



STUDENT HANDBOOK

MWCS Main Office

Pam Carpenter, Director Marnie Cameron, Office Mgr.
pcarpenter@mwcharter.org mcameron@mwcharter.org

Website: mwcharter.org

To check assignments and grades: teacherease.com
(Register in advance with the office manager)

CONTACT INFORMATION: PHONE # 524-2741 FAX # 524-2782

Teacher E-mail:

7th grade Math/Science - – Corissa /Sunde, csunde@mwcharter.org

7th grade LA/Soc St - Ed Longnecker, elongnecker@mwcharter.org

8th grade Math/Science - Nick Pimenti, npimenti@mwcharter.org

8th grade LA/Soc St – Dylan Crawford, dcrawford@mwcharter.org

*Note: Some elective teachers and MWCS Governance Board Members have e-mail available; please check the website for addresses

Superintendent Kay Schultz – District Superintendent and Charter Advisor
Anne Kopache – Business Manager

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper A standard recycling symbol consisting of three chasing arrows forming a triangle.

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DIRECTOR'S MESSAGE

Thank you for choosing Mark West Charter School for your middle school experience! It is with great pleasure that we take this opportunity to **welcome** you. We are extremely proud of the programs we offer our students and encourage families to make the most of your time with us by being fully involved in all activities including community service, class work, projects, electives, social events, homework, field trips, and parent/family volunteer opportunities.

We also hope that students will **learn to use this planner effectively**. Time management is a **critical skill** for success as a student and eventually as a professional in the workplace. Organize your days, weeks and months to stay on course while you take advantage of all the school and community have to offer. With effective planning you will enjoy the experience.

MWCS EDUCATIONAL PROGRAM EXECUTIVE SUMMARY

The Mark West Charter School program has been designed to meet the needs of students whose families value high academic standards and foster their development into life long learners who are prepared to function as educated and responsible adults in the 21st century. The environment is academically demanding while remaining psychologically and physically safe, allowing the student to stay focused on the learning experience. A community connection is encouraged through family involvement in the support of academic goals and service learning requirements. A traditional classroom based program is offered for grades 7 and 8 and a home study program for grades K through 8 which includes activities and availability of resources on campus.

The school is committed to:

- ✓ partnering of staff, students, parents and community to create a unique, challenging and individualized learning environment with an accelerated, academically rich curriculum for all students
- ✓ providing a safe, nurturing environment located within district boundaries featuring a smaller teacher to student ratio
- ✓ developing self-motivated, self-disciplined and socially responsible students
- ✓ applying academic learning to real-life activities through project-oriented programs and in-depth study trips
- ✓ providing advanced opportunities in science, technology, languages and the arts
- ✓ building programs that foster thinking which is original, critical, collaborative and reflective
- ✓ respecting diversity and the developing student - cognitive, emotional, social and physical
- ✓ offer an educational experience that prepares pupils for successful learning opportunities after middle school
- ✓ Creating a haven where students have the opportunity to build sustained, caring relationships with their teachers, peers and other community members

The Mark West Charter School program has components to support its vision and the fulfillment of this commitment. Each student is known and valued for their individual contributions and their unique needs are considered. **High academic standards** exist and students are expected to perform at their highest potential. **Project based learning** is utilized as knowledge is best retained when it is used in interactive activities, hands on experience, and **community participation**. Information technology is readily available and utilized in everyday assignments and self expression.

Families contribute to the support of the learning experience of their own student as well as all other students. Community Service projects foster social responsibility and a connection to the community. An appreciation of the diversity of language and culture is cultivated. All aspects of the program are enhanced by formal enrichment activities in the areas of language, art, music, performance, leadership, world cultures, and athletics.

Mark West Charter School educates its students to think independently, forging meaning from personal experience. Students perform both text and web based research, learning to evaluate the integrity of sources and communicate the results as applied to complex problems. Students learn to value the unique perspective born of culture and language that each member of diverse teams will contribute.

The results of the best research in middle school education guided the design of the Mark West Charter School program and instructional strategies. The program blends home study and traditional classroom instruction in an environment that is safe, characterized by high academic standards, diversity, and supported by an excellent information infrastructure.

The parents of the K-8 home study students receive the support of professional educators in collaboration on lesson plans and teaching strategies. They also receive all state approved teaching materials. Home study students are invited to participate in a day on campus with access to school resources including library, GATE program, electives, speech and language, study trips and reading specialist instruction. Participation in on-campus activities helps the student transition smoothly into their choice of secondary education.

