



2015-2016

Handbook

for

Parents and Students

## **Eagle Peak Montessori School**

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[www.eaglepeakmontessori.org](http://www.eaglepeakmontessori.org)

Eagle Peak Montessori School is nonsectarian in its programs, admission policies, employment practices, and all other operations. The school does not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability.

N.B.: The term "parent" is used in this handbook to represent natural and adoptive parents, stepparents, and legal guardians. This decision was made to improve the readability of the handbook and is not intended to slight the status of any person caring for children.

## **ACKNOWLEDGEMENTS**

Eagle Peak Montessori School would like to thank those who have posted information about their schools on the Internet and have provided us with documents. We appreciate the opportunity to learn from others and to share resources in return.

Information from the following sources has been particularly valuable in preparing this handbook.

Andover School of Montessori  
California Department of Education  
Charter School Development Center  
Douglas County Montessori Charter School  
Ithaca Montessori School  
John Thomas Dye School  
McMinnville Montessori School  
Mohr Elementary School  
Montessori Center School  
Montessori Community School  
The Montessori Foundation and Tim Seldin  
Mt. Diablo Unified School District  
Tuskawilla and Twin Rivers Montessori Schools

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## INTRODUCTION

Congratulations! By choosing to send your child to Eagle Peak Montessori School (referred to hereinafter as “EPMS”, “Eagle Peak” or “Eagle Peak Montessori”) you have made the choice for a multi-leveled educational experience for your child. A Montessori education provides for much more than growth in the academic area of your child’s life. We are concerned with the whole child. This means that in addition to helping your child learn how to read, write and calculate, we are also teaching your child to think, make healthy choices, and become a responsible member of the community and society.

One of the core components to the Montessori education is to allow the child to develop self-discipline and independence. We need parents to support the school in this effort. Allow your child to take on a role of responsibility at home, they should be able to help prepare meals, take control of keeping their space organized and help with needs that the entire family may have.

There are often misconceptions regarding the practice of behavioral expectations in a Montessori environment. You will often hear us refer to freedom within limits. Dr. Montessori felt very strongly that there were acceptable behaviors and unacceptable behaviors in the classroom. It is our job to help the children make the best choices when it comes to behavior and to hold our standards high with regards to behavior in the classroom. It is these limits that we help to establish in the classroom that allow the students to have the freedom to make choices for work within the classroom.

Dr. Maria Montessori was committed to creating change in society through giving the children the ability to bring it about. Following in Dr. Montessori’s footsteps, Montessori teachers and teacher trainers have created a Peace Curriculum for the Montessori classroom. The emphasis is on helping children to learn conflict resolution. Each classroom at Eagle Peak has a Peace Table where students can go to work out minor conflicts that they may have. Teachers work with the students in dealing with larger issues. Severe behavior problems will be dealt with in a more traditional manner. However, it is our belief that when students are given the tools to deal with minor conflicts this will help to alleviate the majority of larger issues.

In keeping with our philosophy of helping our students to make better choices and become individual thinkers, there are policies regarding lunch and snacks as well as dress code. We ask that students be given healthy choices for lunch. Sodas and candy are not considered part of a healthy lunch. When you are providing snacks for birthday celebrations, please remember to bring healthy choices. We ask that you avoid bringing birthday cakes, or cupcakes. Fruit, muffins, or yogurt, etc., are excellent choices for the children to share. As for dress code (described in more detail on page 25), we ask that students avoid wearing t-shirts and sweatshirts that have inappropriate phrases, logos, or pictures and that promote violent characters from television or comic books. These specific types of clothing we believe pose a distraction to the learning environment. We also ask that the children refrain from carrying lunch boxes, or backpacks with similar messages.

Eagle Peak Montessori is committed to helping your child become a true instrument for a better society. We look to our parent body to be our partners in this process.

## HISTORY OF THE SCHOOL

In 1997, a group of parents, educators, and community members united to provide an opportunity for families in our community to obtain a free, public Montessori education for their children. The Development Team spent several years obtaining grants, writing the charter proposal, and negotiating with the Mt. Diablo Unified School District. The Eagle Peak Montessori School charter was granted on March 28, 2000. Eagle Peak opened its doors in September of 2000. The charter was renewed in March 2005 and again in April 2009. A not-for-profit public benefit corporation was formed to operate the school; it received an implementation grant and start-up loan as well as tax-exempt status from the California and federal governments.

## OUR VISION

Our vision is to create a quality learning experience supported by families, educators, and community members who believe that a better world can be built by helping all children develop to their fullest human potential.

It is our belief that by learning without artificial boundaries and discovering their capacity to live in peace, children will become life-long learners and responsible citizens whose actions reflect sound character, ethical behavior, and a clear understanding of their own and others' self worth and dignity. Our students will become socially aware, responsible people who live in harmony with nature as stewards of the earth.

Our educational and philosophical perspective profoundly respects and supports each individual's unique development and acquisition of knowledge. Our task is to provide an atmosphere of acceptance, respect, and trust so that creativity, learning, and a sense of community flourish. We are a learning community that recognizes parents, students, teachers, and administrators as integral parts of the school and we support one another in our lifelong process of learning and personal growth.

## SCHOOL MISSION

The mission of the charter component of Eagle Peak Montessori School is to provide students with the opportunity to acquire an education based on an authentic and accredited curriculum founded on the educational philosophy of Dr. Maria Montessori.

We intend to promote an educational atmosphere that encourages socioeconomic diversity by providing all students with the opportunity to obtain a quality public education.

Our aim is to equip each of our students with the skills, knowledge and values to participate meaningfully in the pluralistic world of the 21st century.

## SCHOOL ORGANIZATION

### Governance

Eagle Peak Montessori School is governed by a Board of Directors. The Board consists of the school's Principal, two (2) staff representatives, six (6) parent representatives, one (1) founder/alumni member, three (3) community members, the president of the Community Foundation for Eagle Peak, and a non-voting representative of the Mt. Diablo Unified School District. The Board is responsible for ensuring that the school is run in compliance with its charter and all applicable state and federal laws and that it remains financially viable. The Board selects the Principal of the school.

Board meetings are generally held at the school on the **third Tuesday of each month** at 7:00 p.m. Parents and the public are welcome and are encouraged to attend Board meetings and to address the Board on relevant topics. Items concerning personnel matters, specific students, and contract negotiations are heard in closed session.

Board of Directors membership is one way Eagle Peak parents, educators, and community members can directly participate in realizing the vision and mission of our school. If you have an interest in participating as a director or committee member, please contact the President of the Board.



**BOARD OF DIRECTORS (SEE EPMS ORGANIZATION MEMBERS)**

| <b>Title</b>              | <b>Board Member</b> | <b>Offices and Committees</b> | <b>Contact Information</b><br>(Msgs can be sent via Intranet) |
|---------------------------|---------------------|-------------------------------|---|
| Principal/ Principal      | Michelle Hammons    |                               | mshammons@yahoo.com   |
| Staff Member              | Sibyl Buckner       |                               | sibyljr@yahoo.com   |
| Staff Member              | Denise May          |                               | eaglepeakdenise@yahoo.com                                     |
| Founder/Alumni Member     | Gundi Younger       | Vice-President                | Gundi.younger@gmail.com                                       |
| Parent Member             | Mel Bearns          |                               |   |
| Parent Member             | Jay Vlavianos       |                               |   |
| Parent Member             | Laura Lisy-Wagner   |                               | <a href="mailto:l_lisy@hotmail.com">l_lisy@hotmail.com</a>    |
| Parent Member             | Diana Lauritson     |                               |   |
| Parent Member             | Lisa Woelfel        | Treasurer                     | lisaawiley@aol.com  |
| Parent Member             | Rachel Hallquist    | Secretary                     | Rachelhallquist@mac.com                                       |
| Community Member          | Tina Segrove        | President, Facilities         | tsegrove@msn.com  |
| Community Member          | Mark Lewis          |                               | markjlewis925@gmail.com                                       |
| Community Member          |                     |                               |   |
| CFEP President Member     | Shelly Gillis       | Foundation                    | cfepresident@gmail.com  |
| MDUSD Member (non-voting) | Vacant              |                               |   |

**FUNDRAISING****Community Foundation for Eagle Peak (CFEP)**

Charter schools do not receive funds equivalent to that of school districts or private schools. This creates a great need to do fundraising on both a school and community level. The Community Foundation for Eagle Peak was formed to help the school raise additional funding for the programs we offer as well as to help the school cover shortages in difficult budget times.

CFEP is a California non-profit public benefit corporation exempt from federal income tax under section 501(c) 3 of the Internal Revenue Code. CFEP operates under an MOU (memorandum of understanding) with the Eagle Peak Board of Directors. All fundraising efforts are conducted under the terms of this agreement. Any contributions to CFEP are tax deductible as a charitable donation. Some of the programs that CFEP has helped to fund would include Art, Music, PE, and Environmental Education.

| <b>Position</b>      | <b>Name</b>       | <b>Phone</b> | <b>E-Mail</b>  |
|----------------------|-------------------|--------------|--|
| President            | Shelly Gillis     | 925-363-3335 | <a href="mailto:shellygillis@gmail.com">shellygillis@gmail.com</a>           |
| Vice President       | Taylor Choi       | 925-332-6545 | <a href="mailto:taylorchoi2013@gmail.com">taylorchoi2013@gmail.com</a>       |
| Treasurer            | Nash Liao         | 925-939-3562 | <a href="mailto:nash@flexiblefunding.com">nash@flexiblefunding.com</a>       |
| Secretary            | Open              |              |  |
| Member               | Rachael Bergman   | 925-765-3932 | <a href="mailto:rmbergman@chirokinetics.com">rmbergman@chirokinetics.com</a> |
| Member               | Hava Kimmel-Miner | 925-864-5354 | <a href="mailto:hapakm@yahoo.com">hapakm@yahoo.com</a>                       |
| Member               | Lena Takahashi    | 925-849-5625 | <a href="mailto:lenataka@yahoo.com">lenataka@yahoo.com</a>                   |
| Member               | Jay Vlavianos     | 925-297-7172 | <a href="mailto:jay@tinyrobots.org">jay@tinyrobots.org</a>                   |
| Member               | Spencer Williams  | 925-407-6986 | <a href="mailto:jswilli2@travelers.com">jswilli2@travelers.com</a>           |
| Member               | Leah Karson       | 646-234-6700 | <a href="mailto:Leah2bfit@hotmail.com">Leah2bfit@hotmail.com</a>             |
| Member               | Michael Farrow    | 415-378-5192 | <a href="mailto:mikefarrowcfo@gmail.com">mikefarrowcfo@gmail.com</a>         |
| EPMS Board President | Tina Segrove      | 925-672-7383 | <a href="mailto:tsegrove@msn.com">tsegrove@msn.com</a>                       |

## PARENT ADVISORY

**Eagle Peak Parent Teacher Leadership Group (PTLG)**

The PTLG serves three main functions: Coordination of volunteer and parent led activities, communication between parents and school faculty/administration, and scheduling of parent education.

