

Parent & Student Handbook 2017-18



MITCH
Charter School

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Table of Contents

INTRODUCTION	5
Welcome to MITCH Charter School: We Choose MITCH!	5
MITCH BOARD OF DIRECTOR ROSTER: JULY 1, 2017	6
TEACHERS & STAFF.....	6
MITCH PARENT SUPPORT ORGANIZATION (PSO).....	7
PURPOSE.....	8
MITCH Vision & Mission.....	8
Philosophy	8
The MITCH Goal	8
School History & Scope	8
Charter Contract.....	8
PROCEDURES	9
Admission Guidelines.....	9
Lottery Process	9
Returning Students Confirmation & Activity Fee Deposit.....	10
ACADEMICS	10
Curriculum.....	10
Language Arts.....	10
Math.....	10
Conferences	11
Grading Scale.....	11
Report Cards and Progress Reports	11
Homework	11
STUDENT ATTENDANCE POLICY	12
Punctuality	12
DIRECTORY INFORMATION	13
STUDENT RECORDS.....	13
HEALTH AND SAFETY ISSUES	14
Student Illness.....	14
Immunizations	15
Distribution and Consumption of Medication	15
School Closure.....	15

Emergency Drills	15
Outside Play.....	15
SCHOOL LIFE	15
Codes of Conduct	15
Partnership Expectations - Parents	15
Parent Volunteers.....	16
Partnership Expectations - School.....	16
Partnership Expectations - Faculty & Staff	16
Partnership Expectations - Students	16
POSITIVE BEHAVIOR INTERVENTION & SUPPORT.....	16
Proactive Positive Behavior Strategies	17
MITCH Foxes THINK Matrix.....	18
UNIFORM GUIDELINES	20
The Uniform for K-5	21
The Uniform for 6-8	21
PE Uniform for Everyone.....	22
Field Study – Field Trip Days	22
Free Dress Days (aka NUT Days)	22
GENERAL INFORMATION.....	23
School Hours	23
School Office Hours	23
Campus Visitors.....	23
Transportation.....	23
Lost and Found Items	23
Lunch Program	24
Messages.....	24
Field Trip Lunches.....	24
Extra-Curricular Activities and Absences	24
CARLINE	25
AM Carline	25
PM Carline.....	25
MITCH BOARD POLICY	27
Policies.....	27
Activity Fees	27

Technology and Electronic Communication	27
Electronic Devices	27
Complaint Procedures.....	28
2017-18 CALENDAR	30

INTRODUCTION

Welcome to MITCH Charter School: We Choose MITCH!

Charter schools are public *schools of choice*. You have chosen MITCH because you know we provide an exceptional education, as well as actively partner with you to grow and develop your child's character with qualities such as kindness, self-control, perseverance, and honesty. As a community, we create a joyful environment where learning and hard-work are highly valued – you understand the need for daily homework, not as busy work, but as a means to practice and secure the concepts and skills taught during the day. You also appreciate our deep desire to reinforce your values by setting high character and behavior standards, and by helping each child to successfully meet these expectations. Thank you for this privilege – we know you have a choice in selecting the best school fit for your child and we are committed to providing an extraordinary education for your child.

Charter schools are *public schools* of choice. As a public school, MITCH is not funded like your neighborhood school. When you choose MITCH, you are choosing to support a remarkable school for your child. Most children attend traditional neighborhood schools based upon residential boundaries and these schools are fully funded through state and local taxes, federal grants, as well as local bond levies. Our district will spend, on average, more than \$10,000 per student this year. MITCH is not like your neighborhood school – we have one source of public revenue from the state through our district – we do not receive a portion of local taxes, federal grants, nor the bond levies provided to the neighborhood schools. Thus, we are providing an uncommon public education for less than \$6,000 per child. Yes, we are educating your child for about \$4,000 less than what is spent at your neighborhood school. Your financial support is necessary for MITCH to offer excellent teachers, an excellent curriculum, and excellent enrichment activities for all of our students. I hope you will support the impressive work on behalf of your child at MITCH with your activity fee and your family contribution.

Charter schools are public schools of choice. Oregon's charter school law was written to provide parents an avenue for intentionally creating a school community. In choosing MITCH for your child's school, you are now part of the MITCH Family – we are MITCH Foxes. We work and we play together! Volunteer in your child's classroom or help out at the front desk – we need your time and expertise in so many ways: carline, lunch duty, development of the Frontier Garden, facility safety and maintenance – the list goes on and on. Join the PSO, come to a Board meeting, make sure your children share play-dates with their classmates – building our community takes all MITCH Foxes working hand-in-hand.

I hope your summer has been filled with much family-time and leisure activities – and lots of unstructured time for your children to run, play, and explore the world around them.

Thank you, again, for choosing MITCH!

Melissa Meyer, Executive Director
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MITCH BOARD OF DIRECTOR ROSTER: JULY 1, 2017

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Heather Wojciechowski, School Secretary, schooloffice@mitchcharterschool.org

MITCH PARENT SUPPORT ORGANIZATION (PSO)

The primary purpose of the PSO is to solicit and accept contributions of funds, in-kind assistance, and to coordinate volunteer time and services to promote education, communication, and understand among the students, parents, teachers, staff and administration of MITCH Charter School.

It is organized for the purpose of supporting and enhancing the education experiences at MITCH by:

1. Fostering the relationships among MITCH parents, students, and teachers;
2. Providing an organization through which the parents, teachers, students, and administration can work cooperatively to achieve the goals of MITCH; and
3. Providing financial support for items and programs not included in the annual MITCH budget.

