

Mountain Island Day Community Charter School

1209 Little Rock Road, Charlotte, N.C. 28214

Phone: 704-391-5516 Fax: 704-391-2540

*Please visit our school website:
www.midschool.org*

Parent/Student Upper School Handbook 2018/2019



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Mountain Island Day Community Charter School

"Upper School" 5th grade-12th grade

Upper School Partnership Agreement

MIDCCS's students and staff are expected to perform their responsibilities to the best of their abilities. MIDCCS's goal is to achieve academic excellence which is not possible without the parent's commitment and dedication to their child's education. We encourage a close, healthy relationship between parents and the school to achieve student success. This partnership agreement is a list of responsibilities of students and adults that we believe are important to the vision of an MIDCCS education.

Parent and Family Responsibilities

I will:

1. Encourage my student to be on time to school every day.
2. Schedule appointments around my student's school day whenever possible.
3. Encourage my student to complete his/her homework daily.
4. Encourage my student to read daily.
5. Contact teachers/staff when I have a question or have concerns about my student
6. Attend Parent/Teacher conferences, PTO meetings, and workshops, whenever possible, in order to help make my student a successful student.
7. Support the school and its administration in the event my student needs council or disciplinary action.
8. Encourage my student to give us their best each day, to be accepting of others, and to contribute to the school community.
9. Use my gifts and talents to better the school by volunteering.

Parent Signature

Print Name

Date

Student Responsibilities

I will:

1. Come to school on time with a positive attitude.
2. Come to classes on time and prepared.
3. Write my homework assignments in my planner and/or Google calendar and take it home nightly.
4. Complete my classwork/homework to the best of my ability every day.
5. Read for at least 20 minutes outside of school every day.

6. Come prepared to school with all supplies, assigned homework, and/or papers.
7. Treat other students, teachers, and the facilities with care and respect.
8. Give my best each day, will be accepting of others, and will positively contribute to my school community.
9. Use my gifts and talents to better my school.

Student Signature

Print Name

Date

**The guidelines provided within your student Handbook/Planners are to be upheld by our students and their parents. We recognize that we are unable to proactively address all situations and circumstances in our handbook. We reserve the right to make administrative decisions when responding to a new situation or circumstance not listed in this handbook.*

Unique Philosophy

Mountain Island Day Community Charter School has a unique personality and school culture. At MIDCCS, our administrators and teachers are viewed as leaders and parents as partners, working together with a shared vision of a quality education in a caring, supportive, positive, and inclusive environment. MIDCCS strives to address small concerns before they become larger concerns later and relies on parental support. MIDCCS places an emphasis on character education providing opportunities for students to learn about, discuss, and enact positive social behaviors. We teach students and adults within our school community to understand, care about and act on core ethical values such as respect, justice, civic virtue and citizenship, and responsibility for self and others. We need and expect your help educating and raising our students, supporting our efforts to teach character education, and being an active participant within the school community. Because we rely on a partnership with you as the parent, to create this vital community for our students, we feel strongly that families join our school only if they are comfortable with our philosophy. MIDCCS is proud of its students, staff, families and what we, together, are able to provide to our students.

Students that will find success at MIDCCS are students who are willing to try what is asked of them, to engage with their teachers and peers, and to learn from experiences blended with their studies. A successful MIDCCS student is one that desires a positive inclusive school community and is willing to take responsibility for their role within that community. We are a community of learners where students who are willing to work hard, in both groups and independently, will find MIDCCS a truly engaging and rewarding place to learn.

School Expectations

Our goal is to promote the foundational virtues of citizenship, responsibility, fairness-justice, and respect. Student success is about more than just academics; it involves children's social, emotional, and physical development as well. We know that you want your child to succeed, and we share that goal. It is our hope that we can partner with you in the pursuit of our common objective. We expect each student to:

- Be respectful
- Be responsible
- Be safe
- Be kind
- Be cooperative

Each classroom has its own approved fair and consistent classroom management system (explained by the individual teachers at orientation). If a student fails to meet behavioral expectations, they will receive a corresponding consequence which may include reflective writing, office referral, parent phone calls, and afterschool, in school and/or out of school detention. Further consequences, if deemed necessary, will be determined by MIDCCS Administration.

Where discipline is concerned, *parent support is vital*. Please talk to your child daily regarding appropriate school behaviors and respecting others differences. In order to maintain an appropriate learning environment, we believe that parent assistance in dealing with disciplinary problems is our most valuable resource.

Mission Statement

By educating and nurturing the whole child, a Mountain Island Day student does not just seek good grades, but strives to be a better person and make their world a better place. Along with scholastic endeavors, MIDCCS focuses on character, ethics, service, physical, emotional and spiritual health in a creative and positive environment that enhances learning and growing.

Communication

MIDCCS will communicate with families often and by a variety of means. A few of the methods we use to communicate with our parents are school/teacher newsletters, constant contact, Remind 101-text messaging, student planners, website, social media, phone messaging, and e-mails.

Student Planner

Your student planner is a required component of your student's school material for grades 5th-7th grade (8th-12th grade students will use Google Calendars) Your student planner/student handbook is your guide to understanding MIDCCS's rules, regulations, and procedures. The purpose of this planner is to build responsibility, self-reliance, and resourcefulness as students learn to set goals, manage their time, and learn organizational techniques. The planner-google calendars facilitates communication between parents and teachers and will contain homework assignments, notes, and other communication from your child's teacher. We ask that you check your student's planner to help them prioritize and set goals for completing at home work/projects.

Tuesday Test

MIDCCS teachers will administer test during a specified block each Tuesday. Students will have ELA and Science test on week A and Math and Social Studies test on week B. Students will have study guides to help prepare them for upcoming test.

Parent/Teacher Conferences

MIDCCS holds two Parent/Teacher Conferences each year. Please refer to the school calendar for the Parent/Teacher conference schedule. Additionally, conferences can be held before or after school at other times during the year. Parent/Guardian's should contact their child's teacher to schedule a conference during a time that will not take away from the teacher's classroom responsibilities. Please refrain from conferencing with your student's teacher during drop off -pick up and/or during class.

Upper School Bell Times

8:00am-Lower school classes begin

3:00pm-Lower school classes dismissed

3:05pm-Student dismissal begins

Arrival and Dismissal

Upper School students may begin entering the school at **7:45am**. Students are not to arrive any earlier **7:45am**. Students are expected to be in their seats and ready for class by the first bell time at 8:00am. All upper school students must be picked up in line by **3:15 pm** unless they are participating in after school activities. Students not picked up by **3:15 pm** will be placed in afterschool and a fee will be charged by the onsite afterschool provider.

Tardy Policy

Students must be in class by 8:00am. Students arriving after 8:00am will be counted tardy. When a student has six or more tardies in excess of ten minutes to school it will count as one unexcused absence.

Attendance Policy

The State of North Carolina requires that every child between the ages of *seven (or younger if enrolled in school)* and sixteen attend school. Regular student attendance is required each day school is in session.

All absences are to be verified by communication to the school office from parent/guardian on the morning of the absence, including absences due to medical and dental appointments. The preferred way to communicate absences is to provide either a handwritten note or e-mail the communication to office@midschool.org. Voicemail will also be available before school hours for anyone who would like to leave a message.

Absences are **excused** for the following reasons:

- Student illness or injury.
- Death in the immediate family
- Doctor/dental appointments that could not be arranged outside of school hours.
- Religious Holidays not observed by school calendar (Contact office to arrange)
- Pre-authorized absence (contact office to arrange)
- Quarantine
- Court or administrative proceedings
- Absences related to deployment activities.

Documentation of an excused absence must be provided to the classroom teacher/front office, office@midschool.org within **five days** of the students return to school. If documentation is not received the absence will be marked as unexcused. In the event that a student misses 3 or more consecutive days a doctor's note may be required to make the absence excused.