Learning will emphasize direct and frequent interaction with real-life experiences and students will be provided many opportunities to connect their classroom learning with “real world” applications through service learning and applied learning. Field trips and career exploration opportunities will often support in class instruction. Community service commitments strengthen the link to the community and global issues, preparing the student for successful citizenship.

Mark West Charter School gives early and consistent feedback in all areas and engages in proactive communication between parent, student and teacher to obtain the greatest success for each student. Interventions are provided as necessary and extra opportunities exist for students to meet grade level standards.

As a result of the excellent educational program and the component of parent support, students who are willing to focus and dedicate sufficient effort will be exceptionally well prepared for their choice of high schools.

Mark West Charter School 2009-2010

	M	T	W	TH	F
Aug 12 – Orientation Day/ Ice Cream Social 12-3 Aug 13,14 – Staff Development/Work Days Aug 17 - First Day of School	August 2009				
	10	11	12	13	14
	<u>17</u>	18	19	20	21
	24	25	26	27	28
	31				
Sep 7 – LEGAL HOLIDAY Labor Day Sep 9 – Back to School Night Sep 24 – After School Soccer Game Sep 25 – Non-Instructional Day -Conference Day	September 2009				
		1	2	3	4
	<u>7</u>	8	9	10	11
	14	15	16	17	18
	21	22	23	24	<u>25</u>
	28	29	30		
Oct 16 – End of 1st Quarter Oct 16 – Drama Show at 1 pm Oct 27-30 Science Camp 7 th Grade Oct 30 – Costume Party and Dance	October 2009				
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
Nov 6 End of 1 st Trimester for Independent Home Study Program Nov 11 – LEGAL HOLIDAY Veterans Day Nov 19 – After School Movie Nov 19 – 6 pm Information Night for 2010-11 Nov 25, 26, 27 – No School Thanksgiving Break	November 2009				
	2	3	4	5	6
	9	10	<u>11</u>	12	13
	16	17	18	19	20
	23	24	<u>25</u>	<u>26</u>	<u>27</u>
	30				
Dec 17 – 6 pm Drama and Music Show Dec 18 – <i>End of Second Quarter</i> Dec 21 to Jan 4 – No School WINTER RECESS	December 2009				
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>
	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	
Jan 4 – Non-instructional Day Jan 13 – After School Movie Jan 13 – 6 pm Information Night for 2010-11 Jan 18 – LEGAL HOLIDAY Martin Luther King	January 2010				
				<u>1</u>	
	<u>4</u>	5	6	7	8
	11	12	13	14	15
	<u>18</u>	19	20	21	22
	25	26	27	28	29
Feb 8 – LEGAL HOLIDAY Lincoln's Birthday Feb 12 – Valentine Dance Feb 15 – LEGAL HOLIDAY Presidents' Day Feb 25 – Information Night for 2010-11 Feb 26 – End of 2 nd Trimester for Independent Home Study Program	February 2010				
	1	2	3	4	5
	<u>8</u>	9	10	11	12
	<u>15</u>	16	17	18	19
	22	23	24	25	26
Mar 1 – Priority Application Deadline Mar 12 – Drama Show 1 pm Mar 12 - <i>End of Third Quarter</i> Mar 23 - 7 pm Information Night for 2010-11 Mar 23 – After School Movie March 29-April 2 – No School Spring Break	March 2010				
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	<u>29</u>	<u>30</u>	<u>31</u>		
April 14 Rally/Assembly – Prepare for test weeks State Standardized Testing – to be determined (mid April to early May) April 30 Activity/Dance to celebrate the first week of testing!	April 2010				
				<u>1</u>	<u>2</u>
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
May 12- 5:30-7:30 Renaissance Faire and Spring Showcase May 21 Drama Show at 2 pm May 24-28 Finals Week, Early release 12:30 (study hall available M-TH) May 28 – Last Day of School/ PM 8th Grade Promotion Ceremony May 28 – <i>End of Fourth Quarter/ End of 3rd Trimester (Ind. Home Study)</i> May 31 – LEGAL HOLIDAY Memorial Day	May 2010				
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	<u>28</u>
	<u>31</u>				