Voting membership in the PSO is open to all parents and guardians of students who are actively enrolled at MITCH. Membership is available without regard to race, color, creed, or national or ethnic origin. All members have the right to attend and participate in all meetings and activities of the PSO. The membership year is July 1st through June 30th. Members are accepted at any time.

The PSO meets the first Tuesday of each month. The PSO Board will meet first followed by the general membership meeting. Meetings usually start at 6:30pm.

The success of the PSO depends on the volunteers. If you have questions or would like to learn more, please email us at: mitchcharterps@gmail.com

PURPOSE

MITCH Vision & Mission

MITCH Charter School, where every child excels academically, pursues a Core Knowledge School of Distinction designation, with agriculture fully integrated throughout our curriculum.

Our mission is to teach a coherent, cumulative, and content-specific curriculum in language arts, history, geography, math, science, the arts, and agriculture so that our students become literate, knowledgeable, and confident leaders serving our community, nation, and world.

Philosophy

We believe students learn best when excellent teachers teach a coherent curriculum fully supported by a strong parent community.

We believe the integrated use of visual, auditory, verbal, and motor-cognitive skills during skill & content instruction is essential to student learning.

We believe students learn by building knowledge upon knowledge when instructed in a purposefully sequential program.

We believe integrating authentic, agriculture-based content as the context in which we teach our core curriculum improves student achievement.

The MITCH Goal

It is our goal for 100% of our students to meet or exceed the Common Core State Standards grade benchmarks as measured through the standardized assessments established by the Oregon Department of Education without teaching to the tests.

School History & Scope

MITCH is founded on a passion for academic excellence. MITCH started in 2002 as a K-3 school; today we teach kindergarten through 8th grade with an enrollment of 250 students. Our elementary and middle schools teach the Core Knowledge curriculum of English, History & Geography, Visual Arts, Music, Mathematics, and Science supplemented with Physical Education, Technology, and other electives.

Charter Contract

MITCH Charter School is granted a charter to operate a single public school located within the boundaries of and in conjunction with the Tigard-Tualatin School District. Our current charter expires in June 2018 with the renewal process beginning in early January.

PROCEDURES

Admission Guidelines

MITCH Charter School is open to all students who apply and complete all admission and registration requirements. In accordance with the non-discriminatory policy set forth in IRS Revenue Procedure 75-50, Section 4.01, MITCH 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.

Admission to MITCH means that the student has

1. Applied to MITCH
2. Successfully completed the lottery; and
3. Been formally accepted as a MITCH student.

Once formally accepted, the following forms must be submitted on behalf of the student to the school office at least one week prior to the first day of school:

1. Copy of student's birth certificate to verify he/she is 5 years old on or before September 1st (Kindergarten students only)
2. Current immunization records
3. Proof of address
4. Enrollment Form
5. Emergency Contact Information
6. *We Choose MITCH* forms
 - Parent Commitment
 - Activity Fee Payment
 - Family Contribution
7. Permission to Transfer School Records Form (when applicable)

Lottery Process

MITCH is a school of choice. If the number of applications from in district students exceeds the number of spaces available, MITCH must select all students for enrollment through an equitable lottery that will take place at a meeting open to the public using a computer randomizing program. Parents or guardians of students who have submitted application are not required to be present at the lottery for the student to be selected.

Returning Students Confirmation & Activity Fee Deposit

Requests for returning student confirmations will be sent out by February 5, 2018. Please confirm by Friday, February 16th that your student is returning to MITCH for the 2018-19 school year. Without a signed confirmation, student seats will be open to the new student lottery held on February 27, 2018.

Confirmations are due along with a \$100 non-refundable deposit towards the activity fee. The deposit is *per student*, not per family, and will be credited to the family account in July 2018. (Deposited in February, credited in July.)

Please note: the deposit is for each student for the 2018-19 school year.

ACADEMICS

Curriculum

MITCH Charter School teaches E.D. Hirsch, Jr's Core Knowledge Sequence 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

MITCH Charter School teaches the Codebreaker, an Orton Gillingham-based phonics program for Language Arts. This program accelerates learning for every child in the classroom. The Codebreaker program uses 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 requires practice and support at home.

The Institute for Excellence in Writing Curriculum is used with Codebreaker for our students in Kindergarten thru 5th grade. Excellence in Writing is used in our 5th thru 8th grades.

Math

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

Conferences

Parent/teacher conferences are held three times throughout the year. Parents will be given ample time to sign up for a conference, and are expected to participate in all conferences.

Grading Scale

K-3rd Grades

E = Exceeds Grade Level Expectations, 95% and above

M = Meets Grade Level Expectations, 72% - 94.99%

D = Does Not Meet Grade Level Expectations, 0 – 71.99%

N/A = Not Yet Assessed

4th – 8th Grades

100-90% A Excellent

89-80% B Superior

79-70% C Satisfactory

69-60% D Improvement Needed

59-0% F Unsatisfactory

It should be noted that while 4th – 8th grades use the A-F Scale, 4th and 5th grades will use the E/M/D scale for the social development and successful learner characteristics.

Report Cards and Progress Reports

Synergy is our student information system and parents of upper elementary and middle school students will have access to ParentVue for monitoring their student's grades and progress. Progress reports are quarterly while official report cards are based on semesters.

Homework

The purpose of homework is to allow the student the opportunity to practice and strengthen academic skills, as well as to develop the aptitudes necessary for adulthood such as responsibility, resourcefulness, perseverance, time management, initiative, and self-reliance.