| <b>Committee</b>           | <b>Name</b>           | <b>Phone</b>   | <b>E-Mail</b>  |
|----------------------------|-----------------------|----------------|--|
|                            | <b>Name</b>           | <b>Phone</b>   | <b>E-Mail</b>  |
| PTLG Chair                 | Rachel Dwiggin-Beeler | (925) 768-9089 | <a href="mailto:_rdwiggin@yahoo.com">_rdwiggin@yahoo.com</a>       |
| Parent Education           | Joanne Finn           | (925) 708-1604 | <a href="mailto:jcfinn@phch.org">jcfinn@phch.org</a>               |
| Garden Project Coordinator | Hendrick Nordberg     | (925) 906-9008 | <a href="mailto:junmin_n@yahoo.com">junmin_n@yahoo.com</a>         |
| Campus Cleanup Day         | Adam Jones/Nick Olson |                |  |
| Office Volunteers          |                       |                |  |
| Lunch/Recess               | Beth Hunter           | (510) 387-2978 | <a href="mailto:bhunter736@gmail.com">bhunter736@gmail.com</a>     |
| Morning Car Hops           | 6th Graders           |                |  |
| Afternoon Car Hops         | 6th graders           |                |  |
| Lunch Shopping             | Christie Elwood       | (925) 640-8735 | <a href="mailto:danchris@astound.net">danchris@astound.net</a>     |
| Routine Maintenance        | Rafael Garcia         | (925) 381-7895 | <a href="mailto:raulgaal@sbcglobal.net">raulgaal@sbcglobal.net</a> |
| Environmental Ed (staff)   | Sheila Hill           |                | <a href="mailto:sheilahill65@gmail.com">sheilahill65@gmail.com</a> |
| <b>Lower EI</b>            |                       |                |  |
| 301 Room Parent            |                       |                |  |
| 302 Room Parent            |                       |                |  |
| 401 Room Parent            |                       |                |  |
| <b>Upper EI</b>            |                       |                |  |
| 201 Room Parent            |                       |                |  |
| 202 Room Parent            |                       |                |  |
| 601 Room Parent            |                       |                |  |
| <b>AP</b>                  |                       |                |  |
| 701 Room Parent            |                       |                |  |
|                            |                       |                |  |
| Fall Festival              | Erica Chinchilla      | (925) 334-6561 | <a href="mailto:mamabruno78@live.com">mamabruno78@live.com</a>     |
| Memory Book                | AP CLASS              |                |  |
| Year-End Picnic            | Beth and Brad Hunter  | (510) 387-2978 | <a href="mailto:bhunter736@gmail.com">bhunter736@gmail.com</a>     |
| Staff Appreciation         | Camille Mahood        |                |  |
| Staff Appreciation Lunches | Tyler Snortum-Phelps  | (925) 322-8690 | <a href="mailto:snelps@snortum.net">snelps@snortum.net</a>         |
| Talent Show                | Christie Elwood       | (925) 640-8735 | <a href="mailto:danchris@astound.net">danchris@astound.net</a>     |
| Box Tops Coordinator       | Ann Bair              |                |  |
| Teacher Trips              | Kennisha Johnson      |                |  |
| Donations Team             | open                  |                |  |
| Gift cards/paper script    | Kristen Revell        | (925) 459-0196 | <a href="mailto:kristen.revell@rhi.com">kristen.revell@rhi.com</a> |
| Esript                     | open                  |                |  |
| Community dinners          | open                  |                |  |
| Auction committee          | open                  |                |  |
| Golden Ticket              | open                  |                |  |
| Stargazing                 | open                  |                |  |

**OUR FACULTY AND ADMINISTRATION**

**Michelle Hammons, M.Ed. Principal.** The 2015-16 school year will be Michelle's thirteenth year as Principal of Eagle Peak. Prior to her time at EPMS, she served as Assistant Principal of Alief Montessori Charter School in Houston, Texas, and taught in the public Montessori program in Waco, Texas. All of Michelle's teaching and administrative experience has been dedicated to working in public Montessori school environments. She also served as a field consultant for the Houston Montessori Center, observing and evaluating intern teachers at various Montessori schools. Michelle formerly served as chair of the Public Policy Committee for the American Montessori Society and is a part time instructor in the St. Mary's College Montessori program. For the past six years, Michelle has also worked with the Charter School Development Center as a Team Leader for their Leadership Institute for new charter school administrators.

Michelle earned her undergraduate degree in sociology from Baylor University. She returned to Baylor to earn a Post-Baccalaureate Elementary Education certification and began her teaching career in the Waco, Texas public school system at J.H. Hines Montessori Magnet for Visual and Performing Arts. She reconnected with her childhood Montessori roots while training at the Houston Montessori Center, where she received her Montessori Teaching Credential. Michelle earned a Master's in Educational Administration in 2002 from Baylor University and holds her Principal Certification. This will be her twenty second year as a Montessori educator.

Michelle loves to travel, write poetry, read, and spend time with her niece Sophie and nephew Evan when possible.

**Sondra Mahraj, Office Coordinator.** Sondra brings a wealth of office management experience with her to Eagle Peak which was acquired through 30+ years of work in administrative/human resources support. She is starting her 10th year with us at Eagle Peak.

Born and raised in the Midwest (Michigan and Illinois), Sondra moved to California over 35 years ago and therefore considers herself a native Californian. She and her husband, Vin, have lived in Walnut Creek for over 25 years. Their daughter Sewdaye was born here and received her Doctorate of Physical Therapy in Southern California this past spring.

Sondra's experience volunteering while a parent at Walnut Acres, Foothill and Northgate High School provided her with first-hand knowledge of the importance of parent participation. Sondra enjoys reading, bowling and cooking, as well as rearranging and organizing anything in sight. She's also become addicted to crossword puzzles!

**Amy Nelson, Receptionist/Attendance Secretary.** Amy was an Eagle Peak parent for over 9 years. Her daughter Emily graduated from Eagle Peak and will be a junior at Clayton Valley Charter High School and her son Michael will be a seventh grader at Diablo View. Amy previously worked as a Certified Cardiac Technician. Amy and her husband Brent are native to the Bay Area and currently live in Concord.

## Lower Elementary Staff:

**Sibyl Buckner, M.Ed., Lower Elementary Teacher/Curriculum Advisor.** Sibyl was a founding teacher of Eagle Peak and as such this will be her 14<sup>th</sup> year with the school. She brings with her over 25 years of professional Montessori experience at both the early childhood and lower elementary levels. Sibyl was first introduced to Montessori as a child while attending a Montessori preschool in Germany. Although it was for a brief time, she still has fond memories.

Sibyl has taken Montessori training for teachers of children from birth through age nine, earning a master's degree in education from St. Mary's College. She has taught Montessori teachers and supervised interns at St. Mary's College, the Montessori Institute for Advanced Studies, and the Montessori Teacher Education Center, work that has taken her to Canada, Europe, and Asia. While Sibyl attended college, her mother opened a Montessori school. Soon after graduation, she joined her mother and together they opened three schools. Sibyl was the founder of the Das Montessori Kinderhaus Elementary School, where she taught until joining the faculty of Eagle Peak. She enjoys travel and gardening.

**Linda Chandlee, Lower Elementary Teacher.** Linda will be starting her thirteenth year at Eagle Peak. She brings both Montessori and public school experience to Eagle Peak. She holds a bachelor's degree in history from Cal State, Northridge and Early Childhood and Lower Elementary certification from the Montessori Teacher Training Center of San Francisco/Bay Area in San Leandro. Linda taught for two years at the early childhood level, six years at the lower elementary level, and four years at the upper elementary level. Her elementary experience was at Valley Montessori in Livermore. She earned a California State Teaching Credential through St. Mary's College in Moraga and taught fifth grade in Pleasanton public schools for two years.

**Sara Kagan-Real, Lower Elementary Teacher.** Originally a New Yorker from Long Island, Sara moved to the East Bay in 2006 and hasn't looked back since. Sara comes to us with several years of teaching experience in a private Montessori program. She is excited about Public Charter Montessori Schools in the Bay Area and wanted to be a part of our community.

Before discovering Montessori education, Sara was a production potter in the East Bay and started an Arts Collective in Berkeley with other local artists. She is a huge fan of delicious food, cycling, swimming in her neighborhood pool, hiking in National parks, making pottery, and gardening. She resides in Oakland with her cat (Tiny Wings) and her husband Jim.

***Shakira Khan, Lower Elementary Teachers.*** *Shakira is originally from Inglewood, California. She moved to San Jose in 2003 to attend San Jose State University and majored in Child and Adolescent Development. During her last year at SJSU, she fell in love with the Montessori method due to her employment at Milpitas Montessori School. Shakira stayed at MMS for 5 years, enrolling in the Elementary Montessori graduate program at Saint Mary's College of California during her last year there. Shakira held several positions at MMS, including Elementary teacher and Interim Director. She moved on and spent a year at Pacifica Montessori School in Culver City, California in a K-6<sup>th</sup> grade classroom. She is happy to be working with the students, staff and parents at Eagle Peak.*

*In Shakira's spare time she likes to cook and do yoga. She travels as often as she can, especially back home to Los Angeles where her family is. You can often find her laughing and google-ing everything.*

**Jennifer Lee, M.Ed., Lower Elementary Teacher.** Jennifer is in the 12th year of her teaching career with Eagle Peak. She holds a master's in education from St. Mary's College. Jennifer also holds her California State Teaching Credential and Montessori 6-12 teaching credential.

Born and raised in Seoul, Korea, Jennifer's family moved to the United States when she was 12 years old. Even as a child, Jennifer dreamed of becoming a school teacher. Jennifer is the mother of two sons, Elliot and Evan.

**Jennifer Williams, Lower Elementary Teacher.** Jennifer has been a part of the Eagle Peak community since 2002 as a board member. She remained on the board and served as secretary until 2012.

Jennifer was born and raised in Oakland and attended Bishop O'Dowd high school. She earned her AA degree from DVC and transferred to Chico State where she earned her BA in Child Development with a minor in Psychology. It was a year into her first teaching job that she was approached to take her 3-6 Montessori training at the San Francisco/Bay Area Teacher Training Center. She completed her training in 1995 and soon after, moved to New Orleans with her husband, Spencer. She taught there for almost 3 years, then moved back to California and taught at Alice's Montessori.

After starting a family and staying at home for a few years, she started working at Myrtle Farm Montessori in 2007, where both of her children attended. She loves the Montessori Philosophy and loves EPMS. Her oldest daughter Hannah-15, is an alumni and Emma will be a 6<sup>th</sup> grade student at Foothill. She is excited to be part of the staff and the Eagle Peak community.

When not teaching, Jennifer loves to cheer on her daughter's sports teams, travel & photography.

## Upper Elementary Staff:

**Katie Anderson, Upper Elementary Classroom.** After falling in love with the capable, respectful, collaborative, and well-rounded community of students at Eagle Peak, Katie is overjoyed to be joining the Upper Elementary teaching team. She comes to us from Golden Oak Montessori School in Hayward. Prior to this, she spent seven years working in a variety of summer camps and recreation programs, including Today's Youth Matter, the organization that brought her and her fiancé together nearly five years ago.

Katie is currently enrolled in the Montessori credentialing program at St. Mary's College, where she recently completed her Preliminary California Multiple Subject Teaching Credential and is putting the final touches on her Master's thesis on service-learning in the Montessori elementary setting.

When Katie is not busy educating young people, you can find her cooking, traveling, camping, or volunteering with any of her favorite non-profits.

**Shazia Burke, Upper Elementary Teacher.** Shazia comes to Eagle Peak from four years of Upper Elementary experience in the private Montessori world. Shazia completed her masters in Botany from Forman Christian University Punjab Pakistan, and then completed her Certificate in professional education from University College Plymouth London UK. She has been teaching for the past 13 years and loves teaching science. She believes a great teacher is one who creates a classroom environment that makes their students 1.) 'curious', 2.) want to 'explore' ('investigate') and 3.) allows them to 'discover'.

**Preeti Jha, Upper Elementary Teacher.**

Preeti fell in love with the joys and challenges of teaching years ago. She has been involved as a teacher for close to fifteen years working with different age groups. Her degree is in education and she holds both Montessori Early Childhood and Elementary credentials along with California teaching credential.

