

# Parent & Student Handbook 2020-21



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Tualatin, OR 97062  
503.639.5757  
[www.mcs.k12.or.us](http://www.mcs.k12.or.us)**

## **GENERAL INFORMATION (text highlighted in yellow indicates change when in distance learning DL)**

### ***School Hours***

School is in session Monday through Friday, 7:45a.m.- 2:30 p.m. During Distance Learning, school is in session 8:00-2:20.

### ***School Office Hours***

All school business should be conducted during the regular business hours: Monday through Friday, 7:30a.m. – 3:00p.m. During DL the open office hours are 8-3.

### ***Visitors and Volunteer Protocol***

All visits and volunteering must be pre-arranged with school staff or teachers. 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.

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

### ***Lost and Found Items***

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.

### ***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.

### ***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.

# **PURPOSE**

## ***MITCH Vision & Mission***

MITCH Charter School, a place where every child excels academically, with agriculture fully integrated throughout our curriculum.

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

## ***Philosophy***

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

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

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

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

## ***The MITCH Goal***

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

## ***School History & Scope***

MITCH is founded on a passion for academic excellence. MITCH started in 2002 as a K-3 school; today we teach kindergarten through 5th grade. Our elementary school teaches the Core Knowledge curriculum of English, History & Geography, Visual Arts, Music, Mathematics, and Science supplemented with Physical Education and Agriculture.

## ***Charter Contract***

MITCH Charter School is granted a charter to operate a single public school located within the boundaries of and in conjunction with the Tigard-Tualatin School District. Our current charter expires in June 2023.

# ACADEMICS

## **Curriculum**

MITCH Charter School teaches E.D. Hirsch, Jr's *Core Knowledge Sequence* as a guide for a rigorous, sequential, structured curriculum designed to give all children the advantage of a solid foundation in core academics.

- Solid knowledge in constitutional government, world history, geography, essentials of math, oral and written expression, masterpieces of art and music, classical poems and stories;
- Sequenced learning with knowledge building upon knowledge;
- Specific important knowledge in core academics;
- Shared knowledge needed in a literate culture.

## **Language Arts**

MITCH Charter School teaches the Codebreaker, an Orton Gillingham-based phonics program for Language Arts. This program accelerates learning for every child in the classroom. The Codebreaker program uses multi-sensory, direct, and Socratic instruction to keep all children focused and active while ensuring that each child is given an equal and optimal opportunity to learn. This program demands excellence, therefore requires practice and support at home.

## **Math**

MITCH Charter School teaches Eureka Math. Eureka Math is a curriculum that is aligned to the Common Core standards. It teaches the WHY, not just the HOW of solving math problems. Teachers meet individual skill needs in their classrooms with small group and individual attention, remediation, and enrichment.

## **Conferences**

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

## **Grading Scale**

### K-3<sup>rd</sup> Grades

E = Exceeds Grade Level Expectations, 95% and above  
M = Meets Grade Level Expectations, 72% - 94.99%  
D = Does Not Meet Grade Level Expectations, 0 – 71.99%  
N/A = Not Yet Assessed

### 4<sup>th</sup> – 5<sup>th</sup> & 8<sup>th</sup> Grades

100-90%	A	Excellent
89-80%	B	Superior
79-70%	C	Satisfactory
69-60%	D	Improvement Needed
59-0%	F	Unsatisfactory

It should be noted that the grades which use the A-F Scale also use the E/M/D scale for the social development and successful learner characteristics.

## **Report Cards and Progress Reports**

Progress reports are quarterly while official report cards are based on semesters.

## **Homework**

MITCH students learn to work hard and to persevere if success is not immediate. Self-confidence is developed by tackling challenges just out of the student's reach. Students do not "guess" in the classroom but practice the skills necessary to think through a problem to determine the answer. And if a student doesn't know the answer, we encourage self-advocacy (which develops self-reliance) by asking for help. Getting it wrong at MITCH is okay if there is a determination to get it right the next time -- learning how to get back up and try again after failing is a critically important life-skill.

