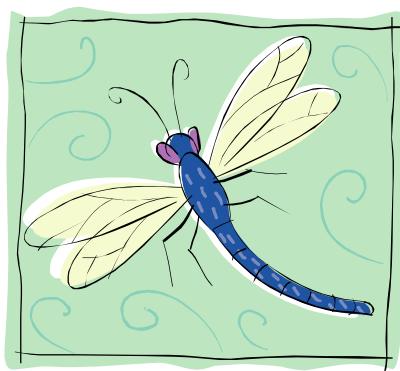


# Dixon Montessori Charter School

355 North Almond Street, Dixon CA 95620  
707-678-8953 ~ 707-676-5215/fax



## Student Handbook

2017 - 2018

# Mission Statement

*DMCS emphasizes academic excellence and discovery within an environment that nurtures each student to achieve their individual greatest potential.*

# Vision Statement

*Confident in their individual strengths and skills and with a passion for exploration, DMCS students enthusiastically strive to be their best and positively impact the world around them.*

## 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 educational 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, though it is not required. 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. Parents are also encouraged to participate in the Charter School Advisory Committee and monthly board meetings.

**Meet or exceed California common core 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](http://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.

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 6<sup>th</sup> 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-6<sup>th</sup> grades?** While the DMCS middle school program maintains the personalized, supportive Montessori atmosphere found in grades K-6, it increases the challenge and expectations in academics, community and access to 21<sup>st</sup> 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  
Amy Valenzuela  
Chris Wolf  
Ben Ernest  
Tami Anderson  
Maribel Valadez

Executive Director  
Student Services Administrator  
Academic Services Administrator  
Dean of Students  
Office Manager  
Office Assistant

## **TK/Kindergarten/First Grade**

Amy Vallier Biscardi  
Robin Duncan  
Allison Ruanto  
Valerie Leong  
Heather Carson

Teacher  
Teacher  
Teacher  
Teacher  
Teacher

## **Second/Third Grade**

Melissa Moore  
Sheri Luney  
Heidi Hefner  
Lara Perfecto

Teacher  
Teacher  
Teacher  
Teacher

## **Fourth/Fifth/Sixth Grade**

Mark Stevenson  
Sandra Sanchez  
Britney Greiner  
Kristin Mauro  
April Kemp  
Autumn Ernest

Teacher  
Teacher  
Teacher  
Teacher  
Teacher  
Teacher

## **Middle School**

Wendy Hagmann  
Jessica Angulo

Teacher  
Teacher

## **Electives**

Jamie Myers  
Ryan Riemer  
Kimberly Kincaid  
Walter Lewis

Music/Band  
Physical Education  
Physical Education  
Technology

**Education Specialists**

Rachel Boyd	Education Specialist
Gena True	Education Specialist
Maureen Cargill	Speech and Language Pathologist
Linh Huynh	Intervention and EL Specialist
Sara Jablonski	Paraprofessional
Melony Johnson	Paraprofessional
Liz Landon	Paraprofessional

**Paraprofessionals**

Jenna Florent	Paraprofessional
George Pagulayan	Paraprofessional
Tori Brooks	Paraprofessional
Courtney White	Paraprofessional
Amber Jennings	Paraprofessional
Jean Hunt	Paraprofessional
Kristine Gomez	Paraprofessional
Cindy Hernandez	Paraprofessional

**Extended Day Program**

Narita Sharma	Extended Day Assistant
Lushawn Andrade	Extended Day Assistant/Lunch Assistant

**Site Beautification Team**

Penny Florent	Lead Custodian
Dominique Davis	Site Custodian
Joseph Powers	Site Custodian

# Bell Schedule

Grades: Transitional Kindergarten

**Monday-Friday:**

School in Session: 8:05 am  
Release Bell: 11:15 pm

Grades: Kindergarten – 3rd

**Monday, Tuesday, Thursday, Friday:**

School in Session: 8:05 am  
Recess/Lunch: K/1—11:15-12:00 pm, 2/3 11:40 – 12:25 pm  
Release Bell: 2:30 pm

Grades: 4<sup>th</sup> – 8<sup>th</sup>

**Monday, Tuesday, Thursday, Friday:**

School in Session: 8:05 am  
Recess/Lunch: 4/5/6—12:00-12:45 pm,  
7-8<sup>th</sup>—Monday and Friday 12:25-1:00 pm  
Tuesday and Thursday 11:45-12:20 pm  
Release Bell: 3:05 pm

