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# DALLAS COMMUNITY SCHOOL HANDBOOK

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*"Education is not  
preparation for life:  
education is life itself."*

*-John Dewey*

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Dear Dallas Community School students and parents,

We have prepared this handbook as your guide and in support of your work as we begin a new school year. It is not meant to be an all inclusive document, but highlights areas of importance. If you want, your Education Guide will go through it with you or you can read it on your own and ask questions when you meet again or send your questions to the DCS office. We are all available by phone, through e-mail or can set up a time to meet face-to-face.

We are delighted to have you as part of our community and are here to make your year a success.

Sincerely,

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## A Brief History of DCS

Dallas Community School began as a home school learning cooperative organized by a group of parents who wanted a different educational experience for their children. In December 2013, Dallas School District invited parents to explore the idea of forming a charter school that would serve home schooled students. Dallas Community School opened in September 2015 as a public charter school a 501c (3) nonprofit corporation serving 125 students in grades K-8. A board of directors governs the activities of the school.

The founders formed Community Innovation Partners, a nonprofit organization, , that serves as the governing authority of the school. The mission of Community Innovation Partners is "Supporting and sustaining the Dallas community and surrounding area through educational opportunities that emphasize innovation, creativity, and individualized learning." In addition to DCS, Community Innovation Partners has also offered a DIY/Young Maker Club that was supported by Google and hopes to one day develop a community arts and education center in Dallas. You are encouraged to take an active role in the governance of your school.

Dallas Community School will always be a place where families drive the future of the school. Your participation allows the school to continue to grow and respond to the needs of families. There are plenty of opportunities to get involved. Everyone is welcome to join us on the third Thursday of every month at 7 p.m. for board meetings, where you can learn about current initiatives and join a committee. The Board is always excited to hear new ideas and feedback.

Thank you for choosing to join Dallas Community School!

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**DCS Website:** <https://www.dallascommunityschool.org>

**On Facebook :** <https://www.facebook.com/DallasCommunitySchool>

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## Meet Your Staff

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**Cheri Reinke—** creinke@dallascommunityschool.org

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**Who do I contact for.....**

- ⇒ *General questions about our school?* **The Director**
- ⇒ *Enrichment classes, field trips, DCS community outreach?* **The Program Manager**
- ⇒ *Student progress, testing, general program questions?* **Your Educational Guide**
- ⇒ *Absent students for the morning program?* **Email or call the main DCS office**
- ⇒ *Missed enrichment classes?* **Please contact the teacher of the enrichment class. For same day absences, contact the DCS office.**
- ⇒ *Library materials?* **The Office Manager**
- ⇒ *Problems with classes or staff at DCS?* **Please speak to the person in charge of the class or the staff you are having difficulty with directly. If you cannot resolve the issue, please speak to the school director.**
- ⇒ *Issues with your Guide?* **Please talk to your Guide and communicate your needs. If you are unable to work things out, please contact the school director.**
- ⇒ *Overall school vision. Get involved with DCS?* **Contact Wendy Sparks, the school board president. Her email is: wendy@dallascommunityschool.org .**