Therefore, completing class assignments and practicing new skills or concepts to the best of the student's ability is also an important skill and the opportunity to share homework with you helps to reinforce the development of critical thinking skills, self-advocacy, self-reliance, determination and perseverance. 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. Any work completed at home but is forgotten or left at home on the due date is considered late; if it is brought to school after the start of the day, the work will be given to the teacher at the end of the day.

When a student is absent, missed school work is given to the student on the day the student returns to school. Missed work is not sent home the day of the absence. School work is not prepared nor provided to students in advance of planned absences. Students are allowed the same number of days absent, plus one day to hand in missed work for full credit. Teachers *may* accommodate extended illnesses with additional time to complete missed work.

During DL there is no separation between classwork and homework. Students will complete all assigned work at varying rates, and some may have to go beyond the 8:00-2:20 school day.

## **Positive Behavior Intervention and Support (P.B.I.S.)**

Basic Protocol: PBIS is designed to maintain consistency so that staff, students, and volunteers know what the behavioral expectations are for all students in any given environment. Teachers have the responsibility to know all the expectations and hold students responsible for meeting them. Teachers should explicitly teach these behaviors and reinforce them throughout the year.

## **CORE KNOWLEDGE EVENTS, FIELD TRIPS 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 March 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.

Requests for returning student confirmations will be sent out in March 2021. Confirmations are due along with a \$100 non-refundable deposit towards the activity fee. The deposit is per student, not per family, and will be credited to the family account. Without a signed confirmation and activity fee deposit, student seats will be open to the new student lottery held before spring break 2021.

Activity fees must be paid in full or a payment plan arranged by the first day of school. 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.

# STUDENT ATTENDANCE

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. Field trips and school-approved activities;
5. Medical (dental) appointments. Confirmations of appointments are required;
6. Other reasons deemed appropriate by the public school administrator 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 arrange health, dental, or other appointments outside school hours.
- Should a student miss school time for a health, dental, or other appointment, parents are expected to provide a note from the healthcare professional with the date and time of the appointment.
- 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.
- When a student misses school, all missed school work is given to the student on the day the student returns to school. Missed work is not sent home the day of the absence. School work is not prepared nor provided to students in advance of planned absences.
- Students are allowed the same number of days absent, plus one day to hand in missed work for full credit. Teachers *may* accommodate extended illnesses with additional time to complete missed work.
- Parents will receive a phone call from the Executive Director at the equivalent of eight ½ -day unexcused absences in a 4-week period (ORS 339.065)
- Parents will be contacted by the Washington County Truancy Court for chronic absenteeism.

Students arriving 30 minutes or more after the start of the day, leaving 30 minutes or more before the end of the day, or absent during the day for 30 minutes or more are marked absent for one half of the day.

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

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.

The following is from ODE's website: For any Hybrid Instructional Model or Comprehensive Distance Learning, ODE is establishing the following definitions and guidance:

- Attendance includes both participation in class activities and interaction with a licensed or registered teacher during a school day or interactions with educational assistants, paraprofessionals, and TAPP family advocates through teacher-designed and facilitated processes.
- Interaction can be evidenced by any of the following or reasonable equivalents:

- o Participating in a video class;
  - o Communication from the student to the teacher via chat, text message, communication app or email; o A phone call between the teacher or educational assistants/paraprofessionals and the student, or, for younger students, with the parent or guardian of the student;
  - o Posting completed coursework to a learning management system or web-based platform or via email;
  - o Turning in completed coursework on a given day.
- When there is no evidence of student interaction during a 24-hour period surrounding a scheduled school day as described, students are reported as absent for the day (grades K-5/ self-contained) or class (grades 6-12/ individual subject).

### ***Punctuality***

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

## **HEALTH AND SAFETY ISSUES**

### ***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.

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.

Health related protocols specific to COVID-19 will be shared as we get closer to returning back to the school building.