Students who reach **five absences** (*either excused or unexcused*) during the school year will be sent a letter which details their attendance status. When students reach **ten absences** (*either excused or unexcused*) parents will be contacted by school personnel to discuss academic status, factors surrounding the absences, and make recommendations on how to correct the attendance concern. In the event any student reaches **twenty absences** (*either excused or unexcused*) the student and parent/guardian will be required to meet with the administration to review the potential of retention in grade level. Retention decisions are recommended to the Head of School/Director of Operations by the administrative team. The retention of any student is at the discretion of the Head of School/Director of Operations.

Partial Days

Students must attend at least half of the school day to be counted present for the day. A student must be in attendance until 11:45am or arrive by 11:45am to be counted present for the day. A student must be counted present for the school day of an activity or event, to participate. This includes festivals, school dances, athletics, etc. Exceptions to this policy can only be waived by the Head of School/Director of Operations.

If a student misses a fieldtrip or activity because they are late, they will be put in the class of the next closest age or sent home. Payments for trips missed due to tardiness are not refundable. If a student is absent part of the day an assignment is due they are required to turn in or complete any project, classwork, or test due on that day to receive credit for the assignment.

Terminal Illness or Death in the Family

If a student has absences due to a terminal illness, death, or traumatic situation in your family please notify the front office and your classroom teacher. The administrative team and teaching staff will work through a plan with your family while the student is out of school and one for when they return to meet the needs of the students during the difficult time.

Early Dismissal

In the event a student needs to leave school early the parent/guardian must check in at the front office to sign the student out. Please schedule all appointments outside of school hours when possible to keep early dismissals and late arrivals to a minimum. Students will not be released to anyone except their parent/guardian or individuals listed as emergency contacts unless the school has a signed note from parent/guardian. To ensure overall orderly school dismissals any early dismissals must occur prior to 2:45pm. Students will not be dismissed between 2:45-3:05pm.

Students who become ill will be dismissed from class by their teacher to report to the front desk. The front desk will assess the student's illness and call the parent/guardian to arrange for the student to be picked up if needed. Students will remain in the school office until the parent/guardian arrives.

If a student is ill, they will not be permitted to drive themselves home without express written parental/guardian consent. Students that become too ill to participate in their regular classes will not be allowed to participate in athletic practices or games until they are no longer ill according to the common illness guidelines.

School Delays/Cancellations

In the event of inclement weather, MIDCCS will make announcements for school closings by **5:30 am** the day of the inclement weather. MIDCCS does not always follow CMS or Gaston County School closing decisions since it is an independent school. The primary and quickest method for announcing school status during inclement weather is by viewing the announcement banner on our **website** at www.midschool.org and the **MIDCCS face book page**. MIDCCS also makes announcements regarding school closing or delays on channel 9 WSOC-TV and through "**Remind101**".

Make-Up Work

Teachers will give students the opportunity to make up assignments and tests that were missed during an absence from school. All make-up work and tests must be completed within **two days** of returning to school. If a student will be absent for an extended period of time due to illness parent/guardians should contact the student's teacher to make arrangements to pick up missed assignments. Parents must call by **8:00am** on the day the assignments are going to be picked up to allow the teacher adequate time to gather the assignments. Parents will be able to pick-up assignments after **3:15pm**.

If a student has a prolonged absence due to illness or travel, the student, with the help of their parents will need to make arrangements with teacher to complete missed assignments. Students will have two days for each day absent to make up missed work. Any incomplete assignments will not receive credit. If a student misses an announced test during their absence students must take the test when they return to school at the convenience of the teacher.

MIDCCS teachers are required to turn in weekly lesson plans and will not be able to provide missed assignments prior to them being missed. Please do not request missed assignments or classwork from a teacher prior to leaving on a trip.

Academic Standard

Academic standards are benchmark measures that define what students should know and be able to do at specified grade level in a specific subject area. MIDCCS uses various benchmark assessment tools throughout the year to track students progress toward these academic goals.

Progress Reports

Grades are stated for academics to indicate a student's progress towards their level of understanding of, and ability to, apply a skill or standard at the midway point for a quarter. Effort, homework and behavior are given grades independent from academics. Progress reports will go home approximately half way through each quarter.

Report Cards

On a report card grades are stated for academics to indicate a student's level of understanding of, and ability to, apply a skill or standard for a quarter. Effort, homework and behavior are given grades independent from academics. Report cards will go home approximately one week after a quarter ends

Grading Scale

At MIDCCS the purpose of grades is to communicate student achievement to students, parents, teachers, administrators, and other educational institutions. The report card reflects evidenced based, clear and accurate scoring, that represents the level of understanding, skill attainment and knowledge application a student has achieved in a subject area during a quarter. The grading protocol scores academic achievement, effort, homework, and behavior as independent of one another.

Grades for 6th-12th are as follows:

MIDCCS uses a numeric 10-point grading scale. Please see grading rubric below. All assignments, assessments, progress reports and report cards will use this grading rubric.

A 90-100	Excellent
B 80-89	Very Good
C 70-79	Satisfactory
D 60-69	Inconsistent
F Below 60	Unsatisfactory

*Students will receive an achievement and citizenship (behavior) grade.

Homework

MIDCCS has a school wide homework plan in place (K-12th Grade) to ensure students receive an age appropriate amount of homework. Homework is an extension of the learning that occurred in class. Homework is assigned Monday-Thursday and a task your child should be able to complete independently. If your child is unable to complete the homework independently or experiences stress during homework please contact your child's teacher to discuss options.

MIDCCS has a homework plan in place to ensure students are not given more or less homework than recommended by the National PTA and the National Education Association. MIDCCS follows "The 10-Minute Rule", which suggest that students should be doing about 10 minutes of homework per night, per grade level. In other words, 10 minutes for first-graders, 20 for second-graders and so on.

One of the most important things parents can do, beyond keeping students healthy and safe, is to ensure that students read. Students at MIDCCS are expected to read for 20 minutes daily. Parents/students will log the name of the book as part of students homework. We suggest finding a time daily that works best with your families' schedule and make reading a routine. Reading is a big part of your student's homework throughout their academic career so please establish this routine early. The following is to serve as parameters for the average amount of planned nightly homework:

Promotion and Retention

MIDCCS expects that our students will achieve at least one year of growth in learning each school year and meet grade-level expectations, thereby progressing logically from one grade to the next. However, we recognize that some students may benefit from grade level retention or early promotion based on the rate at which they progress. The best interests of the student are the primary consideration for retention and promotion decisions.

The Head of School/Director of Operations shall be responsible for determining the benefits and detriments to retention or early promotion of a student. Input from the student's teacher and parent/guardian(s) shall be sought and taken into consideration during the decision process.

Retention

- Retention decisions will be made using various indicators such as emotional and social readiness, student grades, and multiple measures assessments (including any state standardized tests).
- Students identified for retention or at-risk for retention shall be provided additional resources and remedial instruction opportunities needed for the student to increase achievement.
- Students shall be identified for retention or as at-risk for retention based primarily on proficiency in reading between the second and fourth grades. Reading, language arts, and mathematics may be indicators for retention after the fourth grade.
- While it is not legally required that a student's parents/guardians approve of the retention decision, the Head of School/Director of Operations shall make every effort to include the parents/guardians in the decision-making process to mutual satisfaction.

Accelerated Promotion

- When high academic achievement is evident, the Head of School/Director of Operations may recommend a student for acceleration into a higher grade level.
- Accelerated promotion decisions shall be made using various indicators such as emotional and social readiness, student grades, and multiple measures assessments (including any state standardized tests).
- Parents/guardians requesting consideration of accelerated promotion for their student should first discuss the possibility with the student's teacher. If the teacher agrees then the teacher and the parents/guardians shall meet with the Head of School/Director of Operations to discuss the student's placement.
- While it is not legally required that a student's parents/guardians approve of the accelerated promotion decision, the Head of School/Director of Operations shall make every effort to include parents/guardians in the decision-making process to mutual satisfaction.