All Grades (K-8<sup>th</sup>):

**Wednesday:** (No Lunch Recess)

School in Session: 8:05 am  
Release Bell: 12:15 pm

**Minimum Days:** (No Lunch Recess)

School in Session: 8:05 am  
Release Bell: 12:15pm

*Minimum Day schedule will be used on all Parent/Teacher Conference Days. On minimum days and Wednesdays, students who receive free or reduced lunch may still eat a school provided lunch. Parent request required.*

# 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–3<sup>rd</sup> grade** students are released at 2:30 pm Monday, Tuesday, Thursday & Friday. **4<sup>th</sup>-8<sup>th</sup> grade** students are released at 3:05 pm Monday, Tuesday, Thursday & Friday.

On **Wednesdays**, students are released at 12:15 pm.

**DROP OFF & PICK UP IS NOT AVAILABLE IN THE BUS ZONE DIRECTLY IN FRONT OF THE SCHOOL.** This area is for daycare vans, Readi-ride and students with disabilities only. Students may be dropped off or picked up in the drop off/pick up areas located on Almond Street and the South side of the Parking lot. Traffic is to continue following at all times. Cross walk guards will be on duty for students to be dropped off or picked up on the North and South sides of the school on Almond Street. Parent and visitor parking is allowed in the first row and last row of the parking lot. All parking is reserved for staff under the solar panels. This allows for a safe and efficient flow of traffic during all hours of the school day. Please review the school map.

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.

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 South side gate & walk their bike to the bike racks. 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.

**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 and/or the police 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.

In many cases, absences from school are unavoidable due to health problems or other circumstances. However, chronic absenteeism can have a drastic impact on your child's education. Children chronically absent in kindergarten and first grade are much less likely to learn to read by the end of third grade. By sixth grade, chronic absence is a proven early warning sign of drop-out. By ninth grade, good attendance can predict graduation even better than eighth-grade test scores. Clearly, going to school regularly matters!

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. Unless a student has a valid excuse pursuant to the DMCS attendance policy, a child is considered truant if they are absent for more than 3 days consecutively or non-consecutively. Students are expected to be in class prior to 8:05 each morning as tardiness disrupts the learning process. In addition, DMCS defines habitual tardiness as tardiness in excess of 10 percent 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 to 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.

Generally, if a student has two unexcused absences or unexcused tardies will receive a call home from a DMCS staff member or teacher. Subsequent absences and tardies wherein a student is exhibiting chronic absenteeism will be addressed through a series of Truancy Letters as outlined in our Attendance Policy. Chronic absenteeism is defined as students missing 10% or more of school in excused, or unexcused absences or due to suspensions. If necessary, the student will be referred to the school **Student Attendance Review Team** that is composed of the school director, and school personnel if the absences or tardiness continues.

**The Student 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.**

**Please call the school at 678-8953 before 9:00am if your child will not be in attendance for ANY reason.** You can obtain a copy of DMCS's complete attendance policy at

## Section 504

DMCS recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of DMCS. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Executive Director. A copy of DMCS's Section 504 policies and procedures is available upon request.

## Homeless Students

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

**School Liaison:** The Executive Director or designee designates the following staff person as the School Liaison for homeless students:

Ms. Joanne Green  
Executive Director  
Dixon Montessori Charter School  
355 North Almond Street  
Dixon, CA 95620  
Telephone: (707) 678-8953

The School Liaison shall ensure that:

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.

2. Homeless students enroll in, and have a full and equal opportunity to succeed at DMCS.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by DMCS, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, DMCS charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.
9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

## **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 student's attendance will be noted as unexcused absences for the dates the student was out of school.

## Independent Study Timeline

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

## Communication with our School

**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.

**Communication to Families Through the Listserv** - Please follow the steps below so you can receive all school news as it happens, including safety updates and the newsletter:

- 1) Visit the Dixon Montessori web page at [www.dixonmontessori.org](http://www.dixonmontessori.org)
- 2) Scroll down, in the right column, click on “Subscribe by clicking here” School News
- 3) Fill in needed information.
- 4) Please make sure that you check for [news@dixonmontessori.org](mailto:news@dixonmontessori.org) in your SPAM folder.

