

# **Parent/Student Handbook**



## **M.I.T.C.H. Charter School**

**503 639-5757**

**[www.mitcharterschool.org](http://www.mitcharterschool.org)**

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Tualatin, OR 97062**

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**M.I.T.C.H.**  
**(Multi-sensory Instruction Teaching Children Hands-on)**  
**Mission Statement**

Our mission is to integrate the environment with proven instructional strategies (Core Knowledge Curriculum, Riggs Institute Language Arts, and Saxon programs), and to develop an enriching, educational experience for all children. M.I.T.C.H. Charter School students will have a Core Knowledge education using multi-sensory instruction with a sequential rigorous curriculum that is rich in literacy, culture, history, language, and arts that combines real world experiences and applied knowledge.

**Resolution of Racially Non-discriminatory Policy**  
**per Rev. Proc. 75-50. Section 4.01**

M.I.T.C.H. Charter School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**M.I.T.C.H. Charter School Philosophy**

M.I.T.C.H. Charter School provides a Core Knowledge education. For the sake of academic excellence, greater fairness, and higher literacy, elementary and middle schools need a solid, specific, shared core curriculum in order to help children establish strong foundations of knowledge.

**Profile**

M.I.T.C.H. Charter School has high standards regarding behavior and rigorous academic curricula. The success of our educational approach is based on quality teaching staff, indispensable parental involvement, and self-disciplined students working together in harmony.

As a school of choice, it is vital that parents work together with M.I.T.C.H. Charter School's staff, actively supporting a high standard of responsible behavior and academic achievement.

Instructional techniques are direct, Socratic, and multi-sensory based. Materials, strategies, and assessment techniques are chosen based on effectiveness and impact on student learning.

**Curriculum**

**Core Knowledge**

M.I.T.C.H. Charter School uses E.D. Hirsch, Jr.'s Core Knowledge Curriculum as a guide for a rigorous, sequential, structured curriculum designed to give all children K-8 the advantage of a solid foundation in core academics.

- Solid knowledge in constitutional government, world history, geography, essentials of math, oral and written expression, masterpieces of art and music, classical poems and stories
- Sequenced learning with knowledge building upon knowledge

- Specific important knowledge in core academics
- Shared knowledge needed in a literate culture

## **Language Arts**

M.I.T.C.H. Charter School uses the Riggs Institute’s “Writing and Spelling Road to Reading and Thinking” curriculum for Language Arts. This program was developed to prevent and correct learning disorders while simultaneously accelerating the learning of every child in the classroom. The Riggs program produces superb results by helping children learn the right information in the right order in the right way. Riggs-trained teachers use multi-sensory, direct, and Socratic instruction to keep all children focused and active while insuring that each child is given an equal and optimal opportunity to learn. This program demands excellence, therefore requiring practice and support at home. Excellence in Writing and Wordly Wise will also be used to supplement Riggs.

## **Math**

M.I.T.C.H. Charter School uses Saxon Math. Saxon Math is unique because the entire program is based on introducing a topic to the students and then allowing them to build upon concepts as they learn new ones. Topics are never dropped but are instead increased in complexity and practiced every day at school and at home, providing the time required for concepts to become totally familiar. Singapore math may be utilized as a supplemental curriculum.

Accelerated math students that do not maintain a 90% average on homework, class work, and tests will be placed in the appropriate grade level.

## **Accountability**

### **Code of Conduct**

Teachers, staff, parents, visitors, and volunteers are expected to maintain the highest level of moral integrity, uphold and promote the goals of the school, and provide positive role models for the students. Students are expected to observe good order, be diligent in study, and respect themselves, their classmates, and those in authority. Students are also expected to obey universal playground rules, individual classroom rules, and all school regulations. Students should make positive contributions to the school community. We follow the Tigard-Tualatin School District’s code of conduct.

### **Parents**

M.I.T.C.H. Charter School is a school of choice. The cornerstone of M.I.T.C.H. Charter School depends on parental involvement.

Parents choose to make an investment by volunteering their time, providing healthy lunches and snacks, student transportation, homework assistance, and school service through volunteering.

Parents should be fully aware of the educational process in the classroom and engaged in their child’s homework whenever possible to ensure maximum educational potential.

Parents should make an effort to know their child’s teacher and to monitor their child’s progress and behavior through on-going dialogue with the teacher and child.

Parents must support their child’s teacher and academic goals. Parents should be very careful about expressing negative opinions to their child about something that happened at school without first talking to the responsible adult. Respect at school is impossible if there is not respect for the school and the teacher at home.

Should a student fall behind in class we fully expect 100% support from the parent to get him or her back on track as quickly as possible. Additional homework may be assigned or tutoring may be suggested to help get the student back on track. ***See the enclosed parent contract, which must be signed and handed in to the office as part of the enrollment process.***

## **School**

The school is to be accountable for delivering quality education in a safe, nurturing, and learning environment.

OAKS testing required by the State of Oregon in grades 3, 4, 5, 6, 7, and 8 is mandatory. Student progress will also be measured using assessments required by the Tigard-Tualatin School District called D.I.B.E.L.S. This will be given to students 3 times a year. D.I.B.E.L.S. helps M.I.T.C.H. Charter School and the district keep track of each student's progress in reading. The teacher will collect work samples and provide on-going evaluation in each content area. The improvements and advancement of your child will be conveyed through progress reports, parent-teacher conferences, and informal communications.

Our goal is to challenge each student to achieve his or her maximum potential, but we must all work together to achieve this end. Our classrooms are dedicated to nurture, motivate, and support the educational success of each student. While it is the responsibility of the resident school district to provide special education services, we will work closely with them to assist you in meeting your child's needs to the extent possible.

