

4111 Roblar Road - Petaluma, CA 94952
707. 795.5050 Office • 707.795.5166 Fax
www.dunhamsd.org

Dunham Elementary School District



2016/17

Student / Parent Handbook & Calendar

Welcome to Dunham School

2016/17

At Dunham Elementary, everything we do is carefully designed to create the best learning environment possible for our students. We know that student learning is the top priority for our families as well, and invite your full participation. This handbook is our way of communicating our expectations and standards to students and families. Please read the contents of the handbook carefully. **THERE ARE REVISIONS EACH YEAR.** Other forms of communication are the school website, www.dunhamsd.org, Blackboard Connect, an automated phone and email messaging system, monthly calendars, class newsletters, and flyers that are sent home.

Last school year we made great strides in moving toward a more “paperless” model of communication. In 2016/17 we will continue to offer parents the opportunity to “opt-out” of receiving school-wide communications via the “Friday Folders.” Teachers will still need to use the Friday Folder for communication from the classroom, however, parents now have the option to receive all other communication via email and our website.

If you have any questions, please do not hesitate to call the school office or contact your child’s teacher. **We look forward to a year of great academic growth for your child!**



Bell Schedule

Transitional Kindergarten	Daily	8:00am – 11:45 a.m.
Kindergarten	Daily until Nov. 25, 2016	8:00am – 11:45 a.m.
	Daily starting Nov. 28, 2016	8:00am – 1:30pm
Grades 1st – 6th	Monday, Tuesday, Thursday, Friday	8:00am – 2:30 p.m.
	Wednesday	8:00am – 1:30 p.m.

Teachers, Instruction Aides, & More

TK Teacher	Katie Kidder
TK Teacher	Stephanie Rhoads
TK Aide	Connie Brattin
Kindergarten Teacher	Caryn Fisher
Kindergarten Aide	Kelly Bengs
1 st Grade Teacher	Anita Buckner
1 st Grade Teacher	Holly McCarthy
1 st Grade Aide	Suzanne Guthrie
2 nd Grade Teacher	Nichole Whitehorn
2 nd Grade Aide	Megan Von Bima
3 rd Grade Teacher	Tara Carter
3 rd Grade Aide	
4 th Grade Teacher	Lynette Amador
5 th Grade Teacher	Gretchen Schmidt
6 th Grade Teacher	Siobhan Wilde
RSP Teacher	Jonna Rege
Learning Center Aide	Cheryl Mohrman
P.E. Teacher	Jane Campbell
Garden Coordinator	Lindsey Pope
Drama Teacher	Dana Davis
Music Teacher	Andrew DeVeney
Band Teacher	Rob Acevedo
School Nurse	Kristen Bianchi
Daycare Director	Vera Massingill

Administration

Adam Schaible	Principal / Superintendent
Veronica Halbert	Office Manager
Pam Kahl	Assistant Business Mgr.
Lori Nommsen	Office Clerk
Shelley Stiles	Business Services

Dunham School District Board of Trustees

President	Spencer Crum
Vice President	Lisa Poncia
Trustee	Rachael Zell
Trustee	Meredith Regan
Trustee	John Lehmann

Support Leadership

Site Council Chair	Sara Bradenburg
PTO President	Rachelle Mons
Vice President	Bethannie Wofford
Secretary	Vacant
Treasurer	Eric Sanderson
Auditor	Vacant
Historian	Trisha Hubacker
Parliamentarian	Teri Koehler

Regularly Scheduled Meetings

Board of Trustees' Meeting	2 nd Tuesday of the month-open session 6:30 pm*
PTO Meeting	2 nd Tuesday of the month – 2:45 pm
Site Council Meeting	Quarterly meetings – 1 st Monday of the month. 2:45 pm

* Board meeting dates may change with the holidays or special needs. Usually the board meets for closed session 6:00 – 6:30 pm.

Check the bulletin board outside the school office or on the website for specific meeting agendas.

