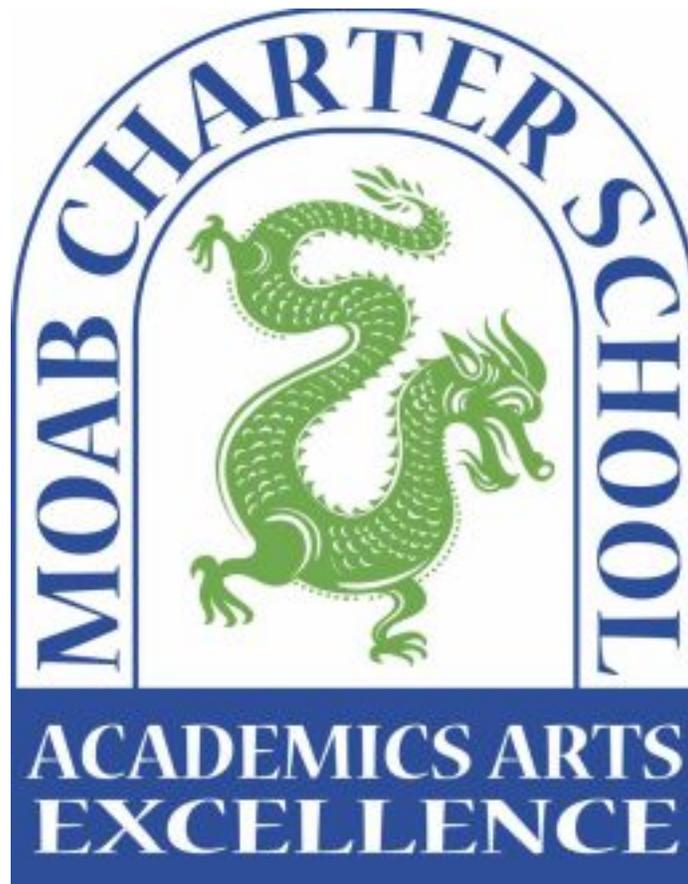


Moab Charter School

Student/Parent

Handbook



2020-2021

This handbook will assist you in understanding the policies of MCS and its expectations. Please read this handbook with your child. Once you have reviewed the handbook, please sign the

agreement form in the registration packet.
(Effective 08/12/2019)

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Introduction

Welcome to Moab Charter School. Moab Charter School (MCS) is a free public charter school, committed to providing a unique educational experience for each of its students in grades Kindergarten through 6th grade. Grade-level classes are capped at 20 students to maximize student-educator time. Of course, we offer free appropriate public education to all who apply regardless of their needs, as long as school enrollment is not capped. Moab Charter School acknowledges that each child is unique and that those differences are to be celebrated. Moab Charter School does not discriminate on the basis of race, gender, ethnic background,

religious beliefs, physical or cognitive ability, sexual orientation or socioeconomic status.

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Mission Statement: The Mission of the Moab Charter School is to support and challenge each child to develop critical thinking, self-direction and their full academic and creative potential.

Vision: Moab Charter School is dedicated to providing individualized education through small differentiated classes. The Utah Common Core Curricula guides our curriculum development, and our instructional methodologies address a diversity of learning styles. Every child's unique abilities are nurtured and developed through a dynamic, innovative educational experience integrating fundamental academics with science, technology, the arts, and an expanded cultural awareness.

Parental Involvement: Research has shown that parents are the prime factor in student success. Parent involvement is an essential part of the MCS program. There are many opportunities for parents to get involved and all are invited to join our Parent Council and various committees of the Governing Board (School Board). We ask that you volunteer at least 1 hour a week, if possible. Most volunteer efforts are coordinated through classroom teachers. **Please remember to sign in at the office when you come to campus!**

MCS Governing Board and Staff **2020-2021**

Governing Board of Directors:

Chair: Jen Patterson jen@moabcharterschool.org

Vice Chair: Liz Dana Han LizD@moabcharterschool.org

Treasurer: Rob Walker rob@moabcharterschool.org

Secretary: Jen Patterson jen@moabcharterschool.org

Director/Principal:

Carrie Ann Marinelli carrieann@moabcharterschool.org

Administrative Assistant:

Yuli George yuli@moabcharterschool.org

Classroom & Specialist Teachers:

Kindergarten Rosie Boone rosie@moabcharterschool.org

1st grade Brenna Travis brenna@moabcharterschool.org

2nd grade Bettina Oesch bettina@moabcharterschool.org

3rd grade Molly Briesath molly@moabcharterschool.org

4th grade Josh Schultz josh@moabcharterschool.org

5th grade Krissy Post Krissy@moabcharterschool.org

6th grade Larrea Cottingham larrea@moabcharterschool.org

Special Education Brenda Sturdavent brenda@moabcharterschool.org

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Art Tara Baker ms.t@moabcharterschool.org

Music Tamara Frieda tamara@moabcharterschool.org

Physical Education Katy Robertson katy@moabcharterschool.org

Health Murice Miller murice@moabcharterschool.org

Paraprofessionals:

Candice Gary candice@moabcharterschool.org

Cassandra McDougall cassandra@moabcharterschool.org

Katy Robertson katy@moabcharterschool.com

Tara Tepas tara@moabcharterschool.org

Lunch Services:

Amy Strevay

MCS Contact Information:

358 E. 300 S., Moab, UT 84532

Phone: (435)259-2277

Fax: (435)259-6652

Website: www.moabcharterschool.org

CALENDAR

MCS Annual GOALS

Assessment

Moab Charter School follows the Utah Common Core Standards. A variety of assessments are used to measure academic progress. Individual teachers use quizzes, tests, portfolios, projects, and activities so that students may demonstrate their understanding and ability regarding important learning standards. Students also participate in standardized testing promoted by the Utah State Office of Education (USOE). These standardized tests help the state and our educators to know whole-school and student performance levels, assuring their needs are addressed.

Attendance

Students are expected to attend school every day to give them the best opportunity to learn. They are expected to arrive on time, with required materials, and ready to learn. See *the MCS Attendance Policy for more information.*

Daily MCS Schedule

7:50 AM: School opens. **Do not drop your child off before 7:50 AM.**

We cannot assure supervision for your child before school opens (7:50 AM). 8:15 AM School begins.

8:20 AM Tardy bell rings. Students who are not present at roll call at 8:15 AM are considered tardy. After the tardy bell rings, all classes will report outside for Morning Circle.

3:15 PM All classes are dismissed **Monday through Thursday.**

1:00 PM All classes are dismissed on **Fridays.**

Parents are expected to pick up their children at 3:15 Monday -Thursday and at 1 pm on Friday and other Early Release days.

*** 1:00 PM: All Grades dismissed on Friday for early out.**

Prearranged Absence: When parents make arrangements, in writing only, in advance with the Director **and** teacher that the student will be away for family events, travel, or other reasons. The student will be given homework, upon request, to be completed before his/her return.

Excused Absence:

- Any absence with a doctor's note or other documented proof from a third party that the student had medical or urgent need to miss school. A doctor's note may also excuse days of absence prior to the doctor's visit.
- Absences, which the parent or legal guardian has explained in writing. The Director will determine whether the absence is excused or unexcused as per MCS Attendance Policy.

Unexcused Absence: Absences which **the parent has not excused by 9:00 AM** and for which there appears to be no valid reason.

Tardies: Any student arriving after 8:20 AM is considered tardy. ***Tardies are disruptive to the classroom teacher and the learning environment of the classroom.***

*The state becomes concerned when a student has excessive tardies and unexcused absences. Please contact us if you are having any problems so that we can assure your child's success together.

Excessive time out of school can significantly impact a student's learning and set them back from their grade level ability in various subject areas. Please do all you can to ensure your child attends school each day.

Field Trips and City Walks

At MCS we are very fortunate to be able to take advantage of all that Moab has to offer for learning and encourage our teachers to take their students off campus often. Usually, this just constitutes a short walk within the neighborhood. **See the MCS Field Trip Policy for more information.*

Occasionally we walk to Grand County High School for an assembly in their auditorium.

Students also walk to the Youth Garden Project, the creek, the public library, the museum, the MARC, Star Hall, and other local locations. When we do go on field trips that are beyond a walk

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we may need parent volunteers to help, and we will send home specific permission slips for those events that require bus transportation. We ask that you sign a general permission slip located in the registration packet.

Curriculum

Moab Charter School immerses students in a solid foundation of language arts and math principles. This becomes the basis for all further learning in life. Students receive a minimum of 90 minutes of language arts a day in school. We strongly recommend that you read to or have your child read for an additional 20-30 minutes a day to reinforce the reading skills learned in school.