M.I.T.C.H Charter School will continually strive to refine, update and improve the whole school as we continue to grow.

## **Staff**

M.I.T.C.H Charter School endeavors to hire quality teachers who genuinely care about the well-being and educational development of each student. Our staff will strive for consistency and foster open lines of communication and accessibility with all parents. All staff members are governed by a set of policies and rules set forth by the M.I.T.C.H. Charter School Board and Tigard-Tualatin School District policies that have been adopted by the school's Board.

## **Students**

Students are expected to come to school ready to learn (dressed appropriately, fed, and homework completed). Students are expected to be diligent in study, respectful, and make positive contributions in school. Students are expected to use self-discipline. This means learning to control their behavior, emotions, being respectful, kind, and considerate at all times.

***See the Rights and Responsibilities contract for parents to review with each student. This form will be completed in each classroom with every student.***

## **Homework Policy**

The curriculum M.I.T.C.H. Charter School uses is very rigorous and requires additional practice at home for students to be successful. It is a five day curriculum taught in four days. Therefore, M.I.T.C.H. Charter School students can expect homework each evening consisting of language arts and math activities. Homework may also include assignments not completed during class time or assignments not completed correctly.

Students who have been absent will have until the following Monday to complete missed assignments and homework, unless there are extenuating circumstances. During the student's absence, the student's work will be collected. Please contact your classroom teacher via email to make arrangements to pick-up missed work at the end of the school day.

## **Admission Policies**

M.I.T.C.H. Charter School is open to all students who apply and complete all admission and registration requirements.

Admission means that the student has been enrolled through the registration process, successfully completed the lottery process, and has been formally accepted as a student by M.I.T.C.H. Charter School.

To go through the admission process, the pre-registration form must be filled out and accepted through the lottery and then all written materials (Registration Forms, Parent Contract, Rights and Responsibilities Contract, etc.) must be completely filled out and handed in the week before school starts.

## **Equitable Lottery Process**

M.I.T.C.H. Charter School has one enrollment lottery. The lottery is held at either a parent meeting or a Board meeting. Applications can be submitted at anytime one year prior to desired school year. The applicants will be divided into grades, siblings in-district, siblings out-of-district, in-district students, and out-of-district students. The names are placed into a randomizing software for student selection.. The upcoming kindergarten class will be selected during this lottery. Priority is not determined by the date the application is submitted. However, there is a due date for the lottery. Please only submit one application per school year. Once your child has attended the school, his/her spot is secured.

When a space becomes available the contact information provided on a potential student's application will be used to contact the parent or guardian. The parent or guardian must respond to M.I.T.C.H. staff within 24 hours of the notification to accept or decline the space. If there is no response, the next potential student on the list will be notified of an opening.

## **Kindergarten**

To become registered as a new kindergarten student, the child must be 5 years old on or before September 1st. Materials needed:

1. Copy of the child's birth certificate.
2. Up-to-date immunization records according to legal guidelines.
3. Proof of in-district residence must be provided if your child was selected in the in-district pool. Proof of address documents include a DMV issued driver's license or state identification card, a utility bill, or a bank statement listing the parent or legal guardian's name and address. If proof of residence is not provided the child will not be accepted into our school and their spot is forfeited.

## **New Student Registration**

To become registered as a new student, proof of address will be required including but not limited to a DMV issued driver's license or state identification card, a utility bill, or a bank statement listing the parent or legal guardian's name and address. Other materials may be required depending on the student's previous school or district. The office staff will advise of any further documents or materials needed.

### **Daily Schedule**

School is in session Monday through Thursday 7:45 AM – 3:15 PM.  
Kindergarten is Monday through Thursday from 7:45 AM – 11:15 AM.

### **Leaving School**

All students leaving school before the regular school schedule ends must check out through the office with an approved guardian.

### **Transportation**

Transportation to and from school is provided by parents or by a parent-arranged carpool.

### **School Visitors**

Guests are welcome to visit the classrooms at a previously arranged time. Check in at the office before going to the room. We must have an account of who is in our buildings or on recess duty at all times for the safety of our students.

Children visiting registered students must make arrangements with the office and the teacher before coming.

### **Volunteers**

In order to provide the best schooling possible we encourage parents to volunteer. Volunteers need to sign in and out at the office during volunteer shifts. They must attend a volunteer training, and complete a background check yearly.

### **Absences and Tardiness**

Please call the school as soon as you know that your child will not be coming to school. If your child is not at school by 7:45 a.m., then he/she must sign in at the office before going to class. Doctor notes may be necessary if there is a pattern of tardiness or absences due to illness.

### **Absentee Assignments**

It is up to the parent to make arrangements for the student to complete missed assignments when the child is absent. Please contact your child's teacher via email to make arrangements to pick-up make-up assignments.

Absences of five or more days will impact a student's grade due to the fact that there are classroom experiences, activities, and assignments that cannot be made up at home. Please refer to your classroom teacher's grading policy for specific details.

## **Emergency Closures**

In the event of a school closure or delay, M.I.T.C.H. staff will do their best to make full details available as soon as possible. Closure and delay information will be accessible on the school voicemail. Families may also receive an email notification from their classroom teacher. Immediate closure information can also be accessed at [www.pdxinfo.net](http://www.pdxinfo.net) or by tuning into major local radio or television stations. Closure information with the media will be listed as M.I.T.C.H. Charter School.

## **Lost and Found**

Check the office for lost and found articles. Unclaimed items will be donated to charity throughout the year.

