There are forms 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 the school director, or call the DCS Office at 503-420-4360.

Statement of Non Discrimination Dallas Community School (DCS) does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or gender in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.
Contents
Welcome to Dallas Community School (DCS)!
A Brief History of DCS
Board and Staff Directory
Contacting DCS Staff
Learning at DCS
Navigating DCS
So We’ve Enrolled. Now What?
  Getting Started: Student Profile
  Meeting With Your Education Guide (EG)
  The Role of the Learning Coach (LC)
  Developing Your Academic Roadmap: The Personalized Learning Plan (PLP)
  Tracking Progress: Assessments and Grading
  Attendance and Keeping Track of Student Activities
    Attendance
    Physical Education Log
Learning through Classes
  Classes at DCS
  Class Fees and Supplies
    Attending Classes and Activities On-Site at DCS
    Attending Classes at Partner Sites
Learning through Field Trips
Other School Services
  Photocopies
  Loan Library
Using Your Allotment Funds
  Regular Allotment Fund
  Classes and Field Trips Allotment Funds
  The 60/40 Rule
  Purchasing Curriculum
  Core Materials Requirement
  Early Withdrawals
  Consumable or Non-Consumable
  New vs. In-Stock
  Reimbursements
Welcome to Dallas Community School (DCS)

Dear DCS Families,

Thank you for choosing DCS to provide support for your home learning. I appreciate the trust you have invested in our school and we work every day to continue to earn that trust. Students who are home learners are best served when there is a strong partnership and ongoing collaboration between the parents and the school. We believe that well-informed parents are the best resources that our school and our students can have. We are very excited about the upcoming year in our newly remodeled building. Expanding one classroom and adding a sliding dividing wall to another classroom will allow us to better serve our students and allow for a better place to learn and work.

This year we have one new Educational Guide and two new Instructional Assistants who will be teaching and working with students and families. All of them are highly skilled and have talents they will bring to DCS. As they become familiar with DCS please allow them a little extra time as they learn our systems.

We believe it is everyone’s responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible. The staff at DCS are committed to ensuring that every child is provided the opportunity and encouragement to work to their potential. The combination of talented staff, curious students, and caring, involved parents all contribute to DCS being an exceptional school.

With that in mind we need your help. We ask that you take the time to carefully read this Student/Family Handbook in order to provide you with a tool to enhance the information you have and support our mutual efforts to help students succeed. This handbook contains important information about our school and the services we provide to families. This entire document will also be available online on our website.

We have an exciting year planned at DCS with some exceptional opportunities for learning. We value your input and feedback and have used the surveys you recently participated in to make some changes that will improve our school and increase learning. If you have any questions or concerns during the school year, please feel free to call or stop by.

Warmest regards,

Bill Conlon
Director of Dallas Community School
A Brief History of DCS

DCS began as a homeschool learning cooperative organization 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. DCS opened in September 2015 as a public charter school - a 501 c (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 (CIP), a nonprofit organization that serves as the governing authority of the school. The mission of CIP is “Supporting and sustaining the Dallas community and surrounding area through educational opportunities that emphasize innovation, creativity, and individualized learning”. In addition to DCS, CIP 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.

In June of 2018 we moved to our present site at 124 SW Walnut Avenue. This facility offers more classroom and office space and is better suited to meet the needs of our students, our staff, and our families. Dallas Community School purchased the building in the summer of 2019 in addition to the small house that sits next to the school. The main building has/will receive some remodeling and updates. Two conference rooms are available for Family/Educational Guide (EG) meetings, IEP meetings, and staff meetings.

DCS 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 7:00 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. New this year, you will have a chance to register as a volunteer at the school to help support our school. (See Volunteer Program on page 32)

Thank you for choosing to join DCS!

School Mission and Vision Statements

Mission Statement

Dallas Community School is an inclusive public charter school supporting collaborative, standards-based education in a flexible, non-traditional environment.

Vision Statement

Dallas Community School will empower non-traditional learners with the knowledge, skills, and abilities to succeed in and contribute value to their community.
## Board and Staff Directory

### Board Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>School Cell Phone</th>
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</thead>
<tbody>
<tr>
<td>Wendy Sparks</td>
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<td><a href="mailto:wendy@dallascommunityschool.org">wendy@dallascommunityschool.org</a></td>
<td></td>
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<tr>
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<td>Holly Williamson</td>
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### Staff Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>School Cell Phone</th>
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<tbody>
<tr>
<td>Bill Conlon</td>
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</tr>
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Definitions and Terms Used at DCS

**Guide/Education Guide/Learning Guide** – The Education Guide (EG) is a licensed teacher who helps families get the most out of their learning. Students meet bi-weekly with their EG so they can help advise parents / Learning Coached, discuss effective educational activities and resources, and monitor progress toward each student’s learning goals.

**Coach/Learning Coach** – The Learning Coach (LC) is the parent or parent designee who provides instruction at home and meets with the Guide. Sometimes grandparents fill this role but it is typically the parents who are the Learning Coaches.

**Personalized Learning Plan (PLP)** – The Personalized Learning Plan is a document that outlines the learning goals for each student. The plan is written by the LC with the help of the EG at the beginning of each school year can be updated at any time, and is reviewed during Family Guide meetings. In addition to a list of learning goals, the plan includes curriculum, assessment data, and other learning activities.

**Guide/Family Meetings** – The LC/Parent and their EG are required to meet every other week to discuss progress, review the PLP, make purchases with allotment dollars, exchange important information on upcoming school events and other learning activities, and talk about instructional strategies that may help students learn. Ideally the students should attend these meetings whenever it is appropriate.

**Curriculum Library** – DCS offers a Curriculum Library to families to checkout curriculum and other educational materials. Examples of items that are available include subject specific books, instructional books, microscopes, science kits, musical instruments (very limited), sewing machines, and other learning materials in addition to samples of curriculum that LCs can review prior to making purchases. All items are checked out to interested families and need to be returned by the specified date.

**Instructional Outline** – The Instructional Outline is a document that is completed each week by the LC or parent that identifies the specific learning activities scheduled for that week. It is the responsibility of the parent to complete and submit this document each week to your EG. This lesson planning process is used to organize and plan instructional activities. It is also used to count the hours of instruction required by Oregon law and our charter contract with the Dallas School District. There are easy ways to complete this and it should not consume more than 15 to 20 minutes a week to complete.
Contacting DCS Staff
DCS staff and families typically form a strong working relationship and are in frequent communication. You will be meeting with your guide every other week, but can contact any of the staff by cell phone, text message, or email throughout the week. A DCS staff typical work schedule is from 7:30 am to 4:00 pm. Monday through Friday on school days. Phone calls, text messages, and emails will be returned within 24 hours on school days. If you have an emergency please call the director on his cell phone. Guides, office staff, and administrative staff all have school cell phones. Please contact DCS staff on their school cell phone or the regular school landline. DCS staff will no longer be answering school business calls on their personal cell phones.

Navigating DCS
Here is what to expect over the coming school year:

1. **School starts:** School starts September 3rd, 2019.
2. **Meet with your Education Guide (EG):** During the first two weeks after school starts, you will have your first meeting with your guide (EG). At the first or second meeting you will lay out your goals for the coming year and order curriculum and instructional materials.
3. **Develop your Personalized Learning Plan (PLP):** The PLP is a road map for your student’s education for the coming year. It is a living document that will change over time. The PLP includes what your student hopes to learn, how they will accomplish learning goals, and how they will demonstrate what they have accomplished.
4. **Purchase curriculum and enroll in classes/field trips:** Once the PLP is complete, you can begin purchasing curriculum and enrolling in classes and field trips.
5. **Work on learning goals and continue to meet with EG:** You will need to meet with your EG bi-weekly to review goals and accomplishments.
6. **Submit required documentation:** This includes completing an attendance form twice a week, a monthly PE form, and work samples, like math and writing.
7. **Get ready for the next school year:** At the end of the school year, you will meet with your EG to determine learning goals for the next year. Orders that are ready to process can be ordered during the summer months so they are ready for the first day of school in the fall.

