

**D'Arezzo Creative Education  
Parent/Member/Staff Handbook  
2018-2019**

Welcome to D'Arezzo Creative Education Institute! The information found in this handbook is very important. It is designed to help D'Arezzo Members and parents become informed of Institute rules and policies, special programs such as performance, acknowledgement programs, and other expectations that will make your time at D'Arezzo Program successful and rewarding. For your convenience, this handbook, and other resources are available on our Program website [www.darezzocenter.com](http://www.darezzocenter.com) Founders and Tutors/Instructors of the D'Arezzo Institute, have a tradition of *Excellence in Education*. The staff at D'Arezzo is committed to continuing this tradition in academics, humanities, music, the arts, civics, conservation and social entrepreneurship through practical application of knowledge practices. The D'Arezzo Creative Education Institute utilizes the following methodology and approach to developing a program of learning for each Member:

**Differentiated instruction**

Differentiated instruction and assessment (also known as differentiated learning or, in education, simply, differentiation) is a framework or philosophy for effective teaching that involves providing different Members with different avenues to learning (often in the same classroom) in terms of: acquiring content; processing, constructing, or making sense of ideas; and developing teaching materials and assessment measures so that all Members within a classroom can learn effectively, regardless of differences in ability.

**Thematic Learning**

Thematic instruction is the organization of a curriculum around macro “themes.” Thematic instruction integrates basic disciplines like reading, math, and science with the exploration of a broad subject, such as communities, rain forests, river basins, the use of energy, and so on. Thematic instruction is based on the idea that people acquire knowledge best when learning in the context of a coherent “whole,” and when they can connect what they’re learning to the real world. Thematic instruction seeks to put the teaching of cognitive skills such as reading, mathematics, science, and writing in the context of a real-world subject that is both specific enough to be practical, and broad enough to allow creative exploration.

**Individualized Programs of Study**

An Individual Plan of Study (IPS) is both a product and a process that Members may use with support from program counselors, Tutors/Instructors, and families to help them define their career goals and postsecondary plans and make informed decisions about their courses and activities throughout high program.

**Applied Learning-Pragmatics**

Pragmatics is a subfield of linguistics and semiotics that studies the ways in which context contributes to meaning. Pragmatics encompasses speech act theory, conversational implication, talk in interaction and other approaches to language behavior in philosophy, sociology, linguistics and anthropology. The ability to understand another speaker's intended meaning is called pragmatic competence.

**Social Interaction-Perspective Taking**

Perspective taking is the act of perceiving a situation or understanding a concept from an alternative point of view, such as that of another individual. There is a vast amount of scientific literature that has looked at perspective-taking and suggests that it is crucial to human development, and that it may lead to a variety of beneficial outcomes. Perspective-taking is related to other theories and concepts including theory of mind and empathy.

Joseph Natale  
Director D'Arezzo Creative Education Institute

### **Equal Employment Opportunity and Equal Education Under the Law Annual Notice for 2018-2019**

The D'Arezzo Creative Education Institute (DCEI) is committed to ensuring equal, fair, and meaningful access to employment and education services. DCEI does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws, respectively. Not all bases of discrimination will apply to both education services and employment. The Assistant Director of Educational Services is charged with overseeing, leading, and directing the DCEI's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in DCEI employment and delivery of education services.

DCEI prohibits discrimination and harassment, intimidation and bullying based on the characteristics set forth in the Penal Code Section 422.55 and Education Code 220. The policy applies to all acts related to Program activity or Program attendance within a Program under the jurisdiction of the Director of the Program. In addition, the policy requires that Program personnel take immediate steps to intervene when he or she witnesses an act of discrimination, harassment, intimidation or bullying and when it is safe to do so. (Education Code sections 201, 234.1[a] and 48900; California Code of Regulations, Title 5, [5 CCR] sections 4900, 4902, and 4950.) DCEI has adopted curriculum, instructional methods and materials, and electronic communication that promote a safe environment free of discrimination and harassment. DCEI prohibits discrimination based on the characteristics set forth in the Penal Code Section 422.55 and Education Code 220 in all athletics and athletic competitions, course enrollment, programs, and activities; all are available and accessible to all Members irrespective of protected group status.

### **UCP Annual Notice for 2018-2019**

**For stakeholders including Members, employees, parents/guardians of its pupils, Program advisory committees, private Program officials or representatives, and other interested parties** The D'Arezzo Creative Education Institute has the primary responsibility for compliance with federal and state laws and regulations. The Uniform Complaint Procedures (UCP) have been developed to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and non-compliance.