The curriculum taught in the MITCH Charter School classroom is rigorous and the high expectations established by the sequential instruction of knowledge, language and skills can be mastered by all students through practice and repetition. Therefore, MITCH Charter School students should expect and plan for homework everyday. In addition to assigned practice, homework may include assignments not completed in class, or not correctly completed.

STUDENT ATTENDANCE POLICY

Consistent attendance is essential for academic success and progress, and the classroom activities are critical to the learning process. Absences from class may be approved for the following reasons:

1. Student illness with a fever, vomiting, diarrhea, coughing, rash with fever, strep throat, and vaccine preventable diseases, or other doctor designated reason for not attending school
2. Bereavement
3. Serious family illness
4. Severe weather conditions
5. Observances of major religious holidays

Attendance expectations

- Students are expected to attend school unless they are ill or there is a family bereavement or serious family illness.
- Students are expected to arrive at school on-time and to stay the entire day.
- Parents are expected to get a doctor's note when requested by school staff
- Parents are expected to drop off and pick-up students at the designated times for carline and to not take their child out of class a few minutes early to avoid traffic.
- Parents are expected to contact the school as soon as they know their child will be absent with a reason why and the estimated length of absence.
- Parents are expected to arrange health, dental, or other appointments outside school hours.
- The school staff is expected to contact parents by the end of the day of any absence for which there has not been a parental confirmation.
- When a student is ill, a parent may pick up missed school work at the end of the day.
- When a student misses school due to family vacation, missed work will be provided upon return, but teachers will not provide assignments prior to absences, nor are they responsible to provide one-on-one assistance for the days missed.
- Students are allowed the same number of days absent, plus one day to hand in missed work for full credit. Teachers *may* accommodate extended illnesses with additional time to complete missed work.
- Parents will receive a phone call from the Executive Director at the equivalent of eight ½ - day unexcused absences in a 4-week period (ORS 339.065)
- Parents will be contacted by the Washington County Truancy Court for chronic absenteeism.

Students absent for 10 consecutive days are withdrawn from the enrollment list and TTSD is notified; if the student would like to return they must submit an application following the lottery process for admission.

Punctuality

Punctuality is a sign of self-respect, respect for teachers and fellow students. Habitual tardiness negatively impacts a student's academic and social success. Students arriving after 7:45am are considered tardy and a parent must sign the student in at the school office for the tardy to be excused.

DIRECTORY INFORMATION

The following information shall be known as directory information:

- Parent Name
- Student name
- Address
- Telephone
- Email address

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

If you move during the course of the year, please submit all pertinent information to the school office prior to the move so that we can maintain accurate contact records for the safety of your child.

STUDENT RECORDS

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

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.
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 MITCH Charter School has failed to comply with the requirements of Public Law 93.380. Oregon schools maintain two types of study records: designated "progress records" and "behavior records." The Executive Director is the person in charge of the records at MITCH Charter School.

HEALTH AND SAFETY ISSUES

Student Illness

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 symptoms listed below. Should any of these symptoms occur during school hours, you will be called to pick up your child:

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

Upon your child's return to school, we will need a note stating the dates gone and the reason for the absence.

When a student 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
- **Head Lice:** parents are expected to make an aggressive attempt to remove lice and nits before the student returns to school and the student will be rechecked by the school office staff prior to returning to the classroom.

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 MITCH 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 contact form. If needed, the child will be removed from contact with other children until picked up. Please call the school if you have any questions.

Immunizations

Current immunization records must be on file for your student by the first day of the school year.

Distribution and Consumption of Medication

Trained personnel are the only people at school who may dispense medications, and will only be done so with written parental permission and physician dispensing directions. ALL medications must be held at the school office; teachers are not responsible for holding medications and students must not keep medications with their personal belongings.

School Closure

MITCH Charter School follows the Tigard Tualatin School District for school closure due to inclement weather. In the event of a school closure or delay, information will be accessible through the FlashAlert System. Closure information can also be accessed through major radio and television stations and at their websites. The first radio station to announce is KKCW-FM103. Closure information with the media will be listed as MITCH Charter School.

Emergency Drills

Regular emergency drills will be held throughout the school year.

Outside Play

Parents are responsible for providing their child with outdoor clothing for inclement or cold weather conditions to insure students are dressed appropriately for recess and other outdoor activities.

SCHOOL LIFE

Responsible. Resourceful. Respectful. Safe.

Codes 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 should make positive contributions to the school community.

Partnership Expectations - Parents

MITCH Charter School is a school of choice. The cornerstone of MITCH Charter School depends on parents who choose to make an investment by volunteering their time, providing healthy lunches and snacks, student transportation, and homework assistance. Parents should be fully aware of the educational process in the classroom and supportive of their child's homework to maximize the educational opportunities it affords. Parents should know their child's teacher and monitor their child's progress, grades, 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's grade fall below a "C" in any subject we anticipate 100% support from parents to get him or her back on track as quickly as possible. A parent meeting will be called to discuss a plan of action and the suggestion of private pay tutoring may be necessary.

Parent Volunteers

In order to help build community, the Board and staff encourage parents to participate in all school activities. You are vital to the success of our school! There are many ways in which you can support your student's education through volunteering to help out with special activities, fundraising, classroom help, and maintenance or outdoor work. Volunteers are required to complete a background check. When you volunteer, be sure to sign in and out of the school office.

Partnership Expectations - School

The school is to be accountable for delivering quality education in a safe, nurturing, and learning environment. Standardized 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 DIBELS, CBM Math Fluency, MAZE, and DAZE. DIBELS helps MITCH 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 learning of each student.