So..... We’ve Enrolled. Now What?
Getting Started: Student Profile
The Student Profile is a way to tell your child's story that is the foundation of the Personal Learning Plan (PLP) and will help guide its development. All new and returning students complete the PLP. You can share as much information as you like, or simply complete the required questions. The more information you share, the better feel your EG will have for your child's preferences as well as your preferences as the Learning Coach (LC). There are two sections: Need to Know and Great to Know. The Need to Know section is required so your EG can have some basic information, while the Great to Know section will give your EG a much better idea of your expectations and level of support your child requires. Returning students complete the profile at the end of each school year and new students complete the profile before the start of the school year.
Learning at DCS

DCS is a unique program for community-based learners. DCS is a public charter school sponsored by Dallas School District. DCS is different from other charter schools in that parents (or other designated adults) play an active leadership role in the education of their children. DCS offers support in the form of four main programs:

- **Personalized Learning Plan (PLP):** The PLP describes all of the student’s learning goals and instructional outcomes over the coming year. The PLP is a “living document” that can grow and change over the school year. The PLP includes specific methods, strategies and tools that the student will use to accomplish her/his learning goals.

- **Education Guide (EG):** The EG is a licensed teacher who helps families get the most out of their home learning. Families meet bi-weekly with their EG so they can monitor progress toward each student's learning goals.

- **Classes and Field Trips:** Classes and field trips are meant to complement students’ home learning and are always optional. Classes may be offered onsite in our building or offsite at other locations in Dallas or Salem. Some classes are taught by licensed teachers while others are taught by non-licensed community educators. We offer a wide variety of field trips on different days of the week to meet the wide variety of learning and scheduling needs of our families. Parents are required to accompany students on nearly all field trips in order to be able to extend learning from the trip into home learning later on. Information about classes and field trips can be found on our website.

- **Allotment Funds:** Each student receives access to a $1,100 financial allotment for the school year, up from $1,000 last year. This money is divided into three funds.
  
  - **Regular Allotment Funds** ($700) can be used to pay for curriculum, educational materials and activities, etc.: 60% of the allotment is available in September and the remaining 40% in January.
  - **Classes and Field Trip Allotment Funds** ($400) can be used for DCS classes and DCS field trips. Only classes and field trips provided by DCS are eligible for the Classes and Field Trip Allotment Funds. If a student wishes to take a class from another provider, those may be eligible for Regular Allotment Funds; families should talk to their EG about specific classes to see if they qualify.
  - Additionally, any student dropping before December 31, 2019 will be required to reimburse the school for all monies allocated and return all non-consumables to the school. There are very specific curricular guidelines for how these funds can be used. Please refer to the DCS curriculum guide and the flowchart for purchasing curriculum (See appendix).
  - **All Regular funds must be spent by May 1, 2020.** After this date individual family accounts will be closed and no allotment funds will be available for family use.
  - If a student has used all their field trip and class allotment funds and wishes to participate in additional activities or classes, please see your Guide for additional options, you may be eligible for a scholarship. Please do not send a check to the school for additional classes or fieldtrips unless you receive a bill specifically for these services.
Sometimes at the end of the year families have money left in their account and do not need additional materials to finish the year, and make purchases that are not really needed. This year we have created a new option for unused funds. Families can donate the money back to the school and earmark it for a specific purpose from the list below:

1. Instructional materials for the Family Curriculum Library (i.e., microscopes, science equipment and kits, novels, maps, math manipulatives etc.), and resource materials for onsite classes.
2. Student library (i.e., library books would be purchased and added to the existing library collection).
3. Indoor and outdoor games and recess equipment (i.e., balls, nets, frisbees, game boards etc.).
4. Other (An item for student use that a family may wish to provide. Items in this category should be reviewed with the director to ensure that the item can be used by the school).

Developing Your Academic Roadmap: The Personalized Learning Plan (PLP)

The purpose of the PLP is to document your child’s learning goals and progress over the school year. Information from the Student Profile is included in the PLP. The PLP includes the curriculum, learning standards and study methods and strategies assigned by the EG and completed by the student. In addition, the PLP will include the assessments overseen by the EG to assure the goals were met.

The PLP includes the following components: subjects studied, curriculum materials used, standards covered, method of study, and assessment method(s) used by the EG.

Subjects:
For grades k-8, core subjects (math, language arts, social studies, science, and PE/health) will be listed on the PLP. Additional subjects like fine arts, performing arts, foreign languages, technology, etc can be added into the plan.

Curriculum and Materials:
The student’s curriculum materials or materials for learning MUST be documented in the PLP. DCS is offering two ordering processes for you to choose from. The first ordering process, DCS ordering, and the second ordering process, ordering by the parent/LC (the LC with the approval of the EG is the parent or other home teacher).

Please refer to the complete DCS curriculum guide for detailed information. The purchasing flow chart is in the appendix.
Standards/Concepts:
Standards, as defined by the Oregon Department of Education (ODE), will be listed for each core subject.

Method of Study:
The method of study will describe how the student will learn the concepts. The methods used to teach the standards may include, but are not limited to, several of the following: reading literature, viewing videos, taking field-trips, listening to podcasts, working with mentors, listening to books on tape, completing workbook pages, taking classes at DCS and in the community, conducting research, playing educational games, reading textbooks, direct instruction from a teacher/tutor, correspondence with experts in the field, using online lessons, conducting interviews, creating/working on projects, using experiments, utilizing computer programs, using online resources, reading reference books, viewing television series, participating in work-study, group discussion, simulations, creating graphic organizers, writing in journals, creating field guides, writing book reports and essays, making notes, constructing models, and independent practice.

Assessing Student Learning:
Assessments are used to evaluate the progress of the student in his/her studies. The following are suggested methods for assessment: journals, essays, projects, group and/or individual discussion, drawings/diagrams, displays, video recordings, audio recordings, tests and quizzes, book reports, narratives of experiences, interview, group discussion, graphic organizers, field guides, computer summaries of skills, teacher observation, outlines, slideshows, speeches, demonstrations, portfolios, simulations, games, products of the study, dioramas, models, online evaluations, documentation of research, pictures, workbook pages, letters and/or conversations from teachers, and learning logs.

Informal Work Samples:
Informal work samples are examples of student work that are used to document learning in each course studied for a given month. Informal work samples may be gathered from any of the curriculum overseen by the EG. Some samples may be used for multiple courses (i.e. a spreadsheet document may simultaneously serve as a work sample for math and technology).

Informal work samples may include, but are not limited to, the following: worksheets, projects, journals, student-generated games, graphic organizers, outlines, videos, audio recordings, book reports, research notes, learning logs, photographs, essays, stories, interactive slideshows, spreadsheets, fliers from concerts or programs the student participated in, formative assessments, quizzes, narratives of experiences, timelines, drawings, diagrams, etc.
The Personalized Learning Plan (PLP) Team

The Student:

Students are part of their learning team and should take an active role in their own education. Students should be present at team meetings and should have an active voice in their PLP.

The Learning Coach (LC):

The LC is a parent, guardian, or other authorized individual who is responsible for implementing the student’s educational goals and supervising the work of the student. The LC, supported by DCS classes, their EG and other services work together to help the student reach their PLP goals. The LC, with guidance from their EG, is responsible for providing instruction, submitting required documents, tracking attendance, researching appropriate curriculum options, and ensuring that the student is on track to meet her/his learning goals.

The Education Guide (EG):

EGs work hand-in-hand with the student and parents to determine an appropriate curriculum and to create a PLP. EGs are licensed teachers and also teach many of our classes. Some DCS classes may fulfill grade level requirements while others may require the parent to provide additional home instruction. EGs develop an understanding of each student’s learning style, goals, and interests and they meet bi-weekly with the student to document the student’s progress in a Learning Record.

Education Guide (EG) Meeting Guidelines for Parents

- ALL purchases using allotment dollars will be discussed and approved at the bi-weekly PLP meetings. No purchases can be made outside of this meeting. If you know what you want, it will be helpful if you have your curriculum order ready before your next meeting with your EG in order to make good use of meeting time.
- Meetings shall be at the school unless other arrangements with your EG have been made.
- One meeting a year is encouraged to be a home visit. The unique relationship between an EG and student is strengthened by home visits where the EG can meet the family pets, see the tree fort out back, meet siblings, etc. The visits give an EG a deeper understanding of the student’s passions and abilities.
- In order to assess a student’s progress toward meeting state standards, students will bring their weekly body of work to every EG meeting unless otherwise indicated by the EG.
- Attendance at their meetings will be recorded on the “Student Attendance Sheet.”
- If a meeting is missed due to illness or other emergency, the parents will need to reschedule a time to meet with the EG. To respect the EG’s time and to use the school’s resources wisely, families are required to give 24 hours notice if a meeting needs to be rescheduled. The EG must be notified directly by email or phone.
- All public schools in the state of Oregon are subject to the “10-Day Rule.” If the school does not have confirmation that the student has attended school for 10 consecutive days the students will be withdrawn. This student’s “slot” will then be offered to the next student on the waiting list.
● **New this year** – for families who have had children enrolled in the school for one full year, one meeting a month can be accomplished using an online platform such as Google Hangout, Facetime or Skype. The other meeting must be a face-to-face meeting. If your child was enrolled at DCS on September 3, 2018, you qualify this year for this option. For families who enrolled after September 3, 2018, you will need to meet face-to-face until the 2020-2021 school year.

