acceptable.
- The material may not contain writing, slogans or embellishments.
- No prints or patterns are allowed.
- Jumpers, polo-shirt style dresses and regular dresses must be a solid color.
- Jumpers/dresses should contain no embellishments, writing, or slogans. Blouses, shirts or collars must be worn under these items must fit the above description for shirt/blouses.

Leggings/tights/socks:

- Leggings and tights may not be worn alone. Leggings or tights may only be worn under a skirt, skort, dress, jumper or shorts and must be a solid color. No patterns are allowed.
- Socks must be a solid color.

Shoes:

- Students may not wear shoes that light up or make noise.

- All student shoes must have a back or back strap on them. Flip flops will not be permitted.

Hats:

- Students may wear hats on the playground only.
- No hats are permitted in the classroom.

Hair bows/headbands:

- Students may wear hair bows and headbands to school as long as they do not distract from the learning environment.

Sweatshirts or sweaters worn in the classroom:

- Sweatshirts or sweaters worn in the classroom must be solid in color.
- Only DMCS school designs will be permitted, and these will be approved by the Board and staff at the beginning of the school year.

Jackets/backpacks:

- May be any style or color & are considered outerwear. They are worn outside and not in the classroom.

Exceptions:

- *As indicated by IEP, the school will modify the dress code as medically warranted.*
- On Friday students are allowed to wear either clothing that is in accordance with the dress code or the official school spirit shirt with jeans, hemmed jeans shorts, a jean skirt or skort. Monday through Thursday, unless otherwise specified, students must wear clothing in accordance with the criteria outlined above.
- Please note that Friday is not a "free-dress" day and children may not come to school in attire other than that noted above. There be several "free-dress" or themed dress days throughout the year, coinciding with holidays or other school events and parents will be notified of those days in advance.
- Frequent violators of the school dress code will be asked to attend another school rather than continue to violate the DMCS dress code.
- In addition, school staff may call parents if a child comes to school dressed inappropriately and ask that the parent bring a different set of clothes for the student.

Throughout the year, for various reasons, we have found that many children from all grade levels have needed a change of clothes. We recommend you supply an extra set that can be stored in the classroom should it be needed.

Complaints:

Complaints or suggestions for alteration of the dress code should be sent via email to admin@dixonmontessori.org. Changes to dress code policy will be considered at the discretion of the administration, and in light of how they would impact the classroom learning environment, teacher efficiency, and student safety.

Student Behavior

DMCS follows the Positive Behavior Interventions and Supports program or PBIS.

***PBIS is:**

"A collaborative, educative, proactive, and functional process to developing effective intervention for problem behavior. It is a framework for establishing the social culture and behavioral supports needed for a school to achieve behavioral and academic outcomes for all students." (EDCOE)

***Our goal:**

To facilitate positive behavior change in our students and staff. To reduce the number of inappropriate behaviors occurring across campus by educating students and staff and **reinforcing appropriate behaviors**.

The following is our behavior matrix of school wide expectations. These are the expected behaviors for all students. Please review the matrix with your child.

Common Areas	Be Safe	Be Respectful	Be Responsible
All common Areas	<ul style="list-style-type: none"> Walk facing forward Keep hands, feet, and objects to self Use equipment and materials appropriately 	<ul style="list-style-type: none"> Use kind words and actions Wait for your turn Clean up after yourself Follow adult directions Respect school and personal property Follow the dresscode 	<ul style="list-style-type: none"> Follow school rules Be honest
Cafeteria	<ul style="list-style-type: none"> Walking feet only Keep all food to self Sit with feet on floor, bottom on bench, and facing table Keep tables and benches still 	<ul style="list-style-type: none"> Allow anyone to sit next to you Use quiet voices Clean your area Use manners 	<ul style="list-style-type: none"> Wait to be excused Get all utensils, milk, etc. when first going through the line
Playground/ Recess	<ul style="list-style-type: none"> Walk to and from playground Stay within boundaries Be aware of activities/ games around you Climb on playground equipment only No play fighting No gun play What is on the ground stays on the ground 	<ul style="list-style-type: none"> Play fairly Use kind words Follow the rules of the game Use good sportsmanship 	<ul style="list-style-type: none"> Use bathroom appropriately Use the restroom and get drinks at recess
Passing Areas Halls/breezeways	<ul style="list-style-type: none"> Stay outside the yellow line Keep hands and feet to yourself Walking only 	<ul style="list-style-type: none"> Hold door open for others Use quiet voices Smile and nod only 	<ul style="list-style-type: none"> Stay on sidewalks