## **Field Trips**

Field trips are an educational experience. If you have agreed to chaperone a field trip, please take the responsibility seriously. You will receive an outline of responsibilities before each field trip. In order to be a driver you need to be pre-approved and have a copy of your driver's license and current insurance information on file with the school office. Please note that our school insurance does not cover children that are not registered at M.I.T.C.H. Charter School.

Field trips are paid for by Your Fair Share. If a family has not paid Your Fair Share, the student cannot attend the field trip, unless proper paperwork has been filed with the M.I.T.C.H. office.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences may be scheduled for the 1st, 2nd and 3rd grading periods to provide better understanding and cooperation between the teacher and the parents. Parents will be given ample time to sign up for their conferences. Two conferences a year are required; it is strongly recommended that parents attend all three conferences. It is a parent's responsibility to sign-up for a conference time with the classroom teacher.

## **Lunch Program**

Each student must bring an adequate, healthy snack and lunch from home each day and a water bottle. Candy and soda are not allowed in a student's lunch/snack. Sharing food with other students is not allowed due to allergies and other health concerns. In the event M.I.T.C.H. can provide a lunch program, parents will need to purchase student lunches in advance. Lunch programs, when available, will be run by volunteers.

## **Bike Riding and Walking to and from School**

Parents must provide written permission if they would like their child to walk or bike home from school. In accordance with Tigard-Tualatin School District regulations, students must live within one mile of school premises to walk or bike home from school.

Bikes, scooters, skateboards, roller-blades, etc. are NOT to be ridden in the school parking lot before, during, or after school. Students are expected to follow all road rules and laws.

## Dress Code

The following dress code is an attempt on our part to allow comfortable professional clothing at school but at the same time keep a handle on what is appropriate in a group atmosphere without unnecessary distraction. The practice at M.I.T.C.H. Charter School is that boys and girls will not wear clothing that supports or glamorizes alcohol, tobacco, drugs, gangs, or violence.

### Above the waist:

- Solid colored polo shirts with long or short sleeves.
- Solid colored layers under polo shirts are allowed.
- Polo shirts and under layers may be any solid color and modestly buttoned so no under shirt shows.
- No logos other than the M.I.T.C.H. logo are allowed on polo shirts.
- No tank tops, no spaghetti straps of any kind, no halter-tops will be allowed.
- Shirts will not expose the torso and they must be long enough to cover the waistband or be tucked in with arms upraised.
- Undergarments will be completely covered at all times. Girls only: bras should not be seen.
- Hats and sweatshirt hoods may be worn outside, but not inside.
- Solid navy sweatshirts, fleece, or cardigan sweaters may be worn as an extra layer. These solid navy outer layers may be with or without a hood. Hoods may only be worn outdoors. The solid navy outer layer may be with a zipper, buttons, or pull-over style. This is **the only extra layer allowed in the building** which includes lunch, indoor recess, and specialty classes.
- The only exception to the solid navy outer layer is a winter coat that may be worn during outdoor activities

### Below the waist:

- Navy and Tan are the school colors for pants, shorts (knee length; must touch knee cap), capris, skorts, skirts, jumpers, and dresses. Must be loose fitting.
- No tight or skinny pants allowed.
- Shorts, skirts, and skorts are allowed if the length is at the knee.
- No jeans.
- Solid navy sweat pants are allowed only on PE days (traditional sweat pants with elastic at the ankle and loose fitted).
- Any solid color –tights, nylons or are allowed under skirts and skorts.
- Solid Colored Leggings without lace are allowed under shorts and dresses; however, socks must be worn.

### Dress Code on P.E. Days:

- **Elementary Dress Code for P.E. days (grades K-5):**
  - Tennis shoes and socks are required;
  - Regular school dress code;
  - M.I.T.C.H. logo t-shirt;
  - Solid navy sweats (traditional sweat pants with elastic at the ankle and loose fitted).
  - Knee length navy blue double layered mesh shorts (no logo) may be worn.

### **Dress code on P.E. Days (continued):**

- **Middle School Dress Code for P.E. days (grades 6-8):**
  - Tennis shoes and socks are required;
  - Regular school dress code;
  - M.I.T.C.H. logo t-shirt;
  - Solid navy sweats (traditional sweat pants with elastic at the ankle and loose fitted).
  - Knee length navy blue double layered mesh shorts (no logo) may be worn.
- Middle school students are encouraged to wear deodorant and bring it to school so they can freshen up after P.E. class.

### **General Additional Dress Code:**

- The only logo allowed is the M.I.T.C.H. Charter logo.
- No flip-flop shoes.
- Closed toe shoes only.
- Hair is to be clean, **neatly groomed and not interfere** with eyesight. Hair of unnatural hair color is not allowed.
- Makeup: Light make-up is acceptable **for 7<sup>th</sup> and 8<sup>th</sup> grade only**. Natural colored make-up is acceptable for 7<sup>th</sup> and 8<sup>th</sup> Grade. Make-up is not to be brought to school.
  - No Tattoos;
  - No Henna designs;
  - No Face painting or other writing on hands, arms, legs or other visible places.  
Please remove them thoroughly before school.
- Jewelry: Piercing is acceptable only if located in the ear lobes. One earring per ear only. Other body piercing may not be visible. Necklaces and bracelets must not be distracting. Dog-type collared jewelry, studded wristbands, wallet chains, ropes, studs, are not allowed.
- No hats, caps, visors, bandanas or sunglasses are to be worn in the building or on school property. However, during inclement weather appropriate winter hats may be worn outside only.

### **Free Dress Days**

Common sense guidelines for dressing modestly apply. **This attire is not acceptable:** torn-out jeans, shirts with alcohol or inappropriate graphics or distracting logos, tank tops, thin strap tops, bare midriff, see-through clothing, trench coats, sagging or baggy pants, gang attire, or under garments being shown. These clothing items are never allowed. Students showing up inappropriately dressed will be asked to change their clothing, either by putting on clothing we have available or having a parent come and exchange what they are wearing.