## Emergency Cards

**New emergency cards are required each year.** These cards go home on the first day of school and are due the next 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 Office Manager 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.

## **TYPE 2 DIABETES**

DMCS provides an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 2 diabetes.
2. A description of the risk factors and warning signs associated with type 2 diabetes.
3. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
4. A description of treatments and prevention of methods of type 2 diabetes.
5. A description of the different types of diabetes screening tests available.

## **Immunizations and Physical Examinations**

To ensure a safe learning environment for all students, DMCS follows and abides by the health standards set forth by the state of California. Students will not attend school until all require records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of DMCS.

Students are screened for vision, hearing, and scoliosis in accordance with the law and DMCS charter, as applicable for the grade levels served by DMCS.

## **General Information**

**Birthday celebrations:** Please check with your child's teacher for information about celebrating your child's birthday.

Please **do not** distribute invitations at school for off-campus private birthday celebrations.

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

**Calendar:** The DMCS school calendar is not the same calendar used by the rest of the Dixon Unified School District. A copy of the DMCS 2017-1018 calendar is included in this handbook. Should you need an additional copy, please see the school office or visit our website.

**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.

A volunteer shall also have on file with DMCS a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the DMCS Board of Directors, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.

**Conferences:** Parent-teacher conferences will be conducted twice per year. For the 2017-18 school year. 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.

A menu will be posted on our website every month.

Lunch prices:

\$3.25 – full price

.40 – reduced price (if applicable)

.50 – a la carte milk

## **Free and Reduced Price Meals**

DMCS participates in the National School Lunch Program. Applications for free or reduced price meals are available in the office and will be sent home at the beginning of the school year. All families are encouraged to complete the application form in order to include as many eligible students as possible.

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 and 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](http://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 guardian's 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.

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.

**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.

### **Nondiscrimination Statement:**

DMCS does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

DMCS adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

DMCS is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). DMCS also

prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. DMCS does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which DMCS does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. DMCS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the DMCS Uniform Complaint Procedures ("UCP") Compliance Officer:

Ms. Joanne Green  
Executive Director  
Dixon Montessori Charter School  
355 North Almond Street  
Dixon, CA 95620  
Telephone: (707) 678-8953

# Pupil Records, including Challenges and Directory Information

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 5 business days after the day the School receives a request for access. Parents or eligible students should submit to the School principal or designee a written request that identifies the records they wish to inspect.

A DMCS official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask DMCS to amend a record should write the Executive Director or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If DMCS decides not to amend the record as requested by the parent or eligible student, DMCS will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before DMCS discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by DMCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School board. A school official also may include a volunteer or contractor outside of DMCS who performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an

education record in order to fulfill his or her professional responsibility.

Upon request, DMCS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by DMCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires DMCS to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

1. To other school officials, including teachers, within the educational agency or institution whom DMCS has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).
3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

(§§99.31(a)(3) and 99.35).

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
5. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
6. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
7. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
9. Information the School has designated as "directory information" under §99.37. (§99.31(a)(11)).

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. DMCS has designated the following information as directory information:

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Degrees, honors, and awards received
12. The most recent educational agency or institution attended
13. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want DMCS to disclose directory information from your child's education records without your prior written consent, you must notify DMCS in writing at the time of enrollment or re-enrollment. Please notify the Executive Director at:

Ms. Joanne Green  
Executive Director  
Dixon Montessori Charter School  
355 North Almond Street  
Dixon, CA 95620  
Telephone: (707) 678-8953

## California Assessment of Student Performance and Progress

DMCS shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.) Notwithstanding any other provision of law, a parent's or guardian's written request to DMCS officials to excuse his or her child from any or all parts of the state assessments shall be granted.

## 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, athletic shorts and yoga pants 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. Head coverings worn for religious reasons are allowed.

### **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.
- Head coverings worn for religious reasons will be permitted.