Partnership Expectations - Faculty & Staff

MITCH Charter School hires excellent teachers who genuinely care about the well-being and learning 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 MITCH Charter School Board.

Partnership Expectations - 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, as well as being respectful, kind, and considerate at all times.

POSITIVE BEHAVIOR INTERVENTION & SUPPORT

The goal of SW-PBiS is to achieve excellent behavior school-wide for all members of our school community by focusing on school, classroom and student strategies for achieving important social

and learning outcomes while preventing problem behavior with all students. A SW-PBiS approach to behavior purposefully focuses on teaching and rewarding children for appropriate social and academic conduct.

Proactive Positive Behavior Strategies

School-Wide: Establish clear behavior expectations and proactive incentives for all students and staff across all school settings that serve as the foundation for individual classroom and student behavior expectations.

MITCH Code of Conduct

- Be Responsible
- Be Respectful
- Be Resourceful
- Be Safe

MITCH Foxes T.H.I.N.K.

- Truthful
- Helpful
- Inspiring
- Necessary
- Kind

There will be school-wide regular acknowledgement of positive academic success, social behaviors, social skills and life skills.

MITCH P.A.W.

- Positive
- Actions
- Words

Classroom: Establish clear behavior expectations, as well as consistent routines, structures, and practices for presenting curriculum, designing instruction, and managing the social climate of the classroom.

Individual students: Provide intensive and individualized behavior intervention plans for students who are unresponsive to school-wide behavior expectations.

All expected behaviors apply to school settings even when school is not in session including but not limited to afterschool care, extracurricular clubs, Core Knowledge Events, Plays, Fairs, PSO events, & Concerts.

MITCH Foxes THINK Matrix

	All the time/ Everywhere	Arrival	Halls/ Lockers	Bathrooms	Cafeteria	Playground
I am... Respectful	<ol style="list-style-type: none"> 1. Acknowledge adults and fellow students with appropriate names, respectful attitude, and make eye contact when in conversation. 2. Follow directions the first time quickly, efficiently and politely. 3. Respect school, personal and peers property and personal space at all times. 4. I will treat myself and others with kindness-like how you want to be treated. 	<ol style="list-style-type: none"> 1. Return all greetings using appropriate words and eye contact. 2. I will report directly to where I need to be. 3. I will remove hats/hoods/scarves upon entering the building. 	<ol style="list-style-type: none"> 1. Protect and preserve the walls and all items displayed on the walls. 2. Be courteous of others, allowing them to pass and/or access lockers as necessary. 3. I will be considerate of classes in session, using only Level 2 voice in the halls. 	<ol style="list-style-type: none"> 1. Before entering a stall, I will knock on the stall door. 2. Only lock the stall door when it is in use. 3. Help keep the bathrooms neat and clean. 	<ol style="list-style-type: none"> 1. Use proper table manners. 2. I will only eat my food and respect others' meals. 3. Welcome other students to the table and allow them to choose their own seat. 	<ol style="list-style-type: none"> 1. I will include peers in playground activities when asked. 2. Allow all participants to be active in play (share equipment, creating rules, etc.) 3. Use kind words and actions and speak at a level 3 even when in disagreement. 4. Use equipment appropriately.
I am... Responsible	<ol style="list-style-type: none"> 1. Dress according to uniform guidelines. 2. I will go directly and promptly to my destination and for a specific necessary purpose 3. I will take personal responsibility for my words and actions and self advocacy 	<ol style="list-style-type: none"> 1. Be on time. 2. I will transition directly into my classroom morning routine. 3. Come to school with homework completed. 	<ol style="list-style-type: none"> 1. I will pick up whatever I drop. 2. I will keep my locker and area in front of it neat and orderly. 3. When working outside of classroom I will make sure my area is clean before leaving. 	<ol style="list-style-type: none"> 1. I will go, flush, wash, dry, and leave promptly. 2. I will always flush the toilet and clean up after myself. 3. If help is needed I will report it to an adult promptly. 	<ol style="list-style-type: none"> 1. I will clean up after myself at the appropriate time. 2. Keep track of my lunch box and belongings. 3. I will use my time to nourish my body appropriately. 	<ol style="list-style-type: none"> 1. Clean up equipment and all trash. 2. Will begin and end play as soon as directed (2 short whistles 2 minute warning, one long whistle stop play and clean up immediately). 3. Use the restroom.
I am... Resourceful	<ol style="list-style-type: none"> 1. Go to each destination prepared with all materials and/or items needed to be successful. 2. Recognize when and where to get help (people, books, resources, posters, etc.) 3. Be an active community member and positive role model. 	<ol style="list-style-type: none"> 1. I will be prepared with all items needed before exiting the car. 2. I will seek help appropriately from teachers, staff, volunteers, or student helpers/leaders 	<ol style="list-style-type: none"> 1. I will manage my supplies and time. 2. I will refer to Locker Responsibilities Commitment Letter. 3. Seek help appropriately. 	<ol style="list-style-type: none"> 1. Whenever possible, I will only use the restroom during transitions. 2. I will communicate my needs in emergencies immediately and will respect this right 	<ol style="list-style-type: none"> 1. Recycle and compost when possible. 2. Come prepared with eating utensils. 3. I will know my table group and table leader and ask for help when necessary. 	<ol style="list-style-type: none"> 1. Make use of our space while keeping self and equipment inside play area boundaries. 2. Seek help in a positive way, as needed. 3. Be aware of other playground users and help others when they are hurt.
I am... Safe	<ol style="list-style-type: none"> 1. Keep my hands, feet, body, and objects to myself. 2. Use all items for their intended purpose. 3. Be aware of my surroundings. 4. Be familiar with emergency procedures and follow them as instructed. 	<ol style="list-style-type: none"> 1. Walking begins when I step out of car. 2. Stay in carline boundaries. 3. Listen to directions from carline volunteers. 	<ol style="list-style-type: none"> 1. Walk facing forward and with eyes open at all times. 2. Keep my hands, feet, and objects to self. 3. Avoid hazards and report to the staff. 	<ol style="list-style-type: none"> 1. Use water and soap for their intended use. 2. I will wash my hands after each visit to the bathroom. 3. Keep my feet on the floor at all times. 	<ol style="list-style-type: none"> 1. Use the microwave and hot water dispenser carefully and appropriately. 2. Notify adults of spills or safety hazards. 3. Sit while eating. 	<ol style="list-style-type: none"> 1. Follow the established game and safety rules. 2. Dress properly for the weather before leaving your classroom. 3. I recognize that the stairs, fences, and railings are not proper play areas.