### **Field Trips**

School Dress Code or better for most field trips.

Teacher will advise of any changes in dress code due to the nature of the field trip.

## Student Rights and Responsibilities

M.I.T.C.H. Charter School students, like members of any community, have both rights and responsibilities. It is the obligation of the school to protect those rights and insist upon those responsibilities.

The purpose of these behavior guidelines is to ensure that all students understand their rights and responsibilities. This contract will be the agreement that we all live by.

- **I have the right to an education.**  
I will listen, learn and complete assignments, and ask for help when needed. I also will behave in a manner that does not disrupt the academic environment.
  
- **I have the right to be safe and secure in school.**  
I will not hurt anyone physically, spiritually, or mentally. It is my responsibility to treat others the way I want to be treated. It is my responsibility to tell an adult if I am being harmed.
  
- **Bullying, intimidation, harassment or any menacing to personal safety will not be tolerated.** The classroom and school environment is a place for cooperative inquiry in which everyone's voice is recognized, free from bullying, intimidation and manipulation.
  
- **I have the right to be an active member in a school community.**  
I will act and speak with kindness and respect throughout the school community. I will value the property of all others. I will not steal or vandalize any property. I will not borrow without permission.
  
- **I have the right to be treated with dignity and respect.**  
I will treat all others with dignity and respect. It is my responsibility to respect others as individuals even though they may look, act or think differently than I do. M.I.T.C.H. represents a diverse community. It is my responsibility to listen to and respect the thoughts, ideas and feelings of others.
  
- **I agree to abide by the school policies and to read the student handbook with an adult.**

\_\_\_\_\_  
Student Name Printed or Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Adult's Signature

\_\_\_\_\_  
Date

**All Discipline At M.I.T.C.H. Charter School Will Be Based On This Motto:  
Be Safe, Be Respectful, Be Responsible, Be Resourceful.**

The staff strives to create a safe and positive learning environment in the school. In this environment, students should feel accepted and valued by their peers and the staff of the school. **Student behavior plays a large role in creating the type of school environment that we desire at M.I.T.C.H. Charter School.**

Our discipline policy is to support your child’s educational rights by directing students to make responsible decisions about appropriate behavior.

**M.I.T.C.H. Charter School Rules and Behavioral Expectations**

<b>Common Area</b>	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
Common Areas	<ul style="list-style-type: none"> <li>Walk facing forward</li> <li>No running</li> <li>Keep hands, feet, and objects to self</li> <li>Get adult help for accidents and spills</li> <li>Use all equipment and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Wait for your turn</li> <li>Clean up after self</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Follow school rules</li> <li>Remind others to follow school rules</li> <li>Take proper care of all personal belongings and school equipment</li> <li>Be honest</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Sharing of food is not allowed</li> <li>Sit with feet on floor, bottom on bench and facing table</li> </ul>	<ul style="list-style-type: none"> <li>Allow anyone to sit next to you</li> <li>Use quiet voices</li> <li>Clean up after self and others</li> </ul>	<ul style="list-style-type: none"> <li>Follow lunchroom rules</li> </ul>
Passing Areas: Halls, Sidewalks	<ul style="list-style-type: none"> <li>No running</li> <li>Stay to the right</li> <li>Single file</li> <li>Allow others to pass</li> <li>Walk using road rules</li> </ul>	<ul style="list-style-type: none"> <li>Hold the door open for the person behind you</li> <li>Use quiet and kind voices</li> <li>Keep body to self</li> </ul>	<ul style="list-style-type: none"> <li>Stay on sidewalks</li> <li>Use quiet voices</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Keep feet on floor</li> <li>Keep water in the sink</li> <li>Wash hands</li> <li>Put towels in garbage can</li> </ul>	<ul style="list-style-type: none"> <li>Give people privacy</li> <li>Use quiet voices</li> <li>Be clean</li> <li>Flush toilet after use</li> <li>Do not turn out the lights on others</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Return to room promptly</li> <li>Notify an adult of problems</li> <li>Do not play in the restroom</li> <li>No articles of any kind in the urinal</li> </ul>
Arrival and Dismissal Areas	<ul style="list-style-type: none"> <li>Use sidewalks</li> <li>Use crosswalks</li> <li>Wait calmly</li> <li>Walk bicycles</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Leave on time</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Chair legs on floor</li> <li>Calm bodies: hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Follow classroom rules</li> <li>Do not damage others property</li> <li>Do not borrow other’s items without permission</li> <li>Be respectful to all adults in the building</li> </ul>	<ul style="list-style-type: none"> <li>Return homework on time</li> <li>Obey classroom rules</li> </ul>

Special Events and Assemblies	<ul style="list-style-type: none"> <li>• Carry chairs properly</li> <li>• Single file</li> </ul>	<ul style="list-style-type: none"> <li>• Use audience manners</li> <li>• Enter and exit quietly</li> <li>• Respect personal space</li> <li>• Be courteous in cars and on bus</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Remind others to follow directions</li> </ul> Be courteous to speaker
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### M.I.T.C.H. Charter School Playground Rules and Behavioral Expectations