Arrival and Dismissal

Classes start promptly at 8:00 a.m. Students should not arrive at school prior to 7:30 a.m., as there is no supervision. Students arriving between 7:30 and 7:50 a.m. are to go to the day care room for childcare. *Students arriving **after 8:05 a.m.** must check in at the office and pick up a tardy slip to take to their teacher.*

Students are not permitted to leave the grounds at noon or during school hours unless permission is given, in writing, by the parent. All children leaving the school grounds during the regular school day must be picked up in the office, and signed out by a parent or guardian in the Student Logbook. Parents are asked to make arrangements for the timely pick-up of their child. It is distressful to children to not know when they will be picked up, and we have limited supervision for students after school dismisses.

Students who are not picked up within 15 minutes, will be taken to Dunham daycare and parents will be charged for the supervised time in daycare at the drop-in rate.

Attendance

If your child misses school, please call the office and let us know why they are out. We are only funded for the days that students actually attend school, regardless of the reason for an absence. Therefore, except for illnesses, please be sure your children are in school each day. Call the school prior to 9:30 a.m., and we will make every effort to have the make-up work in the office by school dismissal. Requests received after 9:30 a.m. may not be ready for pick-up until the next school day. Our voice mail is always available, 707-795-5050. If your child needs to leave school prior to the regular dismissal time due to doctor appointments, etc., send a note with your child.

Independent Study

If you know of an upcoming time when your child will be absent from school, due to a family vacation, you may have your child continue their studies and stay current with their class. Please contact the school office to obtain an Independent Study Contract for your child. This document provides your child with the opportunity to keep up with the class during their absence and it also allows the district to claim funding during the absence. Students in the charter school, grade TK – 6, may complete independent study when absent for 1 day or more. Independent Study Contracts for our 6th grade district school students must be 5 days or more. Please contact the school office with any questions.

Class Visitation Policy

Visitors to our classrooms are welcome, however, to minimize potential interruptions to learning, we ask that the following guidelines be followed:

1. Schedule the visit ahead of time with the teacher.
2. Time and length of stay will be at the discretion of the teacher.
3. Sign in and out of the Volunteer Log in the school office and wear your “volunteer badge”.
4. Please leave siblings or other small children at home.
5. Avoid engaging students in conversations, unless invited to do so by the teacher.

P.E. (Physical Education)

Dunham School is fortunate to have an all year P.E. program that offers a variety of exciting games, and skill building lessons arounds various sports. For your child's safety, students are required to wear athletic shoes in order to participate in P.E. Students with long hair are requested to tie or clip back their hair so it doesn't hinder their vision. The P.E. schedule is as follows:

Every Tuesday and Friday: TK – 6th grade and the 1st & 3rd Wednesday: 1st – 6th grade

Communication with your child's Teacher

Prompt, open communication between home and school is essential. In order to give parents adequate time in meeting with staff, we ask that parents schedule a specific time with teachers to discuss their child's progress, etc. Please do not hesitate to call or email your child's teacher to schedule a time to meet.

Conferences - Parent Teacher: In addition to a fall "Back-To-School-Night", where parents, as a group, will meet their child's teacher(s) and become acquainted with their program, individual parent-teacher conferences will be scheduled near the conclusion of the first reporting period. This year's conferences are scheduled the week of November 15-18, 2016. Students will be released early this week at 11:45am to accommodate conferences. Please do not hesitate to request a meeting with your child's teacher at any time during the school year.

Friday Folders

"Friday Folders" are our most important method of school-home communication. Teachers will use the large manila envelope to send home information about current happenings in class, completed class work, or parent-teacher correspondence. **Please carefully review the contents of the Friday Folder and return it with your child the following Monday.** In an effort to save paper, families may choose to "opt-out" of receiving paper communication from the office, PTO, etc. An email will be sent each Friday from the school office with an attachment of the flyers being sent home to the whole school, and a digital attachment will also be available on our website

EMERGENCY COMMUNICATION – Student Emergency Form and BlackBoard Connect:

Dunham staff will make every effort to ensure the safety and wellbeing of your child. Please make sure (if you haven't already) to fill out the Student Emergency Form received in your summer packet. The Student Emergency Form contains your contact information, emergency pick up contact information as well as other important information. In the event that your child is sick and we are unable to reach a parent/guardian, this form will allow us to contact the person(s) of your child to pick your child.