Preeti's passion is to provide children with fun experiences while maintaining rigor and academic challenges. She strives for the power of learning to transfer not only the mind but the heart by attending to the individual and emphasizing on the most incredible Montessori philosophy. Most importantly, she protects and strengthens the lives of the children, fostering a delight in learning, and building community.

Outside teaching she loves to enjoy her life, spending time with family and friends, reading, nature retreats, exploring, and most of all traveling. She looks forward to start a new journey with Eagle Peak.

**Ellen Rutgers, Upper Elementary Teacher.** We welcome Ellen for her third year at Eagle Peak. Ellen is originally from the Netherlands, where she taught language arts in middle school. She fell in love with the Montessori philosophy, and began teaching in a Montessori school in Amsterdam.

In the United States, Ellen worked for a global non-profit organization in Upstate New York as a department coordinator for their translation services. She missed teaching however, and decided to go back to school in the US. She attended Lesley University in Cambridge, MA, and earned her Masters Degree in both elementary education and the creative arts in learning. During her study she worked in the public schools in Greater Boston, but after she graduated in 2008, she continued with the Montessori Training (9-12) at the Center for Montessori Teacher Education in New Rochelle. For the past five years she taught at the Lexington Montessori School in Massachusetts. Last summer she received a fellowship for the Boston Writing Project, and she brought her knowledge to the Montessori classroom, integrating what she had learned to the classroom in such a way that the language curriculum remained true to the Montessori philosophy. She is passionate about bringing the Montessori Curriculum to the public schools, and she is delighted to join the community at Eagle Peak Montessori School.

When not teaching Ellen loves to spend time in the out-doors, to swim, and to read and write.

**Anna-Maria White, Upper Elementary Teachers.** Anna-Maria joined the Eagle Peak team in 2014 after teaching middle school and upper elementary students for the past fourteen years at a private Montessori school in Pleasanton, CA. She graduated from Humboldt State University with a degree in Child Development in 2000 and a few years later earned her Montessori teaching credentials for ages 6-9 and 9-12 from the Montessori Teacher Education Center San Francisco Bay Area program.

She lives in Pleasant Hill, CA with her husband Eric and their two children Alli (4 ½ years old) and Sage (3 years). As a family, they enjoy playing at the park, taking trips to their favorite rivers to go fly-fishing, cooking together, and visiting all of the wonderful museums the Bay Area has to offer. She is looking forward to the year ahead and the opportunities to spark the imaginations and passions in our students!

## Adolescent Program Staff:

**Denise May, Adolescent Teacher.** She has been at Eagle Peak for all 15 years of operation. This is her 23rd year of Montessori experience: seven years in early childhood and fourteen years at the elementary level and now two in the adolescent program. Her elementary training was taken at the Montessori Teacher Training Center of San Francisco/Bay Area in San Leandro and her credentialing work was done through Cal State, Hayward. Denise helped found a Montessori elementary school in Pacifica.

Born, raised, and educated in San Francisco, Denise loves traveling, reading, gardening, word games, museums, art galleries, and playing tourist. Her son attended Montessori through first grade. She speaks Spanish at a conversational level.

**Annie Rodriguez, Adolescent Teacher.** This is Annie's third year as an Eagle Peak staff member but she is certainly not new to the Eagle Peak family. Annie's connection with Eagle Peak began over twelve years ago when her oldest son, Miguel, enrolled as a first grader, followed by Diego and then Gabriela.

Annie's passion for education and unique learning environments is definitely informed by her experience with her own children. She spent eight years as a co-oping parent at Creative Play Center and while there recreated and maintained their outdoor animal learning environments and curriculum. In the early days of Eagle Peak, Annie was the volunteer Field Trip Coordinator and then Co-Chair of PTLG for two years and most recently, the EPMS Communications Liaison. She has a strong belief in community building and will continue to strive for genuine connections between the student, teacher-staff, and parent bodies.

Simultaneously while raising her family, Annie has worked as a veterinary hospital administrator, a doula and with her husband, is the owner/operator of Pegasus Bicycle Works. She brings to her teaching, a plethora of real-world experience. She holds a B.A. in Art History, with honors, from the University of California, Santa Cruz. She is currently working toward her Montessori Secondary Certification and Masters Ed. via CMStep and Xavier University in Cincinnati, as well as her California Teaching Credential via Cal State TEACH.

**Prudence Green, Adolescent Teacher.**

Ever since Prudence can remember, she has wanted to be a teacher or judge (but then she learned she had to be a lawyer first...) In high school her Calculus teacher believed enough in her to invite her to a algebra and trigonometry classes twice a month to teach or reinforce a topic. She loved it! She graduated from UAB with a BS in Secondary Education and a concentration in mathematics ready to conquer the world. She taught high school for a little over 3 years in Maryland. While she thoroughly enjoyed it, she felt traditional education may not be what she wanted. Several years later she came into Montessori and she has never looked back. Before her preschool training in Chicago, IL, she knew this method and materials were excellent. After her training, which was extensive, the Montessori method just made sense. She is also a Mother of 4 (ages 9, 8, 4, 3 ) and observing her own children's needs and behaviors she knew this was spot on. Children are people and they need to explore, learn, and be guided. Prudence is a certified preschool Montessori and partially completed adolescent training as well. Her family enjoys traveling together, playing board games, being out in nature, and gardening. They have recently moved to the Bay Area and could not be more excited to begin their new life.



## Specialists:

**Grace Benevides, Art Instructor.** Grace has been teaching art in the Montessori schools for about 20 years. She is a Texas certified teacher and has a Fine Arts Degree. She received her Montessori training and certification when she started teaching art in one of the first "pilot" Montessori Public Schools in Dallas in 1978.

Grace started the art program from grades 1 through 8 at Valley Montessori School in Livermore and taught there for about 10 years before coming to Eagle Peak Montessori.

Grace resides in Concord with her husband and her dog. She has two daughters. Both of her daughters are in college.

**Sheila Hill, Environmental Educator Outdoor Classroom.** Sheila joined Eagle Peak in January of 2012, excited to share her years of experience and passion for cultivating environmental awareness with children. She and her husband David are Bay Area natives. They have a daughter Sharlyn who recently graduated from college and a son Dylan who is starting college this fall.

Sheila enjoys yoga, spending time with her family hiking and camping, and volunteering with local nonprofit sustainability organizations

**Ava Huovinen, PE Instructor .** Ava is beginning her 14<sup>th</sup> year at EPMS. She is a native of the San Francisco area. She graduated from Mt. Diablo High School, and attended Diablo Valley College, UC Davis and The United States Army Academy of Health Science in San Antonio, Texas. Her physical interests vary from ballet (8 years of Ballet at Younghaven Studio -San Francisco) to martial arts (A.A.U. California State Champion in Tae Kwon Do-2001 & 2002).

Ava's previous experience to her time at Eagle Peak include being a core teacher in the surgical nurse-technology program for Mt. Diablo Adult Education and being a Veteran of the U.S. Army where she served from 1987-1993. Ava was named Prudential Teacher of the year in 2008.

When not working at EPMS, or working out, Ava enjoys spending time with her husband and two children (both Eagle Peak Alums).

**Allison Lloyd, M.A., Music Instructor.** Allison Lloyd, MM., Music Instructor. Allison Lloyd has been teaching music and movement classes at EPMS since 2006. She has been offering music programs at Alice's Montessori and Myrtle Farms Pre-K programs for many years. She is also a lecturer at St. Mary's College on how to integrate music and movement in early childhood and elementary schools. Allison continues to have an exciting career performing and recording music from the Medieval, Renaissance and Baroque periods. Her favorite hobby of gardening began in the fertile grounds of Bloomington, Indiana where she received an MM in Early Music Vocal Performance.

As her children were born and started to grow, she realized that she needed to learn early childhood pedagogy in order to play musically with her children. Allison was trained in 2000 as a Music Together teacher to lead developmentally appropriate musical activities for families with newborns up to age 5 years. She later received a Level 1 certificate from Music Together and was licensed to provide preschool music classes in 2006. Allison also holds Level 1 and 2 Certification from the Northern California Orff Schulwerk Association which hosts internationally acclaimed music educators for preschool-6th grade students. Orff Schulwerk education integrates singing, poetry, movement, dancing and the use of appropriately-sized instruments. Please see the Eagle Peak website for more information on the Orff program at Eagle Peak.

**Affiliations**

Eagle Peak Montessori School maintains affiliations with the following professional organizations:

- ❖ The American Montessori Society (AMS)  
281 Park Avenue South, 6th floor  
New York, NY 10010-6102,  
212.358.1250 (P)  
212.358.1256 (F)  
[www.amshq.org](http://www.amshq.org)
  
- ❖ The California Charter School Association (CCSA)  
1139 San Carlos Ave., #304  
San Carlos, CA 94070  
650.654.6003 (P)  
866.415.2272 (P)  
[www.charterassociation.org](http://www.charterassociation.org)  
[info@charterassociation.org](mailto:info@charterassociation.org)
  
- ❖ Charter Schools Development Center  
7750 College Town Drive, Suite 100  
Sacramento, CA 95826  
916.278.6069 (P)  
916.278.4094 (F)  
[www.chartercenter.org](http://www.chartercenter.org)  
[CSDC@chartercenter.org](mailto:CSDC@chartercenter.org)

Eagle Peak is staffed by professionals dedicated to providing an authentic Montessori program. Each teacher has received specialized training from a recognized Montessori teacher training program and either possesses or is working towards a California State Teaching Credential.





**DAILY SCHEDULE**

**Please note the 1:00 p.m. dismissal time on Wednesdays.** Each classroom teacher will provide additional information about the routines and schedules within the class. To remain aligned with the Mt. Diablo Unified School District's scheduling, there will be a minimum day each Wednesday to accommodate staff development programs.

8:00 - 8:15 School Arrival and Drop-off (GATES CLOSE AT 8:15am)

8:15 - 11:30 Work Period  
*(Recess and Lunch are determined by grade level and will be discussed in your child's classroom)*

11:30- 12:30 Lunch/Recess for Lower Elementary Students/ Adolescent Program

12:30- 1:30 Lunch/Recess for Upper Elementary Students

1:00 - 3:30 Work Period (Monday, Tuesday, Thursday, and Friday)

3:30 - School Dismissal and Pick-up (Monday, Tuesday, Thursday, and Friday) Car pool ends at 3:45 and all remaining students are sent to child care.

**ARRIVAL AND DEPARTURE OF STUDENTS**

Safety is our primary concern during these busy times of day. Please use extreme care whenever you are in the driveways and parking lots of the school. **The National Highway Transportation and Safety Administration (NHTSA) states that children under the age of twelve should be escorted by an adult or responsible older child when traveling to or from school.**

Students **may not** be dropped off without parent escort, other than through the carpool lane.

"Car hop service" will be open from 8:00 until 8:15 each morning. (Greeters will help your child out of the car while you drive through the "car hop lane".)

Any parent wishing to walk their child to the classroom, may park and escort their child through the gate to the classrooms. The gate will be locked at 8:15 a.m.

Parents **must** accompany their child to the office when arriving after 8:15 a.m. and sign the Late Arrival/ Early Departure log.

**LOCK CAR & KEEP VALUABLES OUT OF SIGHT!****PARKING LOT PROCEDURES**

Please use the crosswalk when walking children to or from your car.