Parents/guardians have the right to appeal a decision made on behalf of their student by the Head of School/Director of Operations with which they do not agree. Parents/guardians will report the grievance to the Board of Directors Chair within 30 days of the initial retention or promotion determination.

Problem/Concern Resolution

The first step to any problem/resolution is to approach the other party and discuss the problem/concern directly with them with proper attitude. If steps were taken and the attempt at resolution was unsuccessful, the problem/conflict should be brought to the attention of the Department Head/Dean of Students so they can aid in finding resolution. If the problem/conflict is not resolved, then it should be brought to the attention of the Head of School/Director of Operations.

Pursuing the matter beyond the authority of the Head of School/Director of Operations would require a written grievance expressing the concern that will be presented to the Board of Directors. Filing a grievance should be reserved for a clearly defined problem which has not been resolved by other means. It is an avenue through which staff and parents can seek a clearly defined resolution to a problem or incident. A formal grievance is not intended for feedback or suggestions.

A grievance may be filed if a parent/guardian is aggrieved by a decision of a school employee involving:

- An alleged violation of a specified federal law, state law, State Board of Education Policy, State Rule, or local Board policy or administrative regulation; or
- Matters concerning students such as long term suspension, retention, expulsion, etc.
 - The only student disciplinary matters that may be appealed to the Board are those taken under N.C. Gen. Stat. §§ 115C-390.7, 115C-390.10, or 115C-390.11.
 - Administrative recommendations to exclude and/or expulsion a student from the School can also be heard by the Board.

Information on how to file a grievance can be found on the Board of Directors page on our MIDCCS website.

Health and Wellness Policy

If your student has a temperature of 101 degrees or more, or any symptom of contagious disease or infection (diarrhea, vomiting), you must pick up your student ***within one hour*** of notification. In most cases, your child should remain out of school at least 24 hours after the last occurrence of an illness (fever/vomiting/diarrhea/rash), not simply the next school day. Re-admittance will be at the discretion of an administrator and may require a doctor's note for certain illnesses.

*A student driver must have permission granted to the front administrator for the child to drive themselves home. Unless permission is granted, student driver must be picked up within the hour.

Guidelines for Common Illness

Temperature of 101 degrees

Student can return to school after 24 hours fever free without the aid of fever reducing medications

Vomiting and Diarrhea Common Cold

Student can return to school after 24 hours from the last episode. Students can attend school as long as they do not have either of the above symptoms.

Conjunctivitis (Pink Eye) Head Lice

Students can return to school 24 hours after starting antibiotics. Students can return to school 24 hours after effective pediculicide, no live lice present. *We recommend prescription from your pediatrician.

Chicken Pox

Students can return to school after all vesicles become scabbed over.

Rash

Students can return to school once cleared to return by physician.

Strep Throat

Students can return 24 hours after the start of antibiotics.

Accidents

If a student is injured at school, we will make him/her comfortable and then call parents immediately. If the student has a serious injury, we will contact the parents and any emergency medical assistance required. If parents cannot be contacted, we will contact the individuals listed in the emergency contact information you provided on the student's application.

In the event of an emergency, MIDCCS staff may authorize a physician of their choice to provide emergency medical treatment if neither parents nor the emergency contact persons or your physician can be reached immediately. Medical personnel or the MIDCCS staff is not able to administer any drug or medication without specific instructions from a physician. In the event of an emergency, accident, or illness, all medical expenses incurred are the responsibility of the parent.

The risks of injury in school activities of athletic, social, and academic nature are significant even with rules, equipment, procedures and discipline. By enrolling in MIDCCS and agreeing to its policies the parent knowingly and freely assumes all such risks, both known and unknown, even if arising from the negligence of the releases or others and assumes full responsibility for participation in the programs of MIDCCS. By enrolling and agreeing to the policies the parent releases, indemnifies and holds harmless MIDCCS. (MID-Mountain Island Day Community Charter School)

School Safety

The safety of our students, staff and visitors is important to us. The following are just a few of the measures that are in place to ensure school safety:

- Access to the campus is monitored.
- All MIDCCS employees must pass a criminal background check and drug test.
- All teacher/staff must wear ID badges.
- Medications will be stored in a locked location
- Each class has an emergency backpack including a first aid kit
- Each class has an emergency notebook containing student information, parent contact, medical information, etc.
- Volunteers must undergo criminal background checks.
- MIDCCS's indoor and exterior doors remain locked.
- Compliance with local health and fire department officials for inspection of the campus.

Disaster Drills

Fire drills and other disaster drills are held at various times during the school year. Directions will be posted in each room, and instructions for leaving the room will be given at the beginning of the year and throughout the year during the various drills. Students are expected to exit quietly, quickly, and orderly during any disaster drills.

Fire Drills-MIDCCS holds monthly fire drills to teach students what to do in the event of a fire and to meet North Carolina Board of Education requirements. Once the fire system rings the bells, students will line up and exit through the assigned exits. Students remain with the teachers outside the facility until told by an administrator that it is safe to go back inside the school building. MIDCCS can typically evacuate the school in about one minute.

Tornado Drills- MIDCCS holds an annual tornado drill to teach students what to do in the event of a tornado. **Reminder:** A tornado watch means there is the possibility of a tornado in the area. A tornado warning means that a tornado has been spotted.

Students and staff practice the following during tornado drills:

- Stay away from windows; hallways are the safest place in our school building.
- Students and teachers remain close to the ground and cover their heads for protection.

- They stay in that position until administration gives a clear signal that there is no longer a threat of a tornado.
- If students are outside and away from the building, or on a bus, they will practice the following:
 - 1.) Get off the bus
 - 2.) Get in a shallow ravine and get in a crouched position
 - 3.) Protect his/her head
 - 4.) Stay away from buses, cars or trees
- If students are in the multipurpose room/gymnasium and cannot safely get into the main school building, students and teachers move to the closest interior cinder block wall, crouch close to the ground, and cover heads for protection. Stay away from exterior doors and or windows.

Lockdown Drills-MIDCCS holds lock down drills twice a year to practice what to do in a lockdown situation. During a lockdown, all students will be asked to remain in their classrooms with the lights off, windows and blinds closed, and doors locked. Administration will call teachers individually and give them a password to let them know when the building is safe.

Nuclear Evacuation Plan-MIDCCS is located within a 10-mile radius of McGuire Nuclear Station and is therefore required to have a nuclear evacuation plan in place and must practice it during the school year. There are four classifications of events that require the local government to be notified. The four conditions are an unusual event, an alert, a site area emergency, and a general emergency. Depending on the level of classification of the event, one of the two courses of action will be enacted:

- **Sheltering – Stay inside the school building**
- **Evacuation – Go to the University of North Carolina at Charlotte (UNC-C).**

Buses will be the primary means of transportation in the event that we have to evacuate the school. The bus route we will take will be I-485 to Reames Road/Harris Boulevard to the UNC-C campus.

An administrator will check the building to make sure all students and staff are accounted for before leaving. Signs will be posted on the doors stating the school has been evacuated and that students and staff are at the UNC-C shelter.

Immunization

MIDCCS will comply with all state and federal immunization requirements. Students entering MIDCCS at any age or grade must provide an immunization record meeting immunization requirements. Failure to provide this record will result in suspension until such immunization record is submitted. For more information on state immunization requirements go to: <http://www.immunize.nc.gov/schools/schools.htm>

Medication

Students are not allowed to self-medicate while on campus or under the supervision of MIDCCS. Medications needed during the day (including field trips) can be dropped off at the front desk. All medications (including “over the counter”) must be in their original package with printed directions. A signed consent form for the specific medicine must be given with the medication in order to be administered. Life saving medications such as inhalers or Epi-pens will be kept in the teacher emergency backpack in elementary school.