- 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 may result in discipline.
- 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](mailto: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 will follow its suspension and expulsion policies and procedures consistent with its charter petition. A copy of the School’s complete discipline policy is available at [www.dixonmontessori.org](http://www.dixonmontessori.org). For matters not arising under suspension and expulsion, 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
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<b>All common Areas</b>	<ul style="list-style-type: none"> <li>• Walk facing forward</li> <li>• Keep hands, feet, and objects to self</li> <li>• Use equipment and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Wait for your turn</li> <li>• Clean up after yourself</li> <li>• Follow adult directions</li> <li>• Respect school and personal property</li> <li>• Follow the dresscode</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school rules</li> <li>• Be honest</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Walking feet only</li> <li>• Keep all food to self</li> <li>• Sit with feet on floor, bottom on bench, and facing table</li> <li>• Keep tables and benches still</li> </ul>	<ul style="list-style-type: none"> <li>• Allow anyone to sit next to you</li> <li>• Use quiet voices</li> <li>• Clean your area</li> <li>• Use manners</li> </ul>	<ul style="list-style-type: none"> <li>• Wait to be excused</li> <li>• Get all utensils, milk, etc. when first going through the line</li> </ul>
<b>Playground/ Recess</b>	<ul style="list-style-type: none"> <li>• Walk to and from playground</li> <li>• Stay within boundaries</li> <li>• Be aware of activities/ games around you</li> <li>• Climb on playground equipment only</li> <li>• No play fighting</li> <li>• No gun play</li> <li>• What is on the ground stays on the ground</li> </ul>	<ul style="list-style-type: none"> <li>• Play fairly</li> <li>• Use kind words</li> <li>• Follow the rules of the game</li> <li>• Use good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>• Use bathroom appropriately</li> <li>• Use the restroom and get drinks at recess</li> </ul>
<b>Passing Areas Halls/breezeways</b>	<ul style="list-style-type: none"> <li>• Stay outside the yellow line</li> <li>• Keep hands and feet to yourself</li> <li>• Walking only</li> </ul>	<ul style="list-style-type: none"> <li>• Hold door open for others</li> <li>• Use quiet voices</li> <li>• Smile and nod only</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on sidewalks</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Keep feet on floor</li> <li>• Keep water in the sink</li> <li>• Wash hands</li> <li>• Put towels in garbage can</li> </ul>	<ul style="list-style-type: none"> <li>• Give people privacy</li> <li>• Use quiet voices</li> <li>• No playing</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet</li> <li>• Return to room promptly</li> <li>• Use at appropriate time</li> </ul>
<b>Arrival and Dismissal Areas</b>	<ul style="list-style-type: none"> <li>• Use sidewalks and crosswalks</li> <li>• Wait in designated areas</li> <li>• Stay within boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Leave on time</li> <li>• Walk bikes and scooters</li> <li>• Get teacher permission to use any phone on campus</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Wait for arrival and dismissal signal</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Sit on bottom</li> </ul>	<ul style="list-style-type: none"> <li>• See common areas</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Walk only</li> <li>• Use materials appropriately</li> <li>• Sit properly</li> <li>• Ask permission to leave</li> <li>• Follow safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Use kind words</li> <li>• Share</li> <li>• Listen and follow directions</li> <li>• Follow class routines</li> </ul>	<ul style="list-style-type: none"> <li>• Keep belongings organized</li> <li>• Clean your space</li> <li>• Stay on task</li> <li>• Actively listen</li> <li>• Be prepared</li> <li>• Be honest</li> </ul>

## **Title IX, Harassment, Intimidation, Discrimination and Bullying Policy**

Dixon Montessori Charter School ("DMCS" or "Charter School") is committed to providing a work and educational atmosphere that is free of unlawful harassment. DMCS's Title IX, harassment, intimidation, discrimination, and bullying policy prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means. DMCS will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which DMCS does business, or any other individual, student, or volunteer. This policy applies to all student or volunteer actions and relationships, regardless of position or gender. DMCS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this Policy. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, DMCS will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. DMCS school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, DMCS will not condone or tolerate misconduct prohibited by this policy by any employee, independent contractor or other person with which DMCS does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. DMCS will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

## **Title IX, Harassment, Intimidation, Discrimination, and Bullying Coordinator ("Coordinator")**

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure DMCS's compliance with law:

Ms. Joanne Green  
Executive Director  
355 North Almond Street  
Dixon, CA 95620  
Telephone: (707) 678-8953

## **Definitions**

### **Prohibited Unlawful Harassment**

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; and
- Differential treatment based on any of the protected classes above.

