



Mosier Community School Parent-Student Handbook 2023-2024

EXPLORE * IMAGINE * EXCEL
Fostering Independent Learning and Citizenship,
In Partnership with, and for the Benefit of our Mosier Community

**Mosier Community School
Student Handbook 2023-2024
October 2023**

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CORE VALUES of MOSIER COMMUNITY SCHOOL
Adopted by the MCS Board of Directors on December 4, 2019

MULTI-AGE LEARNING ENVIRONMENT

We believe students in multi-age environments are able to visualize a path of progression which allows them to explore their next steps of learning at their own developmental pace. This leads to an ever-expanding horizon which is not limited to age or grade expectations.

FLEXIBLE SKILL LEVEL CORE INSTRUCTION

We support the value of differentiated instruction for all learners. We assess student abilities regularly to ascertain continued growth and to determine whether current placement is appropriate. We believe that students learn best when they are placed in small groups determined by ability.

RELATIONSHIPS

We foster supportive relationships to build a safe, engaging, and inclusive school community in which all students have a sense of belonging. Students are encouraged to collaborate and compromise to reach consensus. Respecting and promoting citizenship, confidentiality, and individual dignity is essential for creating positive relationships.

RIGOR

We set high expectations of growth for all students to develop academic excellence, and achieve their maximum potential. We continually monitor and adjust the educational instruction to incorporate new learning.

RELEVANCE

Multi-disciplinary learning allows students to create connections, find significance, and prepare for future challenges. Integrated learning allows students to make connections between multiple subjects which will encompass the arts, sciences and core curriculum. Thematic units, in conjunction with, place-based and inquiry-based learning creates relevance for students and encourages differentiated learning. We believe in learning subjects in depth to enhance student success in educational challenges.

RECOGNITION OF SUCCESS

We value and honor individual growth and achievement in educational excellence as vehicles to acknowledge and motivate learners. Recognition is a step toward developing intrinsic learning patterns.

WELLNESS

We develop strong, healthy minds and bodies. We choose to teach and develop healthy social and emotional behaviors within the school community. Good nutrition, exercise and balanced mental health are important values for students and adults, which we believe to be a foundation for educational success.

SUPPORTIVE COMMUNITY

We seek to work collaboratively and respectfully within the school and our local community. We support Mosier Community School by embracing the Core Values and using them to guide our educational practice, learning, and growth. We value and encourage participation from our local community.

Mosier Community School Staff and Board of Directors

Mosier Community School does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

A public charter school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an individual's educational program, income level, proficiency in the English language or athletic ability, but may limit admission within a given age group or grade level.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the public charter school office for additional information and/or compliance issues: Mosier Community School Executive Director.

GENERAL SCHOOL INFORMATION

Contact Information:	Mosier Community School P. O. Box 307 1204 1st Avenue Mosier, OR 97040 Phone: (541) 478-3321 Fax: (541) 478-2536
School Office Hours:	Monday – Friday 7:00 a.m. - 3:00 p.m.
Website Address:	www.mosier.k12.or.us
General Email:	mosierschools@nwasco.k12.or.us
Sponsoring School District:	North Wasco County School District 3632 West 10 th Street The Dalles, OR 97058 Phone: (541) 506-3420
Mosier Community School Board:	Dan Watson, Chair Giulia Good Stefani, Co-Chair Marie Mourou, Board Secretary Evelia Lachino-Ramirez - Board Treasurer Thad McCracken, Board Member Emily Stranz, Board Member McKenna McKee, Board Member

ABOUT THE SCHOOL

Vision

Explore * Imagine * Excel

Mission

We will foster independent learning and citizenship in partnership with and for the benefit of our Mosier community. Students will become global citizens who analyze their world in a critical and equitable manner, while respecting the richness and diversity of all living things.

MOSIER COMMUNITY SCHOOL STAFF DIRECTORY

Administration:

Matt Henry	Executive Director
Jen Langley	Assistant Principal
Daphne Flud	Office Secretary

Faculty Members:

Janet Baker	Transitional Kindergarten
Fern Johnson	K/1st Grade
Billi Frasier	K/1st Grade
Mary Ellen Holmes	2/3rd Grade
Lisa Godard	2/3rd Grade
Ann Marie Wagar	4/5th Grade
Sarah Grace Bendinger	4/5th Grade
Crystal Marlen	K-3 Literacy Teacher
Corenne Stewart	Title 1 Reading Assistant
Melina Hogue	Middle School Math
Kate Nichols	Middle School Science
Jacob Lemons	Middle School PE & Health
Savannah Rogan	Middle School Humanities
Margit Elken	English Language Development
Lisa Stevenson	SELA
Kathy Mahn	Special Education Teacher
JoAnne Breckterfield	Resource Room Assistant
Dina Terry	Resource Room Assistant
Ashley Broneske	TK-5 Teaching Assistant
Ana Sonato	TK-5 Teaching Assistant
Ramona Mittelstadt	TK-5 PT Teaching Assistant
Kristina Fulton	TK-5 Teaching Assistant
Dale Kennedy	TK-5 PT Teaching Assistant
Trish Rogan	TK-5 PT Teaching Assistant
Mitch Leslie	Custodian
Richard Giunchigliani	Cook
Daun King	Nutritional/Operations/Facilities/Procurement Manager

ROLE OF THE HOME, STUDENT, SCHOOL, SCHOOL PERSONNEL AND COMMUNITY

In order for effective instruction to occur, there must be a cooperative relationship between the student, parent/guardian, and the educators. This relationship and expectations may be described as follows:

Role and Responsibility of the Parents/Guardians

- Assure the daily attendance of your child and promptly report and explain any absence or tardiness from school.
- Provide your child with the resources needed to complete class work.
- Assist your child in being healthy, neat and clean.
- Bring to the attention of the school any problem or condition which affects your child or other children of the school.
- Discuss report cards and work assignments with your child.
- Ensure that the school has current home, work and emergency telephone numbers as well as current street and email addresses.
- Ensure that current emergency health care information regarding your child is on file with the school, including the name and telephone number of your child's doctor and a hospital preference.
- Respect all individuals and their property on campus.
- Refrain from profane or inflammatory statements on campus.
- Attend parent/teacher conferences.
- Provide a supportive environment for learning in the home.
- **Become an approved MCS volunteer and actively participate in your child's educational experience at MCS.**

Role and Responsibility of our Students

- Attend all classes daily and be punctual.
- Come to class with appropriate working materials.
- Respect all individuals and their property.
- Conduct themselves in a safe and responsible manner.
- Present a clean and neat appearance.
- Take responsibility for your own work.
- Seek changes in an orderly and recognized manner.
- Abide by the rules of the school and of each teacher.

Role and Responsibility of the School

- Model the Core Values of Mosier Community School.
- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a curriculum to meet the needs of all students.
- Promote effective discipline based upon fair and impartial treatment of all students and the MCS Discipline Plan.
- Develop a good working relationship among staff and with students.
- Encourage school staff, parents/guardians, and students to use the services of community agencies as needed.
- Promote regular parental communication with the school.

- Endeavor to involve the community with the Core Values of Mosier Community School.

Role and Responsibility of the School Personnel

- Attend school regularly and be punctual.
- Perform duties with appropriate materials.
- Respect other individuals and their property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a reasonable, responsible and professional manner.
- Present well organized and agreed upon curriculum.
- Present a clean and neat appearance with proper dress.
- Adhere to the rules and regulations established by the school.
- Pursue improvements in an orderly and appropriate manner.
- Utilize the MCS Core Values and the MCS Discipline Plan.
- Follow the requirements of the “Ethical Educator” (TSPC).