MWCS Daily Schedule 2009-10

7th & 8th Grade Schedule M, T, TH, F <i>*see Wed schedule in next column></i>		Wednesday Schedule	Comments
7:55	Warning Whistle	7:55	Campus is open and is supervised at 7:30 am
8:00	Roll Call / Announcements	8:00	Students <u>MUST arrive before 8 am every day to avoid lunch detentions!</u> Thank you.
8:05 - 9:55	Core Block 1	8:05-9:40	
9:55 - 10:10	Break	9:40-9:55	
10:10-10:25	Silent Reading		
10:25- 11:30	Core Block 2A	9:55-11:30	<i>Note: Core Block 2 is all before lunch on Wed.</i>
11:25-12:10	Lunch	11:30- 12:00	
12:10-1:00	Core Block 2B	12:00-12:10	<i>Silent Reading time on Wednesdays</i>
		12:10-12:40	<i>Advisory (PODS) or Rally on Wednesdays</i>
1:00 - 1:05	Passing Time	12:40-12:45	
1:05 - 2:05	Elective 1 (MF) ----- Elective 2 (T TH)	12:45-1:20 <i>Elective 1 (W)</i>	Examples of electives: Art Guitar Violin Spanish Physical Education Leadership World Cultures Latin Culture Videography Journalism Academic Support
2:05 -2:10	Passing Time		
2:10 - 3:10	Elective 3	No class Wednesdays	
3:10	Dismissed	*1:20	<i>*Early dismissal time on Wednesdays</i>

Dismissal on Wednesdays is 1:20. Students are encouraged to use this extra time to complete community service project commitment. This is also a great opportunity for parents to complete volunteer time if your work schedule will allow. Transporting and supervising students with their community service projects is fun and rewarding. Share the job with other parents if you can only help once or twice a month. Our students and our community benefit greatly.

NOTE 1: Many electives rotate on a quarterly basis and are open to both 7th and 8th graders with the exception of Spanish. Students must sign up for Spanish and Music EVERY quarter.

NOTE 2: All students are required to take at least one quarter of PE. Seventh grade students are required to take one quarter of leadership. Eighth grade students may choose to take leadership; however, it is not required. All students are strongly encouraged to take technology and keyboarding.

SCHOOL COLORS, MOTTO & MASCOT

Our school colors are blue and silver and our mascot is the dolphin. Our school symbol is a globe with clouds and books. It represents our values of *Dreaming* about the future, *learning* with the desire for success, and *achieving* the goals you set for yourself.

IDENTIFICATION CARDS

Students must have an ID card with a picture at all times to checkout books, participate in community service, and attend school functions. Students' pictures will be taken early in the year and cards issued soon after school starts. All students need to have their picture taken for the ID card and to be included in the yearbook whether or not picture packets are purchased.

PLANNERS

Planners (Calendars for recording school dates, activities, and assignments) will be available at orientation and in the student store. The cost for planners is \$12. They include The 7 Habits of Highly Effective Teens lessons. Planners are required for learning organization, time management, and study skills. Planners will be provided to those in financial need upon written request to the director.

STUDENT PICK-UP & DROP-OFF AREA

Student pick-up and drop-off will be at the south end of the parking lot. Please pull forward as far as possible, so you do not block busses entering the parking lot. No car is to be parked along the curb of the school driveway at any time. This is an emergency vehicle zone and must be clear at all times. **Parents may also pick up students behind the school for less traffic.**

Students must be dropped off **no earlier than 7:35 AM and must be picked up by 3:15 PM (1:25 PM on Wednesdays)**. Bussing is available within the Mark West District boundaries.

ACADEMIC SUCCESS

Students at Mark West Charter School are expected to complete all assignments on time and are expected to do their work to the best of their ability. If a student is absent they will be given 1 day for each day absent to make up work upon their return to school. Late work received after that will receive only partial credit. On major projects or reports late work will lose 20% credit per day. After 5 school days no credit will be given for the late projects or reports.

Students are expected to follow all guidelines for projects and they need to realize that all projects must achieve a passing grade to be considered completed. Unsatisfactory grades on tests or major projects/reports require improvement, then resubmission or retesting. Students may not be promoted to the next level until all projects have been satisfactorily completed.

Students may ask any staff member for support or assistance when working on a project. Students must listen carefully to instructions provided by the assigning teacher and other staff members when working on projects. Rubrics will be used for scoring. Staff will be involved in the scoring of projects. Parents should review the guidelines with their student and monitor how the student is proceeding.