### **Prohibited Unlawful Sexual Harassment**

Title IX (20 U.S.C. § 1681 et. seq; 34 C.F.R. § 106.1 et. seq) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by DMCS.

DMCS is committed to provide an educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action..

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation or attempts to commit these assaults; and
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience;
  - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct; and
  - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere in the workplace or educational environment, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view at work or the educational environment;
  - Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
  - Displaying signs or other materials purporting to segregate an individual by sex in an area of the workplace or educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment, academic status, or progress due to their participation in or filing of a complaint.

DMCS will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

## **Prohibited Bullying**

**Bullying** is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student group or group of students that may constitute as sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil\* or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by DMCS.

\* "Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

**Cyberbullying** is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**Electronic act** means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above
  - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated
  - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile

- of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. An act of "Cyber sexual bullying" including, but not limited to:
    - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
    - b. "Cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
  4. Notwithstanding the definitions of "bullying" and "electronic act" above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet

## **Grievance Procedures**

### **1. Reporting**

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any employee or student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Ms. Joanne Green  
Executive Director  
355 North Almond Street  
Dixon, CA 95620  
Telephone: (707) 678-8953

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, the Principal, Coordinator, a staff person or a family member so that she/he can get assistance in resolving the issue in a manner that is consistent with this Policy.

DMCS acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

DMCS prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of instances of misconduct prohibited by this Policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

## **2. Investigation**

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of DMCS, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than seven (7) school days. If the Coordinator, or administrative designee determines that an investigation will take longer than seven (7) school days, he or she will inform the complainant and any other relevant parties and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Coordinator or administrative designee reveal confidential information related to other students or employees, including the type and extent of discipline issued against such students or employees.

All records related to any investigation of complaints under this Policy are maintained in a secure location.

## **3. Consequences**

Students or employees who engage in misconduct prohibited by this Policy will be subject to disciplinary action.

#### **4. Uniform Complaint Procedures**

When harassment or bullying is based upon one of the protected characteristics set forth in this Policy, a complainant may also fill out a Uniform Complaint Procedures ("UCP") complaint form at any time during the process, consistent with the procedures laid out in this Handbook.

#### **5. Right of Appeal**

Should the Complainant find the Coordinator's resolution unsatisfactory, he/she may within five (5) school days, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated DMCS employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant's appeal and render a final decision.

**Dixon Montessori Charter School  
STUDENT INTERNET USE / ACCESS PERMISSION FORM**

***DO NOT TURN THIS IN UNLESS YOU DON'T WANT YOUR  
CHILD TO HAVE ACCESS TO INTERNET AND ELECTRONIC  
DEVICES AT SCHOOL.***

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.

6<sup>th</sup> – 8<sup>th</sup> 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. Students will be collaborating through email with students and teachers.

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 activates
- Violating copyright laws
- Damaging or harming equipment, system or network hardware, software, data or other resources will result in fees 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

***DO NOT TURN THIS IN UNLESS YOU DON'T WANT YOUR CHILD TO HAVE ACCESS TO INTERNET AND ELECTRONIC DEVICES AT SCHOOL.***

***Internet Opt Out Form – Read Carefully***

**PARENT/GUARDIAN:** If you **DO NOT** want your student to have access to DMCS 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:

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Parent/Guardian Full Name (please print):

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Parent  
Signature:

Date:

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## **Uniform Complaint Procedure**

DMCS has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

DMCS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any DMCS program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Foster and Homeless Youth Services
- Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)
- Special Education Programs
- Pupil Fees
- Lactating Pupils
- Unlawful Harassment and Discrimination

- Local Control Funding Formula

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Executive Director. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Ms. Joanne Green  
Executive Director  
Dixon Montessori Charter School  
355 North Almond Street  
Dixon, CA 95620  
Telephone: (707) 678-8953

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Executive Director or his or her designee in writing.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with DMCS's procedures.

The complainant has a right to appeal DMCS's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of DMCS's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of DMCS's complaint procedures. Complainants may seek assistance from

mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge in the office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Executive Director.

## **Dixon Montessori Student / Parent Handbook Parent Signature Page**

**Academic Year 2017-2018**

I have received and will make myself familiar with the 2017 -18 Dixon Montessori Charter School Student/Parent Handbook.

(Please sign and date).

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Parent Signature

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Student Name

2017/2018 Teacher/Grade

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Date