The Director will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the Program, which is funded directly by, or that receives or benefits from any state financial assistance. It is required that Program personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Educational Program and Services covered by the UCP
- After Program Education and Safety Services
- Child Care and Development
- Child Nutrition
- Discrimination, harassment, intimidation, bullying, Member lactation accommodations, and Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) resources
- Requirements related to the educational rights of Foster and Homeless Members
- No Child Left Behind Act (2001) programs (Titles I-VII) including improving academic achievement, compensatory education, English Learner programs, and migrant education (to be replaced by the Every Member Succeeds Act [ESSA] beginning in 2016-17)
- Special Education
- Tobacco Use Prevention Education
- Complaints alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Director or his or her designee.
- Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The Program person responsible for investigating the complaint shall conduct and complete the.
- The complainant has a right to appeal the decision regarding specific programs, to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the decision.
- A copy of the originally-filed complaint and a copy of the decision must accompany the appeal.
- The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

### **SEXUAL HARASSMENT Members**

The D'Arezzo Creative Education Institute is committed to maintaining a safe Program environment that is free from harassment and discrimination. The Board prohibits sexual harassment of Members at Program or at Program-sponsored or Program-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The Director strongly encourages any Member who feels that he/she is being or has been sexually harassed on Program grounds or at a Program-sponsored or Program-related activity by another Member or an adult to immediately contact his/her Tutor/Instructor, the Director, or any other available Program staff. Any staff that receives a report or observes an incident of sexual harassment shall notify the Director.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and Institute procedures specified in AR 1312.3 - Uniform Complaint Procedures. Directors are responsible for notifying Members and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures. The Director or designee shall take appropriate actions to reinforce the Institute's sexual harassment policy.

### **Instruction/Information**

The Director or designee shall ensure that all Institute Members receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that Members do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained BP 5145.7(b)
4. A clear message that Member safety is the Institute's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the Institute's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.
6. Information about the rights of Members and parents/guardians to file a civil or criminal complaint, as applicable

### **Disciplinary Actions**

Any Member who engages in sexual harassment or violence at Program or at a Program-sponsored or Program-related activity is in violation of this policy and shall be subject to disciplinary action. For Members in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

### **ARRIVAL TIME**

Staff supervision of the facility begins at 8:50 a.m. Members may not be on or at the facility before.

### **ARTICLES FROM HOME**

All personal property (backpacks, jackets, lunch boxes) should be labeled with your child's name. Toys, electronics or other personal items are not allowed, unless specifically designated. The Program is not responsible for any loss of personal items brought by Members from home.

### **ATTENDANCE AND MEMBER ABSENCES**

Members are encouraged to be at the Program, on time, every day unless they are ill or have a doctor's appointment. Parents please call the Program's line **805-624-6456 or 805-455-1124** within three days to report each absence and to give the reason for the absence so we can prepare their materials and inform the Tutors/Instructors. Fees will still apply in the event of an absence.

**BICYCLES**

Members must wear a helmet and have a **Bicycle Permit** on file before they may ride their bicycle to program.

**SNACKS AND LUNCH**

Member parent or guardian shall provide snacks and Lunch. State law requires children to eat lunch every day when they are at program. While DCEI is not a program we will make every effort to ensure that Members have food if they do not have one from home. Meals and snacks may be added to the Parent or Guardian invoice.

**CELL PHONES/DIGITAL CITIZENSHIP**

A Program Cell Phone Agreement must be on file before a Member brings a cell phone to the Program. Phones must be turned off attending the program or anywhere on the property. ***Taking pictures or videos while at the facility is prohibited.*** Members must follow the DCEI Acceptable Use Policy and classroom procedures when using any technology on campus. Members may not listen to music on program computers. Members may not access YouTube from program without Instructor or Staff Permission and direct supervision for each use. Members may not use the “chat” function, even if it is enabled. Members may only use Program technology for learning purposes and enrichment activities.

**DISMISSAL**

Members must leave the D’Arezzo Creative Education facility immediately upon dismissal unless they are involved in a program sponsored after-program activities. Primary grade Members may not wait for an older or younger brother or sister. Any primary Member on the facility after the formal program ends must report to the Staff on Duty, so that parent or guardian contact can be made. After Program Care is available for a fee. Members may not return to the facility to play on the grounds unless they are approved in the After-Program.

**DRESS CODE**

All Members are highly encouraged to wear solid color clothing. Any and all logos, pictures, symbols and words must carry a positive or neutral message. Shorts and tops should be on the conservative dress.