Keeping you informed is a top priority at Dunham School. One of the tools that we use is an automated system called Blackboard Connect. With Blackboard Connect, we have the ability to send information to you via email and to a designated phone number of your choice. In the event of an emergency where Dunham School needs to get information out to the whole school (such as a power outage, or road block), the school will make an all-call and/or send a text message.

Please make certain that we have your most current phone number and email address.

If your contact information changes during the year, please let the office know as soon as possible!

Classroom Volunteers

Parents are encouraged to share their time and talents with students as a classroom volunteer. Depending upon the needs of the teacher, volunteering might include anything from clerical & cleanup assistance, tutorial help, sharing of a particular expertise, or other specific instructional help. Many teachers will have volunteer sign ups on their Shutterfly page or in class. Dunham Board Policy (BP1240) requires that all classroom volunteers be checked via the “Megan’s Law” Website to ensure student safety.

Please adhere to the following Dunham Volunteer “Code of Conduct” when working in the classroom or on the playground.

Classroom Volunteer “Code of Conduct”

- Respect Privacy
 - Do not take photos or videos in the classroom
 - Never share observations about students with others
- Help Us Improve:
 - Bring concerns to the teacher, not other parents.

Field Trip

At Dunham we value learning outside of the classroom. In order to offer field trip opportunities for our kids, we rely on parent drivers and chaperones. If you would like to volunteer to drive students for a field trip, or would like to accompany your child’s class as a chaperone, Board Policy requires that you be fingerprinted and cleared by both the Department of Justice and the FBI. Because the fingerprinting results can take up to 30 days to come back, it is necessary that parent volunteers be fingerprinted at least that long before a field trip.

Volunteers

Lost and Found

Student clothing must be marked with your child’s name. Unmarked found clothing will be placed in the Lost and Found box. Several times during the school year, parents will be reminded to check the Lost and Found for their children’s articles, after which time the items will be donated to a charity. Check in the school office for small items that are lost and possibly found. Donations of used school clothing will be added to the school “clothes closet”. All families are encouraged to make use of the “clothes closet” by both donating and taking clothes for your children.

Complaint Procedure

It is always our goal to work with you in resolving any questions or concerns you may have about your child’s educational program here at Dunham. The specific steps of our “Uniform Complaint Procedure,” as required by state and federal law, are available in the office. Please open communication with your child’s teacher as the first step in any concern you may have. It is in these personal, informal conversations that we can best work together to address any concerns. (BP4244).

If you are unable to resolve an issue by speaking with the staff member most directly involved, the next step is to contact the principal to look into the matter. We ask that this be done within 5 days of the initial contact with a staff member. Usually issues can be resolved informally, however you can always request that an official report be produced through the Uniform Complaint Procedure. If you are unsatisfied with the results generated by the principal, an appeal to the Dunham School Board would be the next step.

Discipline and Student Behavior

Dunham Elementary uses “The Toolbox Project” to support students in developing positive behavior and interaction with others. Every other week teachers focus on a new “tool,” starting the first month with the “Breathing Tool,” and moving on from there to the “Quiet Safe Place Tool,” “Listening Tool,” and so on. Every adult at Dunham uses The Toolbox Project language when talking with students about behavior. Social/Emotional growth does not only happen here at school. We encourage use of The Toolbox language at home too, as the home/school connection helps cement the learning for our kids. Every two weeks, parents receive information and Toolbox related activities to do at home.

The Dunham Student Code of Conduct is based on the following three principals:

Be Safe, Be Respectful, Be Responsible

Beyond these general guidelines are specific rules for behavior in class, during recess, and in the lunchroom. These rules are reviewed with each class at the start of the school year.