M.I.T.C.H. Foxes T.H.I.N.K. Matrix (contd.)

	Assembly	Dismissal	Office	Field Trips/ Community Events	Technology
I am... Respectful	<ol style="list-style-type: none"> 1. Be active listeners to students, staff, and guests. 2. Clap only when appropriate 3. I will sit in my spot as directed so all can participate equally. 	<ol style="list-style-type: none"> 1. Maintain proper space between me and my peers. 2. Listen and honor requests from peers. 3. I will wear my belongings as intended and treat them for their purpose. 	<ol style="list-style-type: none"> 1. Use polite words, actions, and attitude when communicating in the office. 2. Show appreciation for the support and efforts of the office staff. 3. I will wait patiently for my turn. 	<ol style="list-style-type: none"> 1. Treat all guides, visitors, volunteers as if they were a V.I.P 2. Be a positive participant and engage with the planned activity/project. 	<ol style="list-style-type: none"> 1. I will be an active listener when the teacher is speaking or demonstrating technology. 2. Respect equipment. 3. I will keep my eyes on my own screen to protect the privacy of others.
I am... Responsible	<ol style="list-style-type: none"> 1. I will take care of all my needs prior to the beginning of the assembly. 2. I will leave all my belongings in classroom unless directed otherwise. 	<ol style="list-style-type: none"> 1. Collect all my belongings and school materials before leaving the classroom/building. 2. I will dress appropriately for the weather prior to leaving my classroom. 	<ol style="list-style-type: none"> 1. Return directly to class when your business is completed. 2. Present pass. 3. Only go to the office for important business and/or emergencies. 	<ol style="list-style-type: none"> 1. Follow uniform policy unless otherwise directed. 2. I will eat when the teacher or chaperone permits and take responsibility for cleaning up after myself. 3. Return permission slips in a timely manner. 	<ol style="list-style-type: none"> 1. Only use technology for necessary tasks 2. Keep all food and drinks that could harm the technology away from the equipment. 3. My information is for me and I will protect it.
I am... Resourceful	<ol style="list-style-type: none"> 1. Know designated area assigned to class and stay there 	<ol style="list-style-type: none"> 1. I understand that carline is for dismissal only, not play. 2. I will be familiar with my carline number and procedure. 	<ol style="list-style-type: none"> 1. I will be prepared to explain the reason for my visit. 2. Focus on current needs. 3. I will make my presence known to office staff. 	<ol style="list-style-type: none"> 1. I will keep track of my belongings. 2. I will know my chaperone / group leader. 3. Bring all the necessary materials / information for the planned event/project 	<ol style="list-style-type: none"> 1. I will use the technological resources supplied to me for appropriate assignments and projects 2. I will be discerning when using internet resources to ensure that I am using only reliable and trustworthy information.
I am... Safe	<ol style="list-style-type: none"> 1. Keep hands and feet to myself 2. Walk to and from assemblies. 3. Listen and follow all directions. 	<ol style="list-style-type: none"> 1. I will stay in my assigned spot during carline. 2. Be prepared to walk quickly and purposefully to my car or carpool. 3. Pay attention to and follow all instructions from teachers and volunteers. 	<ol style="list-style-type: none"> 1. Students stay on public side of counter until invited into office. 2. Stand in front of window not door. 3. Follow instructions from office staff immediately. 	<ol style="list-style-type: none"> 1. I will stay with my assigned group and follow the schedule 2. Sit with back against the seat and feet on the floor on all field trip transportation. 3. Be aware of my surroundings and behave accordingly 	<ol style="list-style-type: none"> 1. I will walk appropriately around equipment. 2. All personal information is for me alone. 3. I will keep my hands, feet, body, and supplies to myself.

UNIFORM GUIDELINES

The purposes of requiring students to wear a school uniform is to

- promote equality amongst all students
- to maintain a focus on learning in the classroom
- to develop a sense of student pride in and identification with MITCH Charter & our MITCH Fox mascot, and
- to enhance the positive image our students have earned in the community.

The MITCH Charter School Board believes that part of an orderly learning environment is the appropriate appearance of the students attending school. Such appearance should reflect positively on the school and be consistent with standards of decency so that one's attire does not distract students or staff from creating and maintaining a proper learning environment. To that end the Board embraces a dress code that shall be enforced by staff.