Prescription/Over the Counter Medications

- Must be clearly marked as to the name, date and type of medicine.
It must be in the ORIGINAL CONTAINER (ask your pharmacist for an extra bottle in order to divide the prescription between home and school.)
- Tablets that need to be halved or quartered should be done so by the parent before sending the medication to school.
- The medication must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name/signature, and current prescription date.
- A medicine form is provided and must be signed by a parent.
- Medication will be kept in secure cabinet at all times.

Medication will be given by school personnel only. Students are not allowed to self-medicate.

Medication must be brought to the school by the parent.

The over the counter medication must have a dosage that matches the age of your child. If it does not, we require a doctor's note that includes the proper dosage amount.

Positive Behavior Support School Acronym

MID focuses on encouraging good character traits and behavior through our rewards system called *SAIL*.

Show respect

Achieve success

Individual responsibility

Lead by example

Any time an MIDCCS staff member catches a child or class displaying good behavior, helping a friend, being courteous, etc., the class will receive a SAIL point. Once the class meets 100 SAIL points, a class reward will be given.

Assembly

Assembly will be held bi monthly and it plays a significant part of our school's mission. Students are required to attend, have a positive attitude, and be an active participant during this time. We will introduce and discuss character traits during this time. Teachers will build upon and reinforce character traits discussed in Assembly within their classrooms. Parents are welcome to join us during any Character Education Assembly. (Day of the week may be subject to change as determined by the school)

Code of Conduct

Enrollment in Mountain Island Day Community Charter School is a voluntary choice for each student and family. Continued enrollment in the school will be dependent on the student abiding by the standards in the Code of Conduct. Parents of enrolled students are to support and uphold MIDCCS's Code of Conduct. Therefore, each student and parent/guardian will be required to review the Code of Conduct along with the Student Handbook and sign an agreement to comply with the Code. The agreement form is included with the beginning of the year packet. A transfer to another school should be arranged by the student's family if the student and parent/guardian do not agree to standards set forth in Code of Conduct.

Behavior/Discipline Policy:

MIDCCS's Code of Conduct will support the attainment of the school's mission and reinforce its founding principles: To prepare, nurture, lead and engage. MIDCCS will implement a positive discipline model that leads to a nurturing school environment which sets the stage for engagement and academic excellence. School leadership and staff will uphold high expectations and be responsible for establishing a positive school climate that continuously identifies and praises students for respectful behavior. Staff will model and identify

appropriate behaviors. Learning behavior transitions amongst varying environments is a valuable part of the socialization process of a productive citizen. To support the establishment and consistency of an effective learning community students at MIDCCS will wear uniforms (K-7th) or wear a dress code (8th-12th).

Discipline

In most cases, the appropriate staff within the classroom setting will manage discipline immediately and effectively. In some situations, either due to the seriousness or repetitive nature of the offense, intervention by the Administration of the Lower or Upper School is warranted. In any action requiring probation, suspension or expulsion, the Administration will be included in the decision-making process.

Student Suspension and Expulsion Policy

A pupil shall not be suspended from school or recommended for expulsion unless the administration of MIDCCS determines that the pupil has:

- a. Caused or attempted to cause or threatened to cause physical injury to another person;
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object;
- c. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance or alcoholic beverage or an intoxicant of any kind;
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance or an intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage or intoxicant;
- e. Committed robbery or extortion;
- f. Caused or attempted to cause damage to school property or private property;
- g. Stolen or attempted to steal school property or private property;
- h. Possessed or used tobacco, or any products containing tobacco or nicotine cigarettes, smokeless tobacco, or chew packets or other such devices- This section does not prohibit use or possession by a pupil of his or her own prescription products;
- i. Committed an obscene act or engaged in habitual profanity or vulgarity;
- j. Unlawfully offered, arranged or negotiated to sell any drug paraphernalia;
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.

Disciplinary consequences for behavior violation of the Student Code of Conduct:

Students and parents will understand that the following disciplinary actions may be implemented for acts mentioned in this section and related to school activities which occur at any time, including (but not limited to) any of the following:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period whether on or off campus;
4. During, or while going to or coming from, a school sponsored activity.

Act of Violence:

a. Fighting is not allowed at MIDCCS. This action is considered one of the most severe infringements on the rights of others. It is also a direct attack on the educational process. Acts of violence, whether directed at another student, teacher or adult will carry a severe penalty. Possible disciplinary actions: On-campus suspension, home suspension or expulsion. Flagrant or repeat offenses may result in a maximum consequence of expulsion.

b. Threatening to cause physical harm detracts from the educational setting and places students in fear. Thus, depending on the severity of these actions, the following disciplinary actions may result: On-campus suspension, work details, home suspension or other recommendations to expel.

Weapons and Dangerous Objects:

- a. Possession of a dangerous weapon will not be tolerated. Possession of a weapon will result in disciplinary action -- home suspension or expulsion.
- b. Possession of fireworks and explosives or the use of these items will also result in home suspension or expulsion.

Tobacco, Drugs, and Alcohol:

- a. MIDCCS is a tobacco, drug and alcohol-free campus. Any possession or use of these substances is strictly prohibited. Offenses of the rule may result in on campus suspension, home suspension or expulsion. This rule, as all school rules apply, for after school events and school trips.
- b. Possession of these substances with the intent to distribute or sell will result in expulsion. The sale of look-alike drugs will result in home suspension for the first offense and expulsion for any subsequent offense.
- c. Drug paraphernalia, whether possessed for use or with the intent to sell or distribute, will be seen as an attempt to promote the distribution and use of illegal drugs and will result in suspension or expulsion.

Stealing, Robbery, or Extortion:

- a. These offenses will result in on-campus suspension, work detail, home suspension or expulsion. The severity of the crime and the number of offenses will dictate the punishment.

Damage to Property:

- a. Causing or attempting to cause damage to school property will result in the replacement of the damaged property by the student. The parent or guardian will also be held responsible for the replacement of the damaged property.
- b. Severe cases of damaging, defacing or mutilating school property such as arson, damage to windows, playground equipment, computers, etc. may result in the suspension (on-campus or home) or expulsion.

Profanity, Obscene Acts, Demeaning Racial Statements and Vulgarity:

- a. These acts will be construed as an attack on the rights and privileges of other students who are attempting to receive an education and the rights of teachers to teach. Therefore, the attempt or act of projecting the above named actions whether on clothes, written, verbal or through gestures is in violation of school policy. The resulting disciplinary action will require: changing offensive clothing, work detail, on-campus suspension, home suspension, expulsion or a combination of any of these actions.

Willful Disobedience:

- a. Willful disobedience is the intentional defiance of staff. Such action may be exhibited while coming to and from school, on the bus, during the normal school day or on fieldtrips. For the safety of the student and other students and the establishment of a nurturing learning environment, respect for faculty, staff, and parents is necessary. Student safety and a positive educational environment must be maintained. Therefore, timeout, work details, and on-campus suspension may be employed. Repeated disobedience may result in a request to have a student evaluated by other behavior professionals. Every attempt will be made to correct the inappropriate behavior before actions of home suspension and expulsion are considered.

b. Students are expected to demonstrate good citizenship and act in a reasonable manner. Failure to comply will result in a reprimand, detention, work detail, or suspension. Public displays of affection fall under this category.