School Rules

Dunham School has very high expectations for student behavior. Students who do not meet these standards are subject to disciplinary action (see Table on following page). Below are some general rules that guide our students’ choices here at Dunham. These are reviewed in classrooms at the start of the year. We also ask that you take a moment to review them with your child at home.

General Rules:

1. All school personnel are to be respected and obeyed.
2. Foul or offensive language will not be tolerated.
3. Physical contact between students (pushing, hitting, etc.) will not be tolerated.
4. Gum is not allowed at school or at school-sponsored activities.
5. The school phone is available to students only in emergency situations.
6. Students are to wait in the supervised areas for pick-up after dismissal.
7. Play equipment, toys, animals, electronic games, CDs, CD players, trading cards, or other personal belongings are not allowed at school. If they are brought to school, they will be stored in the school office until a parent can pick up the item.
8. Cell phones are not to be used during the school day.
9. Students may not throw rocks, bark, etc. at any time.

Playground Rules

1. Supervisors will determine the correct and safe use of the play equipment.
2. Walking or running through a game area is prohibited.
3. Food and/or drinks are not allowed in the play area.
4. No running in the bark areas.
5. No climbing on the standards (poles) for volleyball, basketball, backstops, fences or walls.
6. Students are to stay in supervised areas during all recesses. The parking lot is always off limits, as well as the creek area and the cleared area between the creek and the track.
7. Students are to “Stop, Look and Listen” if they hear the whistle from a yard supervisor. Immediately obey any direction given after the whistle.
8. The handball wall is the only wall against which balls are to be bounced.
9. Excellent sportsmanship is expected from students at all times during games played at recess time.

Students who do not abide by these rules and guidelines may receive any of the following consequences:

Behavior Intensity	Examples of Behaviors	Form To	Consequences
Level 1 Appropriate	<ul style="list-style-type: none"> - Following school staff directions - Using things appropriately - Following school routines and rules 	Class	<ul style="list-style-type: none"> - Treating others with respect - Cooperating with others - Doing your best
Level 2 Low	<ul style="list-style-type: none"> - Complaining - Wasting time, stalking - Interrupting, talking - Misusing materials (mild) 	Class	<ul style="list-style-type: none"> - Praise - Recognition program - Public recognition - Call to parents - Positive reinforcement
Level 3 Medium	<ul style="list-style-type: none"> - Not attending to the task - Tattling - Inappropriate tone of voice - Not following procedures 	Class	<ul style="list-style-type: none"> - Guidance - Limit setting - Problem solving - Natural consequences - Planned ignoring of behavior - Praise, prompt and leave - Behavior discipline/reprimand - Reinforce acceptable behavior
Level 4 High	<ul style="list-style-type: none"> - Two warnings - Misusing materials (moderate) - Out of assigned area - In hall without a pass 	Class or Office	<ul style="list-style-type: none"> - Name calling (low level) - Not following staff prompt - Play fighting, rough housing - Disrupting class (minor) - Time out - Behavior change plan - Call home or conferences - Logical consequences
Level 5 Suspension	<ul style="list-style-type: none"> - Minor hit, kick, shove, bump, etc. - Attempting to injure another - Name calling (high level) - Disrespect to an adult 	Class or Office	<ul style="list-style-type: none"> - Damaging - Swearing (medium level) - Out of assigned area - Challenge to fight - Extended time out - Call home and conference - Behavior change plan - School service - Suspension (ref Ed Code 48900)
Level 6 Illegal	<ul style="list-style-type: none"> - Fighting - Major hit, kick, shove, bump, etc. - Damaging property, vandalism (minor) - Disrupting class (sever/ongoing) 	Class or Office	<ul style="list-style-type: none"> - Not following a staff directive - Repeat violations of rules - Attempting to injure another - Detention - SST - Teacher suspension (ref Ed Code 48910) - School suspension, admin. (ref Ed Code 48900) - Behavior change plan - Parent shadow
	<ul style="list-style-type: none"> - Physically injuring another - Possessing weapon or dangerous object 	Office	<ul style="list-style-type: none"> - Possessing a controlled substance - Threatening another - Legal intervention - School suspension, admin. (ref Ed Code 48900)

Grounds for Suspension are listed in Board Policy 5144.1 and in California Education Code 48900:

(See below)

Suspension and Expulsion

EC 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the transmission, 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:
 - (i) A message, text, sound, or image.
 - (ii) A post on a social network Internet Web site including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "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.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "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.
 - (B) Notwithstanding paragraph (1) and subparagraph (A), 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.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average 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.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(Amended by Stats. 2012, Ch. 425, Sec. 2.)