The Uniform Guidelines shall consist of the following criteria & will be strictly enforced:

- All instances of interpretation cannot be effectively covered in one document.
- Administration reserves the right to interpret individual's clothing as it pertains to the uniform guidelines.
- Correct uniform must be worn at all times by students.
- All students are expected and required to dress in a respectful, professional manner.
- All items of clothing must be professional fitting; not too loose nor tight.
- Jeans, yoga pants, and tight pants are not allowed.
- Shorts, skorts, and skirts should be at knee length, even on free dress day.
- Jewelry: Piercing is acceptable only if located in the ear lobes. Necklaces and bracelets must not be distracting. Dog-type collared jewelry, studded wristbands, wallet chains, ropes, studs, are not allowed.
- Tights, socks and nylons need to be solid color with no brand names visible.
- Lace is not allowed on any sock, nylon or tights; this includes free dress day.
- Tights, socks, or nylons must always be worn.
- No light up shoes or shoes that make noise
- If pants need mending the patches are required to match the color of the pants.
- Students who are out of uniform will not be allowed to attend class and marked with an unexcused absence parents will be called and expected to bring their student an appropriate uniform.
- The only logo allowed is the MITCH Charter logo or MITCH mascot image. Therefore, students will not wear any clothing with other logos or that supports or glamorizes the use of alcohol, tobacco, drugs, or promotes gangs and violence.
- Hair is to be clean, neatly groomed and not interfere with eyesight.
- Light, natural-colored make-up is acceptable for 7th and 8th grade only. Make-up is not to be brought to school.
- No tattoos, henna designs, face painting or other writing on hands, arms, legs or other visible places. Please remove thoroughly before coming to school.
- No hats, caps, sweatshirt hoods, visors, bandanas or sunglasses are to be worn in the building. However, during inclement weather appropriate winter/summer hats may be worn outside only.

- Undergarments will be completely covered at all times. Girls only: bras should not be seen. Undergarments include: cami/tank tops, sports bras, and bras. No see through blouses or shirts.
- Parents are required to bring the proper uniform to school when a student is out of uniform; the office will no longer provide clothing pieces to help student comply with the uniform guidelines.
- Please mark all clothing with student's name. Embroidery of the child's name is allowed on the pocket area or lower back area of jackets. The lettering is not to exceed 1 inch in height and must be white in color for the navy jackets and black or navy for the grey jackets.

The Uniform for K-5

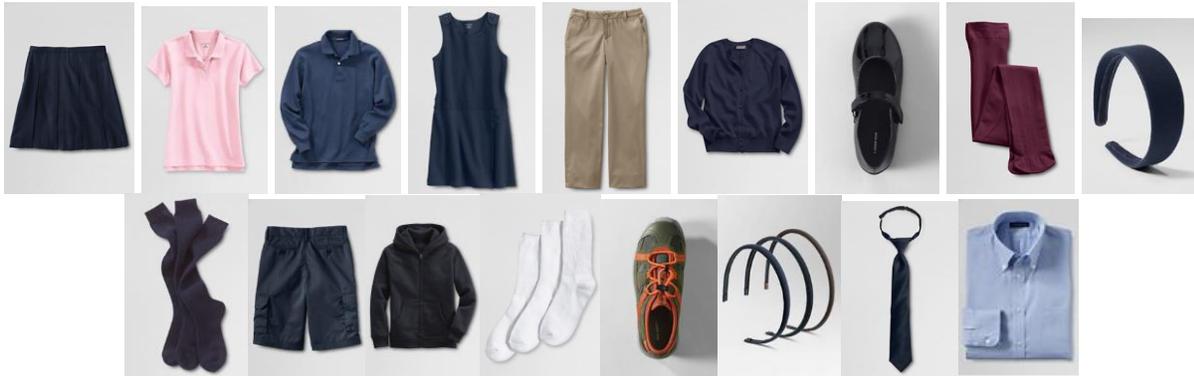
- Solid colored polo shirt (long or short sleeve)
- Solid black or navy sweater, sweatshirt
- Zip up navy jacket or MITCH grey zip up jacket purchased only through MITCH (hoods CAN NOT be worn in the building)
- Black, navy, or tan pants, capri's, shorts, skirts, or jumpers.
- Solid color socks, tights or leggings (without lace) may be worn under knee-length skirts, jumpers or shorts.
- Solid color, long sleeve t-shirts can be worn underneath short sleeve polos.
- Solid color headbands, hair clips or hair ties may be worn.
- Closed toe shoes are required.
- Leggings are not considered pants.
- Here are a few *examples* of the basic uniform; this is just to serve as an example and is not exclusive



The Uniform for 6-8

- Solid colored polo shirt (long or short sleeve)
- Solid color button up blouse or solid color oxford
- Solid black or navy sweater, sweatshirt
- M.I.T.C.H.MITCH grey zip up jacket purchased only through M.I.T.C.H.MITCH may be worn as an additional layer in the building. (hoods CAN NOT be worn in the building)
- Black, navy or tan pants, capri's, shorts, skirts, or jumpers.
- Solid colored tights, socks or leggings (without lace) may be worn under knee-length skirts, shorts or jumpers

- Solid color, long sleeve t-shirts can be worn underneath short sleeve polos.
- Scarves, hair clips, solid color hair bands, and ties may be worn.
- Closed-toe shoes are required.
- Leggings are not considered pants.
- Here are a few *examples* of the basic uniform; this is just to serve as an example and is not exclusive.



PE Uniform for Everyone

- Tennis shoes, socks, a MITCH logo t-shirt, and solid navy sweats or knee-length navy double layered mesh shorts are worn for PE.
- Children must wear tennis shoes, sweats bottoms or shorts on PE days. MITCH t-shirt or polos can be chosen for the top.