**Compliance:** This is not a mandatory uniform policy. *The Program Director and administration reserve the right to declare any mode of dress that in their estimation inhibits the educational process or threatens the safety and protection of Members as unacceptable. If Members are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the Member will be allowed to return to the facility.*

**EARLY PICK UP FROM PROGRAM**

Please make appointments for after program. If your child needs to leave early from the program, **the adult’s name that is picking the child up must be on the white enrollment card and show proper identification.**

**ENROLLMENT CARDS**

Updated contact information is essential. Changes can be made in the Office and with proper identification. Changes cannot be made over the phone.

**MANNERS MATTER**

Staff and parents share a common goal of helping Members grow into capable, responsible, and respectful members of the community. To that end, all adults (staff, parents/guardians, and visitors) are expected to model speaking respectfully, using an appropriate tone, volume, and words while on campus or over the phone.

**MEDICATION**

Medication forms are available in the Office. No medications of any kind (including cough drops) will be administered without the proper documentation from the prescribing physician on file.

**PHONE MESSAGES**

Please make any necessary arrangements (transportation, lunch, etc.) prior to the program. We would prefer not interrupt instruction to deliver a message to your child.

**POSITIVE BEHAVIOR INTERVENTION SUPPORT and MEMBER DISCIPLINE**

Every Member should have the opportunity to learn in a safe, orderly, and comfortable learning environment. No one has the right to keep others from learning because of their behavior. No one has the right to hurt or threaten others. The staff at DCEI will do their utmost to keep the environment safe and free from attitudes that interfere with learning. It is the responsibility of the Member to respect the authority of all staff members, to behave in such a manner that does not disrupt the rights of others to learn, and to follow all the rules. It is the responsibility of the parents to reinforce proper, review the program positive behavior expectations with their child(ren), cooperate with the staff in carrying out appropriate resolution methods, and seek out guidance for assistance in correcting the misbehavior of a Member. A positive learning environment must exist in order to ensure Member learning and we expect that Members will follow a set of Behavior Expectations. There are four behavior expectations posted in each room: Members will be respectful, participatory, cooperative and kind. We encourage open communication if Members wish to express a need. If a member is physical with another member or teacher, or a member physically interferes with another's work or personal belongings we will write an incident report for our files and provide a copy for the Parent/Guardian. We use positive behavior modification approach. We try to avoid ultimatums and/or assign consequences. Our goal is to provide positive reward for proper behavior. Incidents of physically violating or verbally threatening another person, their work or belongings may constitute a suspension. Suspensions will not constitute a fee waiver.

**MEMBER DROP-OFF AND PICK-UP FROM PROGRAM**

Parents are responsible for getting children to program on time. It is important that parents not inhibit the flow of traffic by double parking, stopping, or parking in the street or in front of driveways. **Do not pick-up or drop off Members in the middle of the street. It is illegal and unsafe.**

1. **PARENTS MUST SIGN THEIR CHILDREN IN AND OUT**
2. Do not allow children to cross street without an adult.

**VISITING OUR PROGRAM**

Visitors: For the safety of our children, we require that all visitors (including parents/guardians) check in with staff when visiting our program. This procedure allows us to carefully protect the safety of our environment and to issue you a visitor's pass, a "signal" to our Members that you have checked in with us. We encourage families to visit your child's program and be involved in

their activities. To visit the classroom during instructional time, please notify the staff in advance so we can ensure there are chairs available for you.

### **VOLUNTEERS**

Parent and community volunteers provide critical support to the important work of learning that takes place in our program each day. Individual Tutors/Instructors will share their specific program needs for volunteers with the parents/guardians of their Members. In addition to your child's own program, we welcome volunteer support to our program in many capacities. If you plan to help in the program we may require a fingerprint or background check.

### **PARENT INVOLVEMENT**

Special programs, notes, telephone calls, parent/Tutor/Instructor meetings, bulletins, and monthly newsletters form the basis of communication between the program and parents. Parents are encouraged to present suggestions at meetings, on an individual basis, or by written communication. Parents are encouraged to become an active part of the Homeschool Club and field trips.

### **SAFETY**

In case of accidents or injury at program, children are given first aid and every effort is made to contact the parent for instructions. In the event that the parent cannot be reached, we will call the person named on the emergency card to act on your behalf. Members must use crosswalks and sidewalks, where available, coming to and from program. Please help your child choose the safest route possible.

### **PARENTAL / GUARDIAN ACKNOWLEDGEMENT FORM:**

Please sign and return this page.

I have received and read the Member Handbook regarding the rules and expectations DCEI.

\_\_\_\_\_  
Signature of Parent/Guardian      Date

\_\_\_\_\_  
Printed Name of Parent /Guardian

\_\_\_\_\_  
Printed Name of Member

\_\_\_\_\_  
Printed Name of Member