Bully/Harassment Policy

The state legislature has recently updated Education Code to reflect changes in the nature of bullying in the age of electronic communications. The updated policy reads:

Education Code section 48900 has been amended to expand the definition of "bullying" for discipline purposes. Under the revised law, "bullying" will be defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable student or students in fear of harm to that student's or those students' person or property.

(B) Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable student to experience substantial interference with his or her academic performance.

(D) Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

The vast majority of bullying happens when adults are not present. For this reason, it is important that we encourage our kids to report this type of behavior when it happens.

Timely reporting is the key to effective intervention.

It is also important that we maintain a distinction between “bullying” (defined as severe or pervasive) and lesser, more common negative behaviors such as teasing, or peer conflict. Labeling everything as “bullying” dilutes the meaning and impact of this term.

If you or your child believes he/she has been the victim of bullying please report it immediately to any school employee. When reported, administration will immediately begin an investigation and take appropriate steps to intervene and insure that the behavior stops. Intervention may include: student discipline, “stay-away” orders (students are instructed not to interact for a period of time), conflict management, counseling, and student behavior plans.

Use of Portable Electronic Devices

Because cell phones, tablets (iPads, Kindle's, etc.) and other electronic devices present the potential for significant disruption of educational activities, the possession and use of such devices by students is regulated on school premises. Student use of cell phones, cameras, tablet computers, or other electronic devices during school hours is allowed *only* in the classroom with the permission of the teacher and subject to class rules.

Such devices are not allowed in the lunchroom, playground, or any other area outside of the classroom.

Cell phones must be off and concealed in backpacks from the time students arrive on campus and until they are released for the day. Electronic Devices are NOT allowed at Daycare. The school also asks that, during the school day, parents refrain from taking videos or photos of children whose parents have not given consent.

Inter-district Permits

Students in grades TK – 6th Grade who reside in another school district are able to attend Dunham Charter School, provided space is available, and in accordance with the policies written into the Dunham Charter School Petition. Students in the 6th Grade who reside in another school district are able to attend Dunham Charter School, provided space is available. If the Charter School is full, 6th grade students may still be able to gain entry through the application with an Inter-district Permit. A copy of our board policy regarding these permits is available for you in the school office.

Dunham School District Board of Trustees

The School Board currently consists of five members elected by the community to set policies for the District in accordance with local, state, and federal requirements. The Board employs a Superintendent, who in turn recommends selection and employment of certificated and classified staff to carry out policies and implement the goals and objectives of the District. Members of the Board are elected in November for overlapping 4-year terms. Regular meetings are usually scheduled for the 2nd Tuesday of each month at 6:00 p.m. Meetings generally begin with Closed Session items. The Open Session usually begins at 6:30 p.m. The Board may vary this schedule, when necessary, and may schedule additional special meetings. The agenda is posted on the school website and bulletin board and is available to the public prior to the meeting. Specific times for public comment or questions are scheduled in Board agendas. School Board meetings are open to everyone. Board Members are listed on the Board/Staff cover page of this handbook.

Emergency Preparedness Policy

In compliance with the California Education Code an Emergency Policy has been prepared. Its objective is to provide the staff with a guide of emergency procedures and duties, which will insure the safety of pupils in the event of a disaster. Each teacher provides instruction to pupils in the applicable provisions of the guide. Responsibilities for action are pre-designated and a regular system of practice drill is followed. This includes fire drills and earthquake drills. During storms and other disasters in Sonoma County, official emergency information is relayed to the public via radio station **KSRO, 1350 AM**. They regularly broadcast official information regarding school closures in the morning during storms or other emergencies. In the event of disaster, children will be kept at school and dismissed only to an authorized adult. Refer to the next section for clarification about this "authorized adult". Due to the possibility of the school being inaccessible in an emergency, we request an "Emergency Food Packet" (food, drinks, etc.) for each child. A request for these items will be sent to you at the beginning of the school year.