**Tracking Progress: Assessments and Grading**

*Evaluating Progress through Informal Assessments*

Your EG will work with you to administer local performance assessments. These assessments give students valuable feedback on their learning and academic progress, as well as provide opportunities for students in select grades to take national assessments like the NAEP and PSAT. Your EG will help you determine appropriate assessments for your child. Let’s Go Learn will be administered 3 times a year and work samples will be collected twice a year in the content areas of writing and math.

*Meeting Requirements through State Assessments*

As a public school, DCS is required to administer annual assessments and submit all data to the state of Oregon. DCS’s charter with Dallas School District states, “...the percentage of students at each grade level of DCS’s students...shall be at or above the percentage of the District’s students who meet or exceed...the state assessment.” The state of Oregon and Dallas School District has an expectation that 95% of DCS students will participate in state tests. Less than 95% participation could mean the loss of our funding resulting in the closure of the school.

Smarter Balance:

Smarter Balance is the new state test that will be administered once a year in grades 3-8 and 11 in areas of math and English language arts. In early 2020, you will be receiving additional information on how best to prepare your child for the test. Your EG will schedule a time during the state testing period for your child to take the test. You may visit the ODE website for more information and to view sample questions. ([http://www.ode.state.or.us/search/page/?id=3298](http://www.ode.state.or.us/search/page/?id=3298))

Local Performance Assessment:

The purpose of the local performance assessment requirement is to ensure that Oregon students are afforded opportunities to learn and to receive feedback regarding their academic progress. Performance Assessments are required every year in the areas of math, science, writing, and speaking and are used to track yearly student growth for all students at Grades 3 through 8 and once in high school. See [http://www.ode.state.or.us/search/page/?id=2662](http://www.ode.state.or.us/search/page/?id=2662) for more information.

By administering these assessments, DCS is following the charter agreement with the Dallas School District and the State of Oregon’s requirements and allows for another method of demonstrating a student’s academic progress in the areas of math, science, writing, and speaking. Performance assessments are completed under the direction of the EG. More information about the assessments, scoring guides, and samples may be obtained through your EG.
Oregon state legislation requires DCS to inform parents of their rights to opt students out of state assessments. Pursuant to ORS 326.565 Section 3, we will provide you with additional information on your right to opt-out of statewide testing as it is made available from the Oregon Department of Education. You must do a separate opt-out notification for Science, and a separate opt-out notification for Language Arts and Math.

Grading
1st-6th Grade Students: Students in grades 1-6 do not receive “traditional” report cards with grades unless the parent requests this. Instead of traditional report cards, grading will be based on student, EG, and parent review of work and standards met.

7th-8th Grade Students: Students in grades 7-8 do not receive “traditional” report cards with grades. Instead of traditional report cards, grading will be based on student, EG, and parent review of work and standards met. If the parent requests, traditional grades may be assigned at a PLP meeting by the student, EG, and LC.

The 7th and 8th grade teachers have the option of giving grades for their site-based class. If a teacher chooses to give grades to 7th or 8th graders, the teacher will need to enter those grades into Synergy so that the parents and EG may keep track of their students’ progress.

Attendance and Keeping Track of Student Activities
Attendance:
The state requires DCS to submit attendance in order to qualify for funding. The LC is responsible for tracking daily lessons and reporting attendance through your EG. You will receive two emails from your EG per week asking you for your attendance.

All public schools in the state of Oregon are subject to the “10-Day Rule.” If the school does not have confirmation that the student has attended school for 10 consecutive school days, then the student will automatically be withdrawn from DCS and their “slot” will be offered to the next student on the waiting list.

How to report attendance: Your EG will send you an email on Wednesday A.M. and Friday A.M. The email will include a link which will take you to a google form. Please complete attendance for each child. Attendance is due at noon on Wednesday and Friday. If we do not receive your attendance on time twice a week, we are required to count your children’s unexcused absence. This is important: Our school is required to report attendance to Dallas School District twice a week.

Physical Education (PE) Log:
2007 HB 3141: Physical Education is required for all students K-8. 150 minutes per week for K-5 students and 225 minutes for students in grades 6-8. Students with disabilities will have adapted physical education as part of their IEP.

How to report PE: A copy of the PE log is in the appendix and can also be accessed online through the student portal: http://dallascommunityschool.org/student-portal/. PE logs are due on the 5th day of each month.
Learning through DCS Classes

Personalized Learning is the foundation of DCS, and to that end, DCS offers a wide range of optional classes to complement and supplement home learning. Attending classes at the DCS site or at one of our partner sites is not required. Your PLP should reflect which classes you intend to participate in.

Classes Taught at DCS

Most classes are offered for one trimester; a few classes last the entire school year. Some classes are taught by licensed teachers while others are taught by non-licensed community educators. Classes taught by licensed teachers provide an opportunity to develop skills in language arts, social studies, science, technology, fine arts, and math. Examples of classes taught by community educators include yoga, drama, foreign languages, music, and some art classes, among others. DCS classes can be a part of a student’s PLP or can complement instruction that is included in the PLP.

Age Requirements

Most classes have specific age and/or grade requirements. If parents feel that their child would do well in a class even if they don’t fit the exact age range, we can sometimes be flexible. Any exceptions to the age requirements will be made on a case-by-case basis and are subject to approval by the class teacher and the student’s DCS Guide. Students who are approved to an age/grade exception and are unable to fully participate in the class due to not meeting skills requirements, or developmental standards, may be asked to meet with Director to assess the child’s ability to continue.

Class Fees and Supplies

There is a $10 fee for every class offered through DCS which can be paid with Class and Field Trip Allotment Funds (400.00). Each class you register for is $10 (whether one hour, two hours, or twice per week). This $10 fee will show up in the eSchools Parent Portal and be automatically taken out of your allotment funds in our accounting system.

Sometimes classes will require additional materials fees - these will be reflected in the eSchool online registration system (and as “Materials Fees” in our Course Descriptions documents). Materials fees for DCS classes are paid for out of each student’s Regular Allotment Funds ($700). Your EG can help you arrange to use allotment funds for classes and materials fees, or the parent can pay out-of-pocket. Please make payment arrangements with your EG. All materials fees are listed in the online course catalog.

Attending Classes and Activities On-Site at DCS

DCS is located at 124 SW Walnut Avenue in Dallas.

Community rules for participation at the DCS site:
Parents or parent designees are encouraged to participate in their child’s class activities or volunteer to help depending upon each class. Please feel comfortable in asking how you may help or participate.

During onsite and community-based classes, please respect the instructor’s authority to maintain classroom order. Parents attending classes should be polite observers or participants. Please limit all conversations with other parents or siblings while instruction is taking place.

Site-based classes at DCS require students to be present and complete assigned work (some instructors will require or request that students do homework or practice skills outside of class). Multiple unexcused absences from a class may constitute a drop. Parents or students are responsible to contact the teacher or the school to notify them of the absence. If a student misses 2 or more classes in the first 2 weeks of class, your Guide will contact you to confirm that you are planning to continue with the class. If for whatever reason the class is not the right choice, we will ask you to drop the class and allow students from the waitlist to take the spot. Each term we have students who miss the opportunity to participate in a class because space is not available.

Please arrange prompt transportation, to and from school, for your child. Arrival on time is mandatory for meetings and for site-based and community-based classes.

If you have concerns, please talk to the instructor outside of class time, or submit your feedback in writing. If the issue is not resolved after direct contact with the instructor, contact the director.

Students may be on campus without a parent if their behavior is appropriate.

Student Drop Off and Pick Ups For DCS Classes

Safety for our students, staff parents, and community members is a top priority. It is imperative that that you follow the Dallas City approved procedures when dropping off and picking up your children. DCS agreed to the following conditions with the city in order to acquire the Occupancy Permit necessary to use this facility as a school:

1. Cars will enter the parking lot from Donald Street ONLY. No one may enter the parking lot from Main Street (Kings Valley Highway).
2. Cars dropping off students will drive next to the building between the orange traffic cones and the building.
3. Students must wait to get in or out of their car until they are in the Pick Up/Drop Off zone next to the third and last door (nearest Main Street). Students will not be permitted to be picked up or dropped off outside this zone (in the “approach” or “staging area”).
4. Students will load and unload from the car using the passenger side doors only. No driver side exits are permitted.
5. Drivers may not get out of their cars while in the Approach, Staging, Loading and Unloading Zones.
6. Parents wishing to come into the school must park in a parking space in the parking lot or use the on-street parking in the area.
7. School staff will be at the door in the Loading/Unloading Zone to assist students during arrival and departure times to ensure student safety.
8. When exiting the parking lot all cars must turn right in order to keep traffic moving through the parking lot.
9. The handicap parking space is for validly authorized parking ONLY. At all times, even after hours, even temporarily, no car should be parked in this spot without DMV issued authorization.