## 2016 - 2017 School Calendar: Dallas Community School

2016	SUN	MON	TUE	WED	THU	FRI	SAT		DCS staff	INSTRC DAYS	
AUG		1	2	3	4	6	6	AUGUST	3	0	
	7	8	9	10	11	12	13				
	14	15	16	17	18	19	20				
	21	22	23	24	25	26	27				
	28	29	30	31				29 Teachers Report			
SEP					1	2	3	SEPTEMBER	21	19	
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17	5 No School - Labor Day			
	18	19	20	21	22	23	24	6 School Starts			
	25	26	27	28	29	30		19 Start of 6 & 12 week enrichments			
OCT							1	OCTOBER	21	21	
	2	3	4	5	6	7	8				
	9	10	11	12	13	14	15				
	16	17	18	19	20	21	22				
	23	24	25	26	27	28	29	27 End of 1st 6 week enrichments			
	30	31						31 Start of 2nd 6 week enrichments			
NOV				1	2	3	4	NOVEMBER	19	19	
	6	7	8	9	10	11	12				
	13	14	15	16	17	18	19	11 No School-Veteran's Day			
	20	21	22	23	24	25	26	24-25 Thanksgiving Break			
	27	28	29	30							
DEC						1	2	DECEMBER	12	12	
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17	8 End of enrichments			
	18	19	20	21	22	23	24	12 Start of 6 & 12 week enrichments			
	25	26	27	28	29	30	31	19 Winter Break Begins			
								24-25 Christmas eve/day observed			
2017	SUN	MON	TUE	WED	THU	FRI	SAT				
JAN	1	2	3	4	5	6	7	JANUARY	20	20	
	8	9	10	11	12	13	14				
	15	16	17	18	19	20	21	2 No School - New Years Holiday			
	22	23	24	25	26	27	28	3 School Resumes			
	29	30	31					16 No School - MLK Day			
FEB				1	2	3	4	FEBRUARY	20	20	
	5	6	7	8	9	10	11				
	12	13	14	15	16	17	18	2 End of 1st 6 week enrichments			
	19	20	21	22	23	24	25	6 Start of 2nd 6 week enrichments			
	26	27	28					20 No School - President's day			
MAR				1	2	3	4	MARCH	18	18	
	5	6	7	8	9	10	11				
	12	13	14	15	16	17	18	16 End of enrichments			
	19	20	21	22	23	24	25	20 Start of 6 & 12 week enrichments			
	26	27	28	29	30	31		27-31 Spring Break			
APR							1	APRIL	20	20	
	2	3	4	5	6	7	8				
	9	10	11	12	13	14	15				
	16	17	18	19	20	21	22	3 School Resumes			
	23	24	25	26	27	28	29				
	30										
MAY		1	2	3	4	5	6	MAY	22	22	
	7	8	9	10	11	12	13				
	14	15	16	17	18	19	20	4 End of 1st 6 week enrichments			
	21	22	23	24	25	26	27	8 Start of 2nd 6 week enrichments			
	28	29	30	31				29 No School - Memorial Day			
JUN					1	2	3	JUNE	14	12	
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17	15 End of enrichments			
	18	19	20	21	22	23	24	16 Last student day			
	25	26	27	28	29	30		20 Teachers last day			
								Total Days this Calendar	190	183	

Student Contact (Days in Session) OAR 581-23-006 (1) (d) Scheduled days where students are under guidance/direction of teachers.

## **Program Overview**

Dallas Community School is a K-8 public charter school, that works in partnership with Dallas School District. We incorporate the concepts of personalized learning, and collegial relationships with parents. DCS is a “classroom without walls” with a focus on having our students take a leadership in their learning plan. We also promote strong community partnerships. Our staff’s main goal is to support and guide parents as they homeschool their children. We are a quality school of choice for any student who would benefit from individualized education in a safe and supportive community.

Dallas Community School is committed to equal opportunity for all students. The school’s programs and activities are free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability.

### **What We Offer Our Students:**

#### **Personalized Learning Plan (PLP):**

The PLP describes all of the student’s learning goals and instructional outcomes over the coming school year. The PLP is a “living document” that can grow and change as the year progresses.

#### **Allotment:**

Each student receives a \$700 financial allotment for the school year that can be used to pay for curriculum, educational activities, etc.: 60% of the allotment is available in September and the remaining 40% in January.

Any student withdrawing before October 15th will need to reimburse the school for items purchased.

Students enrolling at DCS after the 1st day of school will be given allotment <sup>7</sup> funds on a pro-rated basis. There are very specific curricular guidelines for how

## **Educational Guide:**

Your Guide is a licensed teacher who is assigned to your student. They work closely with student and coach to help provide the tools needed to make this year successful.

## **Enrichment Classes:**

All DCS students can enroll in enrichment classes that take place at the DCS site or at other local community venues. Some enrichment classes may charge a materials fee. Your Educational Guide can arrange to use allotment funds for these fees, or the parent can pay out-of-pocket. Six and twelve week classes are offered each term and are taught by community educators.

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# Four Learning Paths Available to DCS Students

**Option 1: 4 Day—On-site Classes – Monday through Thursday Morning**

Grades 1-5 - Meets on site from 8am-12pm

Includes instruction in math, reading, writing and project based learning.

