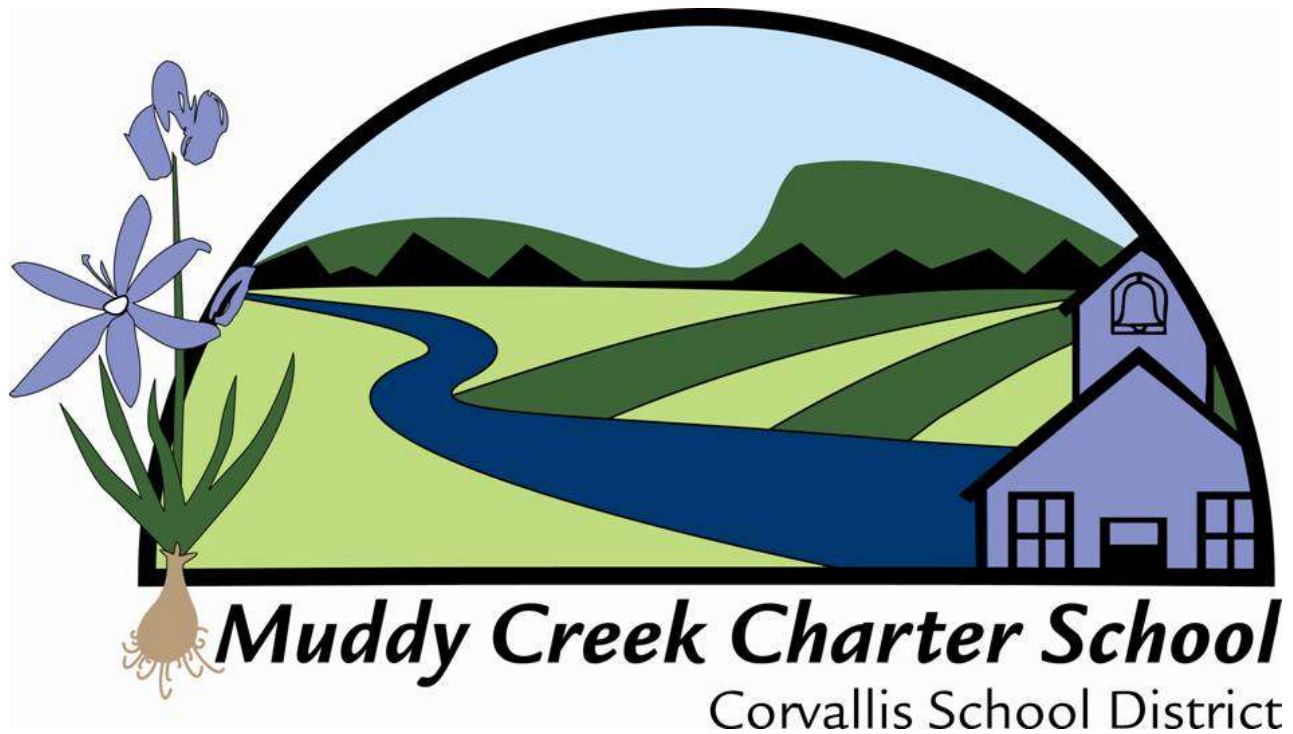


Muddy Creek Charter School Parent-Student Handbook

Updated December 2012



30252 Bellfountain Road
(541) 752-0377 (fax) 752-9481
www.muddycreekcharterschool.org

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MCCS History

Muddy Creek Charter School opened its doors in September of 2008. As stated in the charter agreement, the mission of the school is to provide an excellent and innovative public educational program for children in grades K-5 in the Corvallis School District.

In its first year, the school built a strong foundation in place- and project-based learning, which includes service learning and fosters cross-grade relationships and daily physical activity in the form of P.E. or outdoor activity. Also in its first year, the school performed well academically and matched or exceeded district average in state testing performance (OAKS). Enrollment increased in 2009-2010 and 2010-2011 and academic performance, as measured by testing, has stayed high. The program expanded literacy support, the scope of projects and the integration of arts. Enrollment is projected to increase further. The school continues to operate within its fiscal constraints.

MCCS Mission Statement

The child is our focus and we nurture, challenge, and respect individuals as they grow and learn. Muddy Creek Charter School provides an excellent and contemporary public educational program in the Corvallis School District. It is aimed at but not exclusive to children who reside in and around Muddy Creek Watershed. The school delivers a place-based curriculum founded in its rural agricultural setting and with commitment to community service. Learning will take place through a combination of traditional and multidisciplinary, project-based instruction that also integrates art. MCCS will be supported in its efforts by forging and maintaining partnerships with local landowners and agencies, OSU researchers and the community at large.

