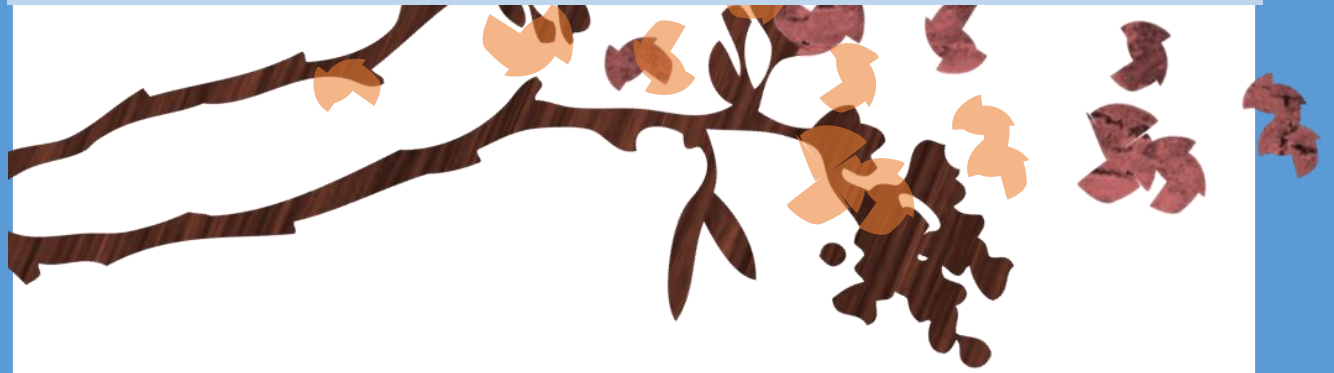


Dream Dine Charter School

2016 – 2017

Student-Parent Handbook



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I. ADMINISTRATORS WELCOME LETTER

NEED A LETTER HERE WELCOMEING CHILDREN TO DREAM DINE AND WHY IT'S A GOOD PLACE FOR THEM AND WHY WE ARE GREATFUL THEY CHOSE TO COME TO THIS SCHOOL

II. DREAM DINE GOVERNING BOARD OF EDUCATION

A. Governing Council

- Telletha Valenski – President
- Yolanda Benally-Littletree – Vice President
- Clarence Hogue –Member
- Kimberly Mohs, MD - Member

Dream Dine is accredited by: (who)

We serve the areas of ... (name areas) all within a (how many mile radius)

It is our school wide goal to teach our students to become productive and capable learners. We want to see our students Meet or Exceed on State and local assessments. As academic facilitators we will continue to teach on cultural values to inspire our student's intellectual abilities so they can be productive citizens in today and tomorrow's society.

Our plan is to integrate placed-based multicultural curriculum. Dream Diné School's curriculum covers the Common Core (state-required standards) and Navajo language/culture standards in a way that takes advantage of our unique place in the world. We emphasize studies related to our environment and local issues. We integrate Navajo language and traditional knowledge in academic content areas such as writing and science. Our students go beyond the classroom to learn about the land, plants, animals and people in our community. We include field trips and a rich variety of hands-on learning experiences that open up opportunities for family members to contribute to and support the school.

DDCS educational programs include:

- Navajo Language proficiency
- Enrichment Classes (*Diné*, Music, Art, P.E.) (and whatever else DDCS does)

Mission:

Dream Diné is a place-based elementary school where the Diné (Navajo) culture, language and history are the foundation of an experiential curriculum. Through a dual language program, we will nurture strong, compassionate, bilingual young people who are committed to their personal and community health, wellness, relationships and progress.

Vision:

Our goal is to matriculate bi-lingual students who can communicate fluently in both Navajo and English in academic, social and political settings, who have firsthand experience in applying for cultural knowledge to address various challenges, facing their own communities, and whose sense of identity allows them to pursue college, career, and community service.

Equal Education Opportunity:

It is the policy of DDCS to maintain a non-discriminatory learning environment and to ensure that students are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity of the district on the basis of gender, race, color, religion, national origin, or disability.

Policy on Parent Involvement:

We recognize that families have choices about where to enroll their children, and we work hard to earn their confidence. We know that the school must team up with families in order for students to reach their potential. We will meet frequently with families of our students, and will do our best to work around your schedule. Family members are encouraged to engage in frequent contact with the school. We can do much more when we all work together!

We expect parents to join the Parent Advisory Committee, project teams, and pitch in with school events. Dream Diné Governing Council meetings are public meetings, open for the public to attend.

Family newsletter goes home weekly/biweekly. Families are encouraged to read the newsletter to remain aware of upcoming events, meetings and class activities.

III. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Right to Due Process

Under the Federal Educational Rights and Privacy Act (FERPA) all students have a right to due process in matters of school discipline. The extent of the due process provided depends on the nature of the violation and proposed disciplinary actions to be taken.

Student suspension/expulsion/Due Process Rights

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten days, after an informal hearing is held, rests with the Head Administrator. If danger to students or staff is present, the Head Administrator or designee may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practical. The principal will report each suspension for 3 days or more to the Board within one day.

In all cases, except summary suspension where a clear and present danger is evident, the student will remain in school until **applicable due process procedures** are instituted. In no instance will students be released early from school unless parents have been notified.

A recommendation to expel shall be through the Head Administrator and designee. All requested expulsions need to have supporting data indicating the required due process procedure.