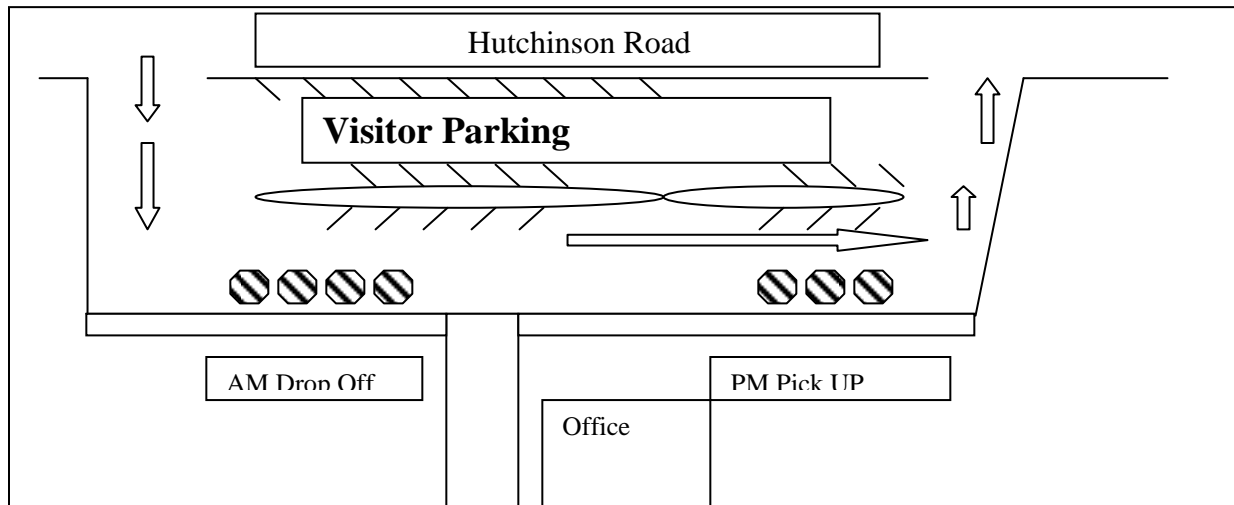
Please **ONLY** park in designated parking spaces and not along the sidewalk where the drop off and pick up takes place.

Please park only in spaces that are not marked for staff.

Please do not pass other cars when you are in the drop off or pick up lane.

Please do not drive through the area that is sectioned off by the orange cones. This is set up to protect the children.

Please wait to have your child enter your car until after you have driven past the crosswalk during the pick up time.



### A. Arrival via Public Transportation or On Foot

The County Connection bus route 207 L runs from the Pleasant Hill Bart to Walnut Avenue. Route 107 runs on Walnut Avenue, which is near our facility. You can find the current schedules for these routes online (<http://www.transitinfo.org/Sched/CC/>) or by telephone (925.676.7500).

### B. Carpools

We encourage those who drive to arrange carpools in order to reduce traffic and pollution. It is the responsibility of the individual families to work out equitable arrangements. Please inform the school office of your carpool membership and schedule to help facilitate efficient loading during pick-up times.

***There will be a binder in the main office that has a list of parents interested in forming carpools.***

### C. Early Arrivals

- ❖ Those arriving before the scheduled drop-off time will park then walk children to the Childcare Program.
- ❖ Only those registered for the morning childcare program should arrive before 8:00.
- ❖ **Children not in childcare are not supervised until 8:00 and must not be let out of cars on their own.**

### D. Drop-off and Pick-up Procedures

#### 1. Drop-off

Parents and students arriving between 8:00 and 8:15 a.m. have two options for drop-off:

- ❖ Parents can utilize the carpool lane where parent volunteers will greet your child and help them out of the car. (Students should have backpacks and lunches at hand and ready to exit promptly from the right side of the car.)
- ❖ Parents may also choose to park and walk their child to the classroom. This is not the time to engage in conversation with your child's teachers. (Please see Section 2.7.1)

Please **DO NOT** park in the row of spaces marked *Reserved for Staff*; these parking spaces are closer to the carpool and could potentially cause traffic flow problems.

## 2. Pick-up

As with drop off, parents will have two choices for pick up. **We need to know prior to pick-up which option you will be selecting.**

- ❖ Parents may park their car and walk to the classroom to pick up their child between 3:30 and 3:45 p.m. Any child left in the classroom at 3:45 will be sent to childcare.
- ❖ Parents may choose to utilize the carpool option. All drivers must display a sign with the name(s) of the child (ren) who will be riding in their vehicle.
- ❖ Use a standard or legal size page and write the child's first name and last initial as large and boldly as possible. Upon arrival, display your sign to the traffic supervisor. The child (ren) will be summoned from the classroom.
- ❖ Please do not arrive before 3:20 p.m. in order to avoid Northgate High School traffic congestion.
- ❖ Pull into the second driveway opening. There you will remain in a single lane; do not pass other vehicles.
- ❖ **If the line of cars has reached the end of our parking lot, please drive past the parking lot and turn around so that the line of cars is along the side of the road next to the ball fields. We cannot create traffic problems along Hutchinson by having both lanes congested in front of the school.**
- ❖ A staff member or safety volunteer will supervise the loading of students via the right side of the vehicle.

## E. Late Arrivals / Early Departures

Whenever students arrive after 8:15 a.m.(running late or after an appointment), parents must sign the attendance log in the office. Your child may go to class after receiving a tardy slip. Students who arrive in their classroom after 8:15 a.m. without a tardy slip will be sent to the office to obtain one.

Parents must sign the Early Dismissal log in the office if they are picking up their child (ren) earlier in the day. **Office staff will call your child to come to the office.**

## F. Release to Authorized Persons

Students may only be released to those persons authorized on the Emergency Information Card. Please make sure that all carpool drivers are listed on the form. If you occasionally wish to have your child released to an individual who is not listed on the form, written authorization must be given in advance – make sure to send a note to school. Inform the person picking up your child of the parking lot procedures.

Any person the staff member or safety volunteer does not recognize will be asked to show a photo ID before the student will be released into their care. (Please remind your representative to bring their photo ID and that this procedure is for the safety of the children.)

## G. Late Departures

If you are unavoidably detained, your child will be taken to the childcare program.

## ARRIVAL AND DEPARTURE OF PARENTS AND VISITORS

All adults visiting the school must sign in at the school office and wear a visitor's badge. This will help ensure that only authorized adults are on campus. Visitors should return to the office to sign out and return their badge before departing.

## ABSENCES

Regular attendance at school helps your child succeed both academically and socially. Children are expected to attend school every day except in the case of illness. The school's income is reduced every time a student is absent (even if the absence is excused) **regardless of the reason**.

### A. Excused Absences for Classroom-Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

- ❖ Personal illness
- ❖ Quarantine under the direction of a county or city health officer;
- ❖ Medical, dental, ophthalmologic, or chiropractic appointments;
- ❖ Attendance at funeral services for a member of the immediate family:
  - Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
- ❖ Participation in religious instruction or exercises in accordance with school policy:
  - In such instances, the student shall attend at least the minimum school day.
  - The student shall be excused for this purpose on no more than four school days per month.
- ❖ In addition, a student's absence shall be excused for justifiable personal reasons. Advance written request by the parent/guardian and approval of the Principal/Principal or designee shall be required for absences for:
  - Appearance in court
  - Attendance at a funeral
  - Observation of a holiday or ceremony of his/her religion
  - Attendance at religious retreats for no more than four hours during a semester

### Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

- ❖ Written note from parent/guardian or parent representative delivered to the office.
- ❖ Conversation, in person or by telephone, between the office personnel and the student's parent/guardian or parent representative.



- ❖ Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated.
- ❖ Physician's verification:
  - When excusing students for confidential medical services or verifying such appointments, school staff may not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - **When a student has had 14 absences in the school year for illness verified by methods listed above, any further absences for illness must be verified by a physician.**

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

#### **B. Unexcused Absences/Truancy for Classroom Based Attendance**

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

- ❖ **Students shall be classified as truant if absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.** Such students shall be reported to the Director or designee. At that time the school may begin truancy procedures.

#### **C. Independent Study Contracts**

Students who are absent for two (2) days or longer may be eligible to work at home under adult supervision. An Independent Study Contract can be designed to allow your child to continue schoolwork while injured or during a family emergency.

Inform your teacher of anticipated absences at least three (3) days in advance so that an Independent Study Contract can be approved and supporting learning materials can be gathered for you to take home. The school will receive funding for the days absent if the contract is satisfactorily completed before returning to school.

#### **D. Extended Absences**

If your child will be absent for an extended period due to hospitalization or an injury requiring home care, please contact the Principal and your child's teachers.

#### **E. Family Vacations**

Family vacations can be wonderful experiences that enrich your child's education. However, *your child will be considered truant and the school's budget will suffer from absences due to vacations unless you arrange in advance for an Independent Study Contract.*

- ❖ The contracted assignments must be completed during the vacation.
- ❖ Please contact your child's teacher as far in advance as possible to arrange for family vacation absences.

## **COMMUNICATION**

Eagle Peak encourages parents, students, and staff to share their questions, suggestions, concerns, and compliments regularly.

At Eagle Peak we are always interested in any input that parents want to share. We encourage our parents to help the school grow and improve. We are all in this together to find the best solutions.

Should you have questions or concerns about your child's program or progress, please contact the teacher first. If you have further questions, contact the Principal/Principal.

Questions or concerns about the school, or its policies and procedures should be addressed directly to the Principal/Principal. Questions about the Parent Teachers Leadership Group, service opportunities, and fundraising should be directed to the parents or board members responsible for those committees. (See introduction)

## A. Contacting Faculty and Staff

### 1. Contact with the teaching staff

- ❖ Teachers will notify parents of their weekly office hours. These hours are available for any conversations you may need to have regarding your child.
- ❖ You may also leave a message through the school office for the teaching staff.

### 2. Contact with the Principal/Principal

- ❖ Non-emergency phone calls will be returned after 4 p.m. on the day received.
- ❖ Email is an **excellent and suggested** method of communication with the Principal/Principal. You can send email to [mshammons@yahoo.com](mailto:mshammons@yahoo.com) or [eaglepeakmontessori@gmail.com](mailto:eaglepeakmontessori@gmail.com).
- ❖ The Principal/Principal will have set office hours for appointments during the school day. If you need to set an appointment, please call the school and set a time with the Office Manager.
- ❖ If you have any comments or you would like to make suggestions regarding the school functions, there is a notebook in the main office marked "Parents". This notebook is read on a frequent basis. Your comments will be noted and you will be contacted. (Please indicate the best way for this to take place.)

#### ADMINISTRATIVE OFFICE HOURS

These are hours set aside for appointments. The Principal will be on campus each day. If you need a last minute meeting, call the office to check for availability.

|                      |                       |
|----------------------|-----------------------|
| Monday               | 1:30-3:00, 4:00-5:00  |
| Tuesday and Thursday | 1:00-3:00             |
| Friday               | 9:00-11:00, 1:30-3:00 |

*\* Extended hours      Thursdays by appointment 4:00-6:00*

## B. The Friday Folder

The Friday Folder procedure helps ensure that parents do not miss any communications from the school. It is a folder that is sent home every Friday and is returned each Monday. It includes sign-up forms for childcare and lunches, classroom bulletins, field trip permission slips, school newsletters, announcements and flyers, and any special information the teacher may want to include for your family. **If you do not receive the folder from your child on Friday, please contact the school office to get a copy of any information.**

Any items submitted for the Friday Folder must be received in the office by the close of school on Wednesday for review and approval. The Friday Folder is also available on the school website. [www.eaglepeakmontessori.org](http://www.eaglepeakmontessori.org)

### **C. School and Parent Education Newsletters**

The school newsletter is published periodically. It contains information about past and upcoming school activities, school development plans, and reports from the Board of Directors and board committees.

### **D. Classroom Newsletters**

Each class produces monthly newsletters that are sent home in the Friday folder. Students may contribute articles and artwork; teachers may provide information about past or upcoming activities, list items and volunteers needed, and explain their particular classroom procedures and routines.

### **E. Announcements, Flyers**

Should we learn of activities or events that may be of interest to Eagle Peak families, announcements or flyers will be included in the Friday Folder.