**Cost deducted from student's allotment = \$150/year**

**Option 2: 2 Day—On-site Classes – Mon/Wed or Tues/Thurs**

Grades 1-5—Meets on-site from 9am-12pm

Includes instruction in reading, writing and project-based learning.

**Cost deducted from student's allotment = \$75/year**

**Option 3: 2 Day—Middle School Option - Mon/Wed**

Grades 6-8— 8:30am-11:30am

Includes instruction in reading, writing and project-based learning.

**Cost deducted from student's allotment = \$75/year**

**Option 4: Home-based learning.**

Grades K-8

# The Team

## Student:

We want each student to take an active part in their learning team. Students should be present at each of the team meetings and should have an active voice in their learning plan.

## Learning Coach:

The Learning Coach is a parent, guardian or other assigned individual who is responsible for implementing the student's PLP and supervising their work. Coaches are also responsible to meet bi-weekly with the Guide, report attendance, track PE activities, and submit required documents.

## Educational Guide:

Educational Guides believe in and support the mission and philosophy of DCS. Guides work together with both coach and student to create a team focused on developing the best learning environment for each individual learner. The student, Educational Guide, and Learning Coach will develop each student's PLP. The PLP will document learner goals and track progress.

Guides will meet bi-weekly with parents and students to set goals based on learning styles, interests and needs. Guides will make two contacts per week, per student (or family) to track attendance in accordance with Oregon State requirements.



# Tracking Student Progress

## **Personalized Learning Plan (PLP)**

The purpose of the Personalized Learning Plan is to develop, document, and track each student's learning goals and progress over the coming year. The team will work together on the PLP. The PLP includes both formal and informal learning. Work samples and photos of work are a part of the documentation for this living plan.

## **Subjects Tracked in PLP:**

Core subjects may be supplemented with additional subjects in the PLP. For grades K-8, core subjects are math, language arts, social studies, science, and PE/and health.

## **Curriculum and Materials:**

The student's curriculum and materials will be documented in the PLP. All curriculum and material purchases must be approved by the Guide and aligned with the student's learning plan.

## **Methods of Study:**

Methods of study may be documented in the PLP. Some examples of methods are: field-trips, podcasts, mentors, classes, simulations, constructing models, etc.

## **Work Samples:**

Guides will photograph work samples of student work that show progress. Samples should be gathered from students and brought to the monthly meetings. Samples may include: journals, games, fliers from programs attended, narratives, drawings etc. Parents may also submit photos through email to their guide.

## Assessments/Measures of Student Progress

Assessments are tools that evaluate progress. Some examples of acceptable assessments are: essays, projects, diagrams, displays, video and/or audio recordings, tests, learning logs, portfolios, etc. One of the most important statistics we are required by the Oregon Department of Education to document is student progress.

## DCS Measures of Student Progress

DCS students will be assessed formally 2-3 a year in the areas of math, reading and writing. These assessments will be used to monitor student progress.



## State Assessment Requirements:

As a public charter school, DCS is required to offer annual assessments..

Smarter Balance is the State test that is administered once a year in grades 3-8 (in areas of math and English language arts) and grades 5 and 8 (in science). See the ODE website for more information or to review samples:

<http://www.ode.state.or.us/search/page/?id=3298>

DCS recognizes that each student is a unique person with individual strengths and growth areas. Not all students progress at the same rate. Evaluation of that progress will be based on individual abilities, interests, and talents. Student progress will be assessed using a variety of measures, *however we would like ALL students to take part in the Oregon Statewide Assessment.* This test will take place during the last two months of school.