ACADEMIC PROBATION

Students who continually fail to meet their assignment requirements or fail to work satisfactorily on projects will be referred to the Program Director for academic probation. A contract will be written with the student, teachers, and parents and the student will be monitored for a designated period of time.

While on academic probation reports are sent home to let parents know if progress is noticed. If progress is not made, the student will be recommended for non-continuation at Mark West Charter as the program may not be the correct placement to ensure academic success for this particular student.

STUDENT SAFETY

Our primary concern is for student safety. Staff members and/or Parent Volunteers monitor all breaks and activities. Guidelines are in place for student safety. Students are to report any sexual harassment, physical harassment, or psychological harassment concerns to a staff member immediately. Board policy clearly defines the steps to be taken to address these concerns.

STUDENT BEHAVIOR

MWCS is a school with high standards and an accelerated curriculum. Attendance is a privilege. **All students are expected to be kind, thoughtful, and respectful of fellow students, all staff members, student teachers, and parent volunteers.**

Positive, appropriate behavior will be rewarded through the natural consequences of social success, and strong academic achievement, along with extra privileges at school. Awards assemblies and school-wide or classroom celebrations will honor students who are deserving of recognition.

Behavioral Expectations

Students are expected to be responsible for doing their “personal best” on all school work, in social relationships, and contributing to a caring, positive school community with a clean, orderly environment. Behavioral expectations for specific areas and events are listed to assist students in developing the responsibility needed to help themselves and the school reach their full potential.

Office

1. Our office manager will be treated with respect. Please be patient and wait for a turn unless you are injured; then it is appropriate to be assertive and get her attention quickly. Always check in with the office manager before you conduct any other office business.
2. Students must have permission to leave the school grounds. You must check out through the school office before you leave. See “Leaving School Early” for more information.
3. You need a pass from your adult supervisor to go to the office.
(Unless you are late for school, then report to the office first to check in. Note: hot lunches must be ordered by 9:10. Call in advance if necessary, or bring a lunch)

Walkways, Restrooms, Athletic Field

1. Students are to walk only on sidewalks, between, or around all buildings.
2. Students are to use quiet voices near any buildings. Yelling or disruptive behavior disrupts classes nearby. Charter students are sensitive to the needs of others and role models to younger students.
3. Students are to go directly to the break area when leaving the classroom, or bus.
Stay in the designated area, in clear view of the supervisor until dismissed.
4. Students are not to be in any room unsupervised by an adult.
5. Students are expected to follow rules for all games and sports. If you don't know, or understand the rules, ask for help. Charter students use good sportsmanship.

6. Students are expected to resolve their differences in a fair and positive manner.
7. When a whistle blows, stop, look at the supervisor, and follow the directions given. Bells that ring are for San Miguel students and may be ignored.
8. Students must be visible to supervisors at all times (except quick trips to the restroom or when asked to run an errand.)
9. Sports equipment is to be returned to containers designated when the whistle blows. Carry the ball to the area, no more throwing, or bouncing the ball after the signal.

Classroom *Water bottles are encouraged in the classroom especially in hot weather!

1. Show respect for your classmates and teacher by using appropriate language, speaking politely, waiting for turns, being prepared (homework and supplies), including everyone, and participating.
2. To learn you must attend. Attendance must be consistent and while in class your attention must be on the teacher, student, or group presenting. Fully participate! Awards are given regularly for perfect attendance. Students need to **arrive no later than 7:55** to be on time to their 8:00 classes.
3. Assignments will have firm due dates and clear expectations. **Work must be in on time**. Use your student planner to help you be ready in advance of due dates. Tests and major assignments/projects that do not meet standards will be improved and turned in again allowing every student success who will put in the effort. Help is available during homework club time after school. Use this assistance to excel!

Off Campus or After School Events

For school sponsored activities of any kind students are expected to adhere to the same dress and behavioral expectations as during the school day. Student ID cards will be needed.

Consequences for Inappropriate Behavior

Consequences for inappropriate behavior will fit the individual and the infraction. Parents will be notified if the inappropriate behavior becomes a pattern (3 lunch detentions), or if the behavior was serious and/or deliberate (office referral). We wish to remind parents and students that attending Mark West Charter School is a choice and with choice comes responsibility.