IV. MEDICAL EMERGENCIES (needs to be reviewed this is just a start)

Illness, Injury, or Drug/Alcohol Overdose

Parents are expected to keep children home who are clearly ill or injured. Students who have a fever or who have a contagious illness are required to be kept home and should not come to school until they no longer have a fever or are no longer contagious. If a student comes to school and is determined to have a fever (over 99 degrees) or if the student shows signs of illness that could be contagious, the child's parents will be called to pick the child up. It is in the interest of the health of all students that children who are contagious not be in school where their illness can spread to other children.

It may be necessary for the parent/guardian to pick up the student. In the event of an emergency, a staff member will take student who become ill or injured while in school for immediate medical attention. The parent/guardian will be immediately notified by telephone. As part of the parent involvement with his/her child's immediate needs, the parent/guardian is responsible for the student's medical follow-up appointments.

1. The school will attempt to communicate with the student to gather relevant information.
2. The Head Administrator of the school or a person designated by the Head Administrator and trained in first aid will assess the student's condition and institute measures to handle the situation.
3. Every attempt will be made to notify the parents and/or guardians.
4. In life threatening situations: an ambulance will be called immediately for such conditions as profuse bleeding, cessation or obstruction of breathing, deep shock, injury with unconsciousness, electric shock, and heart attack. Limited emergency care will be administered until the ambulance arrives.
5. In emergency situations of a less critical nature:

- Students will be transported by ambulance or private car to the nearest Indian Health Services (clinic or hospital). Examples of this type of emergency are fractures, lacerations requiring sutures, severe sprains, or burns.

If the parents/guardian cannot be contacted to accompany the student, school personnel will accompany the student to the nearest Indian Health Services (clinic or hospital). A Student Accident Report will be submitted to the Head Administrator of the school or his/her designee at once in the event of student injury at school. A copy will be sent home for the parent or guardian.

Student/Staff Safety

Pediculosis (Head Lice) - No Nits Policy

It is the policy of Dream Diné School to do what is necessary to protect the health of all students. Therefore, all students with evidence of head lice will be excluded from school until treatment has been started and students are free of lice and nits. The school can provide information about treatment of this condition, including alternatives to toxic lice-killing shampoos. The Head Administrator, nurse or designee will make decisions about exclusion and readmission.

Soiled Clothing

When young children are known to have occasional toileting accidents and soil their clothing, **Kinder parents are asked to send in two pairs of clean pants for teachers to have on hand. The school also keeps some replacement clothing on hand, but the supply is limited and we can't guarantee that we'll have pants that fit every student.** Cases where clothing is not available cause students to be taken home—please make sure your child has extra clothing at school if there's a chance that they'll need it.

V. CHILD ABUSE AND NEGLECT

Any staff member who has reasonable cause to suspect that a child has been abused or neglected is required by law to report the incident immediately to the school official in charge. The mandated reporter is required to complete the report with assistance from the supervisor. If the employee is the suspected abuser then (whoever is in charge will complete the report)

Immunity for filing report

Any person furnishing a report, information, or records required or authorized by Navajo Nation, State or Federal child abuse reporting laws, or a person participating in a judicial or administrative proceeding or investigation resulting from such a report, information or records is immune from any civil or criminal liability by reason of such action unless such person has acted in bad faith or with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

Failure to report child abuse (rules on NM law regarding failure to report child abuse goes here)

A person who fails to report abuse as provided in A.R.S. §13-3620 is guilty of a Class I misdemeanor, except if the failure to report involves a “reportable offense,” the person is guilty of a Class 6 felony. A person who fails to report abuse as provided in 18 U.S.C. § 1169(a) may be fined under Title 18 or imprisoned for not more than 6 months or both. Any person who is subject to applicable Navajo Nation law and fails, neglects, or refuses to submit a report required by 9 N.N.C. 1123 is guilty of a misdemeanor and may be punished by fine of not less than twenty-five dollars nor more than one hundred dollars.

Confidentiality must be exercised throughout this procedure to the extent permitted by law. Copies of reports made under this Policy are not a part of the child's educational record and are kept separately in the (principal's office or designee)

VI. CODE OF CONDUCT

DDCS recognize that age-appropriate behavior is essential to maintaining a safe and healthy environment for students and staff. Each student must conduct him or herself in a manner consistent with school rules, regulations and policies. DDCS observe rules and regulations required by federal, state, and Navajo Nation safety, environmental health codes, and guidelines in school facilities.

All students and staff are responsible for supporting the school administration in enforcing standards of student conduct and are encouraged to practice and model appropriate behaviors with emphasis of the *Diné K'é* system. DDCS also recognize that situations may arise where the safety and welfare of the students are a priority and will necessitate the removal of the student from the campus.

DDCS provides annual parent student handbooks with rules and regulations for parent and student accountability and personal responsibility. Parents may take advantage of our open-door practice by seeking school personnel with concerns and questions regarding rules and regulations.

A. Disruption (Discipline Policy)

Dream Diné recognizes the necessity of maintaining an orderly and harmonious environment in the school. In all cases, it is the policy of Dream Diné to follow school environment procedures.

Students are responsible for their own actions and must respect the rights of others. Opportunities will be provided for staff to develop skills in teaching decision-making, responsible behavior, how to honor oneself and others, and how to work together to help each other.

Disruption by any student that interferes with the learning of other students will not be permitted. Disruption of the learning environment is defined as action or behavior that negatively affects the learning environment or violates the rights of others to focus on their educational activities.

Choices after disruption

In minor instances, when a student disrupts the learning environment she/he will be asked for the facts about what she/he is doing, and what school rule or expectation their behavior violated. The student will then be given the opportunity to rejoin the other students. If a student continues to disrupt the learning environment or refuses to answer questions asked of him/her, further steps will be taken.