Our success is our children. The students of MCCS not only meet and surpass the state benchmarks but also have a deeper understanding of their place in the world as measured by a portfolio of high quality projects. They prove themselves well-prepared to transition into other schools in the Corvallis School district for their continued education.

Vision Statement

We believe:

- ✓ In celebrating childhood.
- ✓ In accepting children with their individual backgrounds, knowledge and learning styles.
- ✓ Everyone in the school community is to be respected and valued for his/her unique quality and expertise.
- ✓ Social, emotional, artistic, intellectual and physical elements of our curriculum are of equal importance to the learner.
- ✓ In parents, community and school playing an active role in children's learning.
- ✓ In a challenging but non-threatening atmosphere that stimulates student, parent and staff growth.
- ✓ Each child has the right to learn in a safe environment.
- ✓ Children should experience rich and varied environments.
- ✓ That the needs of all children overall are the primary focus for our decision-making.
- ✓ In participatory decision making.

MUDDY CREEK CHARTER SCHOOL STAFF

Morgan Bannister *PE Instructor*
Morgan.bannister@muddycreekcharterschool.org

Melissa Champney Teacher (1st, 2nd, 3rd grade)
Melissa.champney@muddycreekcharterschool.org

Tom Day Teacher (4th & 5th grade)
tom.day@muddycreekcharterschool.org

Ellen Deehan Assistant (1st, 2nd, 3rd grade)
ellen.deehan@muddycreekcharterschool.org

Elisa Fairbanks Bookkeeper
elisa.fairbanks@muddycreekcharterschool.org

Leah Gorman Teacher (1st, 2nd, 3rd grade)
leah.gorman@muddycreekcharterschool.org

Dan Hays Executive Director
dan.hays@muddycreekcharterschool.org

Melanie Kelley SPED Assistant/Playground Supervisor
melanie.kelley@muddycreekcharterschool.org

Jennine Livengood Kindergarten Assistant/Afternoon Adventures
jennine.livengood@muddycreekcharterschool.org

Chris Neely Arts Integration Specialist
chris.neely@muddycreekcharterschool.org

Betty Nickerson Administrative Assistant
betty.nickerson@muddycreekcharterschool.org

Kim Phillips Assistant (1st, 2nd, 3rd grade)
kim.phillips@muddycreekcharterschool.org

Michelle Reichelderfer Teacher (Kindergarten)
michelle.reichelderfer@muddycreekcharterschool.org

Robbin Stevenson Assistant (4th & 5th)
robbin.stevenson@muddycreekcharterschool.org

Jenny Swanson Teacher (Kindergarten)
jenny.swanson@muddycreekcharterschool.org

MUDDY CREEK CHARTER SCHOOL BOARD OF EDUCATION

The Muddy Creek Charter School Board is an elected, non-paid group of citizens of the community charged with the responsibility of the establishment of MCCS. Patrons of the district are encouraged to attend board meetings and become acquainted with the functions of this body.

BOARD MEMBERS:

Erik Swartzendruber, President
Betsy Dasenko, Vice President
Lise Hull, Secretary
Elisa Fairbanks, Treasurer (Non-voting)
Melissa Harris, Member

2012 BOARD MEETING SCHEDULE

The Board Meets at MCCS - changes in time or place will be announced in our newsletter.

Our meetings and agenda will appear on our website. Our next meeting is scheduled for December 13, 2012.

2012-2013 MCCS PARENT/TEACHER ORGANIZATION

PTO:

President: Mary Gunn
Vice-President: Felicity Geiger
Treasurer: Elisa Fairbanks
Secretary: Kelly Bell
Scrip Manager/Sales: Carla Callahan
Volunteer Coordinator: Kristina Rosenbaum
Kitchen Manager: John Ame

Calendar

Muddy Creek School Calendar

2012-2013 School Calendar

August 2012						
Su	M	Tu	W	Th	F	Sa
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July 2013						
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28	29	30	31			

- H/N** Holiday/Non-Contract Day - No School
- P/G** Teacher Prep/Grading - No School
- C** Conferences - No School
- D** Professional Development - No School
- F/L** First/Last Student Days
- M** Possible Weather Make-up
- Q/S** First Day of Quarter/Semester

GENERAL INFORMATION AND PROCEDURES

The material covered within this student handbook is intended as a method of communicating to students and parents regarding Muddy Creek Charter School information, rules, and procedures, and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained may be superseded by Board policy, administrative regulation, or negotiated agreement.