10. Once classes have started please use the School Office entrance (door A).

11. Access to the building will be from the school parking lot. Students and visitors are asked to not use the Walnut Ave. entrances.

Parking at the Site
The school is located at 124 SW Walnut Avenue. To access the parking lot, drive past the building on Walnut, turn right on Donald and you will see the driveway into the school. Parking is limited. If the lot is full, additional parking is available on Walnut Avenue and after hours overflow parking is available across Walnut in the parking lot at the Bookkeeping business. Adult visitors should access the building through the office door, the first door in the parking lot (door A).

Please do not park in unmarked spaces around the school’s parking lot. The families living in the homes adjacent to the school have asked us not to park on their property or drive through their driveway. If you park in unmarked spaces your car is subject to being towed.

What students should bring to class
All students should pack a refillable water bottle. Students can also bring a light snack. If your student is staying at the site all day, be sure to bring a lunch. Please make sure students dress appropriately and bring jackets on rainy days as they will be playing outside, rain or shine, at morning recess (11:15-11:45). A backpack or tote is also suggested.

Students may also want to bring a notebook or folder with notebook paper for taking notes and writing assignments, and to hold papers that instructors might hand out. Students may be provided with materials lists specific to their classes, but most class materials will be purchased with the materials fees charged to families and provided to students in class.

What to leave at home
We can all work together to create a great learning environment for DCS students. Toys and gaming electronics should be left at home. Knives, weapons, illegal narcotics, and alcohol are also prohibited on campus.

A note about start and pick up times
Please be aware of what time your student’s classes start and end. Please arrive no more than 5 minutes before the start of class, except at the beginning of the day, when students can be dropped off starting at 8:15 am. Students need to be dropped off and picked up on time. Childcare is not provided after class or after school.

Supervision
Students who are enrolled in both morning classes and afternoon classes will be given a supervised recess and
lunch break from 11:15 to 12:15. If students have a break between classes (for example, one class is from 12:15 – 1:25 and the next class does not begin until 2:30), the student may be assigned an independent study class using a computer (this will require the approval of your EG). If the parent does not want their child to participate in a computer-based independent study period, they must take the child home or be in the school to provide supervision. **DCS staff does not provide supervision or child care except for the recess and lunch breaks and for quick breaks between classes.**

**The DCS Family Room**

During the 2018-2019 year, a room in the school was available for families visiting the school. This year we will not be able to offer this room because it is needed for classroom space. We are hopeful that we can reintroduce the family room during the 2020-2021 school year. Parents who would like to stay and read to a child or work with a child while their other child(ren) are in a class could possibly use the tables in the entry foyer space or check to see if one of the small conference rooms might be available, with the understanding that priority for both spaces will be given to school meetings, tutoring and independent study. Parents who are waiting for students for only one or two hours could go to the library, go to the park, do some shopping, or have lunch or coffee at one of the local businesses.

**Attending Classes at Partner Sites**

Some DCS classes may be offered at partner sites in Dallas or in our surrounding communities. Classes at **partner sites** are classes that were developed by DCS and are open to **only** DCS students.

Participating in classes means students and parents make a commitment to follow classroom expectations and guidelines as laid out by DCS and individual instructors, and may need to sign a waiver or behavior agreement.

- Parents and students need to read the class description or syllabus to ensure that the class focus and expectations are a good fit.
- Students are expected to arrive on time and be prepared for class. Chronic tardiness will not be allowed.
- It is the responsibility of the student and parent to communicate with site-based teachers regarding missing assignments.
- Please ensure direct communication with the school office regarding absences.
- Students will be required to complete a formal state work sample in all comprehensive English, Speech, Writing, Math, and Science classes.
- All students agree to shared behavior expectations. If a student is unable to meet those expectations, a parent or other adult may be required to attend class with the student.

DCS students may also choose to take classes from other outside providers that are not exclusive to DCS students. Regular allotment funds can be used to pay for some classes offered by these non DCS community classes.
Learning through Field Trips

DCS offers many field trip opportunities each year which are listed on the school website (with updates each month) and promoted through the DCS weekly email newsletters. Field trips are an opportunity to supplement PLP goals while socializing with other DCS students and families. For descriptions and schedules of field trips, see the DCS website. We welcome family suggestions for future field trips that could meet PLP goals.

Field trip registration
Families can register for most field trips well in advance, usually at least a month or more before the trip. However, we will also notify parents of any available spots in upcoming field trips in the weekly school newsletter so families can still register for those spots even after the main registration period. Registration is ongoing until the participant limit is reached.

Transportation
LCs are responsible for arranging transportation for their students to and from the field trip location. On occasion, the field trip may offer bus transportation for student and parent participants.

Learning Coach (LC) Participation
LCs or their authorized designee must attend field trips with their students. To authorize a designee, the LC must complete a Field Trip Chaperone Designee form, which is available at the DCS office.

Age/grade requirements
Age and grade requirements are usually set by the host site, or sometimes by DCS staff. There are generally no exceptions to age/grade requirements.

Siblings
Sibling participation in field trips is dependent on the field trip location, group rate rules, and age requirements. The description of each field trip should clarify whether siblings may attend, and if so, what ages and any extra cost.

Other School Services

Photo Copies
Each student will be allowed 500 black and white copies per year at the school site at no charge. Copies made over the initial 500 can be made at the student’s expense at any local copy center. Copier use service times may be restricted during certain hours to meet the needs of on-site classes. A code will be assigned to each family and used to track the number of copies available.

Loan Library
Some items are available for loan through our library at no cost. These include children’s and professional (education / curriculum) books, selected educational equipment, and other supplies. Families are financially
responsible for lost, damaged, and unreturned items. Families with no outstanding fines may borrow curriculum and other items for the summer after the inventory has been completed near the end of June.

Using Your Allotment Funds
Each student enrolled in the school is eligible to receive $1,100 in allotment funds for the year. You may use allotment funds to purchase curriculum, classes, and other educational focused experiences and materials that contribute to your student’s learning goals. There are two different funds (“Regular” and “Classes and Field Trips”) and each have very specific requirements for using these dollars.

Regular Allotment Funds - $700.00
Regular allotment funds are used to pay for expenses incurred by students working on the goals listed on their PLP. These funds can be spent on curriculum, materials fees for DCS classes, classes or lessons that are not offered through DCS, and other educational materials and experiences approved by the EG. Families who register after the start of the school year are assigned allotment funds on a prorated basis. Allotment funds can be spent on books, approved vendors, supplemental materials, school supplies and other items that are primarily educational in nature. No additional funds will be released. All allotment funds must be used by May 1st.

Classes and Field Trip Allotment Funds - $400.00
Students will have access to $400 to purchase DCS classes and DCS Field trips. DCS classes are classes that appear on the class schedule and are exclusively for DCS students (most often held at the school site but sometimes offsite at other locations). DCS field trips are those for only DCS students and families offered as part of the school program. If a student wants to take a non-DCS sponsored class from a community business, Regular Allotment Funds can be used after the EG has approved the expense.

Every DCS class will cost $10 each term. One hour, two hour and twice a week classes (those offered on Monday and Wednesday or Tuesdays and Thursdays) will all be $10 each. This fee will NOT be reflected in the eSchools online registration system. Occasionally a class will have a materials fee which can be paid for out of the Regular Allotment Fund. The materials fees WILL be shown in the eSchools online registrations system and in our course descriptions documents.

NO REFUNDS WILL BE ISSUED AFTER A STUDENT HAS SUBMITTED THE REGISTRATION FOR A CLASS OR A FIELD TRIP. Once the registration is processed, the fees will be deducted from your account whether or not the student takes the class or attends the trip. If a student completes the registration for a field trip but is unable to attend, his/her account will still be charged. If a student decides to withdraw from a class and switch to another class your account will be charged for both classes.

The 60/40 Rule
60% of the allotment is available in September and the remaining 40% in January.
**Purchasing Curriculum**

At DCS, family members and EGs work together to choose curriculum and learning materials that best meet the needs of the students. As a public charter school, only curriculum that is non-sectarian (non-religious) can be purchased with the students’ educational allotment. However, families are free to purchase materials that do not meet these criteria with their own funds. All purchases using allotment dollars should be approved by the EG at a bi-weekly PLP meeting.