Student fills out Behavior Wheel Reflection Form

In instances of repeated disruption, students will be removed from the area, have a conversation with teacher/staff or sent to the principal's office (discretion of teacher/staff) to fill out a Reflection Form. The Reflection Form is designed to allow students to reflect on what they did and on how their actions affect other people.

Student develops a plan

Students who go to the Head Administrator's Office remain there until they create a plan on the Reflection Wheel Form to align their behavior with group goals. Staff members are available to assist in the plan and to determine when the student is ready to return to his/her class. Students who complete the form will return to the classroom for the teacher's approval of their plan.

Head Administrator decides whether to recommend Peace-making/Restorative Practices

If on the Reflection Form it becomes clear that the student's behavior is related to a conflict with another person, **Peace-making/Restorative Practices** may be proposed by the Head Administrator or the teacher.

A student may be referred to **Peace-making/Restorative Practices** or to other school disciplinary methods for the following:

- A pattern of minor disruptions of the class or activity
- Conduct that intentionally causes major disruption of the learning environment
- Abusive or obscene language or gestures, including ethnic slurs
- Refusal to follow class procedures
- Physically violent behavior, including fights
- Selling or possessing obscene materials
- Engaging in sexually suggestive or inappropriate behavior
- Sexual harassment

The student may be referred directly to the school disciplinary methods when involved in:

- Selling, using, or possessing weapons, fireworks, or other dangerous instruments
- Selling, using, or possessing alcohol, drugs or other controlled substances or drug paraphernalia

Consequences

The range of consequences that may result after violations of school rules and behavioral expectations may include, but not be limited to, the following:

- Practice of procedures until mastered
- Verbal correction
- Reflection Form
- Restitution, Community Service
- Call to parents notifying them of student's behavior
- Written notification to parents
- Meeting with parents, student, and Director

Suggestions???—Wendy, Christina, etc.

The school values every child and will work with students and their families to handle problems, whenever this can be done while still honoring the rights of others. However, threats to the safety and positive educational environment may result in the following:

- Suspension from transportation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Exclusion from a particular class
- In-school suspension

- Suspension, short or long term
- Expulsion

Peacemaking/Restorative Practices Alternative

The Peacemaking/Restorative Practice alternative exists when the violation of school rules and behavioral expectations occur because of a conflict between the student and another person(s). For Peacemaking/Restorative Practice to work in the school setting, it must be voluntary for all involved and should be used only when, in the opinion of the administrator, there is not an immediate danger to any students involved in the conflict. The intent of Peacemaking/Restorative Practice is to regain harmony and seek healing in the relationship. When necessary, Peacemaking should involve an elder Peacemaker through the Navajo Nation Peacemaking Program.

Simplified Peacemaking/Restorative Practice

There may be times when a conflict is not major, but needs immediate attention and can be effectively resolved with a simplified version of Peacemaking/Restorative Practice. This is especially useful when working with young children. This simplified version can be conducted by the Head Administrator of the school or by a teacher/staff person knowledgeable in the processes and philosophy of Restorative Justice. The goal of simplified Peacemaking/Restorative Practice is the same as in the full version: To regain harmony and seek healing in relationships.

The steps listed below is the simplified version that can be used with younger children at school with great effectiveness:

Steps in School-Based Simplified Peacemaking/Restorative Practice:

1. Gather all students involved in the conflict together
2. Pause for a brief moment to ask for spiritual assistance (this can be done silently)
3. Ask each student and adult in the room to introduce themselves, or if they already know each other, to say how they are connected to each other. The Peacemaker can prompt this step by asking: "Are you all in the same class?" "Are you related to each other?" "Are you related to each other through clanship?" "Are you normally friends?" "Do you normally play or hang out together?" "Do you live close to each other?" The facilitator can also say how he or she is connected to each of the students.
4. Ask the student who has the grievance to talk first about the facts as they see them, expecting all others to listen and assuring them that everyone will get their chance to speak.
5. Ask the student who committed the offense to tell his/her side of the story. Make sure that all others listen while this student is speaking. If things get heated, ask everyone to stick to the facts and be respectful. Give everyone in the room a chance to say their side of the story, but have one person at a time speak. Seek common agreement on the facts.
6. Ask the student who committed the offense to describe how he/she would feel if they got treated the way they treated the other student.
7. The Peacemaker makes statements that seek common ground in what the students are saying about their feelings. (Example: "I notice that both of you would like to feel safe when you come to school.")
8. Look for the moment when the students realize how the other person got hurt and how what they did contributed to that hurt. Give each person a chance to say something to the other student(s) that could help make peace. Usually this comes in the form of a sincere apology.
9. Encourage everyone to shake hands or hug and look at the other person when they are apologizing.
10. If the conflict was severe or if many students were involved, write out the understanding of resolution and have students sign the agreement.
11. Express thanks in a heartfelt way for the regaining of peace and harmony.

At the conclusion of a successful Peacemaking/Restorative Practice session, a simplified form for the steps outlined above, should be filled out by the facilitator to indicate what resolution was reached.

Student Disciplinary Proceeding when Peacemaking/Restorative Practice is not used

Any teacher, administrator, Parent, or other person may report a violation of student disciplinary rules to the Head Administrator of the school. The Head Administrator will then make an investigation of the charges and will institute appropriate proceedings. For violations that are more severe and when Peacemaking/Restorative Practices are not selected as the path to proceed, the following procedures apply:

Behavioral Expectations

All teachers are responsible for working with students to ensure a safe, caring and productive learning environment. Teachers may have different ways of doing this at different age levels. *Positive procedures, natural consequences and clear communication will be part of their strategies.* Punishment will be avoided, but time-outs or, in serious cases, suspension will be used as needed to protect everyone's physical and emotional safety, and the rights of all students to learn without disruption. Teachers will help students understand group agreements and commit to living by them. All Dream Diné teachers have developed classroom procedures that create positive, productive learning environments. They use practice and review, student reflection and cooperative problem solving, counseling, and parent-student-teacher conferences to handle ongoing disruptive patterns. Counseling and Peacemaking services are accessible in cases where teachers, parents and/or students would like help.