Sexual Harassment:

a. Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

1. Compliance with the code of conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress;
2. Compliance with or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual;
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment; and

b. Other types of conduct that are prohibited and may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions;
 2. Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions;
 3. Graphic verbal comments about an individual's body, or overly personal conversation;
 4. Sexual jokes, stories, drawings, pictures or gestures;
 5. Spreading sexual rumors;
 6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class;
 7. Touching an individual's body or clothes in a sexual way;
 8. Purposefully limiting a student's access to educational tools;
 9. Cornering or blocking of normal movements;
 10. Sexually suggestive objects in the educational environment; and
 11. Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
- Enforcement The Principal or designee shall take appropriate actions to reinforce the Board's sexual harassment policy. These actions may include:
1. Removing vulgar or offending graffiti;
 2. Providing faculty in-service training and student instruction or counseling; or
 3. Taking appropriate disciplinary action to include reprimand, detention, on-campus suspension or home suspension.

Act of Hate Violence:

Causing, threatening, or attempting to cause or participate in an act of hate violence can be defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. These offenses may call for reprimand, suspension, community service and/or expulsion.

Other Harassment:

Intentionally engaging in harassment, threats or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment will not be tolerated. These offenses may call for a reprimand, suspension, community service and/or expulsion.

Academic Dishonesty:

MIDCCS's philosophy is to increase a student's ability to work both independently and collaboratively. We realize that valuable social skills and learning come through group projects, collaboration, and cooperation. Students should do as much of or all of their own homework, but students should be willing to give assistance to fellow students when the learning experience can be enhanced. In some situations, testing is required to be independent of any outside help. Students will be made aware of this and will be expected to act accordingly.

Plagiarism:

Plagiarism is a serious issue in academia. Students should give credit to the appropriate individuals for their research and writing. It is often difficult to distinguish what should be duly noted and what is common knowledge. It is the role of the faculty to bring this issue into a clearer focus for the students so that students will learn proper citation processes. Through their own research and writing, the constitution of plagiarism will become better defined for the student.

Students with Disabilities:

Students with disabilities may be suspended, in accordance with Federal legislation, for inappropriate behavior. The administration may suspend a student with disabilities for short-term suspension; suspension from school may not be for more than a total of fifteen days in a school year. The administration may recommend a student with disabilities for long-term suspension or expulsion (greater than 15 days) by following these procedures:

1. The administration will follow regular procedures for long-term suspension or expulsion as described above.
2. Once the administration has made a recommendation for long-term suspension or expulsion of a student with disabilities, he or she will convene members of the Student Support Team who will determine: if the student is eligible for special education services; if the student is appropriately placed in a special education program; and if there is a causal relationship between the student's disabling condition and the conduct for which he or she is to be disciplined.
3. The parent will be notified in writing of the time and place of the committee meeting and its purpose.

Where discipline is concerned, *parent support is vital*. Please talk to your child daily regarding appropriate school behaviors and respecting others differences. In order to maintain an appropriate learning environment, we believe that parent assistance in dealing with disciplinary problems is our most valuable resource.

Bullying Policy

Students are not permitted to harass or bully other students, faculty, or administration. This type of behavior is contrary to the school's mission statement and will not be tolerated. Bullying occurs when a person or group intentionally intimidates, frightens, excludes, or hurts by pattern of behavior another person.

The following actions are ongoing manners and forms of bullying:

- Physical aggression (Hitting, kicking)
- Teasing or verbal abuse (Insults, name calling or racial/sexual remarks)
- Damaging someone else's property or taking property without permission.
- Threatening gestures, actions, or words.
- Written verbal/electronic messages that contain threats, putdowns, gossip, or slander.
- Cyberbullying through social media or any other written or electronic means.

MIDCCS recognizes that not every inappropriate behavior is bullying or willful violation of this policy. All incidents of reported bullying will be assessed by administration and addressed according to administrative discretion.

Testing Policies

All students will receive the same amount of time to complete tests, unless they have accommodations written before the test in an Individual Education Plan (IEP, PEP or 504). Students are not allowed to leave the room prior to the completion of the test. All tests will be announced at least two days in advance, except for quizzes. If a student is absent when the test is announced, they will still be responsible for taking the test as scheduled, or on the first day of their return to school.

A teacher may cancel a test, if necessary. **No talking is allowed during the testing period.** Students should raise their hand to receive permission to talk prior to talking. Students caught cheating will receive a zero on the test and will immediately be sent to administration.

Academic Honesty

MIDCCS expects students to approach their work seriously as a preparation for high school and college and maintain high levels of integrity, honesty, motivation, and respect. Any plagiarism or cheating violation will be an automatic “0” on the assignment, test, or quiz and an infraction form including a visit to the headmaster and or principal.

Plagiarism

- Plagiarism is defined as taking of another person’s ideas or writing and presenting them as one’s own without proper acknowledgment.
- Plagiarism is theft; teachers will instruct students on proper documentation.
- Students should not cut or paste from internet research without quoting or citing sources of the information.
- Students should not obtain copies of research papers from the internet and turn them in as their own.
- Students should not turn one paper in for more than one assignment, self-plagiarism.

Cheating-Cheating includes the following:

- Communication of any kind during a test or quiz (talking, signaling, electronic, etc.)
- Having study sheets or notes visible during a test or quiz
- Unauthorized use of a book or notes during a test
- Working with another student on an independent project
- Copying another student’s homework/test answers
- Electronic cheating (texting, e-mails, etc.)
- Turning in any portion of another student’s work
- Obtaining test answers from another student before a test (Both students would receive disciplinary action)

*This policy applies to a student willingly providing answers to another student. If a student questions if he/she documented their paper properly consult the classroom teacher for direction.

Cell Phone-Personal Electronic Devices

Cell phones and personal electronics can be a disruption in the classroom and the overall learning environment. They can be used to cheat, violate privacy, view/listen to inappropriate material, cyberbully and simply distract students from school tasks.

Students will be expected to adhere to the following guidelines:

- Students are not allowed to use their cell phones or other electronic devices during the following hours while on campus (8:00am-3:05pm)
- Cell phones and personal electronic devices brought onto campus must be powered off and placed in locker and/or cubbies. Devices should be powered off before entering the school building and not be powered back on until after school dismissal.
- Cell phones are not to be used during the school day for any calls or text, including parents. All phone calls, incoming or outgoing, should be made through the front office. Parents can call the front desk 704-391-5516 to have a message delivered to their child.
 - All alarms and programs that could potentially activate a phone must be turned off.

Consequences for using cell phone and/or electronic device at school:

*Any device confiscated is given to an administrator

a. First Offense-Student receives a warning, parents are notified, and device will be sent home with student at the end of the day.

b. Second Offense-Disciplinary report, parent's notified, and the cell phone and/or personal electronic device will be held by an administrator for 24 hours. The device can only be picked up by a parent following a 24-hour period.

c. Third or more offense-Any offense past the second offense may include the following disciplinary actions. (Actions will be determined by site administrator).

- Disciplinary report
- Suspension (Possibly multiple days)
- Parent will be required to pick up the cell phone and/or personal electronic device
- Any device confiscated, on third or more offense, will be held at MIDCCSs until the end of the academic quarter. If less than two weeks remaining in the quarter, then it will be held until the end of the following quarter.

Elementary teachers may have a special day where students can bring personal electronic from home to use during an approved specified time. Teachers will send notification to parents informing them of this special occasion. Parents should monitor what students are viewing/playing on personal electronic devices and be certain any device is censored before entering the school environment. MIDCCS will not be held responsible for the loss of or damages to a student's cell phone or personal electronics brought onto campus.

Internet Policy

MIDCCS students are responsible for good behavior on the internet. If MIDCCS becomes aware of a student who uses the internet or any other communication system (on or off campus) in an immoral or inappropriate manner, the student may be subject to disciplinary action by the administration; (Such as detention, suspension, exclusion or expulsion). Examples of inappropriate uses are offensive language, making threats, posting or viewing sexually suggestive material, posting or viewing offensive photos/videos, harassing, slandering, etc.