### **F. Bulletin Board**

The Friday Folder notes, school newsletter, minutes of Board meetings, and other pertinent information are posted on the bulletin board in the front office.

## **HEALTH AND WELLNESS**

### **A. Hearing and Vision Screening**

Early detection and treatment of hearing and vision problems positively impacts a student's ability to be comfortable and to succeed at school. Eagle Peak has contracted with the Mt. Diablo Unified School District to provide annual hearing and vision screenings for our students.

### **B. Immunizations**

Complete and current immunizations are required of all Eagle Peak employees and students. Immunization records must be on file in the school office prior to attending school. Required immunizations include DPT, MMR, polio, Hib, and hepatitis B. The chicken pox vaccine is required for anyone who has not previously attended a California public or private school at the kindergarten level or above. TB tests are also required.

### **C. Preventing Communicable Conditions**

Communicable conditions are diseases or infestations that can spread from one person to another. These include measles, chicken pox, conjunctivitis (pink eye), impetigo, pin worms, and head lice.

Thorough hand washing remains one of the best ways to prevent the spread of these conditions. Students and teachers will wash their hands with soap and running water before handling food and after blowing their nose, using the restroom, handling animals, or working in the garden. Paper towels are used to dry hands after washing. Students are encouraged to cough or sneeze into their elbows, rather than their hands, to avoid spreading germs by touching shared objects with dirty

hands. School bathrooms, doorknobs, and eating surfaces are sanitized daily. Students are asked to keep their jackets and sweaters in their backpacks when not being worn in order to avoid the inadvertent spread of head lice; combs, brushes, and hair fasteners should never be shared.

Staff members wear latex gloves when treating any bleeding injury. Items soiled with blood will be sterilized or disposed of in an appropriate fashion. Students will be instructed to avoid contact with the blood or bodily fluids of any other student.

Students who contract a communicable condition must be kept home. Parents should notify the school immediately. The symptoms of the condition will be communicated to all parents, but no mention of your child's name will be made. Children with communicable conditions may not return to school until the condition has been treated and is no longer communicable.

#### D. Illness

Children who are unwell may not enjoy participating in school activities, may take an undue amount of the teacher's attention, and may cause others to become ill. Please take a few moments to observe your child's health each morning before coming to school. **Children who are not well enough to participate in outdoor activities are not well enough to come to school. Remember to phone the school to inform us of the absence.**

**Please keep your child at home if they show any of the following symptoms:**

- ❖ **Fever:** 100°F or higher at any time during the previous 24 hours (without Tylenol)
- ❖ **Respiratory Symptoms:** difficulty breathing or severe coughing
- ❖ **Diarrhea:** one or more loose stools during the previous 24 hours
- ❖ **Vomiting:** one or more episode during the previous 24 hours
- ❖ **Eye/Nose Drainage:** thick mucus or pus
- ❖ **Sore Throat:** especially if fever or swollen glands in the neck are present
- ❖ **Skin Problems:** undiagnosed rash or contagious, infected sores

If your child develops symptoms of an illness or a contagious condition during school, you will be contacted and asked to remove your child as soon as possible. Please respond promptly as your child will be isolated, will not be feeling well, and will be much more comfortable at home.

Should we be unable to reach you, a contact person listed on your child's Emergency Information Card will be notified instead. Children will be more comfortable in this situation if you discuss with them in advance where they might be taken and by whom.

Children may not return to school until they are well. **It is important that they have been free of fever for a full 24 hours before returning to school.** If an antibiotic was prescribed, it must have been administered for a full 24 hours before the child may return to school. Children sent home with a fever, vomiting, or diarrhea will not be admitted to school the following day.

**E. Injuries**

The school office and each classroom are equipped with basic first-aid kits, and protective gloves. Cold packs are available in the office. Should your child suffer a minor injury, the wound will be cleaned with soap and water; ice or bandages will be applied as appropriate.

Should your child be injured more seriously, basic first aid will be rendered by a trained staff member. You will be contacted and asked to come to school and take your child to their health care provider or home for further evaluation and treatment. Should we be unable to reach you, a contact person listed on your child's Emergency Information Card will be notified and asked to pick your child up and provide care until you can reach them.

In case of a medical emergency, basic first aid and/or CPR will be rendered by a trained staff member and you will be contacted immediately. Should we be unable to reach you, a contact person listed on your child's Emergency Information Card will be notified. If necessary, your child will be transported to a hospital for treatment or paramedics will be summoned. Your child's original Medical Release Form will be made available to medical personnel. If you or an emergency contact person has not arrived, a staff member will accompany your child to the hospital. They will remain at the hospital until you or an emergency contact person arrives.

An accident report form will be completed by an adult who observed the injury. The original form will be given to the parents and a copy will be filed in the school office.

**F. Head Lice**

To prevent the spread of head lice infestations, School personnel shall report all suspected cases of head lice to the office staff, as soon as possible. The principal or designee, shall examine the student and any siblings of affected students or members of the same household in accordance with the School's health examination policy. If nits or lice are found, the student(s) shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information.

In the event of one or more persons infested with lice, an exposure notice with information about head lice shall be sent home to all parents/guardians of the students that have been exposed to the head lice.

School personnel shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to School when reexamination by the principal, a designee, or other authorized health care representative shows that all nits and lice have been removed. After returning, the student may be reexamined by the principal as appropriate to ensure that re-infestation has not occurred.

**G. Medications**

Should your child require the administration of prescription medications during school, an "Authorization for Administration of Medication during School Hours" form must be completed and signed by both the physician and the parent. A sample of this form is available in the back of this Handbook. You may obtain the actual form at school.

- ❖ Prescription medications must be brought to the office in the original container.
- ❖ The container must be labeled with the child's name, date filled, name of medication, dosage, directions for administration, physician's name, and expiration date.
- ❖ The medication and the signed Medication Release Form should be brought by the parent to the school office. Refrigeration will be provided for medications as needed.

- ❖ Students should not carry medications in their backpack or lunch box.
- ❖ The Principal will designate staff members to administer medications and maintain the Medicine Administration Log.
- ❖ No medication will be administered after the expiration date. Medications will be returned to parents after the doctor's instructions have been completed.

**As a public school we cannot administer non-prescription medications. Please do not send these medications to school with your child. If children have non- prescription medication in their possession this may be referred to as a disciplinary situation. (Please see Appendix, this also refers to prescription medication without proper authorization.)**

**Requirements for Administration or Assistance:** Some children may need to have prescription medications immediately available for conditions such as severe asthma or allergies to stings. Please contact the Principal to make the appropriate arrangements. Before the School will allow a student to carry and self administer prescription auto-injectable epinephrine, or inhaled asthma medication, or have authorized School personnel administer medications or otherwise assist a student in administering his or her medication, the School must receive a copy of the following:

- **A written statement executed by the student's authorized health care provider specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken;**
- A written statement by the student's parent or guardian initiating a request to have the medication administered to the student or to have the student otherwise assisted in the administration of the medication, in accordance with the authorized health care provider's written statement. The written statement shall also provide express permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider's written statement.
- In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the student is able to self-administer the medication and a written statement from the parent/guardian consenting to the student's self-administration and releasing the School and its personnel from civil liability if the self-administering student suffers an adverse reaction by self-administering his/her medication.
- New statements by the parent/guardian and the authorized health care provider shall be required annually and whenever there is a change in the student's authorized health care provider, or a change in the medication, dosage, method by which the medication is required to be taken or date(s), or time(s) the medication is required to be taken. If there is not a current written statement by the student's parent or guardian and authorized health care provider, the School may not administer or assist in administration of medication. The School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.

Parent(s)/guardian(s) of students requiring administration of medication or assistance with administration of medication shall personally deliver (or, if age appropriate, have the student deliver) the medication for administration to the front office to either the attendance clerk or principal.

## H. Safety AND EMERGENCY PREPAREDNESS

Parents, students, and staff members should feel safe and secure while at school or on school outings. The following measures are designed to make the Eagle Peak community safe for all who participate.

### 1. Visitors

Visitors are welcome at Eagle Peak Montessori School. At the same time, we must respect the students' needs and protect the learning environment.

We try to keep visits to a minimum until mid-October when class routines have been established and new students are less likely to be disrupted by observers.

**Parents and other adults visiting the school must sign in at the school office and wear a visitor's badge.**

Although parents are welcome to visit the school at any time, we ask them and other visitors to schedule classroom visits to avoid intruding excessively on the students and teachers. You will be directed to an appropriate area to visit depending upon the reason for your visit, the time of day, and activities planned.

**Visitors to classrooms are asked to remain in the designated observation area of the classroom and to refrain from addressing students.**

- ❖ When students approach visitors, it is fine to have a brief conversation.
- ❖ Understand that the teacher's focus must be on the students; teachers will greet visitors and answer questions if they have an opportunity.
- ❖ Visitors will be given a clipboard and a list of activities and behaviors that may be interesting to observe. Please feel free to make notes of your observations and questions.
- ❖ Visitors should return to the office to sign out and return the badge before departing.

We ask parents and other visitors to respect our students' privacy after visiting. **Observations of and opinions about specific individuals must remain confidential.**

### 2. Background Checks: Please note the fingerprinting requirement for volunteers.

Eagle Peak Montessori School makes every effort to ensure that all adults who have unsupervised contact with students are highly qualified and have a history of appropriate behavior around children. The following categories of adults must complete criminal background checks as specified below:

- ❖ Each employee of the school submits to a criminal background check and furnishes a criminal record summary as required by Education Code §44237. This includes administrators, teachers, and all other employees who have contact with children during school hours.
- ❖ Each volunteer teaching in a non-core "Specialist" role submits to a criminal background check and furnishes a criminal record summary. This includes parents and community members who volunteer to teach subjects such as performing arts.
- ❖ Each contractor complies with the provisions of Education Code §45125.1 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the contractor and/or its employees. This includes contractors who perform facility maintenance and repairs.

- ❖ Each volunteer who may have supervisory or disciplinary authority over students must submit fingerprints to the State in order to determine that they have a history of appropriate behavior around children. This includes those who will be assisting students on campus or during excursions into the community. The legislature has specified that these background checks are performed at no cost for volunteers of non-profit corporations such as Eagle Peak Montessori School. It is possible that there will be a small fee charged for taking the fingerprints.

### 3. Emergency Preparedness

All teachers are certified in Basic First Aid and CPR. Basic first aid supplies are kept in the school office and in each classroom. In addition, instructional and administrative staff members receive training in emergency response. All students and staff members must have a completed Emergency Information Card on file before attending school.

#### a. Fire Safety

Eagle Peak Montessori School facilities have received Fire Marshal approval. This means that there are adequate fire alarms, extinguishers, and hydrants; that there are safe exit routes; and that there is adequate access for fire fighting equipment.

Fire exit procedures are taught to students at the beginning of the year. Families are encouraged to practice fire exit and earthquake procedures in their homes as well.

#### b. Earthquake Safety

Emergency exit routes are posted in each room.

Earthquake procedures are taught to students at the beginning of the year. These procedures include remaining calm and quiet and protecting the body from falling objects and broken glass. Earthquake procedures are reviewed periodically throughout the year.

#### c. Natural Disasters

It is possible that the Bay Area will experience a major natural disaster such as a fire, flood, or earthquake. Each student's Emergency Information Card must list a contact person who lives outside of the Bay Area. As phone lines may be damaged or overused during a disaster, it is sometimes easier to contact a distant person and leave a message with them about the child's whereabouts and condition. The parents can then contact this person to learn about the child's circumstances and leave information about their own condition.

If it becomes unsafe to remain on our campus, staff members will evacuate students to a site that is more suitable. Signs will be posted at the entrance to our campus to alert parents of the relocation and to notify them of our destination.