# Guidelines for Bi-Weekly Meetings

## Who Attends?

The team (student, coach, EG)

## What happens at a Meeting?

- Develop and evaluate learning goals
- Review work samples
- Give support and share resources
- Provide new information on DCS policies or procedures
- Update parents on important dates

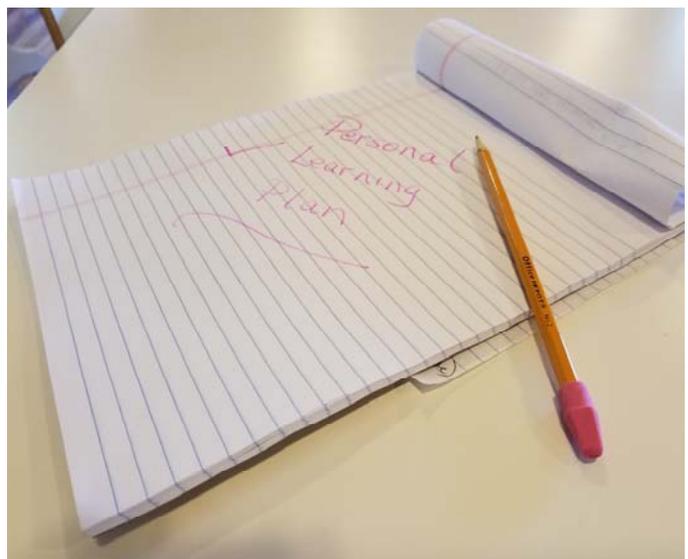
## Additional Information on Bi-Weekly Meetings

Meetings may take place at school, in the home, or at other public locations. Coaches and Guides are *required* to have a face-to-face meeting every two weeks.

Student work samples must be shown to the guide monthly.

If a meeting is missed due to illness or an emergency, *the student's coach* will need to reschedule a time to meet with the Educational Guide.

*Missing two consecutive meetings without prior arrangements may result in your student being withdrawn from DCS.*



## **Oregon State's Directive for Attendance**

In accordance with the Oregon Department of Education's directive, each student who is enrolled must have synchronous, twice-weekly contact with an appropriately licensed or registered teacher.

### **Accountability**

Ten day rule – Any period of ten consecutive school days with unexcused absences or contact with an Educational Guide, will result in forfeiture of enrollment allotment materials must be returned.

### **Physical Education**

Physical Education is required for all students K-8 (per 2007 HB3141 Physical Education). The requirements are 150 minutes per week for grade K-5 students and 225 minutes per week for grade 6-8 students.

### **How to Report PE:**

You will be provided a PE log, which can be accessed online through the student portal. PE logs need to be shared with your guide at least one time per month and maintained monthly. *Your guide will collect them at the end of the school year as part of the required record keeping.*

## Enrichment Opportunities

Personalized Learning is the foundation of DCS, and to that end, DCS offers a wide range of enrichment classes.

Enrichment classes are taught in the afternoons by Community Educators who are subject-matter experts. Classes take place both at DCS and off-site. Classes are 1-2 hours in length and take place 1-2 days per week. Some example topics taught include: Institute for Excellence in Writing, music, science, engineering, art and movement.

Enrichment classes follow the DCS trimester schedule. New classes are offered in fall, winter and spring. Terms are divided into two sessions with some classes running 6 weeks and some running the full twelve weeks. Attending classes at the DCS site or at one of our partner sites is not required.

Most classes have a specific age and/or grade range requirement. Any exceptions are made on a case-by-case basis and are subject to approval by the class instructor.

Some enrichment classes may charge a materials fee. Your Guide can arrange to use allotment funds for these fees upon request.

If you sign up for an enrichment class, please make every effort to attend. Students that consistently miss class or drop classes will be moved to the bottom on the sign-up list for future classes. After more than one unexcused absence, a student may be dropped from an enrichment class.

It is the student and/or parent's responsibility to communicate with the Community Educator regarding missing a class.

**Enrichment Classes are a way to discover your passion for learning! Try something new!**

# Curriculum and Materials

## Allotments

Allotment money is money that is to be used for the education of the student. It can be used for anything that supports the student's Personalized Learning Plan. (See section that follows)

Allotments are distributed in the following increments:

60% of your money is available at the beginning of the year, **after** you have set up your Learning Plan with your guide and **after** items have been approved in your learning plan. It's possible that items ordered prior to this may not be reimbursed.

The rest of your allotment (40%) will be available after January 1st. Allotment funds must be spent by May 1st.

Remaining unused funds are forfeited and go into the DCS general fund for the following year.