### **Food**

Each student must bring an adequate, healthy snack and lunch from home every day accompanied by a water bottle. Candy and/or carbonated beverages are not allowed as a part of the student's lunch or snack. Sharing food with other students is not allowed as a safety measure for those with allergies or other health concerns.

Core Knowledge events may include class celebrations with food provided by teachers and/or volunteers. Treats for celebrations such as Holidays and Birthdays are not allowed.

### **Immunizations**

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

### **Distribution and Consumption of Medication**

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

### **School Closure**

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

### **Emergency Drills**

Regular emergency drills are held throughout the school year.

### **Outdoor Clothing**

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

### **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.

# CARLINE

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

## **AM Carline**

### **Starts at 7:30 a.m.**

Morning carline -drop off begins at 7:30 a.m. every morning. Enter the MITCH parking lot from 90th Court, go past the front of the building and around the back. The cars will split into three 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 2:35 p.m.**

You may not enter the parking lot until an official flagger flags you to move in to the lot, at 2:20 pm. Carline does not start until 2:35. There are children in the garden and participating in PE outside until 2:25.

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

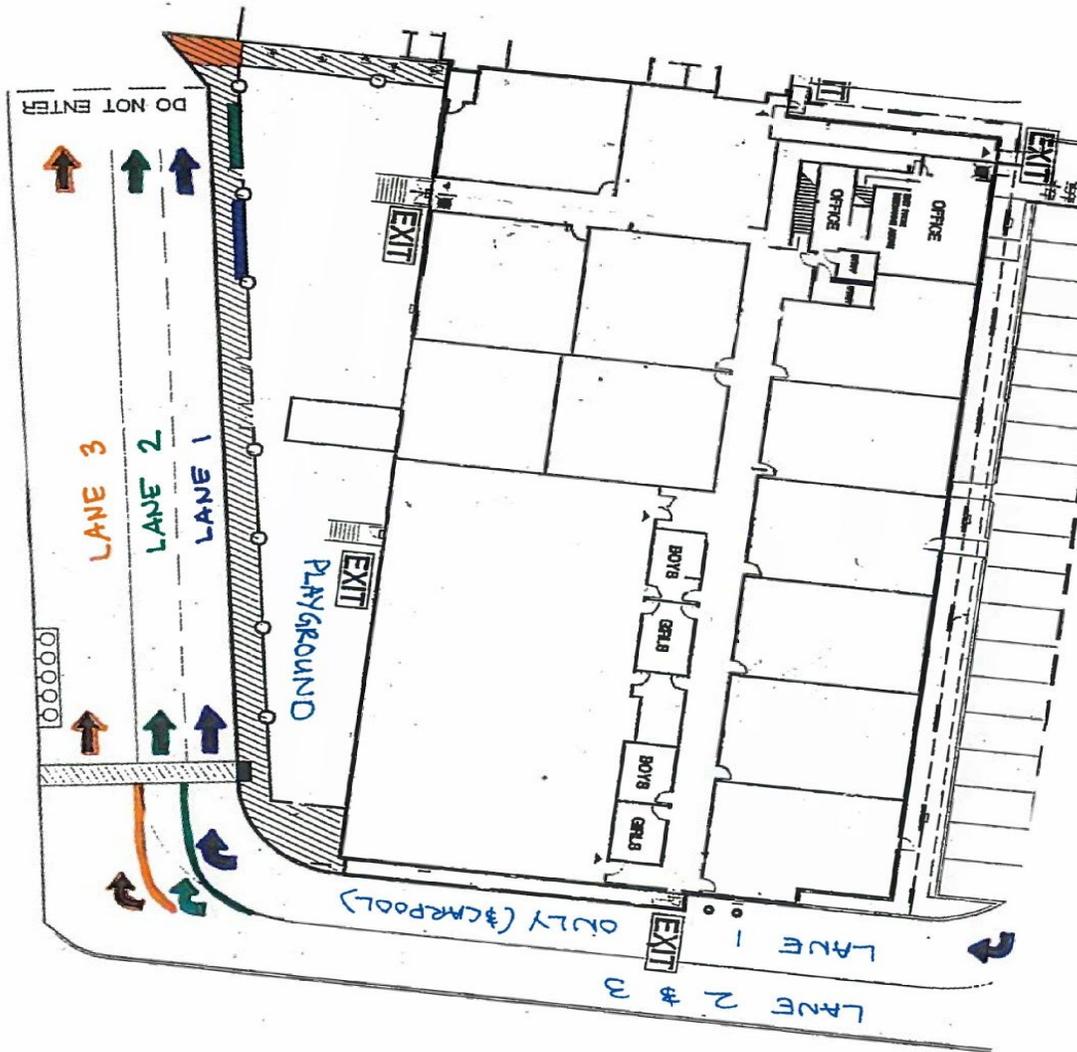
Each child must have their carline number memorized, and students second grade and below should attach their laminated card on their back packs so that the teachers can help them.