Welcomed Role of the Community

- **Become an approved MCS volunteer.**
- Attend school events.
- Volunteer help for events and in classrooms.
- Participate in the maintenance of the community playground.
- Donate time, supplies and/or money.
- Volunteer to lead an after school club.
- Share educationally relevant experiences with students (e.g. profession travels in a country being studied, etc.).

Funding

As a charter school, Mosier Community School receives 89% of their funding from the State of Oregon which is passed through the sponsoring school district, North Wasco County School District 21. The funding deficit that results must be made up through fundraisers, grants, and individual contributions. The help of staff, parents and community members in these endeavors are an essential part of our charter school’s success.

Mosier Community School Overall Daily Schedule:

7:00 a.m.	Buses arrive
7:00 -7:20 a.m.	Breakfast available - <i>Service ENDS at 7:20 a.m.</i>
7:30 a.m.	Class Begins
10:30 a.m.-12:00 p.m.	Lunch & Recess
2:05 p.m.	Bus Dismissal
2:15 p.m.	School Dismissal

Middle School (Grades 6-8) General Daily Schedule:

7:00 a.m.	Buses arrive
7:00-7:20 a.m.	Breakfast available - <i>Service ENDS at 7:20 a.m.</i>
7:30 a.m.	Classes Begin
7:30-7:50 a.m.	Morning Meeting/Attendance/Lunch Count
7:55-8:55 a.m.	1st Period
9:00-10:00 a.m.	2nd Period
10:05 -10:15 p.m.	Break
10:20-11:20 p.m.	3rd Period
11:25-11:55 p.m.	Lunch
12:00-1:00 p.m.	4th Period
1:05-1:50 p.m.	5th Period/Electives
1:55-2:10 p.m.	Base Camp/Dismiss
2:05 p.m.	Bus Dismissal
2:15 p.m.	School Dismissal

POLICIES AND PROCEDURES

ATTENDANCE:

Our attendance goal is no less than 100 percent. To receive the most benefit from schooling, students should be in school all day, every day. The importance of this and being on time cannot be overemphasized. Children who are frequently absent fall behind in their schoolwork and miss important teaching sessions and learning activities. ***It is important that students are in class and ready to learn by 7:30 a.m. every day. In particular, MCS relies on morning meetings in all classrooms as part of our Responsive Classroom adoption. These meetings, which happen at 7:30 a.m. everyday, are integral to the healthy functioning of our classes and our school. These meetings should not be viewed as optional, but integral to the healthy development of each and every child.***

Punctuality and regularity are valuable, not only because of the benefit to the child, but as worthwhile lifelong habits. **From a safety perspective it is imperative that all students be accounted for each day.**

Attendance Procedures:

- If your child will be absent **or** arriving late, please **call the school at 541-478-3321**. Messages may be left in the voice mailbox 24 hours a day. Please call before 8:00 a.m. on the day of the absence. If it is not possible to report the absence before 8:00 a.m., please call the school office at 541-478-3321 as soon as possible. If a student's parent does not call to report an absence or tardy, a courtesy call will be made to the student's home to determine the reason for the student not being in school. **Attendance is very important to student success!** Always let the office know when your student will be absent from school, no matter the duration.
- For absences of more than one day, please contact the student's teacher to arrange for make-up work. If your student will be out of school for illness or extended absence, please call the school office so their absence can be adjusted.
- **Absences due to vacations or other events are discouraged.** The school calendar has several 3-day weekends throughout the year. Please use these for family events or vacations.

- If your student will be absent from school for reasons other than for illness, students are to bring a **written note from home to inform the teacher in advance**. Students will have 3 days after they return from an absence to turn in all make-up work.
 - **We ask that whenever possible, routine medical, dental and vision appointments be made during non-school hours. (e.g. After 2:30 or on no school days–See school calendar)**
 - No student is permitted to leave the school grounds at any time during the school day. **Before leaving school early, a student must be signed out to the parent or guardian by the office.**
- A. Excused Absence/Early Dismissal
1. Illness of the student
 2. Illness of an immediate family member when the student's presence at home is necessary.
 3. Emergency situations that require the student's absence.
 4. Medical/dental appointments that cannot be made after school hours.
 5. Extreme weather conditions.
- B. Unexcused Absence/Tardy/Early Dismissal
1. Time taken to attend family trips.
 2. Too tired to attend school.
 3. Carpool problems.

It is important that students arrive on time to start classes at 7:30 a.m. each morning.

Emergency Weather Procedures:

Occasionally, severe weather conditions occur during the night, which make road conditions so hazardous that it is unsafe to operate the buses and to expect students and staff to attend school. If this type of condition exists, buses will not run or will run at later times.

During inclement weather, parents should:

1. Listen to local radio or TV stations for announcements of closures or school delays. This information will also be posted on our website or you can call the school; the message will be updated with the most current information.
2. If school is to start two hours late, the buses will also run two hours later than normal.
3. **Breakfast will not be served at the school.**
4. When the school start is delayed, **school will dismiss at the regular time** unless inclement weather prevails during the day.
5. We use the delayed opening on days when we can be reasonably assured that the road conditions will improve by mid-morning.

Should school operate on a day when parents believe, for safety reasons, their children should remain home, it is the responsibility of the parents to decide whether or not they wish their children to remain home.

Occasionally, the Mosier area will experience a severe weather change while children are at school. Usually, these storms occur with sufficient warning so the following precautions can be taken:

1. Alert staff. Staff will begin emergency parent notification to either pick up their children or to assure that walkers are going to a supervised home.

2. Send students home if time and conditions permit.
3. Only students who are on the “List of students with permission to walk home from school” will be allowed to walk home.
4. Radio stations will be contacted.

Please bear in mind that under adverse conditions the phone lines get jammed and it is very difficult to receive or make telephone calls. It is important to have a pre-arranged plan made with your child. The Emergency Dismissal Form for emergency situations is very important and needs to be completed and then returned to school. We use this form to determine where to send children when school is dismissed early due to an emergency.

STUDENT ACADEMICS

Enrollment:

As per the admissions process defined by Oregon State Law, Mosier Community School will not make any distinction in regard to disability, race, creed, color, gender, national origin, religion, or ancestry of any student who seeks admission. Admission will be offered publicly to Kindergarten through 8th grade students.

We invite all families to carefully review the Core Values of Mosier Community School and enroll their children if the parents share the values of our school and support the school’s mission.

Mosier Community School strives to keep our class sizes small to maximize the educational benefit that each student receives. Vacancies exist whenever the number of students enrolled in a class is below that class capacity. Our enrollment priority is as follows:

1. Siblings of students currently enrolled.
2. Students residing in Mosier.
3. Student residing in North Wasco School District.
4. Students residing out of district, within the State of Oregon.
5. We may have up to 3 registration periods per year: April, June and August.

If there are more students eligible in a category than places available, places will be filled using a lottery system.

When a vacancy occurs during the school year, it is usually filled for the remainder of the school year at the school’s discretion.

Pledge of Allegiance:

State law requires schools to recite the Pledge of Allegiance a minimum of once a week. At Mosier Community School, we recite the Pledge one morning each week. Classroom teachers may choose to recite it on additional days. Students are invited, not required, to participate.

Homework:

Homework is a part of our general academic program and is part of our Core Value of High Expectations and Growth for All Students. At Mosier Community School, homework reinforces concepts learned in the classroom.

Some of the educational benefits of homework are:

1. To reinforce skills and concepts learned in class.
2. To develop study skills and habits.
3. To practice skills and knowledge in different ways than what was used in the classroom.
4. To prepare students for high school, college, and work.
5. To inform parents of what is being taught in the school.