Field Study – Field Trip Days

- Children are required to wear a MITCHM.I.T.C.H t-shirt or solid color polo
- Jeans are acceptable
- Closed toed shoes are required
- Any exceptions will only be with the teacher’s approval

Free Dress Days (aka NUT 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
- undergarments being shown
- Dresses, skirts, or shorts that are above the knee

These clothing items are never allowed. Students inappropriately dressed on a free dress day will be not be allowed to attend class and marked with an unexcused absence. Parents will be asked to bring appropriate clothing to school.

GENERAL INFORMATION

School Hours

School is in session Monday through Friday, 7:45a.m.- 2:30 p.m.

School Office Hours

All school business should be conducted during the regular business hours: Monday through Friday, 7:30a.m. – 4:00p.m.

Campus Visitors

Guests are welcome to visit the classrooms; please make advance arrangements for these visits with the teacher. For safety, all visitors and volunteers, including parents and guardians, are required to report to the school office upon arrival and departure. A “Visitor” or “Volunteer” badge or sticker will be given to each guest and must be worn at all times while on campus.

Students not enrolled are not permitted to visit unless accompanied by an adult.

Transportation

Transportation to and from school is provided by parents or by a parent-arranged carpool. In order for the dropping off and picking up of students to run as smoothly and efficiently as possible, it is imperative that every driver follow the guidelines that govern the parking lot.

Any student who leaves school prior to the end of the day must be signed out through the school office by an approved guardian. Students must come to the office if not feeling well to contact parents; students may not use personal cell phones to notify parents during school hours.

All afterschool plans must be coordinated at home prior to coming to school.

In accordance with the Tigard-Tualatin District regulations, the student must live within one mile of the school premise to walk or bike home from school. Parents must provide written permission in order for their child to either walk or bike from school. Students are expected to follow all road rules and laws, and bicycles, scooters, skateboards, roller-blades, etc. are not permitted in the school parking lot before, during, or after school.

Lost and Found Items

Items that are lost or found can be turned in or looked for at the school office and students are reminded to check the lost and found for any missing items. Students should report all lost items to the office immediately.

Unclaimed items are donated to charity at the end of each quarter.

Lunch Program

Each student must bring an adequate, healthy snack and lunch from home every day accompanied by a water bottle. Candy and/or carbonated beverages are not allowed in a student's lunch or snack. Sharing food with other students is not allowed as a safety measure for those with allergies or other health concerns. Hot school lunches can be purchased in advance through BOONLI.com; the MITCH community password is *mcs360*.

Messages

Should a parent need to get an **important message** to one of the students they can do that by calling the school office.

Field Trip Lunches

Students who do not bring a lunch, or purchase a bag lunch through BOONLI.com, will not be able to attend or participate in the field trip.

Extra-Curricular Activities and Absences

Students who are absent for any part of the school day may not participate in after school activities on that day.

CARLINE

Lane Assignments **ONLY** apply to **PM Carline**. You may choose your assigned lane for the morning but you do not have to. **It is vital you ONLY use your assigned lane for PM Carline.**

AM Carline

Starts at 7:30 a.m.

Morning carline -drop off begins at 7:30 a.m. every morning. Enter the MITCH parking lot from 90th Court, go past the front of the building and around the back. The cars will split into three lines. Drive through a lane. **In Lane 2 and 3 you must be the first car in line for your child to exit the car.** We do not want children walking between cars or being released before you get to the front of the line. Lane 1 is an exception with an authorized volunteer on curbside aiding the students. **AS SOON AS YOUR STUDENT IS SAFELY OUT OF THE VEHICLE YOU MUST PUT YOUR THUMB UP & KEEP IT UP UNTIL YOU ARE PAST THE FLAGGER.** This signals the flagger you are ready to go and will move the lanes more quickly.

Carline will wrap up at 7:45 a.m. If you arrive at the school after 7:45 a.m. you must park to walk your child into the office. **You must always sign your child in when arriving after 7:45 a.m.**

Please be patient; carline will move quickly and safety is our top priority.

PM Carline

Starts at 2:35 p.m.

No one may enter the parking lot until 2:20pm. You may not enter the parking lot until an official flagger flags you to move in to the lot. Carline does not start until 2:35, so there is not point in arriving early. There are children in the garden and participating in PE outside until 2:25.

You may not park in the cul-de-sac nor in our neighbors parking lots.