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.**



# **SCHOOL LIFE**

**Responsible. Resourceful. Respectful. Safe.**

## ***Codes of Conduct***

Teachers, staff, parents, visitors, and volunteers are expected to maintain the highest level of moral integrity, uphold and promote the goals of the school, and provide positive role models for the students. Students are expected to observe good order, diligence in study, and respect themselves, their classmates, and those in authority. Students should make positive contributions to the school community.

## ***Partnership Expectations - Parents***

MITCH Charter School is a school of choice. The cornerstone of MITCH Charter School depends on parents who choose to make an investment by volunteering their time and resources, providing healthy lunches and snacks and homework assistance. Parents should be fully aware of the educational process in the classroom and supportive of their child's assignments to maximize the educational opportunities it affords. Parents should know their child's teacher and monitor their child's progress, grades, and behavior through on-going dialogue with the teacher and child. Parents must support their child's teacher and academic goals. Parents should be very careful about expressing negative opinions to their child about something that happened at school without first talking to the responsible adult. Respect at school is impossible if there is not respect for the school and the teacher at home.

## ***Parent Volunteers***

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

## ***Partnership Expectations - School***

The school is to be accountable for delivering quality education in a safe, nurturing, and learning environment. Standardized testing required by the State of Oregon in grades 3, 4, 5, and 8 is mandatory. Student progress will also be measured using assessments required by the Tigard-Tualatin School District such as DIBELS, CBM Math Fluency, MAZE, and DAZE. These tests help MITCH Charter School and the district keep track of each student's progress in reading and math. The teacher will collect work samples and provide on-going evaluation in each content area. The improvements and advancement of your child are conveyed through progress reports, parent teacher conferences, and informal communications. Our goal is to challenge each student to achieve his or her maximum potential, but we must all work together to achieve this end. Our classrooms are dedicated to nurture, motivate, and support the learning of each student.

## ***Partnership Expectations - Faculty & Staff***

MITCH Charter School hires excellent teachers who genuinely care about the well-being and learning of each student. Our staff will strive for consistency and foster open lines of communication and accessibility with all parents. All staff members are governed by a set of policies and rules set forth by the MITCH Charter School Board.

### **Partnership Expectations - Students**

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

### **Directory Information**

The following information shall be known as directory information: Parent Name, Student name, Address, Telephone number, and Email address

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

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

### **Technology and Electronic Communication**

MITCH students may utilize school computers at the teacher's and administration's discretion. Students may have access to the internet for educational purposes only. MITCH has a zero-tolerance policy for students utilizing school technology to access materials that are obscene, pornographic, contain explicit language, violence, discrimination, or advocate illegal activity. Students violating this policy will lose the privilege to access school computers for the remainder of the school year. Students are expected to notify a teacher immediately if they receive a message or access a website unknowingly that contains inappropriate material. Students should also notify a teacher immediately if they are aware of another student who is accessing inappropriate information on the computer. Students should not attempt to gain unauthorized access, disrupt the performance, or hack into any system or server. This includes sharing password and account information with someone else. Students should refrain from activities that might interfere with network performance such as downloading large files, streaming or watching online movies or television shows, and playing online interactive games.

