Parent & Student Handbook
2022-23

MITCH
Charter School

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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. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Medical and dental appointments. Confirmations of appointments are required;
5. Other reasons deemed appropriate by the Director when satisfactory arrangements have been made in advance of the absence.

Attendance expectations

- Students are expected to arrive at school on-time and to stay the entire day.
- Parents are expected to **call or email the school office by 8 am** on the day of the student's absence, to give a reason for the absence and expected return time.
- Parents are expected to try to arrange health, dental, or other appointments outside school hours.
- 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 will be contacted by 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 arriving after 7:45am are considered tardy and a parent must sign the student in at the school office.

Students arriving after 10:15am are marked absent for the morning, or ½ day. Students leaving school before 1:00 will be marked absent for the afternoon, or ½ day.

Students absent for 10 consecutive days are withdrawn from the school. They may re-enroll upon return.

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.

Student Illness

To ensure a healthy environment at MITCH 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 100.4 degrees Fahrenheit.
- 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.

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.

Students with **COVID-19** will follow updated guidelines which will be provided by the school at the beginning of the year or as information changes.

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 parent/guardian, then emergency contacts if necessary, and keep the child secluded and monitored as necessary, until picked up.

Board Policies

School policies are posted on the school's web page at *mitchcharterschool.org*

Carline

Lane Assignments only apply to afternoon 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 afternoon 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 lanes. 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 is completed at 7:45 a.m. If you arrive at the school after 7:45 a.m., and there is no longer a flagger out front, you must park to walk your child into the office. You must always sign your child in when arriving after 7:45 a.m.

PM Carline

Starts at 2:30 p.m.

You may not enter the parking lot until an official flagger flags you to move into the lot, at 2:30 pm. Carline does not start until 2:30. There may be children in the garden and participating in PE outside until 2:25.

You may not park in the cul-de-sac or in our neighbors' parking lots.

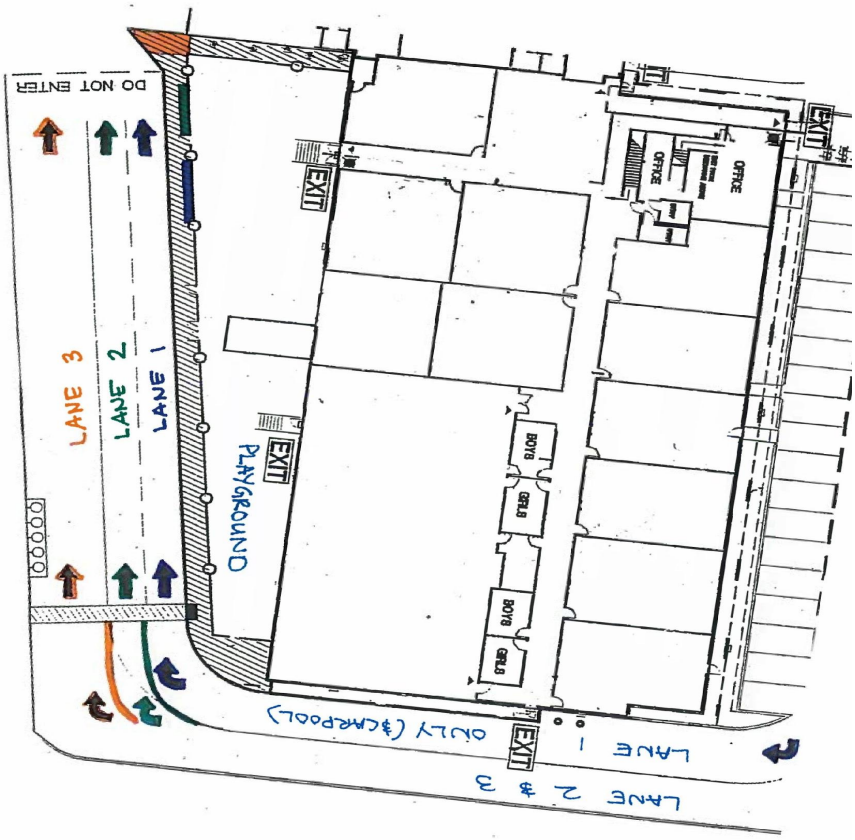
Each child must have their carline number memorized, and students second grade and below should attach their laminated card on their backpacks so that the teachers can help them.