# Guidelines for Spending your Allotment Wisely

## Materials Allowed

1. Non-Sectarian curriculum School supplies.
2. Art or science supplies that directly relate to the student's planned course of study.
3. Supplementary materials that directly relate to the PLP.
4. DCS-approved vendors such as the Portland Zoo, OMSI, Gilbert House, Get Air, YMCA, KROC Center, Dallas Aquatic Center, as well as private tutors, music, dance, and sports (such as Little League.)
5. Online educational fee-based resources if approved by the Educational Guide and DCS.
6. Registration, membership, testing and tournament fees if they are part of an approved vendor, and only if DCS is currently paying for the student to take classes from the vendor.
7. Plays and other one-time educational events if they directly relate to the planned course of study.
8. Instrument or equipment rental for classes that are part of the PLP.
9. Educational magazine subscriptions that enhance the learning plan and are approved by the EG.

## Materials Not Allowed

1. Sectarian (religious) curriculum. You may use it, but DCS cannot order or pay for it.
2. Printing supplies.
3. Any item that cannot be directly related to the planned course of study.
4. Any item that is not educational in nature, such as toys that do not have an obvious educational purpose.
5. Trips, no matter how educational in nature. The only trips that may be paid for are field trips that are sponsored by DCS.
6. Equipment rental unless the equipment is part of a DCS-sponsored activity, or required for an approved vendor's class.

*DISCLAIMER: Allotment spending decisions may be made on a case by-case basis. For example, if students are not making educational progress in all core subjects DCS reserves the right to cancel payments for outside vendors and electives until the student demonstrates necessary compliance with an agreed-upon body of work*

## Frequently Asked Questions

- 1. Can we use our allotment funds to purchase lessons and classes on campus?** Yes, but you must first make sure you have purchased everything you need for your core subjects. Your Guide will help you determine this by completing a Personalized Learning Plan. Once the core subject materials are paid for, you can order other things, as long as they are in support of the PLP.
- 2. What happens if we run out of allotment funds?** At that point, you will no longer purchase materials through DCS and must purchase them on your own. These items will then belong to you.
- 3. Why can't we keep what we buy with our allotments?** *We pay taxes!* According to Oregon State law, anything purchased with public school funds becomes the property of the school. This includes all nonconsumable textbooks, computers/tablets, and even the furniture at DCS.
- 4. How do outside vendors get paid?** If you want to take a class from one of our approved vendors, such as the YMCA, your Guide must first determine available funds. Then, you can either pay for the service and get reimbursed, or ask the vendor to bill the school. If your chosen provider is not an approved vendor, simply ask the vendor to contact DCS to set up a vendor account. Once we receive the invoice, we will pay the vendor directly.
- 5. Can we check out curriculum over the summer?** Yes, if your child is enrolled at DCS the following school year. However non-consumable materials must be returned at the end of May for library inventory. Books/curriculum will be available for checkout at the end of June, unless you have an outstanding balance.
- 6. Can we use our allotments to pay for damages or missing materials?** No. Allotments are school funds. You are responsible for paying for damaged and/or missing materials with your personal funds.
- 7. Can we use allotment money to purchase other family memberships to the Zoo, OMSI, etc... and divide the cost between our other enrolled stu-**

## **8. Can we purchase non-sectarian curriculum from a faith-based vendor?**

Yes. However, ALL materials purchased using DCS funds MUST be non-religious.

⇒ All non-consumables will be catalogued and will remain the property of DCS.

⇒ Allotment and Community Education fees will not be refunded if you drop a class or change your mind about something you have ordered.

### **Consumables vs. Non-Consumables**

Curriculum and materials are defined as either consumable or non-consumable.

**Consumable** — Curriculum and supplies that can be used up. Examples: Workbooks, school supplies, art materials, and downloaded items or CD based items that are not licenced for more than one use, etc.

**Non-Consumable** - Items that can be reused. Examples: Books, CD's, electronics, etc. These items must be inventoried and labeled prior to use and must be returned at the end of the school year.

**New vs. In-Stock** - In-stock items are donated or used materials. These items are in our library system In-stock items can be checked out on the learning plan for 1/3 of the cost of the item. This cost will help with repair and replacement of items for our library. This amount will be deducted from your student's allotment.