For disruptive classroom behavior, the following consequences are most often used:

- Verbal correction from teacher to student
- Written consultation between teacher and student using behavior reflection form
- Utilize time-out in a cooperating classroom, with behavioral wheel form and assignments
- Send to Head Administrators office, with behavior wheel form. In these cases, a copy of the Incident Report will be sent home to parents.
- Repeated incidents will result in a conference with student, teacher and parents/guardians, where ways to handle the disruptions will be determined.

Certain school-wide procedures apply to all students. The purpose of these is to keep everyone safe from physical and emotional harm, and to create a productive learning environment. By enrolling in the school and signing for receipt of this Handbook, students and parents affirm that they are committed to these agreements. If they do not agree, they are free to suggest improvements to the procedures or choose other schools.

The following behaviors will not be tolerated at Dream Dine' Charter School, on buses or during any school-sponsored activities.

1. Violent or offensive language, including cursing, unkind teasing, put-downs, or threats
2. Intentional or reckless damage to school property
3. Physical harm to self or others

Handling of instances of severe disruptions or intentional physical harm:

- Reflection form is filled out by all students involved.
- Immediate fact-finding discussion held by Head Administrator, or Head Administrator designee with child and all involved with the incident, to get all sides of the story.

- If facts indicate a violation, plans for improvement and consequences are determined, including possible suspension.
- Parents contacted by phone. Meeting happens as soon as possible.
- If a student is uncooperative, disruptive, or violent after the incident, the student can be suspended and sent home immediately, on the discretion of the Director or designee.
- In cases of suspension, child taken home, or to designated caretaker if nobody is at home, or to In School Suspension if no caretaker is available.
- Conference between parent, student, and Director or designee, including:
 - *Understanding of incident and consequences
 - *Plan for behavior change
 - *Restorative Practice as needed, including apologies and forgiveness
- Peacemaking, if all parties agree
- Follow-up on agreements and behavior change plans
- Notes on incident will be kept in student master file.

Efforts will be made to contact parents in cases where this affects the time that the student will arrive home. In cases where telephone contact is not available, we ask for your understanding regarding the necessary schedule change.

Bullying Policy

Bullying--the repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school—is strictly prohibited on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. The school’s anti-bullying policy is included as part of the health education curriculum and is communicated to parents in the student/parent handbook and at meetings.

Parents and students may file a verbal or written complaint if bullying is suspected. Teachers and other staff who witness bullying or receive a complaint must inform the Head Administrator immediately. **The Head Administrator will investigate, keep confidential the complainant and the accused, and make a determination that verifies the bullying and specifies the consequences.** Retaliation against individuals who make a complaint will be strictly prohibited however there will be consequences for knowingly making false charges against an individual.

B. Dress Code (cover during parent evening)

Students are required to follow basic guidelines that contribute to a positive learning environment. Wearing apparel needs to be weather-appropriate. Jackets, hats and gloves may be required on chilly days, as children will be playing outdoors for recess, PE, and sports. We also ask that our students appear at school dressed in a way that shows respect for community standards. The following may not be worn:

- Short shorts and revealing tops, halters, crop tops, and clothing that doesn't cover the midriff, or allows underwear to show, may not be worn.
- Any apparel that has unwelcome commercial messages, profanity, obscene language or symbols, drug and/or alcohol related symbols or gang-related symbols.

- Apparel offensive to other members of Dream Diné School community.
- Hats, caps, and beanies are allowed, but not allowed to be worn in buildings/classrooms.

The Head Administrator or designee will make decisions regarding questions of attire that are not clear. Appeal may be made to the designee or governing board in cases of disagreement.

C. Prohibited Items

Items that have safety risks or are likely to disrupt the educational environment are not allowed. The following articles are not allowed to be visible or to be used school-wide, buses or on field trips:

- Skateboards or rollerblades
- Any kind of guns, including toy guns
- Squirt guns or water balloons (except for organized events with special permission)
- Weapons of any kind
- Soda or Fast Food
- Cell phones must be kept out of sight and used only outside of class.
- iPods, personal cameras, electronic games or other valuable items, unless approved by the teacher. These may have educational value, but also involve risk of theft.
- Large amounts of money, unless needed for special purposes.
- Other items determined to be a threat to physical or emotional safety, or disruptive to the learning process.

- D. **Personal (Prohibited) valuables** will be temporarily confiscated and locked up according to school-wide rules and parents will be notified. First time: until the end of the day. Second time: end of week. Third time: end of the school year, or until parents come in for a conference.

E. Computer Technology Usage

Restrictions on Software, Videos, etc.

Videos, computer software and other media used in classrooms must comply with federal regulations and school-wide technology guidelines regarding appropriateness for children. Each student and family is required to sign an internet use form during the enrollment process.

F. Selling/Trading

In the interest of health and educational focus, students are not allowed to sell or trade items at school during school hours, including the after school program, other than for a school-sponsored project. However, handmade items may be sold after school and during breaks, and entrepreneurial students or family members are encouraged to contact teachers and administrators for sponsorship and support in fundraising or producing income. We especially welcome creative endeavors such as arts and crafts, or services needed in the community. Fundraising involving items containing sugar may be done only by special permission from the Head Administrator.