**Core Materials Requirement**

Supplemental materials, school supplies, extracurricular activities and memberships may also be purchased with the student’s allotment, but only after all other core curriculum requirements are met. The family must demonstrate that the core subjects are provided for and materials associated are covered for the entire school year before they can spend their allotment on supplemental materials and/or vendors. All materials must support the student's PLP. If allotment funds are exhausted, LCs are responsible for additional curriculum purchases.

**Early Withdrawals from DCS**

In the case of early withdrawal, all curriculum purchased with allotment funds must be returned to the school and any remaining balance will be forfeited. All memberships will be immediately cancelled. Additionally, any student dropping before December 30th will be required to reimburse the school for all monies allocated (except from the $400 Classes and Field Trips allotment funds for DCS classes and field trips). Any student dropping on December 30th or later will retain any consumables and return all non-consumables to the school.

**Consumable or Non-Consumable**

Curriculum and materials are defined as either consumable or non-consumable. Consumable curriculum will be “used up” by the student. For example, workbooks that are meant to be written in are consumables, as are most art and school supplies. Items that are unique and will most likely not be used by another family will also be considered consumable, as will any CD-based or downloadable curriculum that is not licensed for multiple family use. Determination is made by the EG. Non-consumable curriculum will be inventoried and must be returned at the end of the school year, around June 15th (but families can then borrow curriculum and other items from the library for the summer after inventory has been completed). Non-consumable items purchased with DCS allotment funds may not ever be re-sold because of a state law which makes it illegal to “profit” from materials purchased with state dollars. You may donate them or give them away, however.

**DCS Basic Student Supply Store**

New this year (2019-2020) – Over the past few years we have noticed that many families ordered basic school supplies and paid far more than similar items that can be purchased through the school’s bulk discount purchasing program. The school will now offer basic school supplies from the list below through the DCS Student Basic Student Supply Store. Families can place orders through their guide using their allotment funds. If a family wishes to make a purchase for basic school supplies that are on the list below, they will not be
reimbursed with allotment funds. If there is a justifiable reason why a student would need supplies that are different than the items on the list they may ask for approval from their guide. Prices will be less than what individuals would pay for the same quality at a local office supply store and will be set prior to the start of the school year. The Basic Student Supply Store will stock the following items:

- #2 pencils
- Erasers (pink and pencil top)
- Colored markers (thin and wide)
- Folders
- Pencil pouch
- Dry erase pens
- Crayons
- Ballpoint pens
- Scissors (adult and child)
- Elmer’s glue sticks and white school glue
- Plastic rulers
- Lined writing paper
- Spiral notebooks
- Basic calculator

If you wish for an item to be added to the store please let your guide know and it will be considered.

New vs. In-Stock
In-stock items are donated or used materials. These items are labeled as “in stock” in the school library system and are available immediately. New items must be ordered at full retail price and may take 2-6 weeks to arrive.

Reimbursements
Before a family can submit for reimbursement, they must first have the approval of their EG to ensure that the item they wish to purchase qualifies for the use of school funds. DCS cannot reimburse for any materials that are not a part of the student's PLP, or any items that we cannot legally purchase (ex. faith-based items) even if they are a part of the student’s PLP. DCS will issue reimbursement checks twice a month, on the 5th and 20th of each month. Should the 5th or the 20th fall on a weekend, they will be issued the next business day. Any requests for reimbursements must be submitted on the DCS Reimbursement Form with receipts and any other documentation. The EG signs the Reimbursement Form, confirming that all items listed are a part of the student’s PLP and have been seen, verified, and entered into the school’s library system. Please keep a copy of all receipts until you receive your reimbursement. Please read our policy (below) about approved vendors and purchases from Amazon, Etsy, eBay, Craigslist, Facebook, etc. which may not be eligible for reimbursement. Receipts that list a “lot”, or do not list a specific item, are not eligible for reimbursement.

Exchange Policy
The school must pay shipping/restocking fees when returning items and this charge will be passed on to the family. For this reason, we encourage families to carefully consider the curriculum before ordering it. Curriculum and other educational materials may be returned for a refund only if the following conditions are met:

- The curriculum is returned to the school less than two weeks after receiving it.
- The curriculum is returned in new condition.
● The curriculum is too advanced or too easy for the student -OR-
● The curriculum is not what was ordered -OR-
● The curriculum was ordered by the school in error.

**Return to DCS Policy**
Non-consumables inventoried in the school library system **must** be returned to DCS at the end of the school year, or when the student withdraws from school, as they are paid for with taxpayer dollars and belong to DCS. This includes non-consumable texts, computers, and other similar items. Families will be charged for missing or damaged materials. Families with outstanding fines may have restrictions placed on borrowing non-core materials, and will not be able to use their allotment in the next school year until fines are paid.

**Using Allotment Funds to Purchase Chromebooks.**
Families may use allotment funds to purchase a Chromebook laptop computer, as long as it is part of the PLP and approved by their EG. The Chromebook remains the property of DCS. The family will be given first option to check the device out the following year, at no additional cost, as long as at least one child remains enrolled. Cost can be shared by siblings using the same device. Each student within the same household is eligible for their own Chromebook, provided it is a part of their PLP and approved by their EG. Use of the device may be transferred to an enrolled sibling, as long as it is approved by their EG and included in their PLP. The cost of any repairs **not** covered by warranty are the responsibility of the family. The family is also responsible for the cost of their own internet service, as we are not a virtual school. If a device is in need of repair and the warranty has expired, DCS cannot cover the cost of repairs. The family will be responsible for repairs or replacement on a prorated basis. Families will be asked to sign an agreement form that outlines their responsibilities at the time of purchase.

**Approved Vendors**
Curriculum and supplies may be purchased (using allotment funds) only from vendors with a business license and who can provide an invoice. We cannot purchase items from Craigslist, Facebook, or from private people who do not have a business license. DCS can order from faith-based suppliers, but only items that are non-sectarian (non-religious).

**Purchasing from Amazon, Etsy, and Ebay**
If a family wishes to purchase from Amazon, Etsy, or Ebay and has reviewed the purchase with their EG at a family meeting, please contact the office manager **before** ordering. Some items do not qualify for reimbursement.

**Approved Curricula**
See the curriculum catalog for an updated list of approved curricula. If your curriculum is not on the list in the curriculum catalog, you may contact the school director to request a curriculum review.
Purchasing Method 1: Ordering through your Education Guide (EG)

1. The EG and family meet to discuss which curriculum best meets the needs of the student. The LC, student and EG work out a planned course of study, which the student and LC must sign before curriculum, on site classes or services from a vendor are ordered.
2. The EG submits the curriculum order to the office manager, who places the order.
3. The materials arrive! The office manager inventories the non-consumable items in the school’s library system.
4. The EG picks up the curriculum and delivers it to the family, or the family may pick up their items at the school.
5. The family returns all non-consumable curriculum to the EG on or before the end of the year due date. The EG will return it back to the school library.
6. The office manager checks in the curriculum and performs a year-end inventory.
7. The office manager sends out invoices to students who have not turned in their non-consumables by June 15th.
8. In order to avoid miscommunication and mix-ups, ALL orders will be requested at Guide meetings. NO emails or phone orders will be accepted.

Purchasing Method 2: Ordering for reimbursement

1. The EG and family meet to discuss which curriculum best meets the needs of the student. The LC, student and EG work out a planned course of study. Purchases need to be approved before ordering curriculum, signing up for enrichment classes, or contracting with an outside vendor.
2. The LC verifies with the office manager that the student has regular allotment funds available to cover the cost of the materials they wish to purchase. DCS cannot reimburse for purchase amounts that exceed the student's allotment.
3. The LC orders the agreed-upon curriculum. The vendor must be a licensed seller or reseller (see “Approved Vendors” policy, above), and be able to provide an itemized receipt. If the LC chooses to order curriculum before meeting with their EG, they risk not being reimbursed, should the item not be included in the PLP. Only items for the current school year (2019-2020 adopted DCS calendar) may be purchased.
4. The materials arrive! The EG confirms that the items listed on the receipt match the items purchased. Any non-consumable items will be tagged and entered in the school’s library system. Items not presented to the EG will not be reimbursed.
5. The LC fills out the DCS Reimbursement Form, attaches receipts, and submits them to the EG. The EG confirms that all items listed are a part of the student’s PLP and have been verified and entered into the school’s library system.
6. The EG, will then submit the signed form to the office manager for reimbursement. Forms received by the 1st of the month will be reimbursed on the 5th. Forms turned in by the 15th will be reimbursed on the 20th of the month.