Play Area	Be Safe	Be Respectful	Be Responsible
Playground/ Recess	<ul style="list-style-type: none"> <li>• Walk to and from the playground</li> <li>• Stay within boundaries</li> <li>• Be aware of activities / games around you</li> <li>• No play fighting</li> <li>• What is on the ground stays on the ground</li> <li>• No pushing or shoving</li> </ul>	<ul style="list-style-type: none"> <li>• Play fairly</li> <li>• Include everyone</li> <li>• Obey recess staff</li> </ul>	<ul style="list-style-type: none"> <li>• Use hall/bathroom pass for leaving the area</li> <li>• Return equipment</li> <li>• Pick-up after your self and class</li> </ul>
Field	<ul style="list-style-type: none"> <li>• No tackling or wrestling</li> <li>• No climbing on fence</li> <li>• No climbing on trees</li> <li>• “Soft” balls only</li> <li>• No throwing balls at people</li> </ul>	<ul style="list-style-type: none"> <li>• Share and take turns</li> <li>• Include everyone</li> <li>• Ask permission of other students before chasing them or playing tag</li> </ul>	<ul style="list-style-type: none"> <li>• Line up quickly and quietly when whistle blows</li> </ul>
Overall	<ul style="list-style-type: none"> <li>• Cross only with safety patrol or adult</li> <li>• Throw no objects</li> <li>• Hula hoops, jump ropes, and other P.E. equipment okay with enough distance</li> </ul>	<ul style="list-style-type: none"> <li>• Arguments and fighting may cancel games</li> </ul>	<ul style="list-style-type: none"> <li>• Mind adults on duty</li> </ul>

### Classroom Behavior

Students are expected to follow all classroom rules with a positive attitude. Universal respect, on-task behavior, and compliance to all rules and regulations articulated in this handbook are expected of everyone. Students will clean up their area and classrooms before the end of each day.

**The teacher teaches. The students learn.** If your student’s behavior is disruptive to classroom learning, then your student is in violation of their classroom Rights and Responsibilities contract.

## Discipline Policy

The discipline policy and discipline steps at M.I.T.C.H. Charter School will be consistently administered among all the classes. Every classroom will implement the same discipline policy and actions. These actions may be slightly modified to be age appropriate within the school. The rules and discipline will be clearly communicated in every classroom and displayed in every classroom.

### **Rules for the Classroom**

#### **Be Safe, Be Respectful, Be Responsible, Be Resourceful**

Listed below are examples of minor infractions that may result in one or all of the discipline steps being taken:

1. Talking
2. Being out of seat without permission
3. Interrupting
4. Making inappropriate noises
5. Inappropriate use of language (student to student)
6. Arguing/uncooperative behavior
7. Safety issues
8. Being disrespectful
9. Late homework
10. Tardiness
11. Dress Code
12. Late and/or no homework

If any discipline problem continues on a regular basis after many solutions are explored with the student, teacher, office staff, and parents, and there is still no improvement in the behavior, a placement change may be necessary. The School Director has authority to handle discipline as necessary.

#### **Discipline Steps:**

- Verbal Reminder – a gentle reminder will be given when students are off-task or breaking a classroom rule
- Warning – a stronger reminder to stop the disruptive behavior, also a warning of the consequences to come.
- Processing – (a time out) the student will be removed from their class, placed in a monitored area, and asked to fill out an age appropriate form/problem solving sheet. This is a time for the student to “take a break” and refocus.
- Detentions – Lunch (20 min), recess (10 min), after school (1 hour) or Friday school (3 hours). Most likely, detentions will be used in the preceding order. Parents will be notified if any detention occurs.
- Suspension

Disciplinary action will be based on severity of the offense.

#### **Major Infractions**

The Director will deal with major infractions. Major infractions are handled differently than disturbances or minor infractions. These infractions are not limited to the classroom. Infractions that occur outside the school day on-school property are subject to the same discipline. Some examples are:

Fighting or harming another person  
Vandalizing anyone else's property  
Bullying or harassment  
A pattern of continual classroom disruptions  
Dress code

Threatening another person  
Defiance toward any adult  
Inappropriate language  
Any illegal act  
Unexcused absences

M.I.T.C.H. Charter School  
Parent Commitment - 2011/2012

- \_\_\_\_\_ We understand and agree to abide by M.I.T.C.H. Charter School's policies and procedures.
- \_\_\_\_\_ We understand and agree that the programs offered at M.I.T.C.H. Charter School cannot be changed unless the actual Charter with the District is changed.
- \_\_\_\_\_ We understand and agree that our child will abide by the uniform dress code at all times or we will be called and  
\_\_\_\_\_ expected to bring our child appropriate dress code clothing.
- \_\_\_\_\_ We agree to send healthy lunch, snacks and drinks (no soda, candy) to school with our student each school day.
- \_\_\_\_\_ We agree to return all text books in good condition or pay replacement costs for any damaged or lost text books.
- \_\_\_\_\_ We agree to items #1 - #10 below:
1. We understand and agree that M.I.T.C.H. Charter School is not obligated to provide individualized materials for students unless mandated by an I.E.P.
  2. We understand and agree that there will be daily homework and we will help our student finish assigned work.
  3. If we have a complaint, we will follow the M.I.T.C.H. policy on complaint procedures.
  4. We understand and agree that our child's education is not the sole responsibility of the teacher. It is a partnership created between the school and the family responsible for the care of the student. Therefore, we are responsible to help our child and the classroom teacher whenever possible.
  5. We understand and agree that when our child is sick it is our responsibility to ask the teacher for homework allowing the teacher until 4:00 p.m., of the sick day, to gather missed work.
  6. We understand and agree that when our family is on vacation during school time it is our responsibility to ask the teacher for homework allowing 1 week's notice.
  7. We understand and agree that charter schools can only successfully operate if they have volunteers and we commit to take an active role in at least one fundraising event per year. M.I.T.C.H. recommends ten hours per family per year.
  8. We understand and agree that all records [behavioral evaluations and academic] from all previous schools will be released as required by law to M.I.T.C.H. Charter School.
  9. We commit to attend 2 student conferences each year.
  10. 3<sup>rd</sup> – 8<sup>th</sup> Grade Students may need to attend school on selected Friday's throughout the school year for State Testing purposes.