With math and reading as the foundation for curriculum, teachers work to incorporate social studies, science, and the arts into a diverse learning environment. Teachers seek to incorporate hands-on learning as much as possible. MCS encourages teachers to use a variety of teaching modalities while using state-approved curricular programming. MCS teachers use a broad spectrum of methods while embracing holistic, child-centered learning. Character development and community building activities are built into the curriculum in order to promote a sense of partnership and cooperative learning among the students and within the larger community.

Special Education Referrals and Procedures

Moab Charter School provides individualized special education services in compliance with federal and state law to provide a Free and Appropriate Public Education (FAPE) in the Least Restrictive Learning Environment (LRE) to all students with disabilities in need of special education services.

If a student transfers to Moab Charter School with an Individualized Education Plan (IEP) from another school, the special education team, which consists of the student's parent(s) or legal guardian(s), the student where applicable, the general education teacher, the special education teacher, the LEA (MCS Director), and other related service providers will meet as a team to discuss the current IEP and make placement and service decisions.

When a parent or staff member suspects a student may have a disability, the classroom teacher implements pre-referral interventions, has on-going communication with the parent about the student's progress, and provides documentation of intervention results to the Child Management Team, which includes at least one general education teacher, the special education teacher, and the principal. The referring person completes and signs a referral form (if the referring person is the parent, the parent should contact the classroom or special education teacher for the form or for any questions or concerns). The referral form, documentation of pre-referral interventions and contacts with the parent(s) is then given to the team, who evaluates the data and determines if the referral should go forward for a full evaluation. Parental consent must be obtained prior to an evaluation, and A Prior Written Notice of Consent to Evaluate is sent to the parent if the principal determines there is sufficient cause to evaluate. A Prior Written Notice of

refusal to Take Action is sent to the parent if it is determined that the referral is not going to result in a full evaluation. Parents have the right to request an Independent Education

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Evaluation (IEE) should they disagree with the determination.

If an evaluation occurs, the team, which includes the parent(s) will meet to discuss the evaluation results, and if a disability is found, develop, plan, and implement an Individualized Education Plan for the student.

A copy of the Procedural Safeguards is available at the front office.

Discipline

Policy

Moab Charter School will ensure a safe and positive learning environment for all students, staff, and parents and follow a standard set of disciplinary guidelines.

Students will follow school rules to ensure a safe and positive learning environment for all students, staff, and parents and abide by the disciplinary guidelines.

Procedures

The following behaviors are prohibited on Moab Charter School grounds or on school sponsored field trips or activities taking place off of school grounds: • Bullying another student emotionally, physically, or psychologically in any way. • Causing physical harm to another student (fighting, hitting, kicking, grabbing, etc.). • Cheating.

- Destruction or defacing of property belonging to the school, staff, or another student or their family.
- Disrespectful and rude behavior.
- Disrupting the educational process or the safe learning environment of the school in any way.
- Drawing pictures of acts of violence or threats on other students, parents, or staff.
- Extortion.
- Hazing (a test or a task involving harassment, abuse, or humiliation used as a way of initiating a person into a team, gang, club, or other groups).
- Leaving school grounds without staff or parent supervision during the school day.
- Littering.
- Lying.
- Physically contacting another student in a sexual manner (petting, kissing, groping, grabbing, etc.); sexual harassment of any kind is prohibited.
- Plagiarism.
- Possessing weapons (knives, guns, swords, bows, etc.) or incendiary devices or explosive devices (including over-the-counter fireworks); possessing laser pointers. • Possessing, using, selling, or distributing illegal drugs, alcohol, or tobacco or being under the influence of these substances; possessing drug paraphernalia. • Public

displays of affection (in a romantic manner).

- Refusing or delaying to follow staff instructions.

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- Stealing.
- Swearing, cussing, or cursing; using vulgar or crude language or gestures.
- Threatening students, parents, or staff in any way.
- Truancy from class or “ditching” class.
- Use of cell phones or electronic gaming or music devices without permission.
- Using abusive or derogatory language.
- Viewing, possessing, sharing, or distributing pornography in any format. ● Wearing clothing with drug, tobacco, alcohol, or gang references. Wearing any clothing threatening others. Wearing any clothing deemed to be a distraction or inappropriate by the school teachers of administration.