7. The family returns all non-consumable curriculum to the EG or to DCS on or before the end-of-year due date. The EG will return it back to the school library.

8. The curriculum manager checks in the curriculum and performs a year-end inventory.

9. The curriculum manager sends out invoices to students who have not turned in their non-consumables by June 15th.

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**Guidelines for Spending Your Regular Allotment Dollars Wisely**

<table>
<thead>
<tr>
<th>Materials Allowed</th>
<th>Materials Not Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Non-Sectarian (non-religious) curriculum &amp; school supplies.</td>
<td>1. Sectarian (religious) curriculum. You may use it, but DCS cannot order or pay for it.</td>
</tr>
<tr>
<td>2. Art or science supplies that directly relate to the student’s planned course of study.</td>
<td>2. Printing supplies or peripherals.</td>
</tr>
<tr>
<td>3. Supplementary materials that directly relate to the PLP.</td>
<td>3. Any item that cannot be directly related to the planned course of study.</td>
</tr>
<tr>
<td>4. DCS-approved vendors such as the Portland Zoo, OMSI, Gilbert House, YMCA, KROC Center, Dallas Aquatic Center, Playhouse Adventure, Get Air, Evergreen Museum, Zena Learning Center, private tutors, music, dance, and sports (such as Little League).</td>
<td>4. Any item that is not educational in nature, such as toys that do not have an obvious educational purpose.</td>
</tr>
<tr>
<td>5. Online educational websites if approved by the EG and DCS.</td>
<td>5. Trips, no matter how educational in nature. The only trips that may be paid for by EGs are field trips that are sponsored by DCS.</td>
</tr>
<tr>
<td>6. Registration, membership, testing and tournament fees if they are part of an approved vendor, and only if it is listed on the current PLP.</td>
<td>6. Equipment rental unless the equipment is part of a DCS-sponsored activity, or required for an approved vendor’s class.</td>
</tr>
<tr>
<td>7. Plays and other one-time educational events if they directly relate to the planned course of study.</td>
<td>7. Clothing (sports uniforms, ballet shoes, etc.).</td>
</tr>
<tr>
<td>8. Instrument or equipment rental for classes that are part of the PLP.</td>
<td>8. School supplies that are available through the Student Basic Supply Store.</td>
</tr>
<tr>
<td>9. Educational magazine subscriptions that enhance the PLP and are approved by the EG.</td>
<td><strong>DISCLAIMER:</strong> 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 classes until the student demonstrates necessary compliance with an agreed-upon body of work completed for core classes.</td>
</tr>
<tr>
<td>10. Basic School Supplies through the DCS Basic Student Supply Store.</td>
<td></td>
</tr>
</tbody>
</table>
Frequently Asked Questions about Purchasing

Can we use our regular allotment funds for things like dance lessons and classes off campus? Yes, but you must first make sure you have everything you need for your core classes. Your EG will help you determine that by completing a PLP. Once the core class materials are paid for, you can order other things, as long as they are primarily educational.

What happens if we run out of allotment funds? At that point, you will no longer purchase materials or classes with your DCS funds and must instead purchase them on your own. These items will then belong to you. If you run out of Classes and Field Trip Allotment Funds, Regular Allotment Funds can be used to pay for DCS classes and field trips. However, Classes and Field Trip Funds can only be used for DCS learning activities.

Why can’t we keep what we buy with our allotment funds? We pay taxes! According to Oregon State law, anything purchased with public school funds becomes the property of the school. This includes all non-consumable textbooks, the computers/tablets, and even the furniture at DCS.

How do outside vendors get paid? If you want to take a class from one of our approved vendors, such as the YMCA, your EG must first determine available allotments 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 pay the vendor directly.

Can we check out curriculum over the summer? Yes. However non-consumable materials must be returned at the end of school year for library inventory. Books will be available for checkout at the end of June, unless you have an outstanding balance.

Can we use allotment funds to pay for damaged or missing materials? No. Allotment funds are school funds. You are responsible for paying for damaged and/or missing materials with your personal funds.

Can we use allotment funds to purchase a family membership to the Zoo, OMSI, etc. and divide the cost between our enrolled students? Yes. Be sure the expense is part of your PLP. Include your plan for dividing your costs on your reimbursement form.

Can we purchase non-sectarian curriculum from a faith-based vendor? Yes. However ALL materials purchased using DCS funds MUST be non-religious.
Additional School Policies

Visiting or Learning at the DCS Site
DCS is located at 124 SW Walnut Avenue in Dallas. Please see the section titled Attending Classes and Activities at DCS for information about using the school site.

Child Care
There is no supervised child care available at DCS. Under no circumstances should a child be left unsupervised by an adult. If a K-6 child is attending an on-site class, the parent should be in close proximity (at least within a short driving distance). All students should be picked up immediately after the ending of any onsite class or meeting they are attending, and no later than 3:30 pm (the end of the school day). The DCS office closes at 4:00 pm.

Electronic Devices
Electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules.

Personal electronic devices shall be turned off during instructional or class time, or at any other time where such use of the device would cause a disruption of school activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on school property or while a student is engaged in school-sponsored activities, unless as expressly authorized in advance by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

DCS will not be liable for personal electronic devices brought to school property and school-sponsored activities.

Students may not access social media websites using DCS equipment, while on school property or at school sponsored activities unless the access is approved by a school representative. DCS will not be liable for information or comments posted by students on social media websites.

Please turn off your cell phone ringers while in the building. If a parent must take or make a call, please step out of the classroom or building. Student use of cellphones in the classroom is not allowed out of respect for our staff and learning environment. Student phones are to be turned off and must be kept in the cell phone organizer in the office during class.

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy. A referral to law enforcement officials may be made. Personal electronic devices brought to school property or used in violation of this policy are subject to confiscation and will be released to the student’s parent or property owner, as appropriate.
Cell Phones and other Electronic Devices on Campus

Electronic devices (any device that has a screen) can be a valuable learning tool. They can also be a learning distraction. As a result, the Dallas Community School has a procedure that will allow students to use their electronic devices for any learning activity that is developed by a teacher, and eliminate distractions that occur when students use electronic devices during other instructional times. The Dallas Community School encourage students to engage in social interactions during non-class time. We have observed that some students use their device when not in class and avoid interactions with other students. We also acknowledge the use of cell phones as an important safety/communication tool with their parents and will always allow students to use their phones or use a school phone when a student needs to make a call home.

The procedure is as follows:

1. Students who bring electronic device to school shall surrender it at the student entrance when they walk through the door by placing their device in the green wall pocket organizer located right inside the door.
2. The organizer will be moved to a secure location in the school office once the student doors are closed.
3. When a student is checking out of the building, they shall come to the office to retrieve their device on their way out the door.
4. A student who “forgets” to surrender their device will be subject to the following:
   a. 1st and 2nd incident – the student will be reminded and the device will be placed in the organizer.
   b. 3rd incident – the device will be put in the organizer and remain there until a parent/guardian can come to the school to retrieve it.
   c. 4th incident – the student loses the privilege of bringing any electronic device to school.

If a student does not need to carry a phone for safety/security reasons, it may be best if he/she leaves the phone at home. Students will be notified in advance if a phone will be used in class so a student can bring their phone on that day.

Student Safety

*Student safety is “Priority #1” for all school staff. However, parents are ultimately responsible for their children’s safety at all times.* We will have specific safety protocols to address emergency issues and standard operating procedures. There is no childcare available at DCS. Under no circumstances should a child be left unsupervised without an adult. If a child has a medical crisis, DCS will immediately call emergency personnel.

Visiting the School

Parent participation is a vital part of the DCS program. When you visit the school please enter the building through the first door as you drive into the parking lot (Door A). You should find this door locked for student and staff safety, but will find a doorbell to let staff know you are there. If you are a regular visitor, we will give you the code for the electronic lock so you can gain access to the building without needing to ring the doorbell and wait for someone to come to the door. All students will enter the building through the last door (closest to Main Street) which may also be locked. Visitors must check in at the DCS office upon arrival to sign in.
Student Health

**Immunizations**

Immunization records are required unless parents wish to seek an exemption because of medical or religious reasons. Reference the Vaccine Requirements for specific grade level requirements. Please download the Oregon Certificate of Immunization Form in advance. The Oregon Certificate of Immunization Form must be completed by the parent/guardian. If you are claiming a nonmedical exemption, please use the link below for the required video certificate.