Students are also expected to use appropriate behavior when using social media (Facebook, Twitter, Instagram, Snap Chat, You Tube, etc.)

Students are not permitted to use social media to:

- Post inappropriate, hurtful or threatening messages about another student, faculty member, or administrator.
- Post explicit photographs or videos of themselves or another student.
- Misrepresent, criticize, or belittle the school or its employees in any way.

- Use social media to share homework, quiz, or test answers.

Visitors

All visitors, including parents, must report to the school office upon arrival, wear attire consistent with the school's stance on modesty, sign-in and sign-out at the front desk and wear a visitor's pass.

*In the interest of school safety, no lunch visitors other than the student's immediate family are permitted on campus without prior administrative approval.

Posters/Banners/Advertisements

Posters/banners/advertisements must be signed off on by the Head of School/Director of Operations in order to be displayed on campus.

Volunteering

Researchers have been studying the effects of parent attitudes and their actions on their children's academic success for more than 30 years. The results are consistent. When parents are involved in their children's education at home, they do better in school. When parents are involved in school, children go farther in school and the schools they attend are better.

We have noticed a disturbing trend over the years of working with families. The older the child becomes the less parent involvement takes place. Teenagers can be intimidating. They are pushing you away trying to find their place and gain their independence. They are testing their boundaries like they did when they were toddlers. We would have never removed the safety gate from the stairs and hoped for the best when they were toddlers. Backing off and giving your child too much space and too little guidance in the pre-teen and teenage years can be detrimental. The reality is they do need to learn their independence, but they also need you and your guidance and accountability. **Working together we can offer a safe, caring culture that allows them responsibility to grow and accountability to succeed.**

Research shows when parents are involved in their children's education, the children are more likely to:

- Earn better grades
- Score higher on tests
- Pass their classes
- Attend school regularly
- Have better social skills
- Show improved behavior
- Be more positive in their attitude toward school
- Complete homework assignments
- Graduate and continue their education

We know that this is something that we all want for our children, so we are begging you, GET INVOLVED above and beyond the call of duty. We understand that some families are able to give more time than others and some families are able to give more financial support than others. If you truly want your child to succeed and you want the school you have chosen for your child to be the best, it is imperative that you commit some time each year.

Each MIDCCS family is encouraged to give 15 hours a year volunteering at school as part of the enrollment agreement. By doing this, collectively parents will participate in over 4000 volunteer hours.

Going beyond that minimum only increases the impact you can make on your child's school. As parents, we benefit from getting involved as well. Volunteer hours are documented by MIDCCS staff/Volunteer staff.

We would like to leave you with a few more statistics. One study found that students from families with above-average parent involvement were 30 percent more successful in school than those with below-average involvement. Another study found in schools reporting above-average parent involvement test scores grew at a rate of 40 percent higher than in schools that reported low-levels of parent involvement. Parent involvement is a powerful tool. A roster of volunteer opportunities is located at the front desk.

While we encourage you to volunteer, we also need to ensure the safety of our students. MIDCCS offers two levels of parent/guardian volunteers. Level 1 volunteers must complete a volunteer profile form. Level 2 volunteers must complete the profile form and have a criminal background check done by the school. You must be a level 2 volunteer to be a room parent or to do other various tasks.

Level 1 Requires a volunteer profile form Volunteers with a teacher or faculty – the volunteer cannot be alone with students.

Level 2 Requires volunteer profile form and criminal background check Volunteers can work independently with students on campus or on a field trip without a teacher or faculty present.

The Parent Volunteer form and Criminal Background Check form can be obtained from the front office or from our website. www.midschool.org

Parent Teacher Organization (PTO)

Our PTO is a group of parents and faculty working together as a team for the benefit of our MIDCCS families. Getting involved with the PTO is a great way of making your child's school year more rewarding. To join the MIDCCS PTO, you must complete the PTO form and pay a membership fee; *(either by purchasing the required school planner or a \$10.00 PTO fee depending on the year).*

Please refer to the school calendar for PTO meeting dates. PTO meetings are open to all parents/ guardians and teachers. We welcome and encourage you to share your ideas and become involved. The key to your child's success in any school environment is getting involved. If your student understands school is a priority to you they will make it a priority for themselves.

***If you have a particular topic you wish to discuss at a PTO meeting, please contact the PTO chair at least 5 business days prior to the next meeting, so that the topic can be added to the agenda. If that topic has already been previously covered, you will be provided minutes from that meeting. The school website has contact information for the PTO board members.*

MIDCCS PTO Payment Policy

MIDCCS PTO will accept checks or money orders as a form of payment for PTO activities and **does not accept cash**. We have a few fundraising events for which we are able to accept credit cards (Scholastic Book Fair, school pictures, etc.). Please make checks and money orders payable to Mountain Island Day PTO and put your child's name and teacher's name in the check memo, so we can ensure the payment is applied accordingly. Please put checks and order forms in an envelope. Please do not staple the check to the form as this may cause damage to the check.

The PTO charges a \$25.00 fee for all returned checks; collections are handled through a third party. Additional checks will not be accepted with monies outstanding to MIDCCS PTO. If three or more checks are returned, we reserve the right to stop accepting checks from that person and accept only money orders. Thank you for your cooperation.

Uniform Policy

Parents' cooperation is essential in helping the school enforce a dress code that reflects our community values, minimizes distractions, and teaches responsible appearance. **Modesty is our standard.** Fashion is unpredictable and constantly changing; therefore, this dress code may not fully address every new trend. In areas where the dress code is silent or unclear, faculty and staff will interpret and enforce the intended "spirit" of the dress code with administrators' oversight. The school reserves the right to clarify or to modify this dress code throughout the school year. Any changes will be shared promptly, and in writing, with our families through e-mail communications. If you are concerned about whether an item may or may not fit into the dress code, please ask **prior** to wearing the item to school.

General Dress and Appearance Guidelines

Students are required to be neatly and properly dressed at all times while on school campus or while attending school events.

- 1) Clothing must be size-appropriate and may not be oversized or undersized in part or whole.
- 2) ALL shirts, sweaters, sweatshirts, vests, jumpers, and light outerwear must be monogrammed with the MIDCCS logo. (Heavy outer wear worn to and from school are not required to have a logo-light weight jackets and zipper hoodies **require** a logo)
- 3) No hats, caps, or hoods are to be worn inside any building on campus.
- 4) Hoods are not permitted to be worn over student's heads except to protect from rain, wind, or cold weather.
- 5) Athletic wear and warm-up suits are not permitted.
- 6) Clothing that is frayed, torn, or slit is not permitted.
- 7) Students are permitted to wear socks, and tights of their choice, fitting the modest standards of the school.
- 8) Jewelry and accessories are acceptable as long as they are conservative and in keeping with the spirit of the dress code. Piercings (other than ear) and visible tattoos are not permitted.
- 9) Pants and shorts must be worn at normal waist height (no low-rise or sagging pants permitted)
- 10) Student hair styles are not to be distracting to others and must be what is considered socially responsible. (No Mohawks, writing or designs in hair, un-natural brightly colored hair, etc.)
- 11) This dress code applies to all students on campus at any time during any school day (including students on campus but not attending a class, temporarily on campus running errands, departing for a trip, etc.
- 12) Students are to have good personal hygiene and use deodorant, antiperspirant, etc. Although circumstances may vary, use of these usually begins on or before the child's tenth birthday.
 - **With the exception of HEAVY winter coats and raincoats, ALL upper wear must have an MIDCCS logo embroidered on it. Not having the school logo on upper-wear constitutes being out of uniform. Each student must have at least one uniform shirt in the each of the following colors: Light Blue, White and Red. These shirts are worn on field trips, for pictures and other special events.**