Bathrooms	<ul style="list-style-type: none"> • Keep feet on floor • Keep water in the sink • Wash hands • Put towels in garbage can 	<ul style="list-style-type: none"> • Give people privacy • Use quiet voices • No playing 	<ul style="list-style-type: none"> • Flush toilet • Return to room promptly • Use at appropriate time
Arrival and Dismissal Areas	<ul style="list-style-type: none"> • Use sidewalks and crosswalks • Wait in designated areas • Stay within boundaries 	<ul style="list-style-type: none"> • Follow adult directions 	<ul style="list-style-type: none"> • Arrive on time • Leave on time • Walk bikes and scooters • Get teacher permission to use any phone on campus
Assemblies	<ul style="list-style-type: none"> • Wait for arrival and dismissal signal 	<ul style="list-style-type: none"> • Keep hands and feet to self • Sit on bottom 	<ul style="list-style-type: none"> • See common areas
Classroom	<ul style="list-style-type: none"> • Walk only • Use materials appropriately • Sit properly • Ask permission to leave • Follow safety procedures 	<ul style="list-style-type: none"> • Use quiet voices • Use kind words • Share • Listen and follow directions • Follow class routines 	<ul style="list-style-type: none"> • Keep belongings organized • Clean your space • Stay on task • Actively listen • Be prepared • Be honest

Bullying

Statement

Dixon Montessori Charter School is committed to providing a caring, friendly and safe school environment for all of our students. Bullying has a negative effect on a child's social, emotional, and academic learning, and will not be tolerated at DMCS. Although Bullying may occur at any school, it will not be viewed as a normal part of growing up, and will be dealt with immediately using the process described below.

Definition

Bullying is defined as any written, verbal, or physical act or gesture that that is intended to cause distress on one or more students in the school, on school grounds, in school sponsored vehicles, or at any school function or activity.

Bullying may include any of the following:

- Unwanted and/or repeated teasing, insulting, ridiculing, and/or name calling
- Threatening or intimidating words or gestures
- Stalking
- Pushing, hitting, kicking, or any other physical violence
- Theft or destruction of a student's property
- Spreading rumors or falsehoods
- Harassment based on gender, gender identity, physical characteristics, sexual preference, race, color, religion, national origin, age, or disability (physical or mental).

Cyber Bullying is defined as an attempt to inflict harm using technology, and may include use of the Internet, including email, blogs, social websites (e.g. MySpace, Twitter, Facebook, etc.) This form of bullying may include texting or instant messaging with images or words.

Reporting

Students are encouraged to find any trusted adult such as a teacher, aide, parent, or Director to report bullying. Anonymity of all reporting students will be protected, and an immediate

investigation will take place including collection of victim and witness statements, and when deemed appropriate by the Director or designee, the alleged aggressor will be removed from class or activities until the investigation is complete.

All teachers and staff on campus are expected to report and act on incidences of bullying, and parents are strongly encouraged to seek the support and help of the Director for all instances of bullying.

Process and Consequences

Once an incidence of bullying has been determined, a range of consequences will follow depending upon the severity of the offense, using the student's discipline record for the academic year (concerning other instances of such behavior) and the Director or designee's discretion. Consequences will travel across a spectrum outlined in the Discipline process beginning with conflict resolution and counseling, to the assignment of pro-social, positive behavior interventions tailored to the needs of each child and documented in a behavior file. Multiple incidences suggest more severe of consequences, and in repeated instances, will trigger a Student Success Team Meeting with the student, teacher, Director and parents. Should these measures prove unsuccessful in supporting improvements, or in cases of egregious or repeated behavior, a student may be provided in-school suspension, at home suspension, loss of privileges, or in extreme situations the Director may recommend an expulsion hearing.