Standard Discipline Procedures

General Discipline Categories

Minor	Major	Suggested Discipline Steps
<ul style="list-style-type: none"> • Class disruption • Rough play • Hurtful or inappropriate language • Cheating • Unintentional injury of another person • Swearing, cussing, or cursing; using vulgar or crude language or gestures. • Using abusive or derogatory language. • Public displays of affection (in a romantic manner). • Cheating. • Lying. • Disrespectful and rude behavior. • Refusing to follow or delaying to follow staff instructions. • Plagiarism. • Wearing clothing with drugs, tobacco, alcohol, or gang references. Wearing any clothing threatening others. WEaring any clothing deemed to be a distraction or inappropriate by the school teachers or administration. • Use of cell phones or electronic gaming or music devices without permission. 	<ul style="list-style-type: none"> • PHysically contacting another student in a sexual manner (petting, kissing, groping, grabbing, etc.); sexual harassment of any kind is prohibited. • Causing physical harm to another student (fighting, hitting, kicking, grabbing, etc.). • Bullying another student emotionally, physically, or psychologically in any way. • Possessing, using, selling, or distributing illegal drugs, alcohol, or tobacco or being under the influence of these substances; possessing drug paraphernalia. • Possessing weapons (knives, guns, swords, bows, etc.) or incendiary devices (including lighters or matches) or explosive devices (including over-the-counter fireworks); possessing laser pointers. • Threatening students, parents, or staff in any way. • Drawing pictures of acts of violence or threats on other students, parents, or staff. • Destruction or defacing of 	<p><u>Minor Infractions</u></p> <ol style="list-style-type: none"> 1. Verbal Warning. 2. Warning and meeting with the parent (in person or by phone). 3. Visit to the principal - possible removal of privileges (field trips or recess time); incident report filed. 4. Suspension. <p>* MCS staff may skip or combine levels of consequence if they judge the infraction requires firmer discipline. These steps are not necessarily sequential for all situations.</p> <p><u>Major Infractions</u></p> <ol style="list-style-type: none"> 1. Sent to the Principal; incident report filed. 2. Possible meeting with parents and/or removal of privileges (field trips or recess time). 3. Suspension. 4. Expulsion. <p>* MCS staff may skip or combine levels of consequence if they judge the infraction requires firmer</p>

<ul style="list-style-type: none"> • Breaking playground, class, or lunchroom rules not specifically listed here. • Littering. 	<p>property belonging to the school, staff, or another student or their family.</p> <ul style="list-style-type: none"> • Stealing. • Leaving school grounds without staff or parent supervision during the school day. • Truancy from class or “ditching” class. • Disrupting the educational process or the safe learning environment of the school in any way. • Viewing, possessing, sharing, or distributing pornography in any format. • Hazing. • Extortion. 	<p>discipline. These steps are not necessarily sequential for all situations</p> <p><u>Incident Reports</u></p> <ol style="list-style-type: none"> 1. Teachers are expected to maintain their own records of classroom incidents regarding discipline. 2. The Principal maintains a file of all incidents involving the Principal and may place these reports in student files at his/her discretion.
<p>The categorization of infractions as Major and Minor is in no way binding. MCS staff may take into consideration the frequency of offenses, the severity of an act, the consequences of an act, the intensity of behavior, the number of infractions committed in sequence or in a situation, and a student’s willingness to cooperate in determining the disciplinary steps and behavioral consequences. This means a student may commit a minor infraction that is dealt with as a major infraction or vice versa, that the MCS staff may skip or combine disciplinary steps.</p>		

Students are expected to:

- Attend school as required by law.
- Promote and ensure a safe and positive learning environment for all students and staff.
- Be respectful to others.
- Complete assigned work on time.
- Follow staff directions and obey school rules and policies.
- Come to school prepared with proper materials, appropriate dress, and required assignments.
- Demonstrate a commitment to school rules and policies in positive interaction with fellow students, parents, and staff.

The following are causes for possible expulsion:

- Possession, control, or actual or threatened use of a real, look-alike, or pretend weapon, explosive, or noxious or flammable material on school grounds or during a school sponsored off-campus.
- The sale or furnishing of narcotics or other hallucinogenic drugs or substances

- represented to be a controlled substance, or drug paraphernalia, or imitation drugs. •
- Assault or battery on school personnel.
- Robbery or extortion.

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- Repeated disruption in a classroom, on school grounds, or during school activities or events, which behavior was initiated, willful, and overt, requiring the attention of school personnel to deal with the disruption.
- Sexual harassment.