G. Food Policy

Dream Diné prohibits potato chips, candy, sodas (and other non-juice drinks like Gatorade), and any item with high sugar content. Consequently, we ask that parents not allow students to bring any of these types

of foods to school. In class school parties and special events are not subject to this policy. Alternative snack foods that are encouraged include nuts, whole grain crackers (like Triscuits, Wheat Thins, Honey Graham Crackers), cheese, granola bars, fruit, veggie sticks and dips, popcorn, tortilla chips and salsa.

VII. Your Rights

Parent Concern/Complaint Procedures

Dream Dine encourages parents/guardians to attempt to resolve unsatisfactory situations concerning their student at the lowest possible level. However, it is recognized that sometimes an intermediary is helpful for both sides to move beyond an impasse. Therefore, the following policy is provided for resolving situations that are not otherwise covered by formal dispute resolutions process (e.g. student suspensions, special education matters or discrimination/harassment complaints).

Step 1. (who conducts these steps???) Speak and/or meet with the person (teacher, staff, or administrator) with whom there is a concern.

Step 2. If a resolution cannot be reached at this level, then the parent or guardian may contact the person's supervisor (likely the Head Administrator) and request a meeting with the Head Administrator and the other Dream Dine' employee with whom there is a disagreement. (If it is the Head Administrator with whom there is a disagreement, then move to Step 3.)

Step 3. If a resolution cannot be reached at Level 2, or the issue is with the Head Administrator, then the parent/guardian should submit a written complaint to the Governing Council President requesting a meeting **(When? Format?)**

The Governing Council or designated committee will schedule a meeting with the parent/guardian and all Dream Dine employees concerned as soon as practical after the complaint is received by the President **(timeline???)**. The Governing Council may designate a committee to hear and issue a decision regarding the concern. The Governing Council or its designated committee will be the final step in process to address the concern. Consideration of student matters shall be conducted in closed session. When reaching its decision the Governing Council or its designated committee will take into consideration the best interest of the student and the mission, goals and policies of Dream Dine. Note - matters concerning a student or employee dispute will not be addressed in an open meeting, unless specifically requested by the parent in writing.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will not be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on a system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

a. Restitution

State law stipulates that parents are held responsible for theft or damages to public or private property by their children. Students/parents are required to pay for damaged or lost textbooks, library books, computer equipment, and other school property. Teachers will refer students to the

office to determine the cost of damaged property and make arrangements for payment or other restitution. Volunteer work at the school may be accepted instead of money due.

b. Photo Media Release/Use of Likeness/Use of Voice (need to develop a form if one is not in use)

Photographs, slides, film, audio recordings, and other visual images of students, faculty, and administration that are taken on campus during DDCS activities throughout the year are the property of DDCS. They may be subsequently used in school publications, the school website, radio Public Service Announcement and other promotional materials for the school. By signing the statement of acknowledgement in the back of this handbook, parents/guardian and students give permission for their likenesses and recordings to be used in this manner. Parents/guardian not wishing to have their child's photos published or voice recorded must submit a written statement to the Administrators office.

VII. DROPPING CHILDREN OFF, PARKING, TRANSPORTATION, FIELD TRIPS (a better caption can be used to summarize this subject)

a. TRANSPORTATION

There is currently no school bus to transport students to and from residence to DDCS. It is the parent or designated person who is responsible for dropping off and picking up student at DDCS.

Signing Students Out of School

If a parent wishes to take their child out of school during class time, they must come to the office and sign their child out before removing that child from the classroom. They will be given a slip to be taken to the classroom teacher when picking up their child. Students who are signed out before 1:00 p.m. have to be counted absent for that day, so families are asked to make appointments outside of school hours whenever possible.

Only persons listed on the school's emergency card will be allowed to sign a child out of school. Please remember to keep this card updated. A telephone call on the day in question may or may not suffice. If the person answering the phone does not know the caller by voice and can confirm who is making the call as a parent or guardian, a telephone call will not allow us to release your child to a party not listed on the emergency card.

Changes in Going-Home Routine

The school is responsible for ensuring that students leave the school only with the people they have entrusted. That is why at the beginning of the school year parents must complete the Pick Up Authorization form, which specifies who has authorization to take the child home.

If someone other than the entity indicated by the parent/guardian on this form is picking up the child, the student must bring a note signed by a parent or guardian and give it to the Office Manager and the person picking up the child must present a proper form of identification.

b. PARENT PARKING

Parent parking lot (here is where you can include a map for picking up and dropping off location)



c. FIELD TRIPS

School field trips will be walking (whatever mile radius) by foot. Student participating in any school related activities are required to wear proper attire and remain with the group. No students will be picked up off campus during a field trip due to liability and safety of all students.

Students Staying After School

All students staying after school need to be involved with school activities, or directly supervised by their family members. Unsupervised students will be assigned tasks in an area where they can be monitored and parents will be contacted.

In cases where no family members can be contacted or not home, students will not be dropped off and/or left unattended. In cases where parents discover that this has happened, they need to call the school immediately to make arrangements to get them home. If the school or parent is unable to deliver a child home by 4:30 p.m. reports may be made to Child Protective Services according to state law. This also applies in cases where parents ask that children remain at school and then don't come to pick them up. The school doesn't ever want to find itself in this situation, so we ask parents to always have someone home when children are to be dropped off.

SCHOOL SAFETY AND SECURITY

A. Safe Schools

DDCS complies with all state and federal regulations to ensure safety of all students and staff. Procedures include proper fire evacuations and lockdown procedures. School supervision of students begins when they enter the school campus.