Students exhibiting unacceptable behavior will be referred to the office where a conference with the director and/or parents will be held. Three office referrals in one quarter will result in a one day suspension. Minor offenses will cause students to receive a lunch detention. Two detentions are given as warnings, then the student will receive an office referral. Immediate suspension will be required if the situation warrants, such as in the case of fighting, or serious offenses prescribed by law. Any student, who has been suspended, has 2 office referrals, or 6 lunch detentions will be placed on the Loss of Privileges List and is not eligible to attend school activities for the remainder of the quarter, or at least one month. Eighth grade students who are on the loss of privileges list may only participate in the promotion ceremony if the last 25 days of school are clear of detentions.

If behavior does not improve, the student will be asked to return to his/her school of residence. To create the atmosphere and learning environment described in our charter, expectations for behavior must be very high. Help us create a positive culture by being proactive in prevention of discipline problems. Families are asked to carefully go over information mailed, or given at orientation, and back-to-school night. **If warnings are given or conferences held regarding student behavior, know the intent is to provide a safe, respectful learning environment for your child as well as all other charter school students. It is wise to take any warnings very seriously.**

PERSONAL ITEMS AT SCHOOL

All Cell phones or other electronic communication devices must be **left in backpacks and turned off while at school**. Camera phones may **not** be used to take photographs at school under any circumstances. Photos may only be taken on field trips and by students who have completed a Photograph Consent Form. Sharing phones is not permitted. The school is not responsible for lost, broken, or stolen phones. **During school students should make all calls from the school office.**

CD players or MP3 Players are not allowed on campus. These items are valuable and are often lost, stolen, or broken wasting precious school time to resolve. Please keep these items at home.

Personal items such as electronic games, any playthings, laser pens, spray cans of any kind, sharp instruments, lighters, permanent markers and scented products (i.e., cologne or perfume) are not appropriate for school and will be confiscated.

Consequences: Hats worn indoors, cell phones or electronic devices used at school, or other “playthings” will be taken to the school office. They may be picked up only on Fridays after school. If an item is confiscated on a Friday, it may be picked up the following Friday. Depending on the item, personal items and spray products may not be returned unless a parent picks them up.

STUDENT DRESS

Please keep in mind that for school to function best as a place of learning, students need to dress appropriately. Casual attire should be saved for weekends.

The following guidelines will be used to determine appropriate attire:

- Shorts must have a defined leg and inseam. They should be “walking short” length, mid-thigh. No shorter please. Skirts must also be mid-thigh length.
- Piercings (other than ears) and tattoos are not to be visible during school.
- Pants and shirts need to be an appropriate size and not show undergarments.
- Chains may not hang from clothing. Bandanas, hairnets, or do-rags are not to be worn.
- Tops must cover midsections and must **overlap** with the waist of skirts or pants. Student must be able to raise arms and not have midriff showing.
- Shoulder straps on tops must be at least three finger widths across. Bra straps must not be showing.
- Sheer, mesh, or low cut tops (showing cleavage or undergarments) are not permitted
- Students may wear minimal make up that is not obvious and serves to enhance natural beauty.
- PE days require athletic shoes and clothes which allow you to move well.
- Hats, jacket hoods, and sunglasses are not to be worn inside by students.
- Clothing with drug, alcohol, sexually suggestive, negative messages, or gang-related clothing will not be allowed on campus at any time. This is up to the discretion of the director.
- Please do not wear perfumes or colognes as the scents can cause breathing difficulty for those with asthma. Aerosol cans of hair spray, deodorant, cologne, or hair color are not permitted on campus.
- Pajama type bottoms, slippers, bare or stocking feet are not appropriate for school. Sweats are discouraged and if worn must be neat with no writing on the seat.

If a student wears inappropriate clothing to school, a parent or guardian will be contacted to let them know that the clothing worn is not acceptable. In the meantime, students will be asked to wear clothing provided by the school that day, or if time allows a parent may bring alternate clothing from home.

LUNCH TIME RESPONSIBILITIES

Morning classes will designate students to be responsible for assisting with the serving and clean up of lunch. Students will help serve, clean tables and floors, and recycle. Student leaders will be assigned to monitor the work done. All students need to respect and take pride in their environment.

We believe that to be a true community, students should not only learn together, but also assist one another with the routines often taken for granted at school. Students are to behave in the lunchroom as they would at the dinner table using good manners and helping with clean up afterward.