In the case of a natural disaster, parents may be unable to reach the school for quite a while. The school maintains a supply of tools, emergency blankets, solar/crank flashlights and radios, can openers, water, hand sanitizer, and plastic bags for garbage and waste removal in case an extended stay at school is necessary.



## CHILDCARE

The school offers childcare for Eagle Peak students before and after school on our campus. A program description and a childcare contract are included in your child's Eagle Peak registration packet. Childcare hours begin at 7:00 a.m.; childcare closes at 6:00 p.m. in the evening.

## PAYMENT FOR LUNCH, CHILDCARE, AND OTHER ITEMS

Payment for childcare, lunch, field trips and other activities may be made in cash, check or credit cards (Visa, MasterCard and Discover accepted). You may provide credit card information for each transaction or you can keep it on file in the office for ongoing processing. Please see Office Manager, Sondra Mahraj, for any questions. Checks should be made out to Eagle Peak Montessori School. All **returned checks** will be charged a \$30.00 fee. The amount of the original check and the fee should be paid in cash, cashiers check or money order. Receipts will be issued for all cash payments received.

### A. Timing of Payments

- ❖ It is expected that all payments will be made promptly.
- ❖ Lunch payments must be made prior to the student receiving lunch.
- ❖ Most childcare payments are pre-paid. However, if you are using "drop-in" childcare services, payment is expected within a week of childcare usage.
- ❖ If childcare fees are more than two weeks overdue, your child will be prevented from staying in childcare until the amount due is paid in full.

**CLASSROOM ASSIGNMENTS**

Eagle Peak teachers are all well-trained and enthusiastic about offering the highest quality of education to each student. The assignment of students to particular classes is the responsibility of the Principal. Parents are asked to complete a Parent Input form if they would like to give information that the staff may consider when making classroom assignments. The Principal will meet with the staff and consult these Input forms when making assignment decisions. When completing the Parent Input form, please do not request a specific classroom or teacher.

Our Upper Elementary classrooms work together to form one program. The teachers have each taken part of the curriculum to focus on for the year. The children, therefore, will interact with all 6 teachers. However, each teacher will have a “core” group of students that they keep close contact with about daily assignments, questions or any other concerns the student might have.

Contact the Principal during the school year if a new concern about your child’s placement develops. Changes to classroom assignments are very rare and will be considered only in the most extreme circumstances and within the context of the impact on all the students and teachers involved.

## BEHAVIOR AND DISCIPLINE

Our goal is to support students in developing the self-discipline necessary to show respect for themselves, others, and the environment. Teachers model appropriate behavior and instruct students in the proper use of equipment and supplies, grace and courtesy, and conflict resolution. Group discussions and role-playing add to students' understanding that they are responsible for the consequences of their choices.

Eagle Peak students and staff created the following Eagle Peak Virtues:

*We practice integrity.*

*We practice gratitude.*

*We practice respect.*

*We practice peacemaking and responsible citizenship.*

*We practice life-long learning.*

Keeping these virtues in mind, we have the following behavior/discipline procedures.

### A. Eagle Peak Behavior Expectations

- ❖ Respect of self and of others.
- ❖ Respect (take care) of the classroom materials.
- ❖ Walk in the classroom.
- ❖ Raise your hand to speak in group lessons.
- ❖ Use a quiet, kind respectful voice.
- ❖ Respect the work cycle, by not interrupting others who are working.
- ❖ Use words to resolve conflict.
- ❖ Be respectful of animals.

### B. Student Discipline-Consequences

#### 1. Behaviors that warrant immediate removal from the classroom to the office and possible suspension:

- ❖ Fighting or purposely harming another individual.
- ❖ Possessing any pharmaceutical item or paraphernalia. (legal or illegal)
- ❖ Cruelty to any classroom animal.
- ❖ Possession of dangerous items such as but not restricted to: guns, bullets, matches, knives, razors.
- ❖ Verbal disrespect of an adult in the classroom.

Under certain circumstances, suspension or expulsion may be recommended. When this occurs, students, parents, and school staff have specific rights and responsibilities and must follow certain procedures. **SEE APPENDIX for explanation of Suspensions/Expulsions.**

Corporal punishment will never be inflicted upon a student of Eagle Peak Montessori School; it violates the law and our philosophy of respect.

**2. Procedure for other classroom disruptions or behaviors:**

- ❖ 1st Time      Warning
- ❖ 2nd Time      Removal from Activity/Time Out/Removal from Classroom if warranted.
- ❖ 3rd Time      Phone call to parent  
(1-3 may all occur in the same day.)
- ❖ 4th Time      If the behavior does not stop as a result of the first three consequences, the student will be removed from the classroom and sent to the office. A notice will be sent to the parent that the child was removed from the classroom.

Before a child is sent to the office for behaviors that do not warrant immediate removal from the classroom, there should be evidence that other solutions have been attempted. Each student arriving in the office should have with them a referral form from their classroom teacher.

**3. Purposeful disrespect to other students or adult.**

- ❖ Student will be removed from the situation.
- ❖ If this occurs between students, teacher will mediate the peace table with the students.
- ❖ If this occurs between a student and the teacher, the student will be brought to the office and the Administrator will mediate the situation.
- ❖ If a student is repeatedly disrespectful the teacher will notify the parents in order to begin the process of working together towards a solution.

**CLOTHING: STUDENT DRESS CODE****A. General Guidelines**

Inappropriate apparel includes clothing that compromises safety or is disruptive and/or distracting to the school environment and instructional process.

- ❖ EPMS does not allow t-shirts, backpacks, or lunch boxes with violent themes, or depictions of television, movie or cartoon characters. Musical groups may be allowed, so long as they do not contain violent or profane images or phrases. (Profane being defined as subject matter, which would be found in movies or songs with ratings over “G”.)
- ❖ Clothing that promotes negative or offensive messages including those that are in opposition to the school’s philosophy.
- ❖ Dress, accessories and jewelry which contain obscene, symbols, signs or slogans, and /or which slur or degrade on the basis of race, religion, ethnicity, gender, disability, sexual orientation, or gender identity and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn.
- ❖ Dress that contains language or symbols supporting sex, drugs, alcohol, tobacco or weapons shall not be worn.
- ❖ Clothing should be comfortable, washable, and suitable for the weather conditions and school activities.
- ❖ Shirts should extend past the waistband, including when sitting or working on the floor.
- ❖ Pants, shorts, and skirts must reach the mid-thigh of the student.
- ❖ Clothing should not allow for undergarments to be visible.
- ❖ Clothing that is very loose or long may cause children to trip, especially during games, dancing, and physical education.
- ❖ Shoes should not cause a disruption in the classroom and also be comfortable and safe for sports, gardening, and walking excursions, no flip flops, no ‘light up” shoes, “heelies” or zories.

**LOST AND FOUND**

Please label all clothing with your child’s name; you can use a permanent marker to write it on the manufacturer’s label. Misplaced items will be stored in a Lost and Found basket; check in the office if you are unable to locate any items.

Items not retrieved will be placed in the school’s emergency supplies or given to charity periodically.

**MEALS AND SNACKS**

**Remember: EAGLE PEAK IS A PEANUT FREE CAMPUS. Please do not send any food containing peanuts to school with your child for personal or classroom consumption.** Children are expected to bring nutritious meals and snacks. Soft drinks and sugary treats such as candy are not appropriate for school consumption. Please help your child make healthy choices when deciding what to bring to school with them.

**A. Hot Lunches**

Two days a week the school will offer lunch for students who chose to purchase the items. You will receive a lunch order approximately every six weeks. This must be completed and turned into the school office via the Friday Folder. Eagle Peak currently chooses Wednesdays and Fridays to offer this choice.

**SCHOOL SUPPLIES**

- ❖ **Backpack:** (PLEASE DO NOT BRING BACKPACKS WITH CARTOON CHARACTERS OR OTHER SUCH IMAGES ON THEM.)The backpack will be used to hold sweaters and jackets that are not being worn in order to avoid the inadvertent spreading of head lice. It will be used to contain items traveling back and forth between home and school. It will also be important for carrying lunches and supplies on field trips and community excursions. Water Bottle: To keep things sanitary and secure for the students, we ask that you send your child
- ❖ **Water bottle** that is not disposable and can be refilled from the water fountain in the classroom
- ❖ ***In lieu of supplies, the Community Foundation for Eagle Peak asks for an optional supply donation to the CFEP in order to purchase the supplies in bulk. This allows the teachers to purchase items as needed.***

**SHARING COLLECTIONS, GAMES, AND TOYS**

Please check with your child's teacher regarding when it is appropriate to send personal items from home to share.

**STUDENT USE OF ELECTRONIC DEVICES (NOT SCHOOL PROPERTY)**

**Cell phones, tablet computers (unless specifically called for with classroom permission), electronic games, music players or other such devices should not be brought to school by the elementary students.**

**Adolescent students may bring cell phones if they take full risk of the item being lost or damaged. The cell phones for adolescents must not be in the back pack but will be placed in a cell phone locker in the classroom.**

If a school staff member finds it necessary to confiscate a device, parent/guardian will be notified promptly and the device will be returned in accordance with school rules after the administrator or designee has consulted with the student's parent/guardian. The school is not responsible for lost or stolen electronic signaling devices. Students are to make arrangements with their parents/guardians to contact the school office when attempting to reach them during the school day.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyberthreats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

Students who act in violation of this policy shall be subject to the district's progressive discipline as follows:

1. Initial violation - electronic signaling device will be confiscated by school staff and secured in a safe location. The electronic signaling device will be returned to student at the conclusion of the staff workday;
2. Second violation - electronic signaling device will be confiscated and secured in a safe location. The electronic signaling device will not be returned to the student unless and until the student's parent or guardian meets with school administrative staff for the purpose of clarifying this policy;
3. Third violation - the electronic signaling device will be confiscated and secured in a safe location. The electronic signaling device will not be returned to the student unless and until the student's parent or guardian provides written assurance that the student will no longer be allowed to possess the electronic signaling device during the instructional day;
4. Fourth violation - the electronic signaling device will be confiscated and secured in a safe location. The student will be subject to suspension;
5. Fifth violation - the electronic signaling device will be confiscated and secured in a safe location. The student will be subjected to loss of school privileges such as suspension or expulsion;

**STUDENT USE OF TECHNOLOGY**

Students must be instructed in the appropriate use of available technology and in their responsibilities while using the Internet. Instruction will include appropriate language, safety (not revealing personal information), security (not sharing passwords), and appropriate citation of resources gathered. Parents are ultimately responsible for setting and conveying the standards that their child should follow. Therefore, each family must decide if their child will have access to the Internet while at school. After discussing their family standards and the Student Acceptable Use Agreement, students and parents must sign the agreement before their child will be permitted to use the school's computers for Internet access. (Please refer to the Acceptable Use Agreement found in your registration materials)

**BIRTHDAYS**

Teachers will give information regarding classroom procedures for birthdays. Please remind the teacher a few days before your child's birthday so you can plan the celebration together.

If your child is having a birthday celebration outside of the school day, please do not send invitations through the school. Be sensitive to those who may not be invited by refraining from bringing birthday gifts to school.

Children often like to share a special snack with the class as part of the celebration. Please be sure the snack is nutritious and save cupcakes, frosting, and sugary treats for your celebration at home. **Please remember that Eagle Peak is completely Peanut Free. Check with the teacher so you can plan to accommodate any children with dietary allergies.**

**NUT ALLERGIES CAN BE A LIFE THREATENING DANGER. REMEMBER THAT EAGLE PEAK IS A PEANUT FREE CAMPUS!!**

Your child may wish to give the school a gift of a book or other useful item. Check to see if there is a list of desired items from which to choose. Help your child to inscribe the inside cover with their name, the date, and the occasion.