Any information contained in this student/parent handbook is subject to unilateral revision or elimination from time to time without notice. Copies of the district's extensive Student/Parent Handbook are available on the district web site at www.csd509j.net.

ABSENCES *(more information is available under "Arrival and Departure" section)*

Please notify the school office for each day that your child will be absent and to pre-arrange vacations or extended absences by calling 752-0377. Students are to check in at the office when they arrive late and check out at the office when they leave early. School staff will routinely call home if a child's absence has not been explained.

The school will cooperate within reason to provide make-up assignments for work assigned during a student's excused absence.

ADMISSION TO SCHOOL

A child must be five years old on or before September 1st in order to attend kindergarten.

A child must be six years old on or before September 1st in order to attend first grade.

1. Parents must provide proof of birth date for students entering Oregon schools for the first time.
2. Oregon law requires all students enrolling in Oregon schools for the first time to have proof of immunization prior to being admitted to class. The Only exceptions are those children whose health will not permit immunizations and those whose family religion forbids immunization. Children transferring from out of state will have thirty (30) days to obtain the immunizations.

AFTER HOURS

Students are supervised by staff only on school days during school hours from 8:15 a.m. – 3:00 p.m. (Students participating in the Before School Care program have supervision on school days beginning at 7:45 a.m.) No supervision is provided by Corvallis School District staff outside of these school hours.

ARRIVAL AND DEPARTURE

Students should not arrive at classrooms prior to 8:15 a.m. Children who arrive on campus before 8:15 a.m. must report to Room 7 or be supervised by an adult. The school does not provide adult supervision outside of the Before School Care Program. The school is not responsible for supervision of or injuries to students on school grounds before 8:15 a.m. who have not reported to the Before School Care Program.

Students arriving after 8:30 a.m. are tardy and must check in at the office before reporting to their classroom.

Students are not permitted to leave school grounds between arrival and dismissal times without permission from parents and an adult escort. Parents must go to the school office to sign their child(ren) out of school before picking their child(ren) up from the classroom. Students should go directly home upon dismissal. The school is not responsible for supervision of or injuries to students on school grounds after 3:10 p.m.

If there is a change from your child's regular after-school routine, a note must accompany your child to school or a phone call must be received in the office by 2:00 p.m. We will not allow children to change their after-school plans without written or verbal permission from the parent. Children will only be allowed to initiate changes in their after-school routines at the discretion of their teachers. Children are picked up by car after school. Please do not leave your car unattended in the driving lanes.

Again, all children should be picked up by 3:10 p.m.

BEFORE SCHOOL CARE

The Before School Care Program is done as a service for our families. Students may arrive at school as early as 7:45 a.m.

CLASS AND GRADE ASSIGNMENT

The Executive Director, with recommendation from teachers and input from parents, will assign pupils to grades and teachers in order to provide the best program for the student and to maintain balance of programs in the school. Final placement decisions are made by the Executive Director.

CURRICULUM

Elementary school curriculum is designed to be age appropriate and individually appropriate in order to ensure success throughout a student's schooling. In addition, students are provided opportunities in Physical Education Music, and Art.

Students with special needs are served through highly trained specialists and support staff. Students identified as talented and gifted are served through differentiated curriculum and instruction in the regular classroom.

DELIVERING ITEMS DURING THE SCHOOL DAY

Items that your child needs for instruction during the school day may be brought to the school office and office staff will deliver the items when your child's class has a break in instruction time.

Items brought to school such as gifts, flowers, or cards will not be given to a student until the end of the school day as these can be very disruptive in the classroom. Consider keeping these items at home to give to your child outside of the school setting.

DISCIPLINE-SUSPENSION-EXPULSION

At times, special problems confront school staff in conducting school programs free from disruption and free from the kinds of distracting behavior which impede the learning of any student.

It is recognized that teachers and assistants must have wide prerogative for invoking disciplinary standards and procedures that assure a safe environment and a climate conducive to learning.

School staff may find it necessary to discipline a student or even to remove the student from the formal learning environment for a period of time. Careful attention will be given to procedures and methods whereby due process shall be assured each student. The goal of discipline is always to assist students in learning how to make appropriate choices.

Behavior Tracking forms and referrals are used as a means of communication between staff and parents as well as to provide data in making informed decisions. Behavior Tracking forms and referrals do NOT become part of a student's educational (permanent) record. If suspension or expulsion becomes necessary, records of these actions DO become part of a student's educational (permanent) record.