STUDENT ATTENDANCE

The first way for a student to be successful at school is to **attend each day**. Students who are absent will receive make up work that must be completed with 1 day for each day absent allowed. Students with frequent absences are at risk of falling behind, as nothing replaces the classroom interaction within each lesson. **Parents are strongly encouraged to schedule medical or dental appointments during non-school hours.**

Vacations during the school year hinder academic progress and are very costly to schools, for that reason we ask that students request and complete an independent study form if missing 2 days or more. The request should be made as far in advance as possible to give the teachers time to prepare work. When completed, an Independent Study allows student to keep up with academics and the school to collect state and federal funding for the missed days. If missing less than two days (especially a problem with Fridays and/or Mondays attached to holiday weekends) we ask that parents request missed work and plan to donate \$42 per student per missed day to the school as we cannot collect any state and federal funding for less than 2 day absences. Thousands of dollars are lost by unexcused absences!

We expect parents to **call the school when a child is absent**. The call may be made at any time during the day or night. If you call **524-2741**, an answering machine is available to take your message. When you report an absence you must state the day, the reason, and your relationship to the student. Absences not reported will be marked unexcused and referred for discipline.

SCHOOL LUNCH

Students may either bring a lunch from home or buy a lunch from the cafeteria for \$3.75. School lunches will include a hot item and salad bar and milk. Free and reduced lunches are available; please check in the office for information. **Students MUST prepay for lunches.** If a student forgets lunch, we will serve them a lunch and they can reimburse the lunch program; however, this is a limited offer as we do not routinely order extra lunches.

Menus will be provided in advance. They will be posted in classrooms and it will be available on the school website. Regardless of whether a student buys lunch or brings it from home a healthy nutritious lunch is very important to optimal learning. Sodas (including caffeine “energy drinks”), gum, and candy should not be part of any lunch. Please support our efforts to teach and model good nutrition.

DAILY SNACKS

Snacks are an individual event. Students may bring a **nutritious snack** to be eaten during their morning break or prior to homework club. Small nutritional snacks will be available to buy at the student store on the days parents are there to help run the store. A designated snack area will be set aside. Students are not to ask others to share money or snacks.

LEAVING SCHOOL EARLY

Students are not to leave campus during the school day unless permission is obtained from the parent/guardian and charter school office. Students should NOT call a parent from their cell phone.

We are there in the office to help students and will be sure parents are contacted if necessary.

Parents or legal guardians who pick up the students other than at dismissal time must sign them out at the charter school office. Complete attendance is important! If a student must leave early, please check for the best possible time within the student's schedule.

VOLUNTEERS

In order to volunteer at Mark West Charter School, all volunteers must be processed for security. This is a measure to assure student safety at our school. **All volunteers must register at the charter school office and obtain a volunteer badge.** Please return the badge when completing the volunteer period. Be sure to record all volunteer hours on your family's sheet in the volunteer binder located in the office.

As per Parent Pledge, each family is expected to contribute **40 hours of volunteer time each year**. This amounts to about 1 hour per week. The staff will have a variety of ways that parents can help either at home or at school. If you do not complete volunteer hours, you are asked to donate \$10 per hour to make it fair to parents who do honor their commitment and allow the school to hire help as needed.

PARENT INVOLVEMENT

There are formal committees and clubs in which parents may become involved to accumulate their volunteer hours and benefit the school. Attending the governance board meetings and actively participating in fundraising by working with the PTA or the Mark West Education Foundation are formal means of volunteering. There will also be a Saturday "work party" each semester.

VISITORS

All visitors must check in at the charter school office. No one is to walk on campus, or visit rooms without **first signing in at the charter school office and receiving a visitor badge**. When visitors are leaving, they must also check out at the charter school office. Students may **not** invite a visiting relative or friend to spend time at school, or go to school activities as they are not covered by our insurance.

EMERGENCY & MEDICAL INFORMATION

It is extremely important that our school has up-to-date emergency information regarding your child. Please see to it that the following information is kept current:

- Home phone number *Emergency contact numbers
- Work phone number *Student medical status
- Cell phone numbers

MEDICATION

All medication, prescription and over-the-counter drugs, must follow the California State Health and Safety Codes. School personnel will give your child medication at school only if the following guidelines are followed:

- Your physician completes the administering medication form available in our office. This form must be updated each year.
- The prescription medication is brought in a pharmacy labeled container that includes the student name, medication name, prescribing doctor, dosage and the time to be given.
- Over-the-counter medication must be in the original container, marked with the student's name.