Homework assignments can be expected Monday through Thursday of each week and occasionally on a weekend. The amount of time required to complete assignments is approximately 10 minutes per grade level per night (e.g. 30 minutes – 3rd grade, 60 minutes – 6th grade, etc.) If the student consistently spends more time on homework than the guidelines above (without television or other distractions), the teacher should be notified.

Mosier Community School is proud to have a challenging, growth-oriented curriculum and we encourage parents to support their students to spend the time they need to complete their homework well. Students are encouraged to be involved in activities outside of school, however, we ask that students and parents balance activities and keep academic success as a priority.

Cheating/Plagiarism:

Cheating and/or plagiarism will not be tolerated and will result in an automatic grade of zero. This includes looking up answer keys/ teacher copies of assignments online, copying homework, classwork, test answers, talking during a test or quiz, allowing someone to copy your work, and trying to pass off someone else's work as your own.

Reading Homework:

In addition to regular homework assignments as discussed above, each child is expected to read, or to be read to, at least five days a week for 30 minutes. We believe that becoming a competent reader is critical to being a good student and the first step to being able to explore the world.

- By making sure your child is reading at home, you are directly contributing to their education.
- By reading to your child and participating in this process as a parent, you encourage your child's growth and you strengthen family ties.
- By reading in front of your children, you model good habits and reinforce expectations.

Grading:

An academic grade reflects the teacher's most objective assessment of the student's achievement. It is the student's responsibility to maintain standards of academic performance and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.

Student Progress Reports:

Written report cards regarding student progress are issued at the end of each trimester. (See school calendar.) Report cards are not intended to provide a complete evaluation of a child's progress. They are assessment tools to measure a student's achievement and performance.

We encourage parents to discuss these reports with your child and to work cooperatively with your child's teacher to help each student develop his/her highest potential. If any student's work or the report card itself warrants concern, parents are encouraged to make an appointment with the teacher. Any questions regarding grades should be addressed directly to the student's teacher

The report card is seen as one way to communicate with parents about their children's progress. Personal conferences, phone calls, and notes between teacher and parent are felt to be important additional ways to exchange information.

Conferences:

Regular conferences are scheduled annually in the Fall and Spring to review student progress.

The purpose of the conference is to provide an up-to-date evaluation of the student's work, discuss with parents ways to assist their children and give parents an opportunity to ask questions.

Parents or teachers may request an additional conference at any time.

Interventions:

A variety of interventions will be made available to students who are struggling in any area of development or who are at risk of not meeting state standards. The MCS Student Success Team (SST) will meet and create a Student Success Plan (SSP) for these students. These plans will ensure that students are given the opportunity to take advantage of support to be successful.

The plan may include:

- Specific areas of concern
- Interventions
- Plans for student monitoring
- Evaluation on student progress
- Parent and student conferences
- Additional assistive programs
- Referrals to appropriate special teams, such as: Special Education, English as a Second Language

Promotion and Retention of Students:

Mosier Community School maintains a high level of expectations for student achievement.

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

Placement and retention of students are based on the following:

1. Criteria:

Decisions concerning satisfactory student progress and/or retention will consider all dimensions of student development.

A. Academic

Teachers will evaluate student academic progress as satisfactory or insufficient with respect to the following measures:

- Teacher observations and assessments
- Established and reliable measures of academic performance
- Progress toward benchmarks, measured by statewide assessment scores and/or classroom work samples

B. Other

In addition to academic measures, retention decisions will be based on social, psychological, behavioral, emotional, language, and physical development. Informal or formal assessment instruments may be used to gauge development.

C. Attendance

Students need to attend school regularly in order to be successful. A student's attendance record will be considered in retention decisions.

D. Developmentally Appropriate

All students develop at different rates and retention decisions will be made on an individual basis.

2. Procedure:

- Mosier Community School will utilize the school's Student Success Team (SST) for retention decisions.
- The SST will review the referred student's current performance, including the interventions that have been used to help the student to be successful and make a placement recommendation.
- The Principal will make the final decision.

3. Recommendations for students failing to meet promotion criteria:

A. Retention:

Retention will be used to allow the student another chance to learn the skills necessary for success and advancement.

B. Alternative School Placement:

In rare cases, an alternative school placement may be considered due to the special needs of the student by an Individual Education Plan (IEP) team.

EXPECTED STUDENT BEHAVIOR

Dress Code and Recommendations:

We ask that students dress in good taste and be well groomed. School clothes should allow the child to participate freely on the playground and in normal school activities without undue worry of soiling or damaging clothing.

Shorts, pants and skirts: Shorts, pants, and skirts should be long enough and opaque enough to cover a child's undergarments during all regular school activities. All shorts and skirts should be no shorter than mid-thigh. Pants may not be ripped or torn above mid-thigh.

Blouses, shirts and tops: All tops should cover undergarments and midriff.

Shoes: Tennis shoes are recommended for physical education in the gym. Remember that it is common for Mosier Community students to participate in hikes, and sometimes take neighborhood walks as part of our Core Value of Wellness. Students may not wear flip-flops, slides or heeled shoes so that they can safely participate in our active schedule.

Hats: Hats, hoods, caps, visors, bandanas, sunglasses, etc. are not worn inside school.

Jewelry: We recommend that students wear no jewelry for safety during activities.

Also, all gang related clothing including studded attire and/or chains are not allowed. Clothing may not reflect inappropriate advertising including drugs, smoking or alcohol or sexually explicit images or messaging.

The Administrator reserves the right to decide whether clothing is inappropriate.

Winterizing your child:

Children are allowed to play outside in all weather conditions except rain, severe cold or unhealthy air quality (due to wildfire smoke). We recommend that you provide your child with the following clothing: warm coats, knit hats (that pulls down over the ears), gloves or mittens, and warm, waterproof boots. Please help your child dress to fit the current weather conditions. If there is snow outside, children are allowed to play in it if they are wearing boots.

Cell Phone and Electronic Devices:

Cell phones and handheld electronic games, etc. should not be brought to school. Mosier Community School is not responsible for lost, stolen or damaged cell phones or electronic devices.

Students may **not** use cell phones during the school day between 7:00 a.m. - 3:15 p.m., and all arrangements need to be made through the office. If you have an **emergency** and need to talk with your student during the school day, please call the office. Please wait until after school for all non-emergency issues.

Please remember that communication with your child, especially about after school plans, works best when done before you drop your child off at school each day.

Use of a cell phone or other electronic devices during the school day can result in its confiscation.
CELL PHONE POLICY FOR MOSIER COMMUNITY SCHOOL

- **First offense and any subsequent offense:** Cell phone or device will be taken and held in the office. A parent will be called and will be required to collect the phone or device at the end of the day.

COMPUTER AND INTERNET POLICY:

Any computer equipment provided by Mosier Community School should only be used as directed by staff. Unauthorized use of school computer equipment or internet networks including: accessing, posting or e-mailing obscene, harassing or offensive material, copyright violations, deliberate attempts to disrupt system or network performance and spreading of computer viruses is prohibited and will result in disciplinary action.

To ensure that the use of the school's electronic communication system is consistent with school purposes, Mosier Community School has the right to monitor, access, retrieve and review these systems and their contents at any time without advance notice or permission. By using these systems, students and their families consent to Mosier Community School's monitoring of the student's electronic communications at any time. The computer system at Mosier Community School is not private and passwords and codes do not guarantee privacy.

Each student and parent/guardian is expected to sign our Mosier Student Acceptable Use Policy - Internet, which will be distributed by staff, as appropriate.