Dixon Montessori Charter School
STUDENT INTERNET USE / ACCESS PERMISSION FORM

Dixon Montessori Charter School (DMCS) strongly believes in the educational value of the Internet and other information resources. They can increase the power of the Common Core State Standards, enable collaboration in the classroom, increase productivity, and improve student learning. Our goal is to provide access to the Internet and to promote educational excellence, prepare students to become effective citizens, and enable them to participate in the global learning community.

Teachers will instruct students in the proper use of the Internet, the DMCS network and will guide them towards appropriate materials. Outside of school, families bear the same responsibility as they deal with the Internet, television, movies, cellphones and other worldly media. It is a shared responsibility of the DMCS staff and parents/guardians to supervise student access to Internet content and it is the student's responsibility not to initiate access to inappropriate material. The use of the Internet and the network is a privilege and not a right. Students are expected to comply with the rules.

DMCS is now implementing Google Apps for Education and at all grade levels students will be accessing the Internet through a Gmail account. This does not mean that all students will have access to email. As students become more responsible and move up in grade levels students will be given more computer privileges. Below is a breakdown of how students' account privileges will be increased.

K- 3rd will access the Internet by logging in using a classroom email address, but will only have access to educational online resources.

4th – 5th will access the Internet through a classroom or assigned student email address, educational online resources, and will begin using online collaboration tools through Google Apps for Education.

6th – 8th will access the Internet through their own school assigned email address, educational online resources, and will begin using online collaboration tools through Google Apps for Education.

The following are not permitted:

- Sharing account information or using others' accounts
- Using the DMCS network irresponsibly or primarily for non-educational purposes
- Accessing, posting, submitting, publishing or displaying harmful or inappropriate matter
- Disclosing or disseminating personal identification information about themselves or others
- Encouraging the use of controlled substances or promoting unethical activities
- Violating copyright laws
- Damaging or harming equipment, system or network hardware, software, data or other resources will result in fee's charged to the parents of the user
- Trespassing in or harming others' files, including email

Inappropriate use shall result in a cancellation of the students' user privileges, disciplinary action and/or legal action in accordance with law and school policy.

BASIC INTERNET ACCESS - I hereby consent for my child to utilize the school Internet services, and for disclosure of the following information when related to an online assessment, activity or an academic assignment at DMCS, in accordance with the Family Educational and Privacy Rights Act, 20 USC §1232g:

As a parent /guardian I am giving my child permission too:

- Basic Internet Access -permission for my child to utilize the school Internet services
- Publication on the DMCS website of my child's creative efforts, including stories and artwork
- Use of my child's name in Internet publications
- Use of my child's picture on DMCS website
- Use of my child's picture and name in school-approved publications, media and other events coverage
- Take online assessments including but not limited to CAASP

Internet Opt Out Form – Read Carefully

PARENT/GUARDIAN: If you **DO NOT** want your student to have access to district provided Internet when using electronic devices at DMCS, you may sign and return this part of the form to notify the school. This form denies your student Internet access for one school year. It must be signed every year to remain in effect.

Warning: Opting your student out of these services will make it more difficult for the school to properly assess and meet your student's needs.

Student Name:

Teacher Name:

Parent/Guardian Full Name (please print):

Parent Signature:

Date:

FOR SCHOOL USE ONLY: Recorded: _____ By Whom: _____

Dixon Montessori Student / Parent Handbook

Parent Signature Page

Academic Year 2014-2015

I have received and will make myself familiar with the 2014-15 Dixon Montessori Charter School Student/Parent Handbook.

(Please sign and date).

Parent Signature

Student Name

2014/2015 Grade

Date