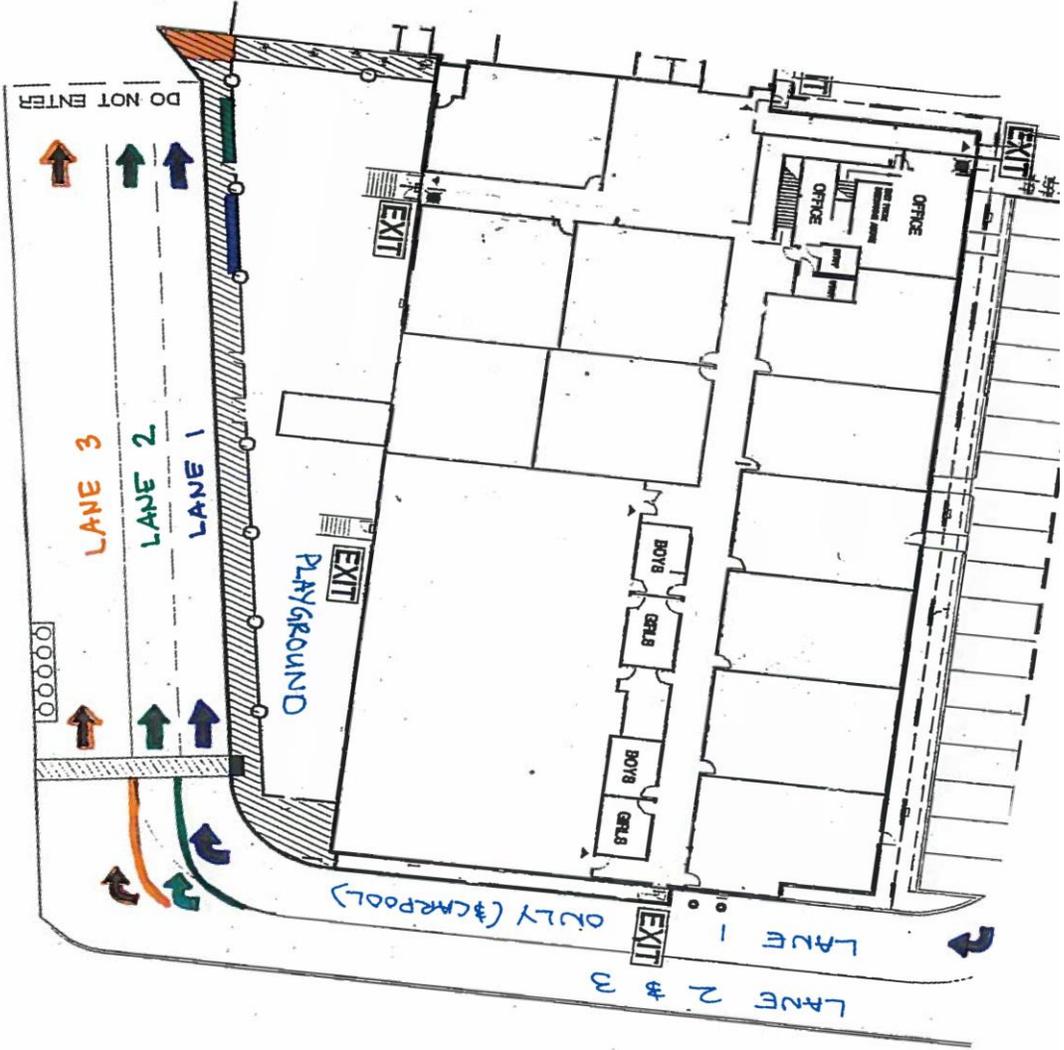
Each child must have their carline number memorized, and students second grade and below should attach their laminated card on their back packs so that the teachers can help them.

All students will leave their classes at 2:30 and congregate in the gym. Carline will start at 2:35. Please attach your carline number on the passenger visor so that it can be flipped down and the loaders can see the number from a distance. If you are in a carpool, place all the carline numbers on the passenger side of your car so they are visible. For carpools and/or playdates, the drivers should post all numbers for students being picked up but will still drive in their assigned lane.

Enter the MITCH parking lot from 90th Court. If in Lane 1 or carpooling, stay in the lane closest to the building. Lanes 2 and 3 must use the outside lane. The cars will split into three lanes (see map). Drive to your assigned lane. **WHEN YOUR CAR IS LOADED PLEASE REMOVE YOUR NUMBER AND HOLD A THUMB UP.** Please remain fully stopped until the entire lane is progressing. **KEEP YOUR THUMB IN THE AIR UNTIL YOU ARE PAST THE FLAGGER.** This is vital to communicate with the flagger, in order to move you through the lanes as quickly as possible.

Once you have passed the flagger, continue moving very cautiously and slowly out of the parking lot, as our neighbors Northwest ESD is loading small pre-school children at the same time. PM carline will seem a little slow at first. In a few days, it will smooth out and go more quickly. Please be patient, we do not have parking spaces to accommodate parking and walking in to pick up your students.

Both AM and PM carline procedures are set up for the safety of all students as the highest priority.



MITCH BOARD POLICY

Policies

All school policies are posted on the school's web page at *mcs.k12.or.us* at the About tab. Look for *Policies* at the bottom of the page.

Activity Fees

Activity fees must be paid in full or a payment plan arranged by October 15th. Fees for students who leave the school prior to the last day of school will not be refunded.

Technology and Electronic Communication

MITCH students may utilize school computers at the teacher's and administration's discretion. Students may have access to the internet for educational purposes only. MITCH 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, streaming or watching online movies or television shows, and playing online interactive games.

Electronic Devices

Students' electronic devices including and not limited to cell phones, iPods, MP3 players, hand held gaming systems, hand held readers, or another other device that allows internet access should never be seen, heard, or used during school hours unless and IEP stipulates. Students should keep their devices in their backpacks turned off during school hours. If a student is utilizing a device during school hours or at school functions, the device will be confiscated and the student's parent will need to come to the school office to collect the device. MITCH Charter School is not responsible for any property that is lost, mislaid, stolen, damaged or destroyed. If a student utilizes a device inappropriately or if device is utilized to harass or bully a fellow student the device will be confiscated, disciplinary action will be taken, and a parent meeting will be scheduled with the school Director.

Complaint Procedures

The success of MITCH 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.

Parent complaints to teachers should not be disruptive and should follow procedures outlines in this handbook.

Communication at MITCH Charter School is healthy when it is:

- Open
- Timely
- Respectful
- Clear and to the point
- 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.

2017-18 CALENDAR