MCS Sexual Harassment Policies:

Mosier Community School is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the public charter school. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment. Mosier Community School processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures. General Procedures - When information, a report or complaint regarding sexual harassment is received by Mosier Community School, the public charter school will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see JBA/GBN-AR (1) or GBN/JBA-AR (1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR (2) or GBN/JBA-AR (2)- Federal Law (Title IX) Sexual Harassment Complaint Procedure). The public charter school may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures. A copy of these policies will be made available to anyone upon request. The Mosier Community School Title IX Coordinator is: Matt Henry, Executive Director of Mosier Community School. He can be reached by email - matt.henry@nwasco.k12.or.us, by phone 541-478-3321 or by mail PO Box 307, Mosier, OR 97040.

DISCIPLINE POLICY:

Each student has the right to an education based on the concept of individual human dignity, which includes individual choice, and the responsibility of accepting the consequences of that choice.

The orderly operation of the school requires the respectful cooperation of students, parents/guardians, and staff. Teachers and administrators have the responsibility to preserve a learning environment for all students. Whenever that environment is disrupted by a student or a parent, they will be removed from the formal learning environment. Careful attention will be given to assure fairness and consistency.

A student who violates the MCS Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the school is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practical, that use approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the public charter school's weapons policy, as required by law, shall be reported to law enforcement.

All students shall be informed of the Mosier Community School Code of Conduct. Mosier Community School focuses on encouraging students to make respectful and positive behavior choices.

The Responsive Classroom is an evidence-based program designed to incorporate the teaching of social-emotional skills and character development into every school day. The basic premise of The Responsive Classroom is that students are hardwired to seek connections with others, and that students who feel connected are less likely to misbehave. A central concept is the implementation of regular **class meetings** that are designed to build community, work through issues together, and to develop essential skills including:

- Practicing compliments and appreciations
- Respecting differences
- Using respectful communications skills
- Focusing on solutions
- Brainstorming and role-playing
- Using and understanding mistakes

Students also learn strategies for self-regulation and tangible ways to demonstrate mutual respect. Within this framework, teachers and staff respond to inappropriate behavior in an authoritative fashion, maintaining both kindness and firmness in tandem. Students are held accountable for their behavior, while continuing to feel a sense of belonging and significance in the classroom.

MCS STUDENT CODE OF CONDUCT:

Mosier School believes in promoting positive student behavior. We believe that teaching, reinforcing and modeling the 3-Bs System and utilizing the Responsive Classroom approach is essential to our MCS core value of Relationships. Classroom teachers use the Responsive Classroom approach to build community, and academic & social-emotional skills as a foundation for the MCS Student Code of Conduct. Staff will also recognize students with Terrific Tigers and Tiger Prides when they are observed following the 3-Bs.

The 3-B System

Be Kind * Be Safe * Be Honest

Following the 3-Bs ensures a safe, constructive school environment for our children. Feeling safe will enable our students to focus on learning and growth during their school day at Mosier Community School.

DISCIPLINE PROCEDURES

The methods employed in enforcing the rules of the school involve professional judgment. The following factors will be considered:

- Consistency from day to day, student to student, and teacher to teacher
- Nature of the offense
- The age and past pattern or behavior of the student
- Effect of the misconduct on the educational environment

This can be, but is not limited to the following:

- Verbal warning or Written warning
- Short removal from the group or activity for reflection time
- Conference with teacher or administration
- Loss of recess or privilege
- Parent contact
- School community service
- Natural consequence, such as being asked to walk down the hall again after running
- Written, Verbal Apology or Behavior Referral
- In-School Suspension, Out of School Suspension, and/or Expulsion
- Temporary loss of recess or alternative recess

FOR EXCEPTIONAL MISCONDUCT

Administrators may impose a short-term or long-term suspension for violation of these rules even if another form of corrective action has not previously been imposed upon the student for the conduct of the same nature, ORS.339.250.

These actions could include, but are not limited to:

- Weapons
- Bomb Threats
- Vandalism
- False Alarms
- Fireworks/FireCracker
- Theft

- Criminal Trespass
- Physical Assault, Harassment, Intimidation and/or Bullying
- Threats
- Drugs/Alcohol/Tobacco

WEAPONS

The possession of any weapon, replica weapon, device, instrument, material or substance which is considered detrimental to the educational process of the school setting, or which may be used to disrupt or endanger people in that setting shall be prohibited. Such weapons or objects shall be seized by the school administration. The student may be suspended and/or expelled.

Weapons may also include, but are not limited to, the following: firearms, stun guns, tasers, knives, metal knuckles, straight razors, bats, clubs, noxious, irritating, or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, parents, staff members, and patrons.

Knives of all types including pocket knives are to be left at home.

Replicas of weapons and fireworks are also prohibited by board policy (JFCJ)

The Gun-Free School Act requires schools to follow a process involving the superintendent of any student who is determined to have brought a firearm to school. (JFCJ)

DISCIPLINE OF STUDENTS WITH DISABILITIES

When a student is served by an individualized education plan (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change of placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for no more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, 'injurious behavior' is defined as behavior that is substantially likely to result in injury to the student or to others.

DISTRICT TRANSPORTATION

Rules Governing Pupils Riding School Buses - OAR 581-53-010

All MCS Transportation is provided by our sponsoring district, North Wasco District 21. Please refer to their District Transportation rules and guidelines for complete information on transportation including expected behavior on the buses.

If you have any questions, please contact the North Wasco County School District #21 – Transportation Department: 541-506-3430.

STUDENT GUIDELINES

GUIDELINES FOR RECESS CONDUCT:

Goal: The playground will be an environment where children play and interact in a safe, responsible, and respectful manner.

General expectations for students:

- Use appropriate language at all times.
- Keep hands and feet to yourself.
- Respect every child's personal space.
- Always play in sight of the duty staff.
- Always walk when entering the playground.
- Try to avoid walking through ongoing games.
- The duty staff has the final say on questions of safety and rules.
- Students may reenter the building during the recess only after being granted permission by an adult on duty who will give them a pass to use.
- Running is allowed only on grassy areas.
- Please do not bring food or personal toys onto the playground.

General expectations for equipment and games:

- Any student may join any game at any time.
- Running games may be played only on grassy areas.
- Soccer and football may be played only on the fields.
- Use game equipment for its intended purpose.
- Follow safety rules for each piece of equipment (rings, slides, toy structure, swings, etc.).
- The consequences for inappropriate behavior will follow the MCS Discipline Plan.

Gym Expectations:

- Be careful that your ball does not hit the ceiling or lights.
- Please walk when you are on the stage, stairs, or seating area.
- The railing is for safety – not a toy structure.
- Wear shoes at all times.
- Maintain clean gym shoes.
- Keep the walls clean.
- Be mindful of the theater curtains
- Get permission before leaving the gym.

GUIDELINES FOR CAFETERIA CONDUCT

Students may select their own seat, if appropriate.

- Students may speak softly while eating.
- All students shall keep their hands and feet in their own personal space.
- Food and drink shall remain in the cafeteria.
- Food is not to be shared with others.
- **MCS is a nut free school.**
- Students are to clean their area and trays before they are excused.
- Students are respectful of other students, cooks, servers and all cafeteria volunteers.

GUIDELINES FOR COLD LUNCHESES

- The cafeteria microwave is not available for heating lunch items.
- Soda, Sport or Energy Drinks are not allowed.
- Healthy lunches are recommended. PLEASE, no bags of chips, candy or junk food.

