

THE RIVER FLOW

Communication Channels at RMCS

RMCS information is shared in the following ways:

(In order that all RMCS families have access to this information, these communications are translated in Spanish)

It is our vision to be a green school, which matches our educational philosophy of respect for the earth, and will benefit our school and children in many ways. In an attempt to be eco-minded and efficient, we will use the mass-posting options for families and only send hard copies via backpack mail if all other options are unfeasible and special attention is required or has been requested.

- Website
- Friday email updates
- Regular email newsletters
- Participation in meetings and community events
- School bulletin board in Admin
- Admin window for 24/7 access
- Individual classroom email and hard copy updates
- RMCS Foundation "Foundation Flash" emails
- Direct email for a timely message, special occasion or an emergency



For specific information about...

Classroom, experiences, happenings, and educational work:

Contact your child's classroom guide

Transitional Kindergarten/Kindergarten

Copper Creek: Grace x11 coppercreek@rivermontessoricharter.org
 Ellis Creek: Caroline x19 ellisecreek@rivermontessoricharter.org

Lower Elementary

Kaweah: Lisa x22 kaweah@rivermontessoricharter.org
 San Lorenzo: Deanna x23 sanlorenzo@rivermontessoricharter.org
 Tuolumne: Emily x18 tuolumne@rivermontessoricharter.org

Upper Elementary

Guadalupe: Brendan x20 klamath@rivermontessoricharter.org
 Yuba: Roxanne x21 yuba@rivermontessoricharter.org

Teacher/Guide Contact: Please note that because children require support during transitions, faculty and staff are extremely focused during times such as arrival and dismissal. Teacher/Guides are glad to schedule another time that works for you, please contact your child's Guide directly to schedule an appointment, phone call, or meeting

Everyday events, health, educational leadership, and operation of the school:

Contact school administration

RMCS School Office	Admin	admin@rivermontessoricharter.org 778-6414 x29
Communication/ Administration Manager	Julie	jcarolan@rivermontessoricharter.org 778-6414 x17
RMCS Admin Support & River Crew Supervisor	Alex	avanhouten@rivermontessoricharter.org 778-6414 Office x 10 / River Crew x13
Business Manager	Michelle	mleonard@rivermontessoricharter.org 778-6414 x12
Education Specialist & Coord. Student Support Svcs.	Lorna	edspecialist@rivermontessoricharter.org 778-6414 x25
Executive Director & Superintendent	Kelly	kmannon@rivermontessoricharter.org 778-6414 x14

Continued

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For specific information about...

School Oversight, long-term, and strategic planning for RMCS:

Contact your governing Board of Directors

Chair, Norman Lorenz, Ed.D., Community Member	nlorenz@rivermontessoricharter.org
Vice-Chair, Ginny Hautau Community Member	ghautau@rivermontessoricharter.org
Secretary/Treasurer, Eresa Puch, Parent Member	epuch@rivermontessoricharter.org
Treasurer, Tim Lohrentz, MUPP Community Member	tlohrentz@rivermontessoricharter.org
Ruben Mejia, Parent Member	rmejia@rivermontessoricharter.org
Eva Covarrubias, Parent Member	ecovarrubias@rivermontessoricharter.org

Public meetings of the Board of Directors (BOD): Alternating second Tuesday of month (board committee work occurs as needed on non-board meeting months). Agendas are posted on-site and the RMCS website 72 hours in advance of meetings; minutes are posted on the website after BOD approval. Visit the RMCS BOD website page. Finance committee meetings are posted on the RMCS website calendar, and follow the same guidelines as the regular BOD meetings.

Positive resolution and grievance procedure:

While we are certain that most concerns will be addressed and resolved through a willing and open dialogue, collaboration, and consensus, there may be an occasion for further depth and assistance. Should you find that you need support for an unresolved issue, the following procedure has been established. We expect that any questions and concerns will first be addressed with the area at which they are related (i.e. at the "source" level), and subsequent steps taken, in order, if a resolution is not found. In order to ensure due process, a signed and written communication must be filed either by hard copy or by email and proceed in the following order:

- Step 1: Guide
- Step 2: Executive Director & Superintendent
- Step 3: Board Level / Positive Resolution Committee

Please also reference the RMCS Reference Documents on the rMCS website for the Grievance Policy and Uniform Complaint Policy/Procedures for additional steps if resolution has not been achieved.

Confidentiality: Please be confident that anything asked of any staff member, parent or volunteer, at any time, is completely confidential at River Montessori Charter School. In accordance with Montessori reverence for the individual and group, the highest respect is used at all times. Names of children, families, and personal situations will be used in professional capacities only when absolutely necessary and will not be shared other than with their own families. Please know your questions and conversations are held in confidence.

Resources:

RMCS website:	www.rivermontessoricharter.org
School calendar: <i>Activities, community conversation & other meetings, or let us know if you'd like a hard copy</i>	www.rivermontessoricharter.org [School Calendar]
School forms & documents	www.rivermontessoricharter.org [Reference Documents]
Community Handbook	www.rivermontessoricharter.org [Parent Page]
Facebook page:	www.facebook.com/rivermontessori Make sure to "like us"!
Reference documents/policies: Documents]	www.rivermontessoricharter.org [Reference Documents]
Address:	3880 Cypress Drive, Suite B Petaluma, CA 94954 707-778-6414 tel 707-773-5300 fax

Comments & Suggestions:
"Great Ideas & Insights!" box
in the school office lobby

River Montessori Foundation (RMF):
Pots its monthly public meetings on the RMCS Foundation Page. Or contact foundationlr@rivermontessoricharter.org.

Absences and Health Concerns:
Contact school administration: 778-6414

Volunteering and Committees: If you are interested in helping, being a part of a committee, activity, and/or event – and have not already made contact with a committee or activity lead, please contact Julie Carolan at jcarolan@rivermontessoricharter.org or call 778-6414 x17 to help get you connected to your group or project of interest. Thanks!

Fundraising: Contact Julie Carolan at jcarolan@rivermontessoricharter.org or call 778-6414 x17

River Crew: Before and After school care and enrichment program

Contact school administration	778-6414
Program, drop-off or pick-up	778-6414 x13
Payments	RMCS Business Manager, Michelle Leonard 778-6414 x12

River Montessori Charter School does not discriminate against any pupil on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).