A copy of the complete document of Standards for Student Conduct and Discipline is available upon request from the school office.

DRESS AND GROOMING

Student dress and grooming are the responsibilities of the individual and parents under the following guidelines:

1. Dress and grooming shall be in keeping with health, sanitary, and safety practices.
2. When a student is participating in special activities, dress and grooming should not disrupt the performance or constitute a health or safety threat to the individual or other students.
3. Dress and grooming should not disrupt or impede the teaching/learning process. For example, all students should wear (or bring) tennis shoes to participate in PE class.
4. Students should dress appropriately for the day's weather in order to participate in recess, which will be outside even when it rains.

EEO STATEMENT

Corvallis School District 509J values the diversity and worth of all individuals and groups and is an equal opportunity educator and employer. It is the policy of the district that there will be no discrimination or harassment of individuals or groups on the grounds of age, citizenship, color, disability, marital status, national origin, race, religion, sex, or sexual orientation in any educational programs, activities, or employment.

ELECTRONIC DEVICES (PERSONAL)

Students are not allowed to use personal electronic devices at school during the regular school day. As used in this policy, a “personal electronic device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication in any form to the possessor of the device. Examples of personal electronic devices includes (but is not limited to) cell phones, electronic games, and mp3 players.

Students are encouraged not to bring these devices to school. If the student and parents find it necessary for a child to have the device with them (for after-school destinations), the devices must remain turned off and in their backpack (not on their person) while on the school campus. The district is not responsible for loss, theft, or damage to personal electronic devices brought to district property or school-sponsored events.

Exceptions to this policy may include advanced authorization by the Executive Director for health or safety reasons, in the event of an emergency of imminent physical danger, or as necessary and provided for as part of a student’s IEP.

EMERGENCY DRILLS

Fire drills will be held once each school month for students to practice leaving the building in the shortest possible time and without confusion or panic. Earthquake evacuation drills will be held twice each school year in the fall and spring. A lockdown drill will be held once a year. We will practice going to our buddy site Anne Schuster’s once each year.

EMERGENCY PROCEDURES

Closure during School Hours

Students will be kept at school until parents have been contacted and come for them or give permission for them to ride with someone else.

Closure before students leave for school

The Corvallis School District will announce school closures over local radio stations prior to the start of bus runs in the morning. Parents should listen to local radio stations (KLOO 1340/106.3 or KEJO 1240) when severe weather conditions exist on school days. You may also check the internet for information at www.csd509j.net/emergency_info or www.valleyinfo.net. You may also call the District’s Emergency Weather Number 757-4555.

EVACUATION

If it is determined to be unsafe for students and staff to remain in the school, they will evacuate the building and walk to Anne Schuster's home across Bellfountain from the school. School staff will make every attempt to alert all parents of the evacuation. Parents will pick up students from the buddy site unless the school is deemed safe for them to return.

FIELD TRIPS

Parents will be notified of every field trip prior to its occurrence. For each field trip, parent permission must be given for their child to participate. Field trips are well supervised and are an excellent opportunity for parent involvement. Participation by students in field trips will be contingent upon their ability to behave appropriately and meet classroom and school-wide behavior expectations.

If parents will be driving and transporting students, they must fill out an insurance declaration form and sign a "Volunteer Auto Use Permit". The vehicle must contain an adequate number of seat restraints, including when applicable, a child safety system. Regardless of age, children under 40 pounds must be restrained in a child car seat. Booster seats are required for children (40+ pounds) until they are 8 years old or reach a height of 4' 9". The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law.

FUNDRAISING

The Inavale Community Partners School Board always looks for ways to raise funds to support Muddy Creek Charter School. If you have ideas or wish to help, please contact the school office.

HARASSMENT

Verbal or physical harassment of any person, including name calling, based upon personal characteristics, race, ethnic origin, gender, or religion interferes with the victim's ability to benefit from the educational program. Such harassment will not be tolerated. All incidents should be reported directly to the Executive Director who will investigate and assign consequences. Parents of all involved students will be notified.

HOMEWORK

Homework assignments are an extension of classroom activities and are meant to reinforce work, which has already been presented. If parents detect that their children are experiencing undue difficulty with homework, they should contact the classroom teacher.

ILLNESS OR INJURY

Parents will be notified in case of a serious illness or injury of their child. In case of an emergency when parents cannot be contacted, the Executive Director will take whatever action is deemed reasonable and necessary. If your phone numbers or emergency contacts change during the school year, please notify the school of the new numbers immediately.