Please take care of any items you have on loan. We hope to use each of our non-consumable items for more than one year. Please note that any materials damaged beyond what is considered regular wear will be the parents responsibility to replace. (The school director will make the final decision.)

## Curriculum Exchange

Please carefully consider what items you are ordering. Items that are being returned must first be examined and approved by the office. The Learning Coach must box up items to be returned and have them ready to ship, including paying for the return shipping. *DCS will cover shipping if we made the mistake in ordering the items.*

Money will be returned to the student's allotment, only if:

- The curriculum is returned within **two weeks** of receiving it, and it is in new condition.
- The curriculum was ordered by the school in error.
- Other reasons on a case-by-case basis may be approved by the office staff.



Community Service is a way to give back to your community. How will you get involved in your community?

What can you do to make where you work  
and live a better place?

## Special Education

Special education services are provided by the Dallas School District. If your child was on an Individual Education Plan (IEP) we will need to know your child's current IEP and eligibility as well as where he/she last received services. Or if you believe your child may have a special need, let your Guide know. In the end, it is up to you whether or not you will continue to pursue services provided by the district where your child last attended.

The Dallas School District believes that every child is entitled to a free and appropriate public education regardless of the nature or severity of his or her disability. Our staff seeks not only to educate, but to affirm the individual dignity and self-worth of each child with a disability.

Once a parent or school staff person believes a child may have a disability or learning challenge, a Student Intervention Team is convened to review specific information about the child and determine whether or not an evaluation is needed. If the Team suspects a disability may exist, that child is referred to Special Education staff for a formal assessment.

Once a student is identified as having a disability, he or she is served through an Individualized Education Plan or IEP. The IEP is a collaborative effort on the part of the IEP Team, of which parents are an integral part. The IEP Team also consists of special and regular educators, as well as other specialists knowledgeable about the student's individualized needs. In addition, every child served through special education has a set of procedural safeguards in place to ensure that his or her right to a free and appropriate education is maintained. For more information see <http://www.dallas.k12.or.us/> (Under Departments *select* Special Education.)

## **Parent/Chaperone Guidelines**

We welcome you to find ways to help out around our school. Please contact the school office or watch Facebook for volunteer opportunities. We always have needs for maintenance, upkeep of the property, organization and many other areas. In order to volunteer on-site on a regular basis, all adults need to submit and pass a background check. Please contact the office for more information.

### **Transporting Students**

Parents are welcome to arrange transportation of their students with other families. Please make sure you have insurance if you are transporting other students. DCS will not be responsible for arranging any parent transportation or verifying parental insurance or liability if you choose to allow your student to ride with another parent.

### **Field Trips**

We aim to build community among our students and families by coordinating a wide variety of activities for all DCS students including various field trips to local attractions and businesses.

If you sign up for a field trip and do not attend without a good reason, you will be responsible for any cost associated with the field trip. Please be respectful of the field trip captain and host by keeping your commitment and also by communicating any possible delay or absence to the trip captain.

Many times siblings are allowed on field trips and school outings. In some circumstances, the classroom extension may not be a safe environment or an appropriate setting for younger siblings. Please do not bring small children with

## On-Site Policies

**Cell Phones:** Students are not allowed to use cell phones in the classroom out of respect for our staff and learning environment. Student phones are to be turned off and out of sight during class.

**Child Care:** Our site is very small. Supervised childcare is not available at DCS. Under no circumstances should a child be left unsupervised by an adult. If students are attending an on-site class, the parents must be within a close proximity. Students should be picked up after the ending of any on-site class or meeting they are attending. The DCS site closes at 4pm each day.

**Computers On-Site:** Students may only use onsite Chromebooks and tablets when on-site. Computers and other electronic devices from home, even if used in their learning plan, must not be used on site. This is due to our safety filter requirement for on-site computers which are put in place to protect all students.

**Copy Machine:** Each family is allowed 500 single-sided, black and white copies per student during the year. This cannot be used on copyrighted materials. Copies must be directly related to the student's learning plan.

- To use the copy machine please schedule through the office. It is not available between the hours of 8 a.m.-12 p.m. Copies need to be made during office hours.
- You may not make copies for other parents using their code. If this occurs your copying privileges will be suspended.

Violation of these rules will result in copying privileges being suspended.