Emergency Cards

Each child **must** have an Emergency Card on file in the Office. (You receive this card in the packet of forms sent home each August.) This card identifies other adults, authorized by you, that may take your child from school. This includes normal pick-up days in addition to any disaster situation. Your child will NOT be allowed to leave school with anyone other than you, the parent or legal guardian, unless you have listed them on the Emergency Card. This release may be changed and updated by the parent or guardian at any time during the school year.

Immunization Records

"NO SHOTS, NO SCHOOL." With few exceptions, that's the rule for any pupil entering school in California for the first time. Current law requires all students to be immunized against diphtheria, whooping cough, red measles, tetanus and polio, mumps, and German measles, prior to entering any classroom. Kindergartners entering school must have Hepatitis B vaccines. Children entering first grade must show evidence that they have received a complete health assessment within 18 months prior to entry, or 90 days after entry into the first grade. Pupils may no longer be exempted from these rules for religious reasons. A physician's waiver is required to exception.

Lunch Program

Students are given twenty minutes to eat and twenty minutes of supervised play at lunchtime each day. We do have a school lunch program available to all students. The cost for lunch is \$4.00 per meal, and may be purchased on a daily basis. Calendars are sent home each month with the menu. Students from families whose income is at or below the current eligibility scale may receive a free or reduced price lunch (provided they have an approved application on file in the office). Application forms are always available in the school office. Students may also bring their own lunch from home. The monthly menu can be downloaded from our website.

Milk Program

Milk is available for purchase on a monthly or yearly basis only. The monthly cost of milk is calculated at .25 cents per day. An order form is sent home at the end of each month, for the following month's milk. TK and Kindergartners are given their milk (when purchased) at snack time each day. Please communicate with your TK or K child if they will be receiving milk at their snack time in order to prevent tears at snack time! All other students receive their milk with their lunch. Milk order forms may also be downloaded from our website. IF you child has purchased milk for a month and they order hot lunch, they are entitled to two milks that day. Missed days are not made up.

Medications Given At School

ALL medication must be kept in the school office. All medication must be in the original pharmacy container, with the directions attached. Any medication to be administered during school hours must be accompanied by an Authorization for Administering Medication form signed by the parent and the physician. We are required to have a note from a doctor in order to administer over the counter medications. This same form is to be used to authorize Over the Counter Medications, and must also be approved by the doctor and parent. (Ed. Code Section 49423 and 49480.)

Asbestos Hazard Emergency Response Act Notification

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) we are required to advise all employees and persons that come on the school premises of the information contained in the school's Asbestos Management Plan. This plan contains inspections, assessments, and action details relative to this school building. The school's Asbestos Management Plan is available for anyone to review during normal school hours.

THERE IS NO ASBESTOS AT THE DUNHAM SCHOOL DISTRICT.

Any further questions may be directed to Sonoma County Office of Education, where there is an employee who is the designated person responsible for AHERA compliance for the Dunham School District.

Bike Information

Because of the high-speed traffic on Roblar Rd to Dunham School, the riding of bicycles to school is strongly discouraged.

Pupil Transportation

Dunham provides no home to school transportation for pupils. Parents accept responsibility of transporting their children to and from school, or for arranging for such regular transportation. Parents and all drivers have the following two options for drop-off and pick up of their children.

Front Curb Area: After entering the school property from Roblar Road, follow the circle around the parking lot to the front of the school and to a yellow curb. This area is for drop-off and pick-up only. **Do not double park in this section, or leave your car for any reason.** Stay to the far right, next to the curb, as you wait for your child, enabling others to exit the parking lot.