B. Emergency

In the event of an emergency, our first priority is the safety of the students. An emergency response plan has been developed and will be implemented, if necessary. Steps of the plan include:

1. Securing the situation/scene
2. Notifying school officials/Emergency Response Team
3. Contacting proper officials: Local Law Enforcement, Ambulance, etc.
4. Notifying parents / guardian
5. Prepare incident documentation

C. Fire Drills and Emergency Devices

There will be fire evacuation drills being conducted on a monthly basis. Teachers will explain the proper procedures for leaving classroom and where to meet outside. During any fire alarm, please leave the building immediately and to your assigned area until the “All Clear” signal. After the “All Clear” signal, quickly return to class.

Setting off a fire alarm, a fire extinguisher, or other emergency control device when there is no fire or emergency is illegal and will result in disciplinary action.

D. Lock Down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

- Students will follow protocols according to DDCS lock-down procedures.
- Parent may review the Lock-Down Procedures by visiting DDCS Emergency Manager and Administrator

E. Security

This needs to be developed

F. Search and Seizure

The administration has the right to search and seize property when there is reason to believe that material or matter detrimental to health, safety, and welfare of the student(s) exists. Items provided by the school for storage (e.g. desks or lockers) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision (Students have no reasonable expectation of privacy in desks and storage areas, bags, etc., and may be inspected at any time by school personnel, for any reason, without notice and consent of students without a search warrant)

School officials under law and school policy have the authority to search within the school environment. It is clear that, in the school environment, two major types of warrantless searches can be “reasonable” and hence legal under the Fourth Amendment: first, warrantless student searches based upon individualized reasonable suspicion; and second, warrantless student-body-wide searches where all students are searched, especially for weapons or drugs, with or without individualized suspicion. Utilization of such constitutional searches by school officials and law enforcement officials can make our schools safer and more conducive to learning.

Students are accorded the right to use backpacks for their school supplies and related educational purposes. Contraband will be confiscated, illegal items will be reported to the administration and law enforcement may become involved. To keep all students safe, backpack checks will be conducted during the school year upon a case-by-case basis following “reasonable suspicion” standards.

If inappropriate items are discovered, parents will be notified and the student will be subject to school discipline. Items seized during searches may or may not be returned depending upon the nature of the item being seized. If the confiscated item is considered dangerous, toxic or illegal, it will be released to the proper officials.

G. Alcohol, Drugs, Narcotics, Tobacco (Smoke, Smokeless and E-Cigarettes) Policy

Dream Diné School is a "Drug Free School Zone"

This means that alcohol, illegal drugs, non-ceremonial tobacco, and controlled substances are prohibited in or near the school buildings, playground, parking lot, and entire school property. Students, while on school property or attending a school-sponsored activity, who use, possess, distribute, or sell tobacco, alcohol, and/or other drugs or related paraphernalia shall be subject to intervention, discipline, suspension, expulsion and/or other appropriate action to enforce the drug free zone.

I. School Visitors

Parent and community involvement are encouraged at DDCS. If a parent or community member wishes to visit the campus, they will need to sign-in and obtain a visitor’s badge at the school office and may be asked to provide identification. All visitors must abide to all school policies while on school campus. Failure to adhere to policies will result in revocation of visitation privileges. Persons who do not have permission to be on school property shall be subject to applicable laws, including those concerning loitering and/or trespassing on campus.

J. Volunteers (still needs work)

DDCS welcomes all volunteers, chaperones, and consultants to assist in the daily operations or special presentations/events. Long term volunteers with daily direct contact with students should have a New Mexico and Navajo Nation criminal background check. All other volunteers should complete a DDCS liability form in the administrator’s office. All questions regarding volunteering should be directed to the DDCS Administrator.

K. Civility Policy

Dream Diné School Sexual Harassment Policy

Dream Diné School prohibits sexual harassment of, or by, any of its students, employees or visitors. It is our policy that all individuals associated with Dream Diné School, including but not limited to the Governing Board, employees, students and visitors, have a right to work, learn and visit in an environment free of sexual harassment, discrimination based on race, color, religion, sex, age, national origin, disability and sexual orientation. Employees, students and visitors must avoid offensive or inappropriate sexual and/or sexually harassing behavior.

Governing Council members, employees, students and visitors have a right and responsibility to report harassment experiences. There will be prompt and equitable resolution of sexual harassment complaints. The school will provide access to any needed information and materials concerning harassment, how to file a complaint and a step-by-step process which will guide those involved, whether they be the accused or the victim.

Verbal or physical sexual advances may include touching, pinching, brushing against, or subtle pressure for sexual activity. This also includes comments on physical characteristics of a sexual nature and sexually oriented "teasing," derogatory or pornographic pictures, cartoons or drawings, double entendres and jokes. Where these actions are unwelcome, they can become sexual harassment.

Generally, sexual harassment occurs when:

- The behavior is unwelcome and sexual in nature.
- The behavior is ongoing, creating a hostile environment.
- The behavior leaves the victim feeling uncomfortable.
- Submission to or rejection of behavior affects employment, academic status, or benefit.

Reporting procedures:

- Complaints may be verbal or written
- Students may report sexual harassment to a teacher, teaching assistant, or the Head Administrator, and to parents.
- Do not report the sexual harassment to the alleged harasser, but do tell them that you are uncomfortable with their behavior and ask them to stop.