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, 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. Stop at the loading zone line until you are flagged to enter the loading zone. 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 may be 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.


DO NOT ENTER
LANE 3
LANE 2
LANE 1
EXIT
PLAYGROUND
BOYS
GIRLS
OFFICE
LANE 1
ONLY (&CARPOOL)
LANE 2 & 3

Communication and Complaints

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.

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.

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**.**

Core Knowledge Events, Activities and Activity Fees

MITCH Charter School prepares the following year's operating budget in March and the budget is based on the number of students enrolled. Thus we require returning student confirmations in February with a deposit towards the activity fee for every student returning. Once we know how many students are returning for each grade level, we can proceed with the application lottery to fill vacancies and make reliable projections for the next year's enrollment. The non-refundable deposit is a $100 commitment per returning student. The deposit is not an enrollment fee, but a commitment towards your child's field trips, Core Knowledge Events & Celebrations, as well as towards the purchase of consumable resources used in the classrooms, the gardens, Music, Art, and PE for the next year.

Returning student confirmations for the next school year are due in February before the lottery, 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. Without a signed confirmation and activity fee deposit, student seats will be open to the new student lottery held in February.

Activity fees must be paid in full or a payment plan arranged by the first day of school. Fees can be waived for families in financial need. Fees for students who leave the school prior to the last day of school are not refunded. Any unused portion of the activity fees will go to the general fund at the end of the school year.

Directory Information

Classroom teachers will set up a class directory by the end of September. It will include name and email address only. If you do not want your child's information in the directory, please contact your child's teacher in September.

Extra-Curricular Activities and Absences

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

Food

Each student can bring a healthy snack and lunch from home every day accompanied by a water bottle. Sharing food with other students is not allowed as a safety measure for those with allergies or other health concerns. Food is generally eaten in the classroom. Please make sure your child's teacher knows about any food allergies.

Treats are not allowed for birthday celebrations.

Core Knowledge events may include class celebrations with food provided by teachers and/or volunteers.

Homework

The amount of homework varies by grade level, but should, ***on average***, not take more than an hour to complete. Most work which comes home will be the completion of an in-class assignment or tasks designed to reinforce a specific skill or concept taught directly in class; at times, there will be research or work on projects which must be completed at home.

When a student is absent for vacation, teachers can provide missing work upon their return. For illnesses, teachers will work with families to provide missed work within the first 24 hours of the start of the absence.

Immunizations

Current immunization records must be on file for your student by the first day of the school year. Families will be contacted if they are not in compliance by the annual exclusion day which is usually in February.

Lost and Found

MITCH Charter School is not responsible for lost items. Students are reminded to check the lost and found for any missing items. Items such as lunchboxes, water bottles and clothing not marked with the student's name are donated to charity at the end of each quarter.

Medication Distribution

Trained personnel are the only people at school who may dispense medications and will only be done so with a completed medication form on file. ALL medications must be held at the school office in their original packaging. A parent or guardian must bring the medication to the office, it cannot be sent in with the child. The only exceptions are: chapstick, lotion and sunscreen which the child may keep in their backpack.

Messages

Should a parent need to get an important message to one of the students they can do that by calling or emailing the school office. You can email the teacher as well, but copy schooloffice@mitchcharterschool.org , especially if it is a message about a change in dismissal plans.

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 the welfare of the school and school community.

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.