OUTSIDE THE CLASSROOM

Field Studies:

Mosier Community School recognizes the importance of out-of-classroom experiences for students. “Field study” is defined as a journey or excursion away from school grounds that is organized and/or sponsored by the school or by an authorized employee of the school, for curricular relevance.

Our classes plan many interesting and educational field studies throughout the year. These extra curricular trips are made possible by school fundraisers, are a required part of the middle school curriculum, and will be graded.

Written Permission

Written permission is necessary for any student to participate in the field study. Students who do not have a signed permission slip will not be allowed to go on the trip. Phone calls from the office are accepted in place of the written form. Parents are asked to note carefully all arrangements for field studies. Appropriate dress is required for field studies as stipulated by the teacher. Teachers may provide specific instructions on dress for the comfort and safety of the students.

Use of buses

When a bus is used, all students must ride on the bus. Siblings, who are not part of the class, will not be allowed to ride on a school bus. The teacher will determine the appropriate number of chaperones.

Use of private passenger vehicles

At Mosier Community School, we encourage and rely on the participation of the parents as both chaperones and drivers for our field studies. All drivers must complete the pre-approved driver form at least two weeks prior to the field study.

If a private passenger vehicle is used, then the following apply:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and proof of current and adequate insurance.
3. The vehicle must have a valid current registration and license plates.
4. All passengers must wear seat belts at all times.
5. Parents need to provide proper car seats for their children in order for the driver to comply with Oregon law. Child passengers must be restrained in approved child safety seats until they are 40 pounds. The law requires that children must use booster seats until they are 4'9" or 8 years of age.
6. Chaperones must have completed all volunteer requirements and drivers must provide proof of numbers 1-3 prior to chaperoning students.
7. Drivers must have current insurance that complies with MCS regulations and standards for private insurance

NUTRITION:

Mosier Community School is committed to our Core Value of Wellness. In an effort to model healthy eating practices, the school chooses to serve fruit snacks at break, healthy breakfasts, and healthy lunches. We ask that parents send only nutritious snacks to school for any classroom celebrations and activities and that you follow our commitment to wellness when you send lunches with your child. There are many sites on the internet that provide ideas and recipes for healthy lunches and snacks.

The following foods are **not permitted** at Mosier Community School for snacks or lunches:

**NO soda, sport or energy drinks, candy or junk food(chips).
NO NUTS OR NUT PRODUCTS - MCS IS A NUT FREE SCHOOL**

Food Service Program:

Breakfast and Lunch

Healthy breakfasts and lunches are served daily in the school cafeteria. Milk is also offered to those students who wish to bring their own lunch, for a small fee.

We encourage you to purchase breakfast, lunch, or milk credit by the week or month to minimize bookkeeping and to avoid confusion. We ask each Student who uses the school meal program to pay for their meals **in advance**. Checks are to be made payable to MCS.

Please make sure your student's account is always in credit.

We participate in the federally assisted meals program where qualifying families may receive free or reduced cost meals for their school children. More information is available from the school office.

Morning Snack

Mosier Community School provides a fresh fruit snack in the morning for all students. Please **do not** send in snacks with your child as an alternative. The fresh fruit meets our Core Value of Wellness.

MEDICATIONS AT SCHOOL:

Ideally, all medications should be given at home, however there are students with chronic illness, long-term health conditions, as well as students recovering from temporary illness who need to have medication in the school setting. All medication will be administered by the secretary or persons designated by the Executive Director.

Prescription medications must be in the original container with the doctor's dispensing information. Over the counter medicines (e.g. aspirin, allergy medicine, etc.) must be in the original container and dispensing will follow the product recommendation. Cough drops are not considered a prescription but are an over the counter medication, and **should not** be brought to school.

Parents must fill out a Medication Permission Form available in the school office.

A medication permission and administration form/log needs to be initiated by the administrator of medications at the time of administration. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication and to inform in writing of any changes in medication instructions.

Definition

Medication means any prescription or over-the-counter medication including, but not limited to: eye, ear, and nose drops; inhalants; medicated ointment and lotions; aspirin; cough drops; and antacids.

STUDENT ILLNESS

Children who are ill must be kept home until they have recovered sufficiently to return to the regular routine of school. When a child is too sick to go outside to recess or participate in physical education, that child is too sick to be at school. A student is clear to return to school when:

1. They have been fever free for 24 hours prior to their return. This means having a normal oral temperature, without using medication to lower their temperature.
2. They are able to participate comfortably in class activities without a cough or other symptoms becoming a disruption to themselves or others.
3. They must be free of gastrointestinal symptoms such as diarrhea and vomiting for 24 hours.

4. If they have a skin rash or eye infection, they must be seen by their health care provider and provide written clearance prior to returning to school

If, in an unusual situation, your child needs to remain indoors, a note should be sent to the teacher explaining the reason for the request. A daily note prevents confusion about this matter.

Please follow the Attendance procedure when calling in about a student's illness. If there is a health condition which school personnel should be aware of, please contact the school office staff.

A student is considered too ill to remain at school if the student has had the following symptoms at school: fever of 100 or higher, vomiting, diarrhea, persistent cough, etc. Parents or emergency contact are asked to immediately take the student home to ensure the health of the student.

Communicable Diseases:

Parents of a student with a communicable or contagious disease are asked to contact the Principal so that other students who have been exposed to the disease can be alerted.

A student with certain diseases is not allowed to come to school while the disease is contagious, which include Covid-19, chickenpox, mumps, head lice, whooping cough, measles, German measles, scabies, staph infections, strep infections, tuberculosis, Hepatitis A, Hepatitis B, pink eye, ringworm (body, scalp) and the "flu". Parents with questions should contact the school office.

Head Lice:

Head Lice is a health issue that often comes up in school. If a student is exposed to someone who has head lice, it can be contracted and spread very easily.

In the event of a known case of head lice, students who may have been exposed will be screened by trained volunteers. If head lice are found, parents will be called to come to the school to pick up the affected student. Should you discover your child has head lice, please notify the office immediately. Children must be bug, nit and egg free before returning to school. A health professional can give you information on lice-killing agents and household cleaning instructions for elimination. It is important that you continue to check an affected student's head daily for at least 2 weeks following the outbreak to be sure that there are no new lice.

Immunizations:

Mosier Community School requires that all students entering school for the first time, including: A) students transferring from inside the United States; B) students transferring from a school outside the United States; C) all students initially enrolling in kindergarten or first grade; and D) all students age 5-18 enrolling from home-study setting, must provide a signed certificate of immunization or a religious and/or medication exemption prior to enrollment.

You may obtain immunizations for your child from: Wasco Sherman Public Health Department, 419 East 7th Street, The Dalles OR 97058, Phone 541-506-2600.

Injuries

Parents will be informed immediately when a student has sustained a serious injury. If a parent or other emergency contact cannot be reached, school personnel will determine what action needs to be taken. In the case of a serious injury, the school will immediately call 911 for emergency assistance.

SAFETY AND TRANSPORTATION

Dangerous Objects

Students must leave at home any object that might be considered by school staff to be hazardous, such as, pocket knives, slingshots, leather men-like tools, etc. Throwing any object on the school grounds that might harm another (e.g. snow or ice balls, rocks, sticks, etc.) is forbidden.

Leaving School Grounds is Prohibited

Children are not allowed to leave the school grounds by themselves. This policy ensures that your child is properly supervised at all times.

Walkers

Children who walk to school will need your guidance about safety. Instruct your child about crossing at corners, walking on the left side of the road, and “looking both ways” for oncoming vehicles when crossing streets. Children who walk will leave for home after the buses have left.