Vaccination Requirements: [https://multco.us/school/school-immunizations](https://multco.us/school/school-immunizations)

Oregon Certificate of Immunization Form:
[http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/GettingImmunized/Documents/SchCISform.pdf](http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/GettingImmunized/Documents/SchCISform.pdf) *(EGs may take the packet to parents or it will be available at registration)*

Nonmedical exemption:
[https://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/GettingImmunized/Pages/non-medical-exemption.aspx](https://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/GettingImmunized/Pages/non-medical-exemption.aspx)

**Vision Screening**

As of July 1, 2014 Oregon State Law requires vision screening for all students entering school for the first time. Parents may provide documentation that the screening has been completed. Oregon Revised Statute (ORS) 326.580 requires students seven years of age or younger and who begin an education program to submit certification of having received a vision screening or eye examination from a qualified individual. The certification must be received within 120 days of starting the education program, unless the parent or guardian provides a statement that the certification was provided to a previous education provider or the vision screening or eye examination is contrary to their religious beliefs.

**Illness**

If your child is ill, please keep them home for their sake and the sake of others. If they have a fever, a good policy is to keep them out of classes until 24 hours after the fever has gone down. If you or your child cannot make an EG meeting or class, please contact your EG or teacher directly, then notify the office.

**Health Issues and Medications**

All families must complete an emergency information form that includes a section about health concerns, allergies, and medications. If your child is attending classes at the DCS site or a partner site, please inform the teacher of any medications or health issues.
School Closure Due to Inclement Weather
In most cases, DCS classes will be closed or delayed due to inclement weather if Dallas School District closes or has a late start. Closures or delays will be posted on the school website and also on the DCS Families Facebook page. In the 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 an on-site class. If an EG is unable to safely travel to a student meeting due to inclement weather, the EG will contact the LC to reschedule the meeting. Even if classes are cancelled at the DCS site, homescholes can continue to operate and EGs most likely will be working from home. Please be sure to report attendance if you offered lessons during an onsite closure day.

Community Service
Community service is part of the DCS philosophy and is a wonderful way to benefit our students, school, and community. This service can include helping at DCS as well as any other form of service that benefits others in the community.

Complaint Policy
DCS has a complaint policy to attempt to resolve disputes in a fair and timely manner. Please feel free to bring any concerns to the attention of the director. To file a formal complaint, fill out the Complaint form which is located in the school office. A copy of all school adopted policies can be found on our website.

504 Plans
DCS recognizes the importance of providing educational opportunities to all students, regardless of special needs. DCS pledges that individuals with special needs will be served in accordance with all Federal and State laws. Students who have a disability may qualify for a 504 plan. Please contact the administrator if you have questions about your student’s learning needs.

Equal Educational Opportunity
Dallas School District has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 0-21 years of age and who fall within the District’s jurisdiction. Students enrolled at DCS who qualify for specially designed instruction will be served by the Dallas School District. Students found eligible for special education services will receive specially designed instruction to meet the individual’s unique needs. When appropriate, students receiving special education services:

- Remain in the general education program with special education support, supplementary aids, or other special arrangements, if needed;
- Are educated to the maximum extent appropriate with students who are not receiving special education services;
- Are placed in an instructional arrangement as close as possible to the student’s home;
- Are provided opportunities to participate in school activities on the same basis as students who are not receiving special education services, and
- Are offered an opportunity for interaction on a regular basis with students who are not receiving special education services.
For further information, please contact the Special Education Department at 503-623-5594. The Notice of Procedural Safeguards, Rights of Parents of Students with Disabilities can be obtained from Autymn Galbraith, Special Education Director or at the Oregon Department of Education at http://www.ode.state.or.us/pubs/proceduralsafeguards/.

Governance
DCS is a public charter school and a 501 c (3) nonprofit corporation. There is a governing board that governs the activities of the school. You are encouraged to take an active role in the governance of your school. Please see the school website and calendar for board meeting dates, generally held on the third Thursday of each month.

Intervention Meetings
If a student is struggling, completing insufficient work OR missing appointments, the parent and student will be notified in writing or by phone for a face to face intervention meeting with the director and EG. Interventions are meant to be helpful and may result in further assessment or a change in curriculum.

During the meeting you can ask for suggestions about educational activities and other resources. If the parent and student fail to come to the intervention, the student will be at risk of being withdrawn and referred back to their school of residence. Please feel free to call the DCS Director at any time. We are here to offer support to you.

Parent Communications
Parent communication is a key ingredient to building a connection to the school. We will use a variety of modalities in our commitment to keeping you well informed with information related to your student, the school or the community. Information will be posted on the school website, on its Facebook page, through the periodic e-newsletter (generally weekly during the school year), communication with your EG, and phone calls or e-mails from other school staff. Please check your email often and be sure we have a current email address for you.

Punctuality
DCS has no formal bell system for on-site classes. Please be respectful of the instructors and be on time for any site-based or community-based classes.

Transportation
Typically, the parents provide the student transportation to DCS classes and field trips and to all offsite classes. However, in some cases students living in the Dallas School District boundaries may access transportation services from the school district. Please contact the school for more information on transportation services.

Volunteering at DCS
You, the parents of DCS, are the foundation of our program. It is through your involvement that we can continue to grow and improve. We depend on each of our families to participate actively. Our suggested guideline for volunteering is about 10 hours per year per family. A Volunteer Coordinator will work with the
school director to organize and define volunteer opportunities. Check with your EG or the director if you would like to take a more active role in our school.

In order to be a regular volunteer working directly with students, Oregon state law requires all volunteers working directly with children to have a fingerprint and background check. The school has a limited funding to pay these fees. When the funds are exhausted, you may pay for your own fingerprint and background checks, or volunteer for assignments where you are not directly working with children. Volunteers may be a parent, grandparent, or family member who is 18 years of age or older.

**Student Discipline**

DCS’s unique Personalized Learning Program provides students with an opportunity to complete part or all of their courses in a home based and/or community setting. As a student of DCS, whether you are onsite, in the community or in a home setting, you are expected to demonstrate behavior that promotes mutual respect, positive interactions and agreeable relations. Whenever a student is in the presence of their teacher or is taking part in a class provided as part of DCS’s course of study, whether or not that class is being taught at the DCS site, the student is expected to demonstrate appropriate behavior. Attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged. DCS shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices.

The Governing Board and the DCS Administration recognize the need to take appropriate action whenever the safety and order of the school is threatened. The site discipline plan includes sanctions, which are imposed when a student violates school rules.

Following is a list of possible sanctions for violations of DCS’s Student Behavior Policy.

- Parent notification
- Immediate pick up by parent
- Incident recorded in discipline file
- Intervention held with parent, student and teacher
- Referral to Expulsion process
- Referral to law enforcement
- Suspension or referral to school of origin

**Dress Code**

The expression of a student’s uniqueness and individuality by means of the student’s dress is consistent with the personalized philosophy of DCS. Students are asked to follow the DCS dress code policy, which states:

All persons operating in any capacity within the school or at a school event will use the following guidelines to determine appropriate attire and appearance:

- Be physically clean, neat, and well groomed;
- Dress in a manner consistent with assigned duties;
● Dress in a manner that communicates pride in personal appearance;
● Be groomed/dressed in a manner that neither disrupts the educational process, nor causes a hazard or safety concern to self or others;
● Be allowed to wear attire in accordance with religious beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment.
Student Education Records Privacy

Notification of Rights under FERPA for Elementary and Secondary Schools

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 45 days after the day the DCS receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school 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 the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 the school 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 the school 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 the school who performs an institutional service of 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, the school 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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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

See the below list of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students’ 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 the school 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 –

- To other school officials, including teachers, within the educational agency or institution whom the school 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))
- 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))
- To authorized 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)
• 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))

• To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

• To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

• To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

• To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

• Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
Appendix B

Attendance Log

You may use this attendance log or submit the attendance log online at www.DallasCommunitySchool.org.
Physical Education Log

You may use this log or submit the PE log online at www.DallasCommunitySchool.org.

Student's Name: ___________________________  Grade Level: _____________

Name of your Education Guide: ___________________________

Activity for the month of: ___________________________
(For example: September 2015)

Type of Activity: Check each activity you did this month. Or add under "other" the activities you participated in for the month.

☐ Aerobic Workout  ☐ Horseback Riding
☐ Bike Riding    ☐ Jogging
☐ Basketball    ☐ Martial Arts
☐ Bowling       ☐ Playground/Movement Activities
☐ Dancing       ☐ Soccer
☐ Football      ☐ Skateboarding
☐ Exercise using gym equipment ☐ Swimming
☐ Hiking        ☐ Trampoline Workout
☐ Volleyball
☐ Other:

Skill(s) practiced this month:
________________________________________________________________________

For example, for swimming the skill practiced could be the "Butterfly Stroke"

Total activity minutes this month (For example: 600): Required time = 150 minutes per week for K-5 students and 225 minutes for students in grades 6-8.