INSTRUCTIONAL PLANNING TIME

It is very important that teachers have uninterrupted instructional planning time to prepare curriculum, assessments, grade papers, plan for student learning, setup programs, etc. To help reduce unplanned interruptions, we ask that parents schedule time in advance to meet with a teacher. Of course, emergencies do exist and teachers will be available as needed.

INTERNET AND COMPUTER NETWORK USE

The MCCS School Board has adopted the 509J Board Internet Policy, which defines both the purpose of providing Internet access at our school and the responsibilities that fall upon the various staff members as a result of providing that access to both students and staff.

Parents who **DO NOT** want their child to have access to the internet should fill out a form to prohibit use. These forms are available at the office.

Corvallis District staff have developed a short document titled *Student Network Use Handbook*, which defines the educational purposes of using the district's computer network, including e-mail and Internet. The handbook is included in the appendix VI of the District Student/Parent Handbook. It also defines student rights as well as unacceptable uses of the district network. It makes clear that students may expect very limited privacy related to their personal files on the network and to the records of their on-line activity. Students who misuse the network are subject to a range of disciplinary actions as well as legal actions, depending upon the nature of the misuse.

To view the document mentioned above on the Corvallis district's web page, follow these directions:

- 1) Go to the district web page – www.corvallis.k12.or.us
- 2) Choose "Departments"
- 3) Choose "Technology". In the Technology Pages is a section with the heading "Policies."

Included are the following:

- Student Internet Account Agreement and Exceptions Denial Form
- Student Network Use Handbook
- Board Internet Policy

MCCS's Internet/Computer User Agreement

1. I will use appropriate language at all times.
2. I will not deliberately access inappropriate materials or show others how to access them.
3. I will protect my password (if I have one) by not letting others use it.
4. I will not enter any personal information onto the Internet (such as name, address, phone number, school or age).
5. I will not subscribe to, order, or transfer any materials off the Internet.
6. I will not download any files from the Internet onto school computers.
7. I will respect and uphold copyright laws.
8. I will use the computers and the internet in an efficient, responsible and appropriate way with a clear purpose or goal.

LIBRARY AND LIBRARY MATERIALS

The MCCA Library is a warm and inviting place that encourages students to read and learn. It is located in the main hallway of the school.

Each week classes are free to use the library for 30 minutes of story/lesson and checkout time.

Books are checked out for one week. Students are held accountable for books checked out in their name. If a book is lost or damaged, students must pay or make arrangements before they may check out another book.

After 2 weeks the books go into OVERDUE status and the student can't check out any more books until the overdue book is returned. Students are expected to return library books by the due date. Many times MCCA owns only one or two copies of a popular book and other students are waiting for these books to be returned so that they may check them out!

Library volunteers are needed during the day to help shelve books and work on various projects.

LOST AND FOUND

A student's belongings -- especially sports equipment, jackets, sweaters, gloves, hats, boots, lunch boxes, and other items that may be lost at school -- should be marked with first and last names. The lost and found area is located in the hallway near the library. Parents are encouraged to check it periodically. Items which remain unclaimed are donated to local charities.

LUNCH PROGRAM

Until this year there has been no lunch program here at MCCA. Students bring their own lunches, but may buy milk for 25 cents. Fridays are chocolate milk day, but any student may still get white milk if that is their wish. This year our Parent Teacher Organization is providing hot lunch on Tuesdays and Fridays. Hot lunches cost \$2.50/\$1.00/\$0.50 depending upon ability to pay. Soup is served on Tuesday, and pizza on Friday.

PARENT VISITATION AND VOLUNTEERS

Parents are genuinely welcome to visit school. There are many open houses, curriculum programs, and other "special" events for which you will receive invitations. Also, you are welcome to visit your child's classroom. Prior arrangements with the teacher should always be made.

Parents are welcome as volunteer workers. Many of our teachers utilize parents and grandparents, capitalizing on their interests and expertise in particular areas. If you would like to volunteer at school, you are encouraged to contact your child's teacher or Executive Director to arrange for use of your services. All volunteers must register with the Muddy Creek and adhere to the procedures outlined in 509J Board Policy IICC. Volunteer application forms, to be completed yearly, are available in the MCCA office.

Volunteers are expected to maintain confidentiality regarding achievement and behavior of any children they work with or around at school.

PERSONAL ITEMS BROUGHT TO SCHOOL

Please consider carefully and be aware of the items your child takes to school from home. Expensive items, toys, and keepsakes of sentimental value are best left at home. If special circumstances require a student to bring important possessions to school, leaving them in the office during the school day can help safeguard these items. MCCS is not responsible for lost or stolen items.