**HOMEWORK**

Although we do not typically assign homework in the Lower Elementary classrooms, the teachers in each classroom will provide a detailed guide that delineates any particular expectations they have regarding homework. Upper Elementary Students often have homework assignments. Again, those teachers will explain their procedures when you meet with them. Students enrolled in the Adolescent Program will have daily assignments that may require work at home. Those may include online courses.

Homework should not consume more than 10 minutes per grade level of the student. For example, if your child is in the second grade, her/his homework should not take longer than 20 minutes to complete.



## FIELD TRIPS

Field trips and excursions are educationally sound and an essential element of the instructional program of Eagle Peak. Such activities supplement and enrich classroom learning and encourage new interests among students, make them more aware of community resources and help students relate their educational experience to the outside world. Properly planned and executed, field trips and excursions enrich Eagle Peak's educational program and the social development of Eagle Peak's students.

No student will be permitted to go on a field trip or excursion without a permission slip signed by the student's parent or guardian. The permission slip shall include a waiver of all claims against Eagle Peak, its employees and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. In addition, the permission slip shall include an emergency telephone number for the student; any medications the student is required to take, along with the time and dosage required; and any medications the student is allergic to or other medical information necessary to ensure the student's safety.

Parents/guardians are encouraged to participate in field trips and excursions to assist with supervision of students. Parents/guardians will be assigned a specific group of students and shall be responsible for the continuous monitoring of these students at all times.

If you are interested in attending Field Trips with your child's class, either as a chaperone or a driver (or both), you must complete a Field Trip Training Session with the Principal. Dates for these trainings will be announced in the first month of school.

If you are interested in driving for a field trip you must also complete the Transportation Form available in the office. You will also be required to be fingerprinted.

Each student leaving the campus for an educational outing will wear a personal identification card. Only the school's name, address, and phone number will be visible to others. The inside of the card will contain the student's name, parent names and contact information, and authorization for emergency medical treatment.

### A. Volunteer Drivers and Vehicles

Volunteers who wish to drive students on educational outings must have the following information on file in the school office prior to any outing for which they are driving:

- ❖ A copy of their **current** California (only) driver's license.
- ❖ A copy of their **current** insurance policy or insurance card showing that adequate medical and liability coverage for passengers is in effect.
- ❖ A description of their car including the license plate number
- ❖ Acknowledge in writing that their insurance carrier is the primary agent responsible for insurance for the field trip or excursion. (That the car they are driving that day is covered by the insurance they have given the school.)
- ❖ A completed Car Safety Checklist. This list is given to drivers prior to an outing as a reminder to check the car for safety. The car is checked by a staff member or safety volunteer who then signs the form. This vehicle check **expires after 3 months** and will need to be updated for each car that is used to transport students.
- ❖ A completed Supervision Qualifications and Application form that includes criminal record information, two character references, and permission for the information to be verified. (Please understand that we ask for this information solely to protect the children in our care.)
- ❖ Complete Field Trip Training with the Principal.

## PARENT INVOLVEMENT AGREEMENT

All Eagle Peak families make the following commitment when they submit an application for admission. It is renewed annually.

The vision of Eagle Peak Montessori School is to create a quality learning experience supported by families, educators, and community members who believe that a better world can be built by helping all children develop to their fullest human potential. Families of Eagle Peak students agree to help make this vision a reality by becoming involved in the following ways.

- ❖ As an Eagle Peak parent, I agree to help my child's potential fully develop by:
  - Ensuring the regular and punctual attendance of my child. (Being on time shows respect for the learning community as a whole.)
  - Supporting the teachers and administration in helping my child understand rules and expectations of the school and the community.
  - Developing independence in my child. Allow him/her to make choices in our home environment so that he/she is prepared to make choices in the classroom.
  
- ❖ As an Eagle Peak parent, I agree to develop my potential as a supportive parent by:
  - Contacting the school promptly if my child is ill. (This allows the school to take the proper measures for attendance in a timely manner.)
  - Attending all Parent/Teacher conferences and observations.
  - Remembering that a child's interpretation of a school experience may differ from what actually happened. Always listen to the child, but also get the other side of the story by making an appointment with the teacher.
  
- ❖ As an Eagle Peak parent, I agree to help the school community develop by:
  - Reading, supporting, and understanding the goals and Montessori philosophy of the school.
  - Participating in Parent Teacher Leadership Group activities and Parent volunteer opportunities.
  - Completing a minimum of **40 Volunteer Hours** (20 additional hours for additional students) or financial contribution in lieu of the hours. (See Parent Service Contributions and Partial Buy-Out sections below.)
  - Having a positive, supportive attitude towards the school and the teachers.
  - Responding as soon as possible to communication sent by the school that requires parent signature or response.
  - Making an appointment by note, phone, or email before contacting the teacher.
  - Discussing problems or needs with the classroom teacher with the intention of solving the problem. Should that fail, the principal should be contacted.
  - Supporting fundraising activities.

### A. Parent Service Contributions

Parent service contributions are essential to the smooth operation of the school. During the Registration Night you will be presented with a variety of volunteer opportunities. Each parent also completes a Volunteer Availability Form during registration. The Parent Teacher Leadership Group divides these forms according to interest and availability.

Each family is expected to complete a minimum of 20 hours of volunteer time in the fall and an additional 20 hours in the spring/summer, for a **total of 40 hours**. Families are responsible for recording their service activities and hours. There is a binder in the office with a form for your family.

(Also see Appendix B for a copy of the form). Hours will be totaled on a bi-yearly basis. The PTLG coordinators will assist you in finding ways to fulfill your agreement. However, it is ultimately each parent's responsibility to find a way to complete the hours expected.

### **B. Parent Service Contribution Partial Buy-Out Option**

Due to their personal commitments and schedules, some families have indicated that they would prefer to make a monetary donation in lieu of their required service contribution. The Board of Directors has authorized parents to buy-out up to seventy-five percent (75% or 28 hours) of the hours required. There is a \$16.00/hour suggested contribution for hours that are bought out. Families who choose to buy-out some of their service hours are still expected to provide service for the balance of their time commitment.

### **CHANGE OF ADDRESS OR OTHER CONTACT INFORMATION**

The office needs to be notified in the event that any of the following information changes for your family:

- ❖ Address/Phone number
- ❖ Emergency contact numbers
- ❖ Persons authorized to pick up students
- ❖ Carpool partners

### **ALL PARENT ORIENTATION**

Just before school opens there will be an evening school tour and orientation for parents of all Eagle Peak students. You will be given the opportunity to view the office and classrooms and locate the children's bathrooms. Basic school procedures and routines will be explained. Please read this Handbook before the orientation so you can ask questions you may have.

### **OBSERVATIONS AND CONFERENCES**

Classroom observations are scheduled during October and April, shortly before conferences. Observations are scheduled during the morning work period for thirty minutes, but parents are welcome to observe longer or at other times by special arrangement. Our goal is to make accommodations so that every parent has an opportunity to participate in this process. Appointments for observations and conferences are made on a first-come, first-served basis. Read your Friday Folder Notes each week so that you will know when the reservation forms will be posted.

Parent conferences are scheduled in early November and early April. The conferences will be held on Wednesday, Thursday, and Friday afternoons of each of the two conference weeks. Some limited evening appointments also will be available. Please discuss with your child's teachers which evening they will be available. **The school will close at 1:00 p.m. on all conference days; childcare will be available for those who pre-register and pre-pay only.**

During the October meeting, the student's Individualized Learning Plan (ILP) will be drafted jointly by the parents, student, and teacher. The April conference will give parents, students, and teachers the opportunity to review work completed, compare actual progress with the ILP, and revise the ILP as appropriate.

Written progress reports will be provided in January and June. Additional conferences will be scheduled on an individual basis throughout the year should the need arise.

**PARENT EDUCATION PROGRAM**

The Parent Education coordinator for the Parent Teacher Leadership Group coordinates the Parent Education Program with support from the faculty and administration. Each month there will be a social or educational evening for parents.

These events will be held the first week of every month. Details will be announced in the Friday Folder. We will alternate between Tuesday, Wednesday and Thursday evenings in an effort to include as many parents as possible. Generally, there will be a brief presentation and plenty of time for questions and discussion. Some of the evenings include interactive sessions using classroom materials. Parents and staff will contribute their knowledge and experiences to this program.

**NON-DISCRIMINATION POLICY**

Eagle Peak Montessori School does not discriminate against any person or group thereof upon the basis of race, color, religion, sex, sexual orientation, gender identity, ancestry, physical handicap, marital status or national origin in the operation of the School. The School shall comply with District policies and federal and state laws, rules, and regulations pertaining to nondiscrimination of hiring and employment and as to admission of and treatment of students. The School shall at all times comply with, among other things, the Americans with Disabilities Act, Title VI, Title VII, Title IX, and Section 504.

Any person who feels they have experienced discrimination will be encouraged to immediately inform the Principal who will investigate the matter. Information concerning the procedures for reporting charges of discrimination and for pursuing available remedies may be obtained in the school office.

**REPORTING OF SUSPECTED CHILD ABUSE**

Under the California Penal Code, Eagle Peak Montessori School and all of its employees are mandated to report to the designated authorities cases of suspected child abuse. A report, both by telephone and in writing, is required of a school employee "who in his/her professional capacity or within the scope of his/her employment has knowledge of or observes a child who can reasonably be suspected of having been a victim of child abuse." For the purposes of this law, child abuse is defined as physical or sexual abuse, willful cruelty, and/or general neglect.

All employees review the law and sign a waiver stating they have reviewed the law and understand their responsibilities and rights under the law. These waivers are kept on file in the school office.

**STUDENT RECORDS**

Respect is the foundation of our school. All information about students and their families is handled in accordance with the Family Education Rights and Privacy Act. Student records consist of cumulative records and directory information.

**A. Contents of Cumulative Records**

Each student has a cumulative record, often called a cum folder, which is maintained at the school of enrollment. Students receiving special education services also have records maintained by the Mt. Diablo Unified School District's special education office. These records contain student information such as attendance, evaluations, test results, health records, special program documents, et cetera.

**B. Confidentiality of and Access to Cumulative Records**

Only school personnel and a student's parents have access to the information in a student's cumulative record. The contents of this record will not be released to anyone else without written parental permission. A log is kept in the cumulative record documenting each release of student information.

When parents are separated or divorced, both parents generally continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody, visitation, or access to information, please bring a copy to the office for our records. Unless we have a court order which specifies otherwise, we will provide equal rights of access to both parents.

**C. Reviewing or Challenging Cumulative Records**

Parents who wish to review their child's school records are welcome to do so. A staff member is required to be present when the records are reviewed; they will be available to answer questions or interpret information. Some records may be with the teacher rather than in the school office. For these reasons, please submit a written request to review your child's records. The school will schedule an appointment within five days; all the records will be gathered for your perusal. Should

you wish to receive copies of the records, the school may assess a fee to cover the cost of duplication.

Parents have the right to challenge the contents of any student record. Please contact the Principal who can provide the written guidelines for a request to have information removed from the cumulative record.

Parents who wish to review or challenge special education records should contact the Principal who can advise you of the necessary arrangements.

Information that does not personally identify specific students may be released to other institutions or the press without parental permission. This type of information may include school or class summary information reported by various groupings such as gender or grade level.

#### **D. Directory Information**

Directory information includes the student's name, address, and telephone number. It may be released to school-affiliated parent groups, law enforcement agencies, and governmental social service agencies when authorized by the Principal.

A student's birth date and place of birth, the name of the most recently attended school, and dates of attendance at the current and prior school may be released to law enforcement agencies and government social service agencies.