Behavior Contracts

Students who are not responding to the standard consequences for infractions may be required to sign a Behavior Contract. This contract will be written in cooperation with the main classroom teacher, an MCS administrator, and a parent or guardian. The contract will be finalized and signed at a meeting involving these three parties. A Behavior Contract is an attempt by the school to intervene when a student shows a pattern of repeated rule infractions and maybe on track for expulsion. A Behavior Contract is meant to intervene when serious consequences such as suspension are not working; the contract is meant as an attempt to change certain behaviors so the student can avoid expulsion.

Playground Rules and Consequences

The following rules and consequences have been developed for the playground and recess supervision.

Rules

1. No tag on the playground equipment.
2. Climbing only on the infinity chamber.
3. Ball games, capture the flag, badminton, etc. on the grass.
4. Keep hands and feet to yourself - no rough play.
5. No games that involve pretending to hurt or kill anyone.
6. Go down the slides face forward, feet first; no climbing up the slide.
7. Treat everyone with kindness and respect.
8. No bullying or name-calling.
9. No pulling on anyone's clothes.
10. Put away all playground equipment that you get out.
11. Follow the directions of the playground monitors.
12. Follow all school rules.

Consequences

1. If you are not following these rules, then you will be given a warning and/or a timeout sitting out of recess for a period of time.
2. If you repeatedly break rules, the timeouts will be for a longer amount of time and/or you will meet with the principal who may:
 - a. Take away recesses
 - b. Contact parents
 - c. Suspend the student from school

* The playground supervisors may skip Step 1 and send a student to the principal if the supervisor feels that the student behavior requires more than a timeout.

Computer Use

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MCS has a mobile computer lab, classroom computers, and other electronic devices for student use. Computers are used for assessments, research, keyboarding, word processing, and specific academic skill building. Computers are signed out by the classroom teacher for specific activities and students are assigned to specific computers. Any misuse of computers or computer equipment may lead to disciplinary action.

Computer use at MCS is to learn keyboarding and the beginning elements of research. The internet is an essential tool for finding information today. We are proud to offer students the opportunity to become computer literate and explore some of the capabilities and possibilities of creating with computers. Students also use the computers when a child needs a specific program due to special needs. Computer use is under constant supervision and controls are installed in student computers to limit access to educational sites. However, we ask that you also sign the internet use agreement form in the enrollment packet; this internet use agreement must be signed prior to a student using the internet at MCS.

Guidelines for Student Accounts on Utah's Public Education Network (<http://www.uen.org/policy/html/aup.html>)

1. The primary purpose of the UtahLINK is for the use of the public school professional staff and secondary student access. The use of an individual student account is considered to be a privilege and is permitted to the extent that available resources allow.
2. Elementary students are not allowed individual accounts. Teachers of these grades may apply for a class account but are obligated to directly teach these students in proper network use and supervise them regarding the Acceptable Use Policy. *The teacher holding this account is ultimately responsible for use of the account and is required to maintain confidentiality with the password (not giving it to students) and is advised to change the password frequently.
3. Students may not maintain accounts upon graduation unless they otherwise qualify under one of the other acceptable use provisions.
4. Generally, students are not permitted to enter professional UtahLINK or Usenet discussion groups. Under certain conditions, posting privileges to specific newsgroups may be granted.
5. All public school student accounts will be issued by the local node administrators and will receive final approval by the State Office of Education.
6. The above-mentioned use is subject to revision in the policy. In all cases, use by professional public education staff shall take precedence. The State Office of Education reserves its rights as the final authority on the use of the network.

Parent Council

Parents may organize their volunteer efforts through the MCS Parent Council. Parents will elect their own chair to work with MCS staff. The Parent Council works to promote the volunteering of

MCS parents and organizes various school-wide activities or events. If interested, please see the MCS Director. Parent Council is a great opportunity for the parents to promote our school while supporting it at the same time!

The parent council is instrumental in assisting with Book Fairs, Chocolate Lover's, Valentine 11

Tea, and many other activities at school. We encourage parents to join in and support the school!

Lost and Found

The school maintains a lost and found in the main office. We feel it is the student's responsibility to take care of their belongings and know where their property is at all times. The unclaimed items in the lost and found will be donated to Wabi-Sabi at the end of each month. We encourage students and parents to check weekly in the lost and found for any lost items.