Changing Transportation Plans

Please send a note to school whenever there is a change regarding your child’s transportation, or when he/she is to go home with a friend. Unless we have a note from the parent, with the current date, children will not be allowed to change the way they usually go home. This policy ensures that your instructions are carried out.

Supervision Before School

The school doors open at 7:30 am. Children should arrive on the school grounds at 7:20. Children eating breakfast may arrive after 7:00 am. and go to the cafeteria. Breakfast is served until 7:20 am.

Supervision After School

At this time, the school does not offer after-school daycare.

Car Riders

If you drive your child, please drop him/her off on the school side of the street near the rear entrance. If you are late, children will be taken to the office to wait for their parents or designated person. To ensure safety, we do not allow children to wait for parents down by the road at the rear of the school.

Car Line Drop Off and Pick Up

In order to make student drop off and pick up as safe and efficient as possible, please observe the following:

Drop Off and Pick Up Procedures

1. When you turn onto 1st Avenue, stay in line.
2. Do not pass anyone or double park.
3. Move slowly forward to pull up along the south side of the school.
4. The first 3 or 4 cars will drop off their students, pull forward, turn into the parking lot, and drive through and out onto 1st Avenue.
5. The next 3 or 4 cars pull up and repeat #3.

Coming into School with your Child

If you need to come into school with your child, please park in the middle rows of the parking lot, not on the outside edges, as they will be the drive through lane. You can also park west of the school on the street.

Transportation

Eligibility: Students enrolled at Mosier Community School and living along established bus routes in the North Wasco County School District #21 are eligible for bus transportation.

Route: Contact the District #21 Bus Garage (541-506-3430) regarding the location of established bus routes.

Snow Routes: In situations with heavy snow, slippery or icy conditions, bus routes are sometimes affected by the amount of snow, snow removal, steep streets and turnarounds. Deviations from the normal bus routes may be necessary.

Changes in Student Destination: When there is a change in the way the student is transported home or a change in his/her destination after school, a note **MUST** be given to your child's bus driver. Include in the note the date and where specifically the child is to go that day.

PARENT AND VISITOR INFORMATION AND POLICIES

Parent Involvement:

Education succeeds best when there is a strong relationship between home and school. As a partnership thrives on communication, Mosier Community School asks parents to:

1. Encourage their student to put a high priority on her/his education and to commit herself/himself to making the most of the educational opportunities Mosier Community School provides.
2. Please keep informed of Mosier Community School activities and issues.
3. Read the information sent home with students and reply in a timely manner, when necessary.
4. Attend the School's Open House in the fall.
5. Become a Mosier Community School volunteer. We request that families volunteer, at a minimum, 10 hours per year per household. For further information contact the school office.

We encourage that families' sign up for a committee, or area in which they have an interest or a skill that they would like to contribute as a member of Mosier Community School.

Volunteer Opportunities:

Mosier School's educational program is enriched by the participation of volunteers. Volunteers are not only welcome, but they are crucial to our school's success. Mosier Community School encourages every parent, guardian and family members to take a special interest in the lives of Mosier Community School students. We want everyone to volunteer! Various committees are formed throughout the year to meet the needs of our school and students. We welcome your participation on these committees as they are formed.

The volunteers benefit not only from helping, but also by becoming a real part of their student's school. We think you will love it! If you have an hour or two each week, an open day, or for the working parent some time at home to do paperwork, we can use your help.

All volunteers must pass a criminal background check annually.

Classroom Volunteers:

It is important to remember that the teacher has the primary responsibility for the classroom and student learning within the classroom.

- The teacher's individual style sets the tone for the classroom. This includes everything from delivery of the educational program to classroom management. Parents who wish to volunteer in the classroom need to learn or follow the teaching style of the teacher they wish to assist.
- If the teaching style is in conflict with the parent's volunteering style, the parent will need to either adjust style or find a more compatible setting within Mosier Community School to volunteer. Any grievance or concern a volunteer has with a faculty member or vice versa, should be discussed with the Executive Director. If it is not resolved, it may be handled in accordance with the grievance policy.
- If the parent disrupts the learning environment, he/she will be asked to leave and may lose the privilege of volunteering.

School Visitors:

All visitors must report to the office upon entering the school property.

For safety reasons, all visitors, including parents, must report to the office to sign in and receive a lanyard, which identifies them as a guest. Should you see someone in the school without a lanyard, it is your duty to direct them to the office to receive one. This includes those who will be serving as a chaperone for a field trip. If a volunteer is in your classroom or area without a lanyard, please ask them to go to the office to check in.

Student Visitors:

Student visitors are not generally approved. Any exceptions must be made by the Executive Director.

COMMUNICATION CHANNELS

Tuesday Folders for all students (Grades TK-8):

Communication between school staff and parents/students is crucial to overall school success. Every Tuesday, all students will bring home a folder with information on homework, classroom activities, and permission slips. Parents should check all of your children's folders each week. Be sure to empty the folder of all mail and review it carefully, with special attention to due dates on forms. Please return the folder to school before the Friday of each week. Tuesday Folders are one of our main means of communicating with the large base of our elementary families. Please utilize this information so that you can keep abreast of Mosier Community School news.

Newsletters and MCS School Website:

- All-school newsletter: will be texted and emailed through our information system, the first Tuesday of each month.

The newsletter provides information about the student's class and general school news. The school website is also a rich source of information regarding upcoming events, the lunch menu and the school calendar, to name a few. We now also have a Mosier Community School website app for cell phones. This makes it very convenient to stay updated, access all newsletters and easily check your middle school student's grades.

Communication about a Parent Concern:

Any difficulty involving a child with a particular teacher/staff member should always be discussed with that person first or the Executive Director. If the matter is unresolved, then please consult the complaint policy to assure that the correct procedures are being followed.

In accordance with our Mosier Community School Core Value:

“Creating and maintaining strong, positive relationships is a central focus of our time and energy. We believe in collaboration and compromise to reach consensus. Respecting and promoting confidentiality, citizenship and dignity are essential for creating positive relationships.”

We ask that parents take the following into consideration:

- **Contact** the appropriate person at school as soon as possible when an issue arises.
- **Confine** the discussion of the issue to the people involved. Discussing the problem with other parents or staff members that are not involved will not resolve the situation and often aggravates the situation. Many times, as the “story” circulates, the details start changing and the facts may be altered.
- **Honor** confidentiality of the names of students, parents and staff members. Reputations have sometimes been ruined by people repeating information that later turned out to not be accurate. Remember that it is very challenging and sometimes impossible to retract the damage that misinformation, misunderstandings, or gossip can cause.
- It is important that we **model** appropriate problem solving behavior for our children.
- We ask that you learn both sides of the story before forming an opinion and **use facts** rather than emotion to make decisions.
- Be **respectful** in all exchanges with students, parents and staff.

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the administrator can be requested within five working days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the administrator, within 15 working days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the administrator, he/she may appeal to the Board in care of the administrator within 10 working days following receipt of the administrator’s decision. The administrator will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board within five working days of receiving the administrator’s decision. The Board may hold a hearing to review the findings and conclusion of the administrator, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board’s decision within 20 working days from the hearing of the appeal by the Board. The Board’s decision is final.

Complaints against the Executive Director should be referred to the Board chair on behalf of the Board.

Complaints against the Board, as a whole, or individual Board members should be made to the Board chair on behalf of the Board.

Public Complaint Policy (KL) <http://policy.osba.org/mosier/KL/KL%20G1.PDF>

Complaint Form (KLA) <http://policy.osba.org/mosier/KL/KL%20R%20G1.PDF>

Instructional Materials Complaint:

Complaints by students or parents about instructional materials should follow policy and administrative regulation KL - Public Complaints be directed to the Executive Director.