Parking in the Lot: Park in designated areas in the side lot or in the parking spaces at the front of the school. Please, do not allow your child to walk across the parking lot alone and, if possible, please use the crosswalk at the center of the parking lot. Parents/drivers are to accompany their children across the parking lot to the school.

Please drive very slowly and carefully through our parking lots. Think of it as a daily opportunity to practice and model the "Breathing Tool," and "Patience Tool" for your child.

School Facility Use

During school hours, the playground is to be used only by students who are in session. Community groups wishing to use the facility during non-school times are asked to come to the office and fill out a Facility Use Agreement prior to the event. At no time are tobacco and/or alcohol permitted on school grounds.

School Insurance

The Dunham School District carries the required liability insurance, but does not provide for health and medical insurance for students who are injured on school grounds. Such insurance is the responsibility of the parents. The District does not carry any special type of insurance to cover students being transported in private cars on school Study Trips. When private cars are used, information is obtained about each driver's insurance and minimum car safety standards set by school policy. It is important to remember that the owner's/driver's insurance (of private cars) is the first liability in the event of an accident. When bus transportation is provided for students to school activities, students must ride to the activity on the bus. Students may leave the scene of the activity with their parent or guardian only when the teacher dismisses them, and the appropriate form is completed and signed. All other students are to return to school on the bus.

Sexual Harassment Policy

BP 5145.7 / AR5145.7

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

The Superintendent/Principal or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Students will be provided the use of a student grievance procedure by contacting the district's Title IX officer, Principal/Superintendent, Adam Schaible. All faculty, staff, and administrators will be held accountable for compliance with this policy. Violations may lead to disciplinary action to include appropriate administrative action for any violation of the above defined sexual harassment acts.

School Site Council

The Dunham School Site Council reviews the school curriculum and site needs. The SSC makes recommendations to the governing Board of Trustees for improving the educational program at Dunham. The Site Council consists of five parent members and five members from the school staff. The School Site Council meets quarterly on the 1st Monday of the month, at 2:45 p.m. All meetings are open to the public.

Tobacco-Free/No-Smoking Policy

There is no smoking on school grounds, including when school is not in session. *This includes smokeless tobacco and electronic cigarettes.*

Dunham School Dress Standards

The Dunham School community feels strongly that appropriate school attire contributes to a positive learning environment.

In general, clothing should be modest, neat, clean and free of offensive words, and pictures. This includes items with expressions, pictures, or words that are obscene, profane, or are disparaging or demeaning to others, or promote or advertise drugs, tobacco, alcohol, violence, or make reference to gangs. Clothing or adornment that interferes with learning, or is a distraction to others is not permitted. With these ideas in mind, we ask families and students to respect the following dress guidelines for students attending our school.

- Footwear must be worn at all times. Shoes should securely hold the foot in place and offer sufficient protection to the foot. Students who wear sandals, clogs, metal tipped shoes, western boots, and any other shoe considered inappropriate or unsafe for sports activities, should bring athletic/tennis shoes to change into for P.E. and recess. Preferably, such unsafe or inappropriate shoes would not be worn to school.
- Walking, Bermuda type, and bicycle shorts are acceptable. Not acceptable are any shorts, tops, or dress styles, which expose undergarments or the midriff. Some examples of inappropriate or immodest clothing include short skirts, short jogging or running shorts; halter, mesh, tube/shortened, cutoff or low-slung tank tops or tops with spaghetti straps. A student's shorts should hang below their fingertips when fully extended at their sides. Overalls, or other articles of clothing with suspenders, are to have both straps fastened at all times.
- Attire that is worn or altered in such a way to resemble gang-related apparel is not permitted. This includes but is not limited to, sagging pants, over-sized pants, hanging belts, and hanging chains.
- Caps or hats may not be worn in classrooms.
- Consequences for students who don't comply with the required dress standards will be:
- Conference with staff regarding their inappropriate clothing. Students will bring a notice home regarding the dress code infraction.
- Call parents to bring appropriate dress.
- Further discipline consequences may occur if inappropriate dress is repeated.