Lunches

Students may bring lunches to school or order a school lunch in the morning. We call in our lunch order to HMK by 915 am. If your student arrives at school later than 9:15, we cannot guarantee they will be able to order a school lunch. Lunches are \$3.00/day which can be turned in to the main office. Applications for Free and Reduced meals are sent home at the beginning of the school year and are always available in the main office. We will send home letters monthly if your balance falls below \$0. Negative balances must be paid within one month in order for your child to continue the lunch program.

Dress Code

- Clothing and personal appearance must be neither provocative nor a distraction. ● Clothing and other articles of attire may not display anything which is illegal for student use (such as drugs, tobacco, and alcohol), or be sexually oriented or vulgar/degrading, or depict weapons or their use.
- Undergarments, including bra straps, shall not be exposed.
- Shoes shall not be high heeled, pumps, or costume/play shoes, nor shall they have wheels.
- Midriffs shall be covered.
- Halter-tops are not allowed. Tank top straps should be one inch in width at a minimum.
- Shorts and skirts must be at least fingertip length.
- Weather appropriate outerwear is expected. (E.g. hats, gloves, and jackets in cold weather, rain jackets in wet weather)

Any questions over the appropriateness of dress will fall under the discretion of the Director.

MCS Climbing Wall

MCS Counselor

Annual Parent/Guardian Notifications

Accommodations for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act ("504") and the Americans with Disabilities Act (ADA), Moab Charter School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator. In compliance with the Equal Education

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Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is Moab Charter School policy to provide alternative language services to English Learning (EL) students so that students with language barriers have a meaningful opportunity to participate in Moab Charter School educational programs. Moab Charter School provides English Learner (EL) instruction and other effective services to students who are identified as EL by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact the Moab Charter School Director.

Acknowledgment of Special Notices

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Moab Charter School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Moab Charter School may disclose appropriately designated "directory information" without written consent, unless you have advised Moab Charter School to the contrary in accordance with Moab Charter School procedures. The primary purpose of directory information is to allow Moab Charter School to include this type of information from your child's education records in certain school publications.

Examples include:

- Annual yearbook
- Honor roll or other recognition lists
- A playbill, showing student's role in productions
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that take class pictures and publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Moab Charter School to disclose directory information from your child's education records without your prior written consent, you must notify Moab Charter School in Writing by 08/15/2019 (or prior to the day your child begins classes at Moab Charter School) *Moab Charter School has designated the following as directory information:*

- Student's name
- Date of Birth
- Address

- Telephone listing
- E-mail address
- Photograph
- Degrees, honors, and awards received
- Participation in officially recognized activities
- Dates of attendance

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- Grade level
- The most recent educational agency or institution attended

Civil Rights Grievance Procedure

Complaints of discrimination should be filed with the Director or Governing Board Chair according to the provisions of the School Civil Rights Grievance Procedure, copies of which are available at Moab Charter School main office and on the MCS website

www.moabcharterschool.org. If the complaint is against the Director, the complaint may be filed directly with the Governing Board Chair. The Persons, who have been designated to monitor and coordinate Moab Charter School compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at the following address:

358 E. 300 S., Moab, UT 84532, and telephone (435)259-2277. *Complaints of discrimination should be reported as soon as possible, but not later than 90 days after the incident(s) in order to be effectively investigated and resolved.*

Equal Education and Employment Opportunity

It is the policy of Moab Charter School to provide equal educational and employment opportunity for all individuals. Therefore, Moab Charter School prohibits all discrimination on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran's status. The policy extends to all aspects of Moab Charter School educational programs, as well as to the use of all Moab Charter School facilities, and participation in all school-sponsored activities.

Hearing Screening

A hearing screening and evaluation is provided by Moab Charter School for all current and incoming students. Parents/guardians will be notified only if a concern is identified. If your child wears hearing aids, please be sure he/she is wearing the aid(s) on the day of the screening. Students already receiving regular hearing management need not participate in the screening. Please mark the appropriate space in the Registration Packet.

Vision Screening

Yearly vision screening is held by Utah Schools to screen children for vision problems. This free screening will be administered at Moab Charter School, in conjunction with the Utah State Office of Education, Division of Services for the Blind and Visually Impaired.

Children who wear corrective lenses will be screened with their contacts or glasses on.

Children's eyes can change in as short of time as 6 months and there may be a need to see their eye doctor for a possible change in the prescription. *If a child cannot clearly see the learning materials, it impacts their ability to learn successfully.*