"YOUR FAIR SHARE" per student is \$300 for Kinder – 5<sup>th</sup> grade, \$500 for 6<sup>th</sup> -8<sup>th</sup> grade annually. Please note that fees are non-refundable. The fees will be used for activities that the law allows - ORS 339.141 (2); ORS 339.147; ORS 339.155 (4) (5). Annual payment or a payment plan is to be made at the office by our August open house. Payments are the parent's responsibility. Monthly invoices are created.

\_\_\_\_\_ "Your Fair Share" (YFS) can only be waived if proper paper work is filled out and turned in to the office. If YFS is paid in full by June 30<sup>th</sup>, 2011, the amount per child is reduced to \$290 for kinder-5<sup>th</sup> or \$490 for 6<sup>th</sup>-8<sup>th</sup>.

\_\_\_\_\_ Parent Contribution

- The requested contribution per student is \$400. As a charter school, we receive only a portion of the funding that a typical public school receives. \$400 is used to offset our costs not covered by monies received from public funding for our operational requirements. Our tax ID number is #93-1307461.

\_\_\_\_\_ Kindergarten parents only:  
If P.M. Kindergarten is offered, it is an organized class and not available on a drop-in basis. If an emergency comes up please contact the office for arrangements.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Student Names: \_\_\_\_\_

Parentcontract2011-2012 schoolyear Revised 8-2011

## Health

### Communicable Disease Requirements

#### **Program or Service:**

1. A student suspected of having a disease that would restrict him or her from attending school will be screened by an administrator or designated school staff person, who may decide the condition should be assessed by a health-care provider.
2. A student excluded due to a school-restrictable disease will be re-admitted with a written statement from a physician (as defined by OAR 33-19-021), or by a local health department nurse, school nurse, school administrator, or designated school staff person, or when the disease is no longer communicable.
3. For a complete list of common communicable diseases and exclusion conditions, please visit the school office.

#### **Reporting:**

1. The school will notify the parent/guardian of a student's need for assessment.
2. Report suspected conditions or diseases to the local health department.  
(Required by OAR 33-18-005.) See Communicable Disease Chart in this document for a partial listing of diseases or conditions.

#### **Procedures:**

1. Observe or screen students or staff for any signs and symptoms as noted in the Communicable Disease Chart.
2. Refer student to the school nurse or other designated trained staff.
3. Designated staff will notify the parent/guardian.
4. Exclude student, as required by law.
5. Report incident to the local health department, as required by law.

### Communicable Disease Chart

#### **Head Lice**

Please contact the M.I.T.C.H. office immediately if you determine your child has head lice. A notice will be sent out to M.I.T.C.H. families making them aware of a case of head lice in the school. Parents will be asked to check their students at home. The M.I.T.C.H. staff will not divulge the names of families or students with head lice. Parents are expected to make an aggressive attempt to remove lice and nits before the student returns to school. The student will need to be rechecked by the office staff prior to re-admittance. If the staff finds nits with lice in them they will need to go home. Nits that are empty look different. Students that have been treated and have an aggressive plan going on to continue to remove the nits and keep the lice from reoccurring may be able to stay at school. Incidents of head lice seem to be a local on-going problem. When necessary, M.I.T.C.H. staff will check for head lice, conducting spot head checks. However, it is the parents' responsibility to remove the nits and keep other students from being exposed.

Recommended procedures should your child have lice: hair/scalp has to be treated with an approved shampoo (Nix/Ridd) to kill live lice. Hair must be gone through with excellent lighting and each hair strand must be looked at to see if nits are attached to the hair strand. All nits must be removed. All personal items and bedding must be put in a hot dryer or freezer or air tight bag for correct amount of time to ensure that lice are killed. This procedure must be repeated for approximately 30 days. Lice reinfestation is common.

## **Chicken Pox**

**What to look for:** Slight fever and skin rash, which starts as solid, raised reddish spots and changes to blisters with liquid in them within a few hours. The scabs are not contagious. Usually, a person becomes sick with chicken pox 2-3 weeks (14-21 days) after exposure. A person is contagious from two days **before** the rash breaks out until about six days after the first "crop" of blisters breaks out.

## **Conjunctivitis (pink eye)**

**What to watch for:** The lining of the eye is red and the eye is weepy. There may be pus coming from the eye. Often, in the morning, the eye is crusted over and "glued" shut. Viruses or bacteria may cause it. Viral or bacterial conjunctivitis is contagious. Usually a person gets contagious conjunctivitis 1-3 days after being exposed.

## **Medications**

Personnel trained to give medication are the only people at school who may dispense medicine. This procedure will be carried out only after written permission from parents and **dispensing directions** from the doctor are presented. **All** medication must be left at the office and **not** in the classroom. The activities of teachers in this area will be limited to First Aid as provided in the state manual, "Health Services for School Age Children in Oregon."

## **When Your Child Is Sick**

**Parents:** Please, **do not** send your children to school when they have a **fever**.

To ensure a healthy environment at M.I.T.C.H. Charter School, please keep your child at home if he/she has any of the signs and symptoms below.

1. Has a fever over 100.
2. Has diarrhea (more than one abnormally loose stool per day.)
3. Is vomiting.
4. Has a severe cough.
5. Has skin lesions, eye lesions, or rashes that are severe, weeping, or pus filled.
6. Complains of a stiff neck and headache with one or more of the above symptoms listed above.
7. Has head lice or nits with lice.