What was your favorite activity this month and why?
________________________________________________________________________

How have your skills and/or physical endurance improved this month?
________________________________________________________________________

List your PE goals for next month:
________________________________________________________________________

UE Log - Dallas Community School
Dallas Community School (DCS)
Learning Coach (LC)/Student Agreements
2019-2020

Family__________________________________ Student names: ________________________________________

In accordance with the Mission and Vision of DCS it is understood that:

DCS is a school of choice designed to serve and support students and families who choose to school their student(s) from home as independent study or by taking advantage of site-based options offered by DCS. The parent is the primary educator for their child(ren’s) education with the support of DCS services.

Please initial on each line that you understand and agree to the terms.

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<th>LC agrees to come prepared and on time to meet with his/her EG twice a month.</th>
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<th>LC agrees to report attendance twice a week as required by the state. Unreported attendance will be counted as unexcused absence.</th>
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<th>LC agrees to meet with their EG twice a month given a mutually agreed upon schedule. It is agreed that all student’s work will be reviewed and the EG will work with the LC and student to plan for the next two weeks of instruction.</th>
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<th>LC agrees to have EG pre-approve curriculum purchases, and any other use of allotment dollars for order or reimbursement and must align with a learning goal on the PLP. All allotment fund expenditures will be approved at a family/EG bi-weekly meeting. Orders cannot be processed through email, text message, or phone orders.</th>
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<th>LC agrees that all core subject materials will be provided or purchased before allotment is used for other curriculum or services.</th>
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<th>LC agrees to return all non-consumable materials to DCS at the end of the school year.</th>
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<th>LC agrees to monitor and provide feedback to their student in all subjects being studied and to allow the EG to verify progress made.</th>
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LC agrees to bring examples of daily work to bi-monthly Guide meeting, and to submit required twice a year writing work samples, and once a year for math samples.

LC agrees to allow student to participate in 3 school assessments a year (Let’s Go Learn) and work samples when requested which are used to monitor and document student progress.

LC agrees that students who are identified for Special Ed services (IEP, or 504) will receive services on site at DCS through the Dallas School District.

LC agrees to attend scheduled academic or behavior meetings when requested.

LC agrees that they have received the handbook and agree with all of the terms and conditions outlined in this document.

LC agrees that if they withdraw from the school prior to December 31st, they will be responsible to repay the school for allotment funds spent. Some expenditures may be waived by the director of they were used for purchases that may be used by another family.

LC agrees to use Common Curriculum (CC) software to plan home instruction. By completing this document every week you help the school meet the instructional hour requirement law for all Oregon public schools.

We, the undersigned, understand and voluntarily agree to the terms and conditions of this agreement. We are excited to partner with DCS in the educational journey of our student. Our signatures below indicate that we understand and accept our responsibilities in relation to this document. We understand that failure to follow any terms of this Agreement can lead to consequences, up to and including the possibility of the student being withdrawn from DCS.

Student Signature: ____________________________ Date: ________________

LC/Parent Signature: ____________________________ Date: ________________

Guide Signature: ____________________________ Date: ________________

Dallas Community School (DCS)
Student Permissions Form

Photo Permission
DCS regularly publishes Facebook posts with many of our student’s activities and projects to share with the community. **Student names are not used without permission.** If you do not want your student’s photo used online through DCS please check the box below. This might mean that they will not be included in group photos or group project photos that could be used for publicity.

DCS asks any parents of other students to ask permission of that parent before publishing their student’s photo on the internet.
- I agree that my student’s photo may be used online on the DCS website, school promotion or other social media such as Facebook.

- Do not use my student’s photo online or for school publication.

**Internet Usage**

Internet usage onsite will be allowed only through DCS owned Chromebooks and tablets issued for onsite use. We take precautions to block explicit websites but we also realize that this is not foolproof. We also educate our students on what is appropriate and what to do if they come across unwanted material online and we would ask you to also address these boundaries at home. Each student will be given a Gmail address for access and the LC should have access to their Chromebooks and Google accounts. If parents would rather not have a login for each student, EGs may then assign one Google Sign-in per family. (i.e. suzieq@dallascommunityschool.org)

All Google accounts will initially have the password: abcd1234 when set up and should be changed as soon as possible. Google accounts will be the student’s first name and last initial @dallascommunityschool.org.

I understand that DCS cannot be held liable for any student’s misuse of the internet and or email and I give my student permission to use the internet while on the DCS site.

I agree to above paragraph and I allow my student to have access to the internet, when appropriate, during DCS classes or for DCS class work.

- I do not want my student to have access to any computer devices and or internet at school, whether in an onsite class or enrichment class.

- I understand that student’s personal electronic devices (laptops, tablets, etc.) are not allowed at school because we cannot guarantee what students might be accessing online through their devices and we want to keep all students safe. Students may bring their cell phones and they may use those for calling or texting a parent when necessary.

**Student Signature_____________________________ Date_____________________

**LC/Parent Signature___________________________________________________________________
# Dallas Community School

## 2019 – 2020 Calendar

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### DCS Calendar Events:
- Aug 21st – Back to School for DCS Staff
- Aug 28th – New Families Orientation Meeting
- Sept 3rd – First Day of School for Students
- Sept 4th – Back to School Open House
- Nov 25th - 29th – Thanksgiving Break
- December 10th-Jan 3rd – Winter Break
- March 31st – Apr 2nd - Special Theme Week at DCS
- Apr 27-May 1st - State Testing at DCS
- May 4th-8th - State Testing at Salem Library
- June 4th - Last Day of Classes for Kids
- June 5th – Annual DCS Pool Party
- June 11th - Last Day for Staff

### Key:
- I/P.... Inservice/Planning (No Students)
- SI ....... State Inservice (No Students)
- H ......... Holiday (No School)
- U ......... Unpaid Staff Day (No School)
- Instructional Days = 173

### Start and End of Terms:
- 1st Term ........ September 3 – Dec 18
- 2nd Term ........ January 6 – March 20
- 3rd Term .......... April 30 – June 5
Dallas Community School (DCS) 2019-2020
WAIVER AND RELEASE BY PARENT OF MINOR CHILD

I, __________________________, parent/legal guardian, on behalf of _____________________ (hereinafter referred to as “my child”) HEREBY WAIVE AND RELEASE, indemnify, hold harmless and forever discharge DCS and Community Innovation Partners, a nonprofit 501(c) (3), and its agents, employees, officers, directors, affiliates, successors and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I or my child ever have had or may have, arising from or in any way related to my child’s participation in any of the events or activities conducted by, on the premises of, or for the benefit of, DCS and CIP provided that this waiver of liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct.

I understand that the activities and functions that my child will participate in may be inherently dangerous and may cause serious or grievous injuries, including, bodily injury, damage to personal property and/or death. On behalf of myself, my child, my heirs, assigns and next of kin, I and my child waive all claims for damages, injuries and death sustained to me or my property, that I or my child may have against the aforementioned released party to such activity.

My child has the necessary and requisite skills to participate in the requested activities and my child’s only limitations or activities from which my child is prohibited are noted below. The nature of the activities has been fully disclosed and any website, flyer, advertisement, or brochure relating to the participating activities is expressly made a part of this WAIVER AND RELEASE.

By this Waiver, I, on behalf of my child, assume any risk, and take full responsibility and waive and relinquish any and all claims of any sort whether in tort, contract, equity or otherwise including any claims of personal injury, death and damage to personal property associated with DCS and Community Innovation Partners including, but not limited to the participation in any volunteer activities, being transported to and from the volunteer site, consuming food, recreational activities or otherwise, or using the facility and its equipment, or other related activities on and off the premises.

This WAIVER AND RELEASE contains the entire agreement between the parties, and supersedes any prior written or oral agreements between them concerning the subject matter of this WAIVER AND RELEASE. The provisions of this WAIVER AND RELEASE may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of all parties.

The provision of this WAIVER AND RELEASE will continue in full force and effect even after the termination of the activities conducted by, on the premises of, or for the benefit of DCS and Community Innovation Partners, whether by agreement, by operation of law, or otherwise.

I have read, understand and fully agree to the terms of this WAIVER AND RELEASE. I have signed this Agreement voluntarily, under no duress or threat of duress, without inducement, promise or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to the full extent of the law.

__________________________________________________
Signature

__________________________________________________
Date

__________________________________________________
Printed Name