If you have questions or would like to learn more, please email us at: mitchcharterpso@gmail.com

Personal Electronic Devices & Social Media

Students' electronic devices including and not limited to cell phones, iPods, MP3 players, handheld gaming systems, handheld readers, smart watches, or any other device that allows internet access should never be seen, heard, or used at school unless an IEP stipulates. Students should keep their devices in their backpacks and turn them off.

If a student is using a device at school at any time, 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 will not be liable for personal electronic devices brought to school or school-sponsored activities. The school is not responsible for any electronic device that is lost, mislaid, stolen, damaged or destroyed.

Students may not access social media platforms using the school's equipment, while on school property or at school-sponsored activities unless the access is approved by a teacher or administrator. The school will not be liable for information or comments posted by students on social media platforms when the student is not engaged in school activities and not using school equipment.

School Closures

MITCH Charter School follows the Tigard Tualatin School District for school closure. 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. Closure information with the media will be listed as MITCH Charter School.

School Hours

School is in session Monday through Friday, 7:45a.m.- 2:30 p.m. Students may enter the building starting at 7:30a.m.
School Office Hours: Monday through Friday, 7:30a.m. – 3:15p.m.

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.

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. Go-Guardian monitoring software will be used to ensure students are using computers safely and appropriately. Positive Behavioral Interventions and Supports will be administered to address any issues of this matter. 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. Students are to care for the device and are responsible for damages or loss.

Transportation

Transportation to and from school is provided by parents or by a parent-arranged carpool or via TTSD bus shuttle service. 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.

All afterschool plans involving changes to the normal transportation routine for students must be communicated by email to the classroom teacher and the school office.

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.

Uniforms

The purpose of the school uniform is to maintain a focus on learning in the classroom and develop a sense of student pride in and identification with MITCH Charter. MITCH students wear uniforms according to the guidelines on the next page. The Parent Support Organization (PSO) organizes a uniform exchange multiple times throughout the year. Please contact the PSO at mitchcharterPSO@gmail.com for more information.

PE shirts can be purchased through the PSO's MITCH Merchandise website on the PSO page. MITCH Merchandise is a PSO fundraiser. Families may reach out to the Executive Director if they need financial assistance in getting a PE shirt.

Uniform Description:	Examples:
TOP Solid colored polo shirt, long or short sleeve. (*Any* solid color.) No logo or emblem. Navy blue long-sleeve T-shirt may be worn under short sleeve polo.	
BOTTOM Khaki or navy blue pants, shorts, skirts, skorts, jumpers, or polo dresses. Skirt/jumpers require one of the following options underneath: ● Navy blue leggings (leggings are slightly form-fitting, thick fabric bottoms that do not have feet attached) ● Cartwheel shorts with tights (tights are form fitting, thin fabric bottoms with feet) ● Cartwheel shorts with socks	
OUTERWEAR Any outerwear worn *inside* must be one of the following: ● Navy blue zip up hoodie sweatshirt ● Navy blue open front cardigan ● MITCH branded sweatshirt	
PE ● Solid navy blue athletic shorts or navy blue sweatpants (navy or black leggings may be worn under shorts) ● MITCH PE shirt, MITCH Merchandise shirt (any solid color) navy blue long-sleeve T-shirt may be worn under PE shirt ● Sturdy athletic shoes	
SHOES ● Closed toe, sturdy shoes and socks/tights required ● Boots for Ag to be left at school	
FIELD TRIPS Regular uniform; jeans allowed for outdoor activities along with a MITCH shirt or solid polo.	
FREE DRESS DAY Common sense guidelines for school appropriate attire. Students will be asked to change if clothing is inappropriate, distracting, etc.	

Visitors and Volunteer Protocol

All visits and volunteering must be pre-arranged with school staff. They must have a completed background check on file. For safety, all visitors and volunteers are required to enter and exit the building through the main entrance and report to the school office upon arrival and departure. A "Visitor" or "Volunteer" badge must be worn at all times while on campus. Families are required to volunteer 25 hours each school year.

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