PRESCRIPTION & OVER-THE-COUNTER MEDICATIONS

All medications (prescription and over-the-counter) must be brought, in the original containers, by a parent or guardian to the MCCS office. "All" medications include cough drops, Tylenol, eye drops, etc., as well as prescribed medications. Parents must complete and sign a medication dosage form for each medication. Only authorized staff will dispense medications. If your child has any severe allergies or medical conditions, please speak with Office staff and your child's teacher.

MEDIA ACCESS

The board recognizes the important role the media serves in reporting information about the school's programs, services, and activities. Therefore, the district will make every reasonable effort to provide media access to students. The Executive Director shall be authorized to grant permission and set parameters for media access to students in their respective classrooms. All media representatives must check in at the school office when entering school grounds.

NEWSLETTER

The "Muskrat News" serves as a regular communication device between MCCS and MCCS families. It is an email used by the school to share timely information and reminders with MCCS families. The Muskrat News has become a primary method of communicating with our school community.

PROGRESS REPORTS

Written student progress reports will be issued in early February and at the end of the school year. In addition the teacher will schedule a fall conference and a spring conference as necessary. Either parent or teacher may initiate conferences throughout the year as the need arises. The fall conference is intended to set goals for the student for the year. The Spring conference is intended to be led by the student showing work samples that demonstrate progress towards those goals.

RELEASING STUDENTS FROM SCHOOL

When parents request that their child be released during the school day, a note should be sent to the teacher giving the date and time the student is to be dismissed. As a safety measure, the children must check in or out in the office whenever they arrive late or leave early. Parents (or designated adult) must come to the office to sign the student out before the student is picked up from the classroom.

SCHEDULE

8:00 a.m.	Before School Care Program
8:15 a.m.	Classroom doors open (students begin arriving)
8:30 a.m.	Classes begin
9:45 – 10:00 a.m.	Morning Break
11:30 a.m.	Dismissal Time for Kindergarten
11:30 - 12:20 p.m.	Lunch & Recess
12:20 p.m.	Community Service
3:00 p.m.	Dismissal

SCHOOL PICTURES

As a service to parents, the schools provide an opportunity for students to have their pictures taken by a professional photographer. Notices and instructions will be sent home. The SCHOOL IS NOT THE AGENT in this endeavor and the service is strictly optional. Any questions or problems should be directed to the company.

SECTION 504

Section 504 of the Rehabilitation Act prohibits school districts to discriminate against persons with disabilities- including students, district patrons and staff members. Section 504 protects all qualified students with disabilities; defined as those having any physical or mental impairment that substantially limits one or more major life activity. Life activities include; walking, breathing, hearing, speaking, self-care, manual tasks, seeing, learning, working.

Section 504 requires that qualified persons with disabilities be provided access to educational opportunity as commensurate with non-disabled persons.

A student, school patron, or school staff with an American with Disabilities Act- Section 504- concern should contact the Executive Director.

SPECIAL SERVICES

The Corvallis School District offers special programs for students with specific needs. Contact the Executive Director or the school office, if you desire more information. These services include assistance with:

- special programs for developmentally disabled and handicapped students
- extreme learning problems
- speech and hearing
- health services
- home teachers
- physical therapy
- parent study groups

STUDENT CLASSROOM SUPPLIES

MCCS has a tradition of asking parents to give \$25 per child for teachers to purchase general supplies – pencils, paper, markers, etc. This avoids struggles over pencils or supplies. It frees you from shopping the back-to-school sales and the teacher has exactly what they want for general classroom supplies. If the money is hard or impossible for you to provide, we have donors to help in such cases.

STUDENT DIRECTORY

Student Directory information includes the student's name, parents' name, family address, and telephone listing. Parents of a student have the right to prevent the school from releasing specific directory items or all directory items regarding the student or parent. Parents can give or deny their permission during the registration process.

STUDENT RECORDS

When students come to us from other schools or leave Muddy Creek student records of academic work, test scores and general student information follow the student. Parents are entitled to see student records. If you wish to see your child's records set up an appointment with the Executive Director to go through them.

STUDENT RESPONSIBILITIES and BEHAVIOR EXPECTATIONS

In order to have a safe and caring environment at MCCS, students and staff:

1. Make school SAFE for everyone.
2. RESPECT themselves, one another and their environment.
3. Take RESPONSIBILITY for their actions including doing their best and solving problems positively.

The MCCS Expectations Matrix can be found at the back of this handbook.