Options for Boys

- **Polo shirts, turtle necks & button down shirts:** short & long sleeved- white, light pink, red, navy, pale yellow, light blue or MIDCCS plaid; **must be logoed**
- **Long Pants:** flat front, no cargo pockets navy, grey or khaki, cotton blend or small bead corduroy
- **Shorts:** can have cargo pockets navy, grey, or khaki.
- **Sweater and vests:** heather grey, navy, or white; must be logoed
- **Zippered hooded sweatshirts:** (not PE uniform/Spirit Wear)- heather gray, cherry red, navy; **must be logoed**
- **Lightweight outer wear:** other than heavy winter coat- heather gray, cherry red, navy, and white; **must be logoed**

- **Heavyweight outer wear:** may be worn to and from school and outside, but not in class unless logoed. Must be solid color.
- **Shoes:** must be closed toed with a heel strap and be in a good condition. (No Crocs, clogs, slides, bedroom slippers, or flip-flops)

**See below for information on where to purchase logoed uniforms*

Options for Girls

- **Polo shirts, polo dresses, turtle necks and blouses:** short & long sleeved- white, light pink, red, navy, pale yellow or light blue; **must be logoed**
- **Pants:** flat front or pleated navy, grey or khaki
- **Shorts, capris, skirts** (finger-tip length) navy, grey, khaki, or MIDCCS plaid.
- **Jumpers:** navy, grey, khaki or MID plaid; logo must be in the center chest.
- **Sweaters and vests:** heather grey, navy, white and light pink; **must be logoed.**
- **Zippered hooded sweatshirts:** (not PE uniform/Spirit Wear)- heather gray, cherry red, navy, light pink; **must be logoed.**
- **Lightweight outer wear:** other than heavy winter coat- heather gray, cherry red, navy, white, light pink; **must be logoed.**
- **Heavyweight outerwear:** Solid color-may be worn to and from school and outside, but not in class unless logoed
- **Shoes:** must be closed toed with a heel strap and be in a good condition. (No crocs, clogs, slides, bedroom slippers, or flip-flops)

**See below for information on where to purchase logoed uniforms*

Physical Education (On your students PE day-different days for different grades)

- Students in K-7th grade are not required to change for their PE special. Must wear athletic footwear.
- Students who cannot participate in PE due to improper foot wear will receive a tardy/absence for that class that day. Please send your student in athletic footwear on PE days.
- Spirit wear may not be substituted for PE uniform.

Spirit Wear (Every Friday)

- Students may wear a spirit wear shirt/sweatshirt with **blue indigo** denim pants or shorts. If a student decides not to wear a spirit shirt they must be in their regular uniform.
- The school's name and or logo must be clearly printed on the shirt/sweatshirt
- Class projects that involve making a t-shirt or homemade shirts with the school's name on them are not permitted as spirit wear.
- Spirit wear can be ordered through the school.

**See below for information on where to purchase Spirit Wear.*

Where to Purchase Logoed Uniforms

1-Lands End (MIDCCS preferred school number: 900132044)

- Go to landsend.com/school and click on "find your school's dress code" (in the "Helpful Hints for Parents" section on the left side of the page).
- Under the "School Name" tab, scroll to choose your State and City.
- Next, enter "Mountain Island Day School" to view the current dress code.
- Choose to "shop using this preferred school number".

When shopping, any item that you choose that is within our dress code will give you a box to choose to add our logo. In order to meet our dress code all upper wear must have the MIDCCS logo.

**Any item you buy from Lands End, while shopping with our number, will donate money to our school no matter what the item is. So if you are shopping for home or for friends keep us in mind and use our school number.*

2-French Toast (MIDCCS source code: QS5ITQV)

- Go to frenchtoast.com and enter our "school source code" in the field in the upper right hand corner of the page. Then click "go" and you will be able to choose from the MIDCCS Uniform catalogue.

**Any item you buy from French Toast, while shopping with our number, will donate money to the school no matter what that item is. So if you are shopping for home or for friends keep us in mind and use our school number.*

3-Awards Express-10320 Rozzelles Ferry Road Charlotte NC 28214-

- Purchase the clothing you need that fits our policy anywhere you want and drop them off at Awards Express to be embroidered. Then pick them up at Awards Express on the pickup date.
- Any clothing dropped off to Awards Express must meet the uniform guidelines so please make sure clothes you ask them to logo are within guidelines *i.e. approved colors, collars on shirts, approved MIDCCS plaid, etc.*
- Jumper logos are to be placed in the front center area of the jumper.
- Shirt embroideries are to be placed on the left chest area of shirts.
- Awards Express has two order times each month:
 - Clothes may be ordered or dropped off by the first Wednesday of each month to be picked up on the following Wednesday.
 - Clothes may be ordered or dropped off by the third Wednesday of each month to be picked up on the following Wednesday.

4-Spiritwear

- MIDCCS will offer pre orders of spirit items, PE uniforms, etc. four times each year. Please watch for MIDCCS spirit wear special offers to get in August, October, December, and February of each year.

Out of Uniform Actions

Parents' cooperation is essential in helping the school enforce a dress code that reflects our community values, minimizes distractions, and teaches responsible appearance. All parents agree to uphold MIDCCS's uniform policy when enrolling in MIDCCS. If a student comes to school out of uniform in any way they will receive:

- A written uniform infraction form for the first two occasions, giving parents the opportunity to correct the problem.
- On the third occasion and all occasions thereafter, in that school year when a student arrives at school out of uniform they will remain at the front desk until the parent can return to school to correct the uniform or take the student home to change. Students must be picked up within 1 hour.

Lockers and Cubbies

Most MIDCCS students will be issued a locker or cubby at the beginning of each school year. The cubbies/lockers are the sole possession of MIDCCS and provided for student use. MIDCCS reserves the right to search any locker at any time. We ask that students keep cubbies/lockers clean and use them only

for items required for a successful educational experience. Students may decorate the inside of their cubbies/lockers with items that are **removable and non-adhesive** and are consistent with policies of the school and must be removed prior to the end of the school year. Students **may not decorate the outside** of their cubbies/lockers.

Book bags

Student book bags must be a reasonable size that will fit inside the student's cubby or locker. Students are not permitted to use book bag with wheels on campus.

Lost or Damaged Books

Textbooks (and various other items) issued to students are the property of MIDCCS. They should be used with care and returned in good condition. Students/parents are responsible for the cost associated with damage to or loss of textbooks. Teachers will issue a full set of textbooks to each student and will record the condition of each book. At the end of the school year, a damage fee will be charged for books that show damage in excess of normal wear and tear. If a book is lost during the school year, the student must pay for a replacement book through the front office.

Prohibited Items

- Illegal items such as guns, knives, drugs (including alcohol), drug paraphernalia, weapons of any kind, and fireworks are strictly prohibited and may be cause for suspension or expulsion.
- Chewing gum is not permitted on campus because of the damage it can cause to carpet, furniture, etc.
- Book bags with wheels.
- Shoes with wheels.
- Cigarettes, vapor

Tobacco Policy

MIDCCS is a tobacco-free school. To this end, the use of any tobacco product is prohibited on campus or during school events. This applies to anyone on campus, including faculty, parents, staff, and visitors.

Food in Classrooms and Hallways

Outside of the designated morning snack and lunch break, students are not to have food or drinks in the classroom or hallways of the school. Students are to keep their snacks and lunches in their lockers until the appropriate time block. The only exception is that students are encouraged to carry a water bottle with them throughout the day. Students with open drinks, other than their water bottles, or snacks outside of the designated times will be asked to dispose of them. Students are not permitted to store open drink or snack containers in their lockers/cubbies.