Our staff will be helping to check for the listed symptoms above during the school day. Also, upon your child's return to school, we will need a note stating the dates gone and the reason for the absence. We need to report excused absences to the state.

When a child has been excluded from school due to health reasons, the following are guidelines for re-admittance:

- \* **Fever** 24 hours after temperature returns to normal (without the use of medication to drop temperature)
- \* **Diarrhea** when diarrhea has stopped for 24 hours or with doctor's written statement that the diarrhea is due to a non-communicable cause
- \* **Vomiting** when vomiting has stopped for 24 hours
- \* **Severe Cough** when cough has stopped for 24 hours or with doctor's written statement that the cough is due to a non-communicable cause
- \* **Eye Infection** when infection is gone or after appropriate treatment(s) with doctor's written consent
- \* **Rash** when rash is gone or if doctor gives written notice that the rash is non-communicable or after appropriate treatment(s), with the doctor's written consent
- \* **Chicken Pox** when all pox are scabbed over (no new or open blisters are present) and other symptoms of illness are gone; Usually 5-7 days

If for any reason, you are concerned about your child's health, please contact your physician. If your child develops a communicable disease, please call M.I.T.C.H. Charter School so we can notify other parents that their child may have been exposed.

If a child becomes ill at school, we will call the phone numbers on the emergency enrollment papers. If needed, the child will be removed from contact with other children until picked up. Please call the school if you have any questions.

### **Parent Notification Regarding Student Records**

1. This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of the child's enrollment in that institution. For a nominal fee, you may receive a copy of the record transfer, if you wish.
2. Prior to your child's withdrawal from our district, you have a right to see your child's records, and a right to a hearing, should you wish to challenge the content of the records. There must be a two-day period between the time from the request and the hearing. The hearing must be held before your child leaves the district.

3. You may examine your child's student records, or receive a copy of those records for 20 cents per page. You have a right to file a complaint with the Office of the Secretary of Education if you believe M.I.T.C.H. Charter School has failed to comply with the requirements of Public Law 93.380. Oregon schools maintain two types of student records: designated "progress records" and "behavior records." The administrator is the person in charge of the records at M.I.T.C.H. Charter School.

### **Directory Information**

The following types of information shall be known as directory information:

Student name	Participation in officially recognized activities and sports
Address	Height and weight (athletic team members)
Telephone	Most recent previous educational agency or institution attended
Email address	

***A parent may, by written notice to school within 15 days of enrollment, prevent the school from publishing any or all of such information relating to their child.***

The Education Amendments of 1974 provide that certain state and federal agencies may inspect student records without written consent, but require that a record be maintained indicating specifically the legitimate educational or other interest that person, agency or organization had in seeking this information. This statement is to become a permanent part of the record only for inspection by the parents or students more than 18 years old and the school official responsible for the custody of such records.

### **Complaint Procedure**

### **Responsible Communication**

The success of M.I.T.C.H. Charter School will be due in part to positive, open communication between parents, teachers, and students. In order to maintain this positive learning environment, we need to work together to communicate successes and concerns in a responsible and respectful manner. This can be done in writing, by scheduling a conference, or by phone. If possible, it is best to begin the communication process in person. When concerns arise on the part of parents or staff members, deal with these concerns as soon as reasonably possible. Take the concern to the person involved first.

Communication at M.I.T.C.H Charter School is healthy when it is:

1. Open
2. Timely
3. Respectful
4. Clear and to the point
5. Focused on student learning

Discussions about problems or issues will take place during non-class time and in a confidential setting.

Complex issues will require an appointment and an agenda, so time and thought can be focused on positive solutions.

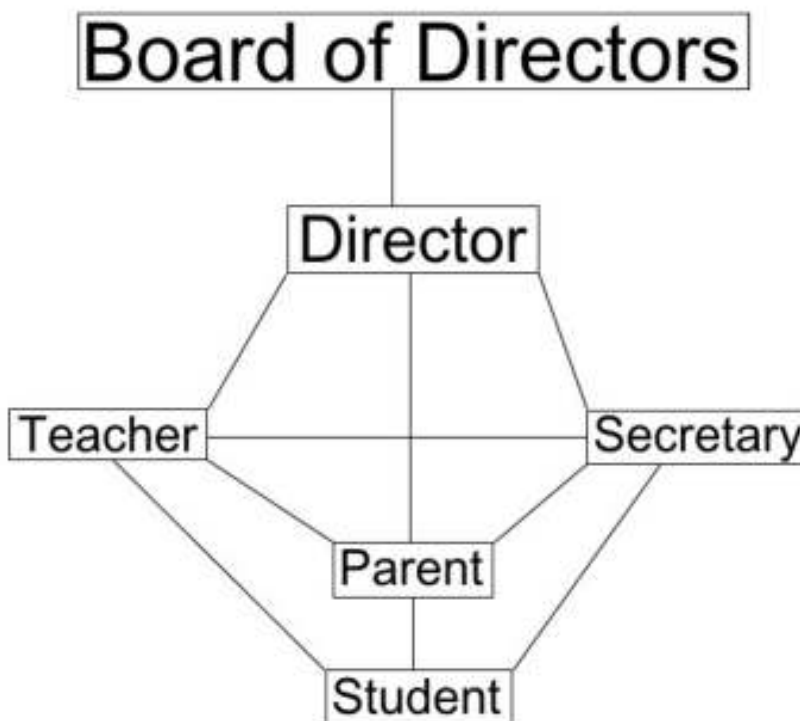
Staff will address students, other staff, and parents in a professional manner. All reciprocal correspondence and communications will be respectful and relayed in a businesslike and cooperative manner.