Problem solving skills are taught in the classroom and on the playground. Staff members work with students to find positive and appropriate choices. At MCCS we conduct a year-long study of Lifelong Guidelines and Lifeskills to help students achieve their best. The Guidelines are posted in the hall near the gym.

TEACHER PREPARATION TIME

Parents often wonder when and how it is best to contact teachers. Notes, emails, voice mails, and personal contacts are all welcome. However, before school (7:30-8:15) is a very busy time for teachers, and it is important to protect their right to have uninterrupted preparation time.

Early morning meetings with teachers are difficult to schedule because this is the time of day when teachers will be setting up their classrooms, fine-tuning their lesson plans, and generally preparing to engage their students in a day of active learning. If you need to meet with your child's teacher, it is much better to schedule a time after school if possible, between 3:00 PM and 3:30 PM. However, we are sensitive to parent work schedules and will schedule meeting times that are considerate of all schedules. As always, for emergencies or crisis situations, meetings will be scheduled promptly.

Email addresses can be found in the Directory. School office personnel can help facilitate getting written messages, phone messages, and meeting requests to teachers. It is fine to ask teachers what their preferences are regarding when and how it is best for them personally.

TELEPHONE USE

We want to be of assistance to you and your child at all times. The telephone is reserved for school business and emergency use. Student use of the phone for anything other than class assignments or emergency purposes will be discouraged. Students are expected to make social arrangements prior to leaving home.

TOBACCO USE

District policy states “the possession or use of tobacco, alcohol, dangerous drugs or drug paraphernalia in any form by staff, students, and others of any age on or about the school premises is prohibited.” The possession, use or sale of any of the above substances on or near school premises or at any school-related activity is prohibited and illegal.

Student violations of this policy will lead to additional educational programs as well as appropriate disciplinary actions up to and including suspension.

Parents shall be notified of all violations involving their student and action taken by the school. Violation of this policy by staff will lead to appropriate disciplinary action up to and may include dismissal. Parents, visitors, and volunteers will be asked to adhere to the policy while on school premises.

TRANSPORTATION For the first time this year, we have bus transportation both morning and afternoon. The bus starts in Philomath, goes to Adams, then Lincoln before coming out to Muddy Creek. The afternoon bus goes in reverse order for economic and safety reasons. The bus schedule for pick-up and drop-off times is on our web site.

For those parents that have to drop-off and pick-up their children, we ask that you honor the loading zone next to the school for the safety of all children. In the afternoon teachers are present to assure that a student is getting into a car the teacher recognizes. We work with parents to arrange carpools. Please notify the office of your desire to be a part of a carpool.

VIOLENCE AND THREATS OF VIOLENCE

All students are responsible for informing a staff member or the Executive Director of threats made by other students. Students found to have threatened others shall be disciplined and may be suspended or expelled. Please refer to our code of conduct for our approach to threatening behavior.

WEAPONS

Under state and federal law any student who has a weapon at school or at a school activity will be expelled for not less than a year. (A weapon is anything specifically designed for and capable of causing death or serious physical harm.) The Executive Director may modify the expulsion

requirement on a case-by-case basis. Similarly, students may not have at school "look-alike weapons" (ones that resemble dangerous or deadly weapons or firearms).

Students who use or threaten to use any device (e.g., a belt, comb, pencil, file, compass, and scissors) to cause serious physical harm will be subject to disciplinary action.