All allegations of sexual harassment will be quickly and discreetly investigated. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Although the school is public property, the school must maintain control over its property for the safety of its occupants. The school can limit access of parents who threaten or abuse school personnel or public property. The applicable New Mexico statutes to promote and maintain public safety of a school conducive to learning are as follows:

INPUT NM LAWS REGARDING PUBLIC SAFETY TO SCHOOLS

Free and Appropriate Public Education (FAPE)

ADMISSION (Enrollment Policy):

Dream Diné School is a free public charter school. The school does not charge tuition. Dream Diné is open for to any students (in 2014-15, Kindergarten and Grade 1) regardless of gender, race, ethnicity, color, national origin, creed, language proficiency, academic performance, or disability, provided that there is space. Each school year students already enrolled in the school, along with their siblings, will be reenrolled. All other prospective students will be admitted through a lottery process. When the number of new students who wish to enroll exceeds capacity for a class, a lottery will be established using a random drawing to determine who can enroll.

In accordance with state law, Dream Diné can only enroll Kindergarten students who have reached the age of 5 years by September 1, 2014.

Registration

After being admitted to Dream Diné students must complete a registration packet in order to confirm enrollment and be registered. The following items are in the packet students must provide a copy of their birth certificate, current vaccination records, and IEP (if applicable). Additional information such as demographics, free and reduced lunch application, former school records release will also be required.

ATTENDANCE

Absences/Tardiness

Dream Diné has set a school-wide goal of 95% for each student. This means missing one day every 20 school days. Most of our students have very good attendance, but students with poor attendance often struggle to keep up. Unless a student is excused because of sickness, doctor's appointment, family emergency, **religious** commitment or tribal events, they are expected to be in school and on time every day.

A student is counted as tardy if they are not present in their class at roll call first thing in the morning. **Will we be recording Tardies? And What will we be doing when the student excied**

Reporting Absences

If your child is going to be absent, please call the school before the start of school. There is usually someone at the school 30 minutes before the start of school, and if you need to call before that time, you can leave a message on our voicemail service. We appreciate if you can let the school know ahead of time when absences are foreseen. If a child is absent, and a parent has not reported that absence, parents will be contacted at their place of employment or at home.

All schools are required by law to keep careful records of why a child is absent, including illness or doctor's appointments. It is important that your message include the child's first and last name, his or her teacher, and the reason for absence. Parents should contact their child's teacher to request missed work.

Unreported absences will be verified as required by state law. If a student has ten or more unexcused absences per semester, they face the possibility of not being promoted to the next grade. Students with ten unexcused absences in a row are legally considered to have dropped their enrolment and must apply for re-admittance.

Will our student info system make this easy to do? Discuss attendance at Parent Education Nights. Celebrate perfect attendance.

Tardiness

Students need to be present in class and ready to learn at the start of class. When a student comes to school late, the parent/guardian needs to accompany that child to the office and sign him or her in. Late students need to receive an admit slip from the Office before going to their classroom. In cases of excessive unexcused absences or tardies, students and parents will be asked to meet with the Head Administrator or Director of Operations to work out a plan for improvement.

STUDENT PERFORMAMNCE AND EVALUATION

Dream Diné School's curriculum covers the Common Core (state-required standards) and Navajo language/culture standards in a way that takes advantage of our unique place in the world. We emphasize studies related to our environment and local issues. We integrate Navajo language and traditional knowledge in academic content areas such as writing and science. Our students go beyond the classroom to learn about the land, plants, animals and people in our community. We include field trips and a rich variety of hands-on learning experiences that open up opportunities for family members to contribute to and support the school.

Grading System

Progress reports are sent out the first four weeks of every quarter. Report cards are sent out **four (4) times a year; every nine weeks**. The report card is meant to assist parents to receive an accurate picture of their child's growth and academic performance. **A Parent/Teacher conference is held at the conclusion of each grading period.**

(below is just an example)

Grade	Percentage	Pass/Fail
A	90%-100%	Pass
B	80%-89%	Pass
C	70%-79%	Pass
D	60%-69%	Pass
F	Below 59%	Fail

Progress Reports

The main function of progress reports is to inform the student, parent/guardian and teacher of the progress the individual student has made in class. **We will be using the Dream Diné Wellness Wheel, and we expect that accurate and objective reporting directly from the student and teacher will encourage the student to make use of all educational opportunities to the best of his/her abilities.** The teacher may give interim progress reports at any time. They may be issued at the mid-point of a grading period. The reports are designed to inform the student and parent/guardian of the student's progress in a given subject area at that point in time.

Grade Change Policy

If a student's grade needs to be changed as a correction to erroneous data, the request must come from teacher requesting change. If a parent/guardian is disputing a grade and/or requesting the change, a formal

written request must be made to the Head Administrator, who must follow protocol in compliance with 6.30.10.8 (B)(8) NMAC (2008).

The request must be made within 15 business days after the posting of semester grades and present facts to support the request. The Head Administrator will obtain input from the teacher and within 5 school days provide a decision. Grade changes authorized under this policy are available to all similarly situated students and shall not limit or eliminate the rights afforded to students and parents under applicable federal regulations.

Make-Up Procedures

Students who are ill may make up work. One day of make-up privilege will be granted for each day of absence up to a maximum of five school days, regardless of the length of the absence. If notification of a test was given before the absence, the student will be expected to take the test the day he/she returns to school. Students who are suspended from school may have make-up privileges. These privileges will be explained in the suspension letter. The teacher will assign a grade of "0" for any test or class work due on the day(s) of any truancy. Dream Diné staff and teachers will make an effort to contact parents and/or guardians.

Meal Programs

At Dream Diné, our goal is to offer nutritious meals with food that is tasty and presented in an appealing way so that students are likely to eat it. We ask for parent's support in our school's efforts to provide healthy, balanced meals that may include encouraging children to at least try some new foods.