PARENT INFORMATION

The school will provide current information by way of the school **website: mwcharter.org**. The director will send a monthly newsletter that is also available on the website on the first Monday of each month. Please take time to read the newsletters and be well informed about the school.

Student progress will be continuously assessed. **Semester Report cards** will be mailed twice per year (Dec. and June). Progress reports will be sent with students every 45 days of school. Please sign and return the report card envelope or progress report indicating that you received the card. Reports are a complete assessment of student work and progress in each area of the school curriculum. ***Parents may check student progress anytime** on teacherease.com. To do so you must provide the teacher with your e-mail address for security purposes. Parents may access only their own teen's scores.

Parents may be asked to attend a **parent/teacher/student conference** in the fall. They may also request conferences as needed. Please be respectful of the teachers' time by calling the school in advance to schedule appointments. It is important to choose a mutually convenient time to conference with teachers.

RESOLVING PROBLEMS

From time to time problems may arise. Parents should contact the child's teacher as soon as possible and inform the teacher of the concern so that a solution may be reached. If the parent is not satisfied with the solution, the parent should ask to see the Program Director. Appointments may be made by calling 524-2741. Again, please call in advance for appointments. Do call us right away if you have any concerns.

COMMUNITY SERVICE

Students at Mark West Charter School are taught to demonstrate caring and respect for all people. Students will serve the community in a variety of ways: mentoring other students, assisting in elementary classrooms, volunteering at community agencies (such as local animal shelters, retirement homes, Red Cross) serving and cleaning up after lunch, and helping to housekeep classrooms. It is important that students realize they are contributing members of the school and local community.

Students will also be involved in a variety of activities to enhance their understanding of how a community functions. This includes service learning and establishing ongoing relationships with businesses, local government and community organizations. Emphasis will be placed on students being connected to their community and becoming contributing members of society.

Students are encouraged to participate in **service projects on and off campus**. Time is set aside every **Wednesday from 1:20 – 3:10 PM** for this purpose. Students will receive a packet and some training in the fall. If still having difficulty finding a service project, students should speak with one of the staff members for guidance. **Many parents are needed on Wed. afternoons to assist with supervision and transportation during community service!** Students who do not have a service project will go home at 1:20 on Weds. until a project is arranged. Students may also do community service on weekends.

Students will be given journals for recording their service time. Community service hours other than on Wednesdays may be recorded as well. **Currently most colleges are very interested in students' community service records for applications and scholarships.** Please keep journals updated.

SCHOOL FIELD TRIPS

Field trips are an integral part of Mark West Charter School's curriculum. They are the springboards to further learning and projects which demonstrate this learning. We believe so strongly in this approach that the school will assist, if needed, with the cost of all field trips for the year. A written request must be submitted to the Director. Students must always have a signed permission slip to leave campus.

CLASSROOM AND HOMEWORK CLUB

Staff may assign work over a period of a few days so that students may manage their time to accomplish all tasks. They will also coordinate major projects and tests for different weeks as much as possible. Teens come to class and homework club prepared with supplies and homework recorded in the planner.

Students may sign up for academic support classes during electives and homework club after school. Availability is based on staffing and number of requests. This time is used for assignments, group projects, and tutoring. We anticipate that students should be able to do almost half of the assigned homework during the allotted time. If a student feels s/he is taking too much work home to complete, the student and/or parent should discuss the problem with teachers right away. Do not wait until close to report card time.

PHYSICAL EDUCATION

All students will take at least one quarter of physical education and health per year. Personal fitness logs are required for students not currently enrolled in a physical education class to record the 100 minutes per week of exercise recommended by the state. All students will need to bring or wear athletic shoes and clothes in which they are able to move easily. Active participation is expected with rare exceptions requiring a note from home/doctor.

CARE OF SCHOOL PROPERTY

Students are responsible for proper care and use of school property and supplies. Destroying or damaging school property is an offense for which students are suspended or even expelled. Replacement or repair of property will be the family's financial responsibility.

Students will have access to expensive laptop computers while enrolled at Mark West Charter School. These laptops come with wireless internet access, programs for word processing, spread sheets and power point presentations. Students must use them as a tool for learning and handle them carefully.

Technology and the World Wide Web are integral components of our curriculum supplementing the use of textbooks. A technology agreement will be signed stating parent responsibility for the loss or damage of any computer and its peripherals. While we are aware that some things break from use, we are able to recognize damage due to abuse or neglect. This is a serious responsibility for