MUDDY CREEK CHARTER SCHOOL RULES AND BEHAVIOR EXPECTATIONS 2010-2011

Common Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> Walk when inside and in outside breezeways Look where you are going Keep hands and feet to self Use equipment and materials appropriately 	<ul style="list-style-type: none"> Use kind words and actions Wait your turn Clean up after yourself Follow adult directions Share all equipment Be polite at all times 	<ul style="list-style-type: none"> Follow school rules Take proper care of all personal belongings & school equipment Keep all electronics, including cell phones in backpacks, and turned off until final bell rings Do the right thing Be a good problem solver
Cafeteria	<ul style="list-style-type: none"> Stand quietly in line Sit with bottom on bench <u>Always walk</u> in the cafeteria Eat your own food Keep hands to yourself and off of other people's food and lunch trays 	<ul style="list-style-type: none"> Allow anyone to sit next to you Use quiet voices/talk softly Use good manners 	<ul style="list-style-type: none"> Raise hand and wait to be excused Leave your area clean. Pick up food that has fallen onto the floor Put tray and garbage in proper receptacles Leave gym by back door
Hallways and Passing Areas	<ul style="list-style-type: none"> <u>Always walk</u> in the halls Walk, facing forward Avoid door danger zones 	<ul style="list-style-type: none"> Use quiet voices Admire items hanging in hallways without touching them When traveling with a group or your class, walk single-file so others can pass 	<ul style="list-style-type: none"> Keep hands to self Go to and from your destination without wasting time
Playground & Recess	<ul style="list-style-type: none"> Play where you can be seen by adult supervisors Play within fenced areas and do not pass "invisible fence" lines Do not climb fences, poles, backstops or goal posts Do not carry other people Keep baseballs, softballs and bats at home 	<ul style="list-style-type: none"> Include everyone Play fairly Be courteous at all times Run <u>around</u> games, not through them Respect nature, keeping it safe and as you found it Be a fair and honest judge Always practice good sportsmanship 	<ul style="list-style-type: none"> Share <u>all</u> equipment brought to playground Return equipment to classroom or equipment bucket at end of recess do not bring toys from home Always get adult permission to enter the building during break times Know the game rules and play by them
Arrival & Dismissal	<ul style="list-style-type: none"> Use sidewalks and crosswalks Wait in designated areas Do not swing, kick or throw your backpack or other items 	<ul style="list-style-type: none"> Use kind words and actions Follow adult directions Do not stand in high traffic areas Keep your belongings with you and out of the way of others 	<ul style="list-style-type: none"> Arrive on time Go to Room 7 if you arrive before 8:15 Check in at the office if you arrive after 8:30 or leave before 3:00
Common Area	Be Safe	Be Respectful	Be Responsible
Bathrooms	<ul style="list-style-type: none"> Keep water in the sink Wash hands with soap after using the bathroom 	<ul style="list-style-type: none"> Give people privacy Use quiet voices Leave doors unlocked 	<ul style="list-style-type: none"> Flush toilet after use Put towels in garbage can Use the facilities properly

		when you leave	<ul style="list-style-type: none"> Do not “hang out” in the bathrooms Tell an adult if there is a problem
Computer Lab	<ul style="list-style-type: none"> Enter with an adult Adjust chairs one time only, if needed Use the internet appropriately 	<ul style="list-style-type: none"> Use quiet voices Be patient and polite Leave equipment as you found it 	<ul style="list-style-type: none"> Enter with an adult Print only with permission Use Internet appropriately Keep the lab and work areas clean Push in chairs before leaving
Assemblies	<ul style="list-style-type: none"> Sit where assigned Leave with class 	<ul style="list-style-type: none"> Be quiet when assembly performers/speakers are performing/speaking Wait quietly and politely for assembly to begin Participate respectfully 	<ul style="list-style-type: none"> Clap and cheer politely Stay seated until asked to stand
Fire & Evac. Drills	<ul style="list-style-type: none"> Leave building calmly and quietly Walk in a single-file line Do not look back at building 	<ul style="list-style-type: none"> Follow directions Keep hands to yourself Keep voices turned OFF 	<ul style="list-style-type: none"> Listen carefully for instructions If you were not in your classroom, stay with the adult you were with
Office Rooms	<ul style="list-style-type: none"> Stand clear of doorway Wait your turn unless you are hurt If you are not hurt, stay where directed without disruption Keep medications in health room 	<ul style="list-style-type: none"> Use good manners (please, thank you) Use a quiet voice in the office Get permission to use phone Always check in at office counter When spending break time in office, sit quietly 	<ul style="list-style-type: none"> Always get staff permission to go to office during school hours Clean up after yourself Wash and return borrowed clothes to the office as soon as possible Make your after-school plans at home Return to class promptly
Library	<ul style="list-style-type: none"> Always walk Use caution around doors Use shelf markers appropriately 	<ul style="list-style-type: none"> Use shelf markers and return books to their proper location Wait patiently in line to check out a book Use time in library for reading instead of talking Put card in can if not checking out a book 	<ul style="list-style-type: none"> Enter quietly Food and drinks stay outside Take turns Share chairs, tables books and computers
When you have a problem...	<ul style="list-style-type: none"> Use words to solve your problem, never your hands or other parts of your body Go to an adult if you are being bullied, or threatened 	<ul style="list-style-type: none"> Listen to the other persons point of view Tell the other person how you feel in a respectful way Ask yourself if your solution is fair to the other person 	<ul style="list-style-type: none"> Use the problem solving circles Try to make the problem smaller, not bigger Get help from an adult only after you have tried to solve it yourself

COMMUNICATION FLOW CHART