The complainant may appeal the administrator’s decision to the Board, whose decision will be final.

POLICY CHANGES AND CONCERNS

Administrator Privilege:

The Executive Director has the right to carry out or amend any aspect of the Mosier Community School Parent and Student Handbook with or without notice.

Amendments to the Handbook will be sent to the parents and when possible, posted on the Mosier Community School Website.

Handbook Changes:

The Parent and Student Handbook will be reviewed annually for updates and revisions for the upcoming school year. It is strongly recommended that at the beginning of each school year, families review the Handbook and become familiar with the information.

Concerns:

If there are concerns about school policies, parents may submit suggestions or constructive comments to the Executive Director. Suggestions and constructive comments are welcome and will be considered when the annual Handbook revisions are made.

Mosier Community School recognizes the value of the observations, perspectives, and ideas of students and parents at the school, as well as the importance of being accountable to the parents for the educational program of their children. An important element of the accountability process is to provide an avenue for parent suggestions and concerns that both satisfies the parents and improves the operation of the school. A procedure for soliciting and responding to parent suggestions and concerns is outlined below.

The first element of the parent concerns process is to establish appropriate avenues for expression to allow the right people to respond to and deal with the issues raised. The following is the sequence that all parents should follow for submitting a concern or suggestion:

1. Teacher appointments. If the concern is regarding specifics of the classroom, the teacher or staff member should be contacted directly for an appointment. We recommend that parents work directly with the teacher to resolve any issues for which teachers are responsible. Parents choosing this avenue should be careful to respect the time and privacy of the teacher. In all communications, we ask that parents and staff model the code of conduct that we are teaching our children. Be Kind. Be Honest. Be Safe. Teachers may be contacted through the school office or via email to set an appointment. It is best to do this as soon as possible to resolve a current issue of concern.
2. Executive Director appointments. If the concern is regarding a specific area of the school or if the parent has been unable to address the concern by working directly with the teacher regarding classroom issues, the Executive Director may be contacted for an appointment. Parents choosing this avenue should be mindful of the time and privacy of the Executive Director. If the concern regards a teacher or classroom issue, the Executive Director will also involve the teacher in the meeting. Parents may contact the school office requesting an appointment.

If an issue remains unresolved, the school's Grievance Policy must be used and the steps followed in the order given.

MISCELLANEOUS BUT IMPORTANT INFORMATION AND POLICIES

Activity Fees:

Activity fees have been waived for the 2023/2024 school year.

Textbooks and Library books:

Textbooks are purchased by Mosier Community School and loaned to the students free of charge. The student will be charged for a textbook or library book if it is lost or damaged. Paying for the individual book is the responsibility of the student and his/her parents.

Pets:

Animals are not allowed on school grounds during school hours or events unless the animal is a service animal or authorized by the Executive Director.

Pictures:

Student pictures are taken each Fall and class pictures are taken in the Spring. Please see the school calendar for this year's dates. Information concerning prices and packages will be sent home the week prior to picture day. Please note that students should be dressed appropriately according to the Dress Code. Parents are not required to purchase any pictures. School yearbooks will be available for optional purchase in the Spring.

Lost and Found:

Lost items will be placed in the Lost and Found Coat Rack located in the hallway outside the cafeteria. Jewelry, glasses and other items of value will be placed in the front office for safekeeping. Identification will be required for their return. Any items left at the end of each month will be given to a local charity or discarded. All items left at the end of the school year will be donated or disposed of ONE WEEK after the last day of school. To avoid losing items, please label them clearly and leave valuables at home.

Religious Beliefs and Customs:

It is the policy of Mosier Community School to foster mutual understanding and respect for the rights of all individuals regarding their beliefs. Mosier Community School recognizes that the school should reflect the diverse population of society, that communities participate in a variety of religious beliefs and customs, and that there exists a constitutional separation of church and state.

Mosier Community School also realizes the school's responsibility to advance student's knowledge and understanding of the role diverse religious heritage has played in the social, cultural, and historical development of civilization. Therefore, school personnel shall be sensitive to and respectful of religious beliefs and customs by adhering to a policy of non-promotion of any religious view, and students and staff will demonstrate consideration for each other's views regarding religion.

Objective: To foster mutual understanding, equitable educational opportunities and respect for the rights of all individuals regarding their beliefs.

1. NON PROMOTION OF ONE RELIGION OVER ANOTHER

- The school and/or staff may not promote any one religion over another.
- Initiation and participation in religious activities is a student right outside of the classroom/instructional time.
- Staff is prohibited from participating in or initiating religious activities during contract time.
- When the study of religion (for the understanding of History, Art, Music or Science) is appropriate, teachers must take care to present comprehensive information without endorsement.

2. INCLUSION

- Care must be taken to ensure that students do not experience exclusion because of their beliefs or practices and can participate without distinction in classroom celebrations, school wide programs, displays, activities and performances.
- Student absences for religious purposes will be excused in accordance with district policy.
- As a small school, our greatest equity asset is our ability to get to know and build strong helping relationships with our students and each other. We value our students and take pride in seeing each one as an individual and helping each one succeed.

3. CURRICULUM/INSTRUCTION/INSTRUCTIONAL MATERIALS

- Programs about the role of religion in the social, cultural and historical development of civilization do not violate the religious neutrality of the public school.
- The occasion of religious and cultural holidays may provide opportunities for teaching about religions or cultures if (1) it is done within the context of the school curriculum objectives; and (2) the purpose is to provide secular instruction about multicultural traditions rather than to promote, observe, or celebrate particular religions or their holidays.
- The purpose of all school programs must be for the advancement of student learning and curricular goals. Care must be taken to avoid the presentation of religious symbols, music, art or other materials in celebration of any single religion over another.
- Consideration should be given to the cumulative effect of what is presented. A single art project, musical selection, or holiday discussion does not violate the purpose of this practice.

4. COMMUNICATION

- To ensure that school activities, programs and calendars are considerate of staff, students and community groups of all faiths, staff shall utilize advisory resources and parent groups in their planning and development.
- The school shall educate the staff regarding the policy and standard practice for religious beliefs and customs. This training shall be ongoing and required for all new employees.

5. PERFORMING GROUPS/PROGRAMS/ACTIVITIES

- School choirs, bands, orchestras, and other performing groups may accept occasional invitations to perform at non-school religious functions with the condition that any member of the group may be excused without penalty.
- If it is deemed appropriate by the Executive Director and teachers to authorize parties, they must be secular in nature and their overall effect should not promote any religious practice or belief.
- Classroom sponsored student gift exchanges are inappropriate if connected with a religious holiday.

- In scheduling school activities, the school shall strive to reasonably accommodate the needs of the religious groups in the community by the following:
 - A. Soliciting input annually from the community before setting the school calendar (Advisory committees, parent groups, newsletters and site councils)
 - B. Scheduling school activities to reduce the amount of conflict with the community's religious activities.
 - C. In-servicing staff to increase sensitivity to students' religious needs when scheduling activities.

6. COMMENCEMENT, PROMOTION OR GRADUATION

- Prayer or any aspect of religious belief shall not be a school-initiated part of the commencement, promotion or graduation exercise. The baccalaureate service may be sponsored by separate (parent or student) organizations since it is traditionally religious in nature and cannot be sponsored by the school.