**Closure:** DCS on-site and enrichment class schedule follows the Dallas Public School inclement weather cancelations and delays. In case of an emergency closure in the middle of the day, families will need to have a plan in place to transport their children home if they are taking part in a DCS-sponsored class.

**Healthy Snacks:** The DCS board of directors adopted a healthy snacks policy. The policy is available through your EG or contact the office for a copy. *The purpose of this policy is to align in classroom snacks with standards set forth by the US Department of Agriculture (USDA) in regard to food and beverage items and is focused on the food/beverage options offered to students in the classroom and at social events taking place on school grounds.*

**Parking and Drop Off/Pick Up:** Parking is limited. Please drive with caution and watch out for young children. Please park only in designated spots or along the fence. There is additional parking on the street. Please remember to be safe when dropping off and picking up students. Because our space is limited in size, please try not to arrive more than five minutes early for your class.

**Playground:** We will be using the city park for our playground. Students may not leave the school unattended to go to the park without direct supervision during school hours. Our playground is a community playground (Birch St. Park) with no formal supervision apart from supervised recess times. Use the playground at your own risk.

**Student Safety:** Parents are responsible for their children's safety at all times. DCS is not a closed or secure campus. Each family will be assigned a door code. The door is locked during school hours. In the event that the door is left unlocked, please notify the school office. All visitors need to check in at the office.



# **Complaint Procedure**

## GENERAL PUBLIC COMPLAINTS

Members of the public and students are encouraged to make their concerns known to the director of DCS. He will review those concerns and respond to them.

Complaints about instructional materials, staff members or alleged violation of school policies should be dealt with first at the school. Persons having complaints should approach the school director and if possible resolve the problem at this level.

Complaints about board policy or administrative regulations should be referred directly to the Director.

When a complaint is made directly to the DCS Board or to an individual board member, it will be referred to the Director for study and possible solution.

If the person or persons having a complaint fails to resolve their concern with the Director, they may request that the matter be referred to the DCS Board. If the DCS Board deems it advisable, they may provide for a hearing of the complaint at an official meeting of the DCS Board.

Any complaint about school personnel will be investigated by the school director before consideration and action by the Board. The Board will not hear charges against employees in open session, unless the affected employee requests otherwise.

Whenever a complaint about personnel is made directly to the Board, as a whole or to a board member as an individual, it will be referred to the school administration for study and a possible solution. The individual employee involved will be advised of the nature of the complaint and will be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If necessary, the director, the person who made the complaint, or the employee involved may request a meeting with the Board for the purposes of further study and decision. Such meeting will be held in executive session unless the affected employee requests otherwise. Generally, all parties involved, including the school administration, will be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations and clarifying

# Privacy of Student Education Records

## *Notification of Rights under Family Educational Rights and Privacy Act for Elementary (FERPA) and Secondary Schools*

As per federal and state law, all information about a student, other than directory information, is confidential and is not to be given out without an educational "need to know."

Directory information as defined by law, includes student's name, address, telephone number (unless unlisted), age, awards received, and grade assignment. This information may be given to persons deemed to have a legitimate interest unless specifically prohibited by parent request on an annual basis. Applicable examples include giving class lists, including listed phone numbers, to room mothers, and listing award recipients in school newsletters, etc.

Non-custodial parents are deemed as having the right to all information about their child, unless there are court orders to the contrary.

You will be notified yearly that under FERPA, you have the right to:

- ◆ request and inspect your child's records
- ◆ request to amend their records if you believe they are inaccurate
- ◆ file a complaint with the U.S. Department of Education regarding the failure to comply with FERPA.

Your guides will have forms for you to sign acknowledging your receipt and understanding of the information contained in this document. The signed forms will be kept in your student's file. Keep this handbook at home for reference. If you have questions about the information in this handbook, talk to your school director, or call the DCS Office at 503.420.4360.

School Policy: The entire Dallas Community School policy (The DCS board of directors adopted the Dallas School District policy and it can be viewed at <http://policy.osba.org/dallas/> or for a specific DCS board policy contact the school director at 503.420.4360

Statement of Non Discrimination Dallas Community School does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or gender in providing education or