A student's record of participation in recognized school activities and sports may be released as public information. This information includes the height and weight of team members, honors and awards earned by a student, and information needed by organizations that might give awards and scholarships to students.

Parents may prefer that their child's directory information remain confidential. Similarly, parents may prefer that their child's photograph or electronic image not be published in print or on our website. These preferences are specified on registration forms annually. Please notify the school in writing should you decide to amend your preferences regarding the publication of directory information or images after the forms are submitted.

### **HEALTH AND SAFETY**

#### **A. Emergency Information Card and Medical Release**

A completed Emergency Information Card must be on file before a student may attend school. It contains the contact information for parents and two local individuals who are authorized to care for your child in case you are unavailable. There is also a distant contact person in case of a natural disaster.

Should the school need to contact a parent or their representative in an emergency or during an educational outing, the Emergency Information Card will be the source of the contact information. Please inform the office immediately if any of these people changes their contact information or if you choose different emergency contacts.

The Emergency Information Card contains a medical release that gives permission for your child to receive medical treatment in the case of an emergency. Students also carry an abbreviated version of the Emergency Medical Card and Medical Release with them while participating in educational outings.

#### **B. Medical and Dental Insurance**

The State of California offers low- or no-cost medical, dental, and vision care coverage through the Healthy Families/Medi-Cal program. Parents should call 1.888.747.1222 for information about how to apply for this coverage.

**SAFE EDUCATIONAL ENVIRONMENTS**

Eagle Peak Montessori School is committed to creating an environment which does not expose students, employees, parents, or volunteers to unhealthful or dangerous conditions. Whether attending school or participating in an off-campus excursion, our community members deserve a healthy and safe environment. To promote these aims, the Board of Directors has approved the following policies. Please take the time to discuss the importance of these issues within your family, work cooperatively with school personnel regarding these policies, and support our goal of keeping the school free of unhealthful or dangerous conditions.

We all hope that there will never be violations of these policies. Should a violation occur, school staff will remove the offending party and notify the Principal. The school will confer with the transgressor (and parents, if the transgressor is a student) to discuss the situation and to plan intervention strategies. The police will be contacted when required by law or otherwise deemed necessary. Any person found to have engaged in unsafe behavior will be subject to disciplinary action which may include expulsion (for students) or discharge (for employees).

Students will not be released to any parent or authorized guardian whom a staff member observes to be or reasonably suspects is in violation of these Safe Educational Environments policies. Should this situation arise, the Principal will be notified immediately and applicable policies will be implemented.

**A. Tobacco-, Alcohol-, and Drug-Free Environments**

Eagle Peak Montessori School recognizes that our society has a problem with substance use and abuse. In order to create a secure and healthy environment for our school community, the following circumstances will not be tolerated at school or during any school function:

- ❖ Possessing or using tobacco products
- ❖ Possessing, using, or being under the influence of alcohol
- ❖ Possessing, using, or being under the influence of drugs (other than medications used as prescribed)
- ❖ Possessing drug paraphernalia (other than items prescribed by a physician)
- ❖ Selling or attempting to sell tobacco, alcohol, drugs, or drug paraphernalia

**B. Weapon-Free Environments**

The presence of weapons is detrimental to the healthy development of our school community. The following circumstances will not be tolerated at school or during any school function:

- ❖ Possessing firearms or firearm imitations
- ❖ Possessing knives (other than those provided for classroom activities or meal preparation)
- ❖ Using a bat, hammer, or any other object in a threatening manner
- ❖ Possessing explosives such as ammunition and fireworks
- ❖ Possessing sharp objects such as ice picks or razor blades

**C. Blood and Other Bodily Fluids**

It is a good health policy to assume that all bodily fluids are potentially infectious. People may carry infectious diseases before they are aware of the condition. Therefore, it shall be assumed that there may, at any time, be students or employees at the school who carry the AIDS virus, the hepatitis viruses, and any other illness. All bodily fluids from all persons shall be treated as if they may be infectious. Bodily fluids include blood, urine, vomit, tears, and saliva.

The school keeps on hand supplies for the cleaning of bodily fluids. These supplies include disposable gloves, disposable garbage bags of various sizes, disposable paper towels, liquid hand soap, household bleach, a pail and measuring cup, labels, and pens.

The use of the following simple precautions at school and at home will substantially reduce the risk of infections transmitted by blood:

- ❖ Gloves should be worn.
- ❖ Any visible debris should be removed with disposable towels which are then discarded in a garbage bag of an appropriate size.
- ❖ The general area is then decontaminated with diluted bleach and disposable towels. The recommended dilution is 1.5 ounces of bleach to each gallon of water.
- ❖ Any non-disposable items such as shoes, clothing, or utensils that were contaminated are then disinfected using the bleach solution or soap and paper towels.
- ❖ Gloves, towels, and disposable items are discarded in a garbage bag.
- ❖ All small garbage bags are placed in a larger bag which is then sealed.
- ❖ A very thorough hand washing with soap and water is followed by labeling the bag as contaminated.

Any bleeding laceration should be treated with direct pressure. If gloves are not immediately available, a towel or other barrier should be placed over the cut. Under no circumstances should the urgent care of a bleeding child be delayed because gloves or protection is not immediately available. Afterward, prompt and thorough hand washing with soap and water will afford protection.

**D. Harassment**

Eagle Peak Montessori School advocates mutual respect among all members of the school community. The school is committed to creating an environment for its students, employees, parents, and volunteers that is free from harassment of any kind.

Any person who feels harassed will be encouraged to immediately inform the Principal who will investigate the matter. Information concerning the procedures for reporting charges of harassment and for pursuing available remedies may be obtained in the school office.

Any complaint of harassment will be investigated thoroughly in a confidential manner. Any person found to have engaged in sexual harassment of anyone in the school will be subject to disciplinary action which may include expulsion (for students) or discharge (for employees). Any Upper Elementary student or adult found to have caused, attempted or threatened to cause, or participated in any act of hate violence harassment of anyone in the school will be subject to disciplinary action which may include expulsion (for students) or discharge (for employees).



### 1. Sexual Harassment

Under California law, sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature which, among other things, creates an intimidating, offensive, or hostile environment. Examples of sexual harassment include unwelcome flirtations; graphic comments about a person's body; sexual jokes, drawings, gestures, slurs, touches, or pictures; and spreading sexual rumors.

Teachers will discuss this policy with their students in an age-appropriate manner and will assure students that they need not endure sexual harassment.

### 2. Hate Violence Harassment

Hate violence harassment includes using force or threat of force to willfully injure, intimidate, or interfere with any person's rights secured through the constitution or laws of California or the United States because of their ethnic group, religion, gender, color, race, national origin, sexual orientation, gender identification and physical or mental disability. Additionally, damaging, defacing, or destroying a person's real or personal property as part of such hate violence is specifically prohibited.

Teachers will discuss this policy with students in an age-appropriate manner and will assure students that they need not endure hate violence harassment.

## TRANSFERRING TO A DIFFERENT SCHOOL

If you find it necessary to leave Eagle Peak Montessori School, please notify the school as soon as possible.

Transfers seem to involve several variables:

- ❖ the receptivity of the receiving school;
- ❖ the level of the child's academic and social development;
- ❖ and knowledge of the child's Montessori experiences.

Parents can assist their children in the transition to a private or public school by giving the teachers and staff sufficient notice. Educators need time to communicate with receiving schools and to help prepare the children, while they are still here, for different curricula and expectations.

Given sufficient notice, valuable information regarding the student's progress that can help inform the new school can be gathered and included with the student's records. We'd like to include whatever we can to make the transition to the new school easier for the student and the new teacher. Cumulative records will be forwarded to the new school of attendance upon written request.

**SUSPENSION AND EXPULSION POLICIES AND PROCEDURES**

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at Eagle Peak Montessori School (“Charter School”). When the policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as Charter School’s policy and procedures for student suspension and expulsion, and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements.

Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will clearly describe discipline expectations, and it will be printed and distributed as part of the Student & Parent Information Packet which is sent to each student at the beginning of the school year.

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, use of alternative educational environments, suspension and expulsion.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee’s use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that these Policy and Administrative Procedures are available on request at the Principal’s office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (“IDEIA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. Charter School will follow all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

**A. Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is 1) related to school activity, 2) school attendance occurring at Charter School or at any other school, or 3) a Charter School sponsored event. A Pupil may be suspended or expelled for acts that are enumerated below and related to school activity or attendance that occur at any time, including, but not limited to, and of the following:

- a) while on school grounds;
- b) while going to or coming from school;
- c) during the lunch period, whether on or off the school campus; or
- d) during, going to, or coming from a school-sponsored activity.

**B. Enumerated Offenses**

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force of violence upon the person of another, except self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
4. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
15. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
16. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
19. Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family..
20. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
21. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive..
22. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
23. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code , directed specifically toward a pupil or school personnel.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

**C. Suspension Procedure**

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Principal or the Principal's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Principal. The conference may be omitted if the Principal or designee determines that an emergency

situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a pupil for failure of the pupil’s parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil’s parent or guardian at the conference.

**2. Notice to Parents/Guardians**

At the time of suspension, the Principal or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

**3. Suspension Time Limits/Recommendation for Placement/Expulsion**

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of Placement/Expulsion by the Principal or Principal’s designee, the pupil and the pupil’s guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Principal or designee upon either of the following determinations: 1) the pupil’s presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil’s suspension will be extended pending the results of an expulsion hearing.

**D. Authority to Expel**

A student may be expelled either by the Governing Board following a hearing before it or by the Governing Board upon the recommendation of an Administrative Panel to be assigned by the Governing Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of the Governing Board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

**E. Expulsion Procedures**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the Pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Governing Board for a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of Charter School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

**F. Special procedures for Expulsion Hearings Involving Sexual Assault or Battery Offences**

The Charter School may, upon finding a good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the Governing Board, administrative panel, or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are not alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

**G. Record of Hearing**

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

**H. Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Governing Board, Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the accused pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Governing Board who will make a final determination regarding the expulsion. The final decision by the Governing Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Governing Board is final.

If the expulsion hearing panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

**I. Written Notice to Expel**

The Principal or designee following a decision of the Governing Board to expel shall send written notice of the decision to expel, including the Governing Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The Principal or designee shall send a copy of the written notice of the decision to expel to the student's district of residence.

This notice shall include the following:

1. The student's name
2. The specific expellable offense committed by the student

**J. Disciplinary Records**

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the District upon request.

**K. No Right to Appeal**

The pupil shall have no right of appeal from expulsion from the Charter School as the Governing Board decision to expel shall be final.

**L. Expelled Pupils/Alternative Education**

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence.



**M. Rehabilitation Plans**

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Governing Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

**N. Readmission**

The decision to readmit a pupil or to admit a previously expelled pupil from another school, school district or charter school shall be in the sole discretion of the Governing Board following a meeting with the Principal and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Principal shall make a recommendation to the Governing Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission.

**O. Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities**

i. Notification of District

The Charter School shall immediately notify the District and coordinate the procedures in this policy with the District the discipline of any student with a disability or student who the Charter School or District would be deemed to have knowledge that the student had a disability

ii. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and receive, as appropriate, a functional behavioral assessment or functional analysis, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

iii. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP Team shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:

- a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b) If the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If the Charter School, the parent, and relevant members of the IEP Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team shall:

- a) Conduct a functional behavioral assessment or a functional analysis assessment, and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b) If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c) Return the child to the placement from which the child was removed, unless the parent and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.  
If the Charter School, the parent, and relevant members of the IEP team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

#### iv. Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the Charter school, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and the Charter School agree otherwise.

#### v. Special Circumstances

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Principal or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a) Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;

- b) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

vi. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP team.

vii. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated the district's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a) The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b) The parent has requested an evaluation of the child.
- c) The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the Principal of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.