**Thank you for taking the time to review this handbook.
Should you have any questions, please contact the office at 541-478-3321.**



P.O. Box 307 - 1204 1st Ave., Mosier, Oregon 97040

Phone: (541) 478-3321 ~ Fax: (541) 478-2536

Mosier Middle School Community Contract

Revised 2023/2024 School Year

Mosier Middle School is known for its safe, honest, and kind students. In order to reinforce positive behaviors, maintain a safe and respectful community, and set clear limits and expectations, Mosier Middle School utilizes a Community Contract. The Community Contract must be reviewed, discussed, and signed by students and their parents at **their earliest convenience**.

Mosier Middle School students' behavior is monitored closely at school and on field trips. Referrals can be issued to any student at any time. In order to maintain positive behaviors through middle school and beyond, all students are expected to uphold the following expectations:

- ★ **Be Kind**
- ★ **Be Honest**
- ★ **Be Safe**

Referrals to the Dean of Students are issued when a behavior is frequent or intense enough that the general management strategies are not working. All staff, teachers, and administration reserve the right to issue a referral for any behavior they classify under disrespectful, unsafe, or irresponsible.

Inappropriate Language:

We foster a welcoming environment and we want to create a safe place for all to access their education. Student language needs to be aligned with these goals. Mosier Middle School has no tolerance for severe swearing and/or hate speech (this includes swear word substitutions), as stated in the Student Handbook.

The first two violations are an automatic lunch detention. The **third** will be a one-day, out-of-school suspension. If it continues, additional consequences may result.

Guidelines for lockers (Grades 6-8):

Lockers and other MCS provided school storage areas provided for student use remain under the jurisdiction of MCS even when assigned to an individual student. MCS reserves the right to inspect all lockers. A student has full responsibility for the security of the locker. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on school premises is present;

maintenance of proper sanitation, mechanical condition and safety; and to reclaim public charter school property including instructional materials.

Water Bottles:

Students are encouraged to bring their own water bottle to school. These water bottles should be used to store and carry water **throughout the day** as we do not have water fountains in classrooms. Water bottles should not be used to carry beverages other than water. Beverages other than water are not allowed at MCS.

Cell Phones:

Cell phones are to be kept in backpacks, in students' lockers at ALL times with the phone turned to silent or off. If the student violates this policy the following consequences will be enforced.

- ★ **First offense and Subsequent:** Cell phone or device will be taken and held in the office. A parent will be called, and will be required to collect the phone or device.

Tardy Policy:

Morning Meeting begins promptly at 7:30 a.m.

If you are tardy 5 times in one trimester, a parent meeting will be required. If you are tardy 10 times in one trimester, a second parent meeting will be required with the Dean of Students. The tardy count starts over in a new trimester.

Assessment & Grading:

The focus of assessment is to provide feedback on the student learning process, gauge current knowledge and understanding (Formative Assessment), and to measure the degree of student learning (Summative Assessment). Information generated through assessments is used by teachers and students to reflect and make adjustments in the learning process, which increases student learning over time.

All assignments must be submitted by the given due date and are due at the beginning of the class period unless otherwise stated. All homework is due the next day unless otherwise stated.

Academic Logs for Middle School (Grades 6-8) students:

Middle School is using academic logs to track assignments and grades. They will also set-goals for Trimester 2 and 3. Responsibility for one's own grades, assignments and setting goals is an important skill for lifelong success and has been made part of the curriculum.

Grading Scale:

Classwork, homework, projects, and tests focus on the Common Core State Standards. At the end of each trimester, you will receive a letter grade, which will be an average of all of your assignment grades. Grades are given as follows:

A+: 97 – 100%	C+: 77 – 79%	F: 59 and below
A: 93 – 96%	C: 73 – 76%	
A-: 90 – 92%	C-: 70 – 72%	
B+: 87 – 89%	D+: 67 – 69%	
B: 83 – 86%	D: 63 – 66%	
B-: 80 – 82%	D-: 60 – 62%	

Absence Policy:

Students who are absent due to sickness (or for other reasons deemed “excused” by the office) have an equal number of class days to complete their work as days they missed during their absence. (If a student misses two school days, they will have two school days to complete their work after they have returned to school). After those days, all work will be considered late and unable to receive a full grade. **Students who are absent due to family vacations, etc., are not granted additional work time.**

Late Work & Revising Policy:

Any assignment not turned in at the beginning of class on the day it is due is considered late. Students who turn in late work will be deducted 10% on that assignment. Any assignments not turned in at the beginning of class the day it is due, is considered late and is not eligible for full credit. Students who have turned in completed assignments on time may re-attempt an assignment (one time) if they are unhappy with their initial grade. Revisions are accepted until the end of the unit for which the assignment was assigned. Students cannot receive maximum credit for revisions and can only earn back half credit for their work.

All corrections need to be done on a separate sheet of paper stapled to the front of the assignment being corrected.

Participation and classwork are not subject to revisions.

Returned Work:

All work will be graded and returned in-class in a timely manner. Please allow a longer period of time for lengthy writing assignments. Students will have an opportunity to review their graded work, and must keep their assignments for test review.

Cheating/Plagiarism:

Cheating and/or plagiarism will not be tolerated and will result in an automatic zero. This includes copying homework, classwork, test answers, talking during a test or quiz, allowing someone to copy your work, and trying to pass off someone else’s work as your own.

Plagiarized, or other work produced through other forms of academic dishonesty, will not be eligible for revision, resubmission, etc.

Field Studies:

Mosier Middle School recognizes the importance of out-of-classroom experiences for students. “Field study” is defined as a journey or excursion away from school grounds that is organized and/or sponsored by the school or by an authorized employee of the school, for curricular relevance. These extra curricular trips are made possible by school fundraisers. Our teachers and administration plan many interesting and educational field studies throughout the year. These field trips are part of the Middle School curriculum. **All field trips are required and will be graded as a class. Unexcused absences will result in an “F.”**

End of Year Celebration:

At Mosier Middle School, we strive to ensure a culture of high expectations, including academic excellence as laid out in our MCS Core Values. The Mosier Middle School Team is always looking for ways to improve upon this core value and help promote academic excellence among the student body.

This year, we are continuing to work hard to make changes to the Middle School that are meaningful and enjoyable to the student body. One of these changes will be our expectations of students in regard to their attendance at the End of Year Middle School Celebration on Tuesday, June 11, 2024.

Moving forward, all students who earn at least a 70% in all classes at the end of every trimester are eligible to attend, unless students pose a safety concern (to be determined by the Mosier Middle School Team).

Contacting Teachers:

The Mosier Middle School team encourages students to reach out to teachers with questions or a concern about a class assignment, their grade or any other questions and concerns. Mosier Middle School works to prepare students for high school. We encourage students to be accountable and responsible for their own learning. Please help encourage your student(s) to reach out to us when they need help.

Parents and students have access to PowerSchool and should regularly monitor student grades. Teachers will keep PowerSchool updated on a regular basis and will strive to do so by Monday of each school week with the exception of grades for larger projects. Please utilize our MCS app on your phone to check grades in PowerSchool.

Mosier Middle School named the contract “Community Contract” because it involves the entire community, including students, teachers, administrators, and parents.

Thank you for your support.

The Mosier Middle School Team-

Mrs. Hogue, Ms. Rogan, Ms. Nichols and Mr. Lemons



Community School
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Phone: (541) 478-3321 Fax: (541) 478-2536

**Receipt and Acknowledgement of the Parent and Student Handbook
2023-2024**

I acknowledge that I have received and read the Mosier Community School
Parent and Student Handbook for the 2023-2024 school year.
I understand that it is my responsibility to be familiar with this handbook.

Parent Signature

Date

My student(s) are:

Student Name (Print)

Teacher

Student Name (Print)

Teacher

Student Name (Print)

Teacher

Student Name (Print)

Teacher