Meetings may end with completion of a written Meeting Summary form. One copy of this will remain with the teacher, one copy will be provided to the parent, and one copy will be filed in the office.

Complaints are handled and resolved as close to their origin as possible. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Director
3. Team meeting with Teacher and Director.

If talking with the person directly does not resolve the concern, a formal complaint form may be obtained from the office.





## **Harassment**

Students and adults are entitled to an environment without harassment or menacing. Harassment includes intentionally annoying another, either verbally, in writing (on paper or electronically), or by physical contact. Menacing includes attempting to place another person in fear of serious injury.

It is the District's policy that students and adults exist together in an environment free of sexual harassment from fellow students and adults. Sexual advances (made with the stated or implied threat that if the advances are resisted or rejected, there will be work or school related reprisals) are considered sexual harassment. The creation of a hostile or uncomfortable environment due to uninvited, un-welcomed, personally offensive sexual attention is also considered sexual harassment. (Refer to Title VI of the 1964 Civil Rights Act.)

Students and adults who engage in such activities can expect to be held responsible and disciplined for their actions, in addition to the possibility of civil and legal action being taken against them and their families.

***If you are the victim of any type of harassment or menacing, inform your parent(s) and immediately report the incident to an administrator or counselor.***

Retaliation against an individual who has filed a harassment complaint, participated in a harassment investigation and/or proceeding is prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

## **Technology and Electronic Communication**

M.I.T.C.H. students may utilize school computers at the teacher's and administration's discretion. Students may have access to the internet for educational purposes only. M.I.T.C.H. has a zero tolerance policy for students utilizing school technology to access materials that are obscene, pornographic, contain explicit language, violence, discrimination, or advocate illegal activity. Students breaking this policy will lose the privilege to access school computers for the remainder of the school year.

Students are expected to notify a teacher immediately if they receive a message or access a website unknowingly that contains inappropriate material. Students should also notify a teacher immediately if they are aware of another student who is accessing inappropriate information on the computer.

Students should not attempt to gain unauthorized access, disrupt the performance, or hack into any system or server. This includes sharing password and account information with someone else.

Students should refrain from activities that might interfere with network performance such as downloading large files, watching online movies or television shows, and playing online interactive games.

## **Cell Phones and Other Electronic Devices**

Students' cell phones should never be seen or heard during school hours. Students with cell phones should keep them in their backpacks with the volume silenced during school hours. If a student is utilizing their cell phone during school hours or at school functions, the phone will be confiscated and the student's parent will need to come to the school office to collect the cell phone.

If a student utilizes a cell phone inappropriately or if a cell phone is utilized to harass or bully a fellow student the phone will be confiscated, disciplinary action will be taken, and a parent meeting will be scheduled with the school director.

Other personal electronic devices such as MP3 players or gaming devices should not be seen or heard during school hours or at school functions. If one is seen or heard during school hours or at school functions, the personal electronic device will be confiscated and the student's parent will need to come to the school office to collect the personal electronic device.

M.I.T.C.H. Charter School is not responsible for any property that is lost, mislaid, stolen, damaged or destroyed.

## **Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying Student Policy**

The Board is committed to providing a positive and productive learning environment. Hazing, harassment, intimidation, menacing or bullying and acts of cyberbullying by student, staff, or third parties is strictly prohibited at all times. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

The MITCH Charter School Staff and Executive Director are responsible for ensuring that this policy is implemented.

### **Definitions**

This policy applies at all school facilities and functions and applies at non-school property if the student is at any school-sponsored or school-related activity or function, such as field trips or any other event under the control of the school.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, and school-sponsored activity or grade level attainment, or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

3. Creating a hostile educational environment including interfering with the psychological well being of the student.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, bully, or otherwise intend to harm another individual. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.

“Retaliation” means hazing, harassment, intimidation, menacing, or bullying and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing, or bullying and acts of cyberbullying or retaliation.

“Menacing” includes, but is not limited to, any act intended to place a MITCH employee, student, or third party in ear of imminent serious physical injury.

### **Reporting**

MITCH Charter School’s Executive Director will look into reports of harassment, intimidation, bullying and acts of cyberbullying when the staff needs the additional support or the need to address disciplinary action. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the Executive Director. Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated, menaced, or bullied and acts of being cyberbullied in violation of this policy shall immediately report his/her concerns to the Executive Director. This report may be made anonymously. A student may also report concerns to a teacher who will be responsible for notifying the Executive Director. The Executive Director will report all concerns, complaints, and investigations to the Board of Directors who have the overall responsibility for all investigations.

Complaints against the Executive Director shall be filed with the Board Chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the Board of Directors review the actions taken in the initial investigation, in accordance with MITCH complaint procedures. MITCH staff are encouraged to incorporate into existing training programs for student and staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.

The Executive Director shall be responsible for ensuring annual notice of this policy is provided in a student handbook, school’s website, and the school office.

**Notice Of Understanding**

I have read the Student Handbook and shared its contents with my child/children.

I understand that equipment and supplies belong to M.I.T.C.H. Charter School. Backpacks, purses or bags may be subject to search by school officials when there is a reasonable cause to believe that a student may be hiding evidence of an illegal nature or violating school policy.

I understand that M.I.T.C.H. Charter School may enlist the cooperation of other agencies, including conducting canine searches of the school facilities.

I have read and understand M.I.T.C.H. Charter School’s position on school safety and student behavior.

I understand that I, the parent or guardian of the student(s) enrolled, am responsible for getting my student(s) to school on time, well rested, fed, and clothed appropriately.

I understand the policies and expectations detailed in the parent/student handbook. I agree to comply with and follow the policies and procedures as detailed in the parent/student handbook.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and return this form to the school office before the start of school.**