During DL students will use a school issued Chromebook. It will have Go-Guardian monitoring software on it. Students are to care for the device and may be responsible for damages or loss.

### **Personal Electronic Devices & Social Media**

Students' electronic devices including and not limited to cell phones, iPods, MP3 players, hand held gaming systems, hand held 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 turned off.

If a student is utilizing 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.

## UNIFORM GUIDELINES

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. An orderly learning environment requires students to maintain an appearance that reflects positively on the school and is consistent with standards of decency.

Requirements are as follows and will be enforced by staff:

- Correct uniform must be worn at all times by students. (See description below.)
- Parents are required to bring the proper uniform to school when a student is out of uniform.
- No ripped clothing

Uniform Description:	Examples:
<p><b>TOP</b> 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.</p>	
<p><b>BOTTOM</b> Khaki or navy blue pants, shorts, skirts, skorts, jumpers, or polo dresses. Skirt/jumpers require one of the following options underneath:</p> <ul style="list-style-type: none"> <li>• Navy blue leggings (leggings are slightly form-fitting, thick fabric bottoms that do not have feet attached)</li> <li>• Cartwheel shorts with tights (tights are form fitting, thin fabric bottoms with feet)</li> <li>• Cartwheel shorts with socks</li> <li>• No specific requirements during DL</li> </ul>	
<p><b>OUTERWEAR</b> Any outerwear worn <i>inside</i> must be one of the following:</p> <ul style="list-style-type: none"> <li>• Navy blue zip up hoodie sweatshirt</li> <li>• Navy blue open front cardigan</li> <li>• MITCH branded sweatshirt</li> </ul> <p>All fabric must be solid navy blue, any visible lining must be solid navy blue.</p>	
<p><b>PE</b></p> <ul style="list-style-type: none"> <li>• Solid navy blue athletic shorts or navy blue sweatpants (navy leggings may be worn under shorts)</li> <li>• MITCH PE shirt, navy blue long-sleeve T-shirt may be worn under PE shirt</li> <li>• Sturdy athletic shoes</li> </ul>	
<p><b>SHOES</b></p> <ul style="list-style-type: none"> <li>• Closed toe, sturdy shoes and socks/tights required</li> <li>• Boots for Ag to be left at school</li> </ul>	
<p><b>FIELD TRIPS</b> Regular uniform; jeans allowed for outdoor activities along with a MITCH shirt or solid polo.</p>	
<p><b>FREE DRESS DAY</b> Common sense guidelines for school appropriate attire. Students will be asked to change if clothing is inappropriate, distracting, etc.</p>	



## MITCH PARENT SUPPORT ORGANIZATION (PSO)

The primary purpose of the PSO is to solicit and accept contributions of funds, in-kind assistance, and to coordinate volunteer time and services to promote 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 1<sup>st</sup> through June 30<sup>th</sup>. Members are accepted at any time.

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

## 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.

## MITCH BOARD POLICY

### ***Policies***

School policies are posted on the school's web page at [mcs.k12.or.us](http://mcs.k12.or.us) at the About tab. Look for *Policies* at the bottom of the page.

## **Complaint Procedures**

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

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

Communication at MITCH Charter School is healthy when it is:

- Open
- Timely
- Respectful
- Clear and to the point
- Focused on student learning

Discussions about problems or issues will take place during non-class time and in a confidential setting. Complex issues will require an appointment and an agenda, so time and thought can be focused on positive solutions. Staff will address students, other staff, and parents in a professional manner. All reciprocal correspondence and communications will be respectful and relayed in a businesslike and cooperative manner. Meetings may end with completion of a written summary. One copy of this will remain with the teacher, one copy will be provided to the parent, and one copy will be filed in the office.

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

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

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