Lunch Options

Students have a choice of bringing a lunch from home or ordering one of the daily catered lunches through the school. Students who pack a lunch are to bring a nutritious meal from home. Students are not permitted to have soft drinks/sodas at school or on field trips. Parents will receive instructions and log in information at school orientation in August.

For the safety of children with allergies we do not allow any peanut butter or peanut butter type food in our café.

Lunchroom Rules

Eating in the lunchroom should be an enjoyable experience for all. To ensure all students enjoy their lunch, students are expected to display good manners and adhere to our cafeteria rules:

1. Students must remain seated at all times until they are dismissed by a teacher to throw away trash.
2. Students need to get necessary silverware, napkins, and straws before sitting down.
3. Students should talk in a quiet voice and talk only to the people seated around them.
4. Students must refrain from touching or taking another student's lunch.
5. Students must refrain from getting up to throw away any trash until dismissed by the teacher.
6. When the *Captain's bell* is rung, students must direct their attention to the teacher.

Snacks

Elementary students are permitted to have a morning snack during a designated snack break. Snacks should be nutritional (fruit, vegetables, cheese and crackers, water, etc.). Candy, sodas, and sweets are not permitted. Children must bring their own snacks from home, as the school does not provide them.

Birthday Parties

If you would like to celebrate your child's birthday at school, you can make arrangements with your child's teacher. Treats (such as cupcakes) can be served during lunch. Due to student allergies, any baked goods must be purchased from a store with ingredients clearly displayed.

Due to privacy policies, the school office cannot provide family contact information such as phone numbers, addresses, and emails to school families or third parties. **Birthday party invitations** may only be distributed at school by the parent **handing them to the teacher** and having an invitation for every student in the class. This may also refer to all students in your child's class of his/her gender. If a family chooses to invite selected students, they must send out invitations personally to the students' families without school assistance.

Lost and Found

Unidentified items are turned into the office and/or placed in the "Lost and Found". If something is identified as missing, your child should check the "Lost and Found". Items not claimed by the end of each quarter will be donated to local charities or our used uniform sale.

School Celebrations

MIDCCS makes an attempt to coordinate school wide celebrations surrounding various holidays. For example, we hold an annual Fall Festival, Winter Production, Spring Production, Valentines Day Dance, Community events, etc. In order to stay focused on our studies and coordinate as a school we require administrative approval for parties, special treats or field trips outside of the school-wide celebrations.

Check Writing

When you provide a check as payment to MIDCCS, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee (to the maximum allowed by the state) through an electronic fund transfer from your account if your payment is returned unpaid. Always include the following on your check: Full Name, Address, Phone Number and Child's Name/Teacher (Homeroom).

MIDCCS charges a \$25.00 fee for all returned checks; collections are handled through a third party. Additional checks will not be accepted with monies outstanding to MIDCCS. If three or more checks are returned, we reserve the right to stop accepting checks from that person and accept only money orders. Thank you for your cooperation.

Funds due to MIDCCS

In the event funds you owe to MIDCCS become delinquent due to non-payment or issuing of a non-negotiable check, all future payments to the school will be credited towards the existing debt. Payments including athletic participation fees, field trips and field study payments will be credited to the student's account (beginning with the oldest debt) until this balance is paid in full. This may prohibit students from participating in paid activities sponsored by or otherwise facilitated by the school.

Fundraising

Students are not permitted to implement non-school sponsored fundraisers for personal gain.

Personal Items

The school will not accept responsibility for the personal items of students. More specifically, electronic games, toys, iPods, CD/DVD players, laptops, CDs and DVDs are not allowed in school unless special permission has been granted. Any other personal items that staff members judge to be unsafe or inappropriate for school will be confiscated and held in the office or remain in the possession of the staff member until the parent can retrieve them.

Specialty Clubs and Student Activities

Students enrolled in any after school activity, such as a club, will need to be picked up promptly after their activity ends, unless enrolled in our afterschool program. Most clubs will begin at 3:15pm and end at 4:15pm. (Equestrian Club students will be back at the school around 4:30pm). If you are interested in signing your child up for one or more extracurricular activities, please visit our website to download the sign-up forms from www.midschool.org or call the front office 704-391-5516. Each club has a semester fee associated with it. The fee is used to pay staff members and purchase materials needed to lead club activities.

Students at MIDCCS are encouraged and expected to support and/or participate in special activities. Some of these special activities include:

- Spirit Days and Spirit Nights
- School-wide Celebrations
- Field Day
- Fundraisers
- School Performances
- Art Shows
- Service Projects
- Assemblies

Before and After School Care

Early Beginnings CDC provides before and after school programing on site at MIDCCS, 1209 Little Rock Road. They offer a relaxed program with time to play and time to learn, time to finish homework and a time to let off steam with friends. We feel it is important to offer a fun structured environment that

is different than the school setting. We provide fun activities for the students, as well as assist them in their homework.

A typical day in the MIDCCS before and after school program lead by Early Beginnings consists of:

1. AM and PM snacks (Afterschool receives a light meal directly after school)
2. Homework time
3. Structured classroom play
4. Indoor or outdoor play (weather permitting)
5. Free time/Technology

Visit our website www.midschool.org or contact the school office at 704-391-5516 for current rates and more information

Child Abuse/Neglect

MIDCCS is mandated by state law to report any cases where there is reasonable cause to believe that a student has been neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured, or suffered death by other than accidental means by a parent, guardian, or caretaker to the proper authorities. MIDCCS will cooperate fully with the authorities in the investigation of all such cases. To avoid any misunderstandings, please keep the Administration of MIDCCS aware of any unusual bruises, marks, or injuries occurring at home and bring any of these with unknown causes to their attention upon arrival.

Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. p 1232g; 34 CFR part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR p 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies, and;
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, and date of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Americans with Disabilities Act--TITLE II

MIDCCS does not discriminate against any person on the basis of disability in admission or access to the programs, services, or activities of the school, in the treatment of individuals with disabilities, or any aspect of operations. The school does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions regarding the ADA and Section 504 may be forwarded to the school office.

Non-Discrimination Policy

MIDCCS will not discriminate against any student or staff member on the basis of ethnicity, national origin, gender, or disability. Except as required by law, the school will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

A Note from the School Leadership Team:

As a community, we share the daily lives that we all walk and we have an effect on each other. These policies and the mission of the school are in place to help us all know the expectations we have on each other, live in a way that honors our community, and to provide a means for accountability and reconciliation.

We look forward to a wonderful school year and the opportunity to work with your family, not just with each student, but with each family. We are excited about the things planned for our school community this year and in future years. We look forward to partnering with your family to meet your child educational needs.

Sincerely,

The School Leadership Team

Mountain Island Day
Community Charter School



<i>Staff Use Only</i>	
Receiving Staff:	
Date:	
Notes:	

Policy Agreement Signatures

Mountain Island Day Community Charter requires all upper school students and their parent/s and or guardian/s to sign this form in order to be enrolled in MIDCCS. By signing this agreement, you acknowledge that you were provided the 2018-2019 *Mountain Island Day Community Charter School-Lower School Handbook*, that you have read and understand the policies in place, and that you agree to support, adhere to, and cooperate with all MIDCCS's policies. In addition, you, the student, parent/s and/or guardian/s agree to support the administration when difficult decisions are made regarding these policies.

*This form must be signed and returned 2 weeks after receiving.

Please keep a copy of the handbook readily available in the event there is a need for future review. Please sign this form indicating that you and your child have reviewed and understand our policies for the 2018/2019 school year.

Student Name: _____

Student Signature: _____ *Date* _____

Parent Name: _____

Parent Signature: _____ *Date* _____

Mountain Island Day
Community Charter School
2018-2019 Lower School
Student Handbook