Physical & Health Education

DDCS will provide students with physical education using appropriate practices to assure that all students are able to learn and develop the skills, knowledge and attitudes necessary to be physically active. DDCS will provide a planned, sequential, physical education curricular framework that provides the optimal opportunity for students to learn and develop skills, knowledge and attitudes necessary to personally decide to participate in lifetime healthful physical activity.

Physical Activity

DDCS integrates physical activity to provide students with increased opportunities to engage in moderate to vigorous physical activity before, during and/or after school. In addition to the Physical Education DDCS shall provide opportunities for all students to participate in before, during and/or after school physical activity programs outside of physical education programs. DDCS will provide education on the health benefits of physical activity that align with.....(traditional, usda health etc).

Office Procedures: Records

For communication with families and protection of students, it is important that we have complete and up-to-date contact information. This includes, if available:

1. Mailing and Physical address and home phone number
2. Cell phone numbers for all parents/guardians
3. At least one work phone number
4. E-mail addresses for all parents/guardians
5. Name and phone number of an additional person to contact in case of an emergency when parent/guardian cannot be reached
6. A sign out list of name, relation, and phone numbers for who will be allowed to sign out your child

If you move or change your phone number or e-mail address, please inform the office immediately!

STAFF DIRECTORY

Administration

Title, name, phone, cell, email, fax

Academic support staff

Title, name, phone, cell, email

Other important local numbers that parents should know like hospital, fire, social services,

REGULAR DAILY SCHEDULE

Input the information here

HALF DAY SCHEDULE

Early Dismissals/In-service/Parent-Teacher Conferences

Input information here

Snow Days/Severe Weather

In the event of severe weather conditions or other emergencies, Dream Diné may close for all or part of a day.

Delayed Schedule is a shortened school day that begins later than the regular schedule (usually 1 to 2 hours later) but ends at the regular time. The most common time that this would occur is when severe weather causes street conditions that would endanger the safety of students and employees on their way to school.

The delayed schedule will also be announced on the local news media, generally by 6:30 a.m. Please listen to the radio and check the school's website on questionable mornings, and do not bring your child to school early on days the snow day schedule is in effect, because supervision will begin later than usual. On mornings when weather conditions are severe, families should continue to watch television or listen to the radio (*KOB TV, KTNN (AM 660), KNDN (AM 960) and 92.9 star radio from Farmington*) for announcements and updates.

2016-2017



July '16

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '16

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '16

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18	19	20	21	22	23	24
25	26	27	28	29	30	

October '16

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30	31					

November '16

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31						

December '16

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31						

January '17

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29	30	31				

February '17

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24	25	26	27	28		

March '17

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31						

April '17

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May '17

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24	25	26	27	28	29	30
31						

June '17

S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

Schedule of Events

Aug 1 thru 1	Teacher PD - no school for students
Aug 15	Frist Day of School
Aug 24	1/2 day
Sep 05	Labor Day - No School
Sep 07	1/2 day
Sep 21	1/2 day
Sep 23	Parent Teacher Conferences
Sep 30	Fall Break - No School
Oct 03	Teacher PD - no school for students
Oct 12	1/2 day
Oct 26	1/2 day
Nov 09	1/2 day
Nov 11	Veterans' Day - no school
Nov 21 thru 2	Harvest Break - No School
Dec 07	1/2 day
Dec 16	Parent Teacher Conferences
Dec 19-Jan	Winter Break No School
Jan 2-4	Teacher PD - no school for students
Jan 16	MLK Day - no school
Jan 18	1/2 day
Feb 01	1/2 day
Feb 15	1/2 day
Feb 20	Presidents' Day - no school
Mar 01	1/2 day
Mar 17	Parent Teacher Conferences
Mar 20-24	Spring Break - no school
Mar 27	Teacher PD - no school for students
Apr 05	1/2 day
Apr 19	1/2 day
Apr 21	Earth Day - Schoolwide service day
Apr 24	Javajo Nation Sovereignty Day no school
May 03	1/2 day
May 24	1/2 day
May 29	Memorial Day - no school
June 2	Parent Teacher Conferences
Jun 07	Last Day of school for students
June 9 - 13	Teacher PD - no school for students

Color Key

Orange:	Parent Conference
Green:	Professional Development
Blue:	No School
Yellow:	First and Last Day of School
Grey:	Experiential 1/2 Days! (8am-Noon)

School Address:

P.O. Box 4386

Shiprock, NM 87420

School Phone #:

Office: 505.368.2500

Office Manager: 505.320.9802

Visit our Website:

www.dreamdine.org

PHOTOGRAPHIC and MEDIA CONSENT AND RELEASE FORM

I hereby authorize the Dream Dine Charter School (DDCS) and those acting pursuant to its authority to:

(a) Record my likeness and/or voice on a video, audio, photographic, digital, electronic or any other medium;

(b) Use my name in connection with these recordings;

(c) Use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, CD-ROM, Internet/www) these recordings for any purpose that the University, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts.

I release Dream Dine Charter School (DDCS) and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of DDCS. I have read and fully understand the terms of this release.

Name (Printed): _____

Signature: _____

Date: _____

Parent/Guardian Signature: _____
(If under 18 years of age)

Date: _____

STUDENT AND PARENT ACKNOWLEDGEMENT

TO BE SIGNED BY STUDENT AND PARENT AND RETURN TO THE SCHOOL OFFICE

We have read the student parent handbooks and agree to abide by all policies and expectations contained herein:

Student Name (Printed): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian
Signature: _____

Dream Dine
Administrator: _____

Governing Council
President: _____

- ***DDCS Governing Council reserves the right to revise Student/Parent handbook in the best interest of students without notice. This handbook is periodically revised by the DDCS Governing Council, administration, and PAC to ensure that policies and procedures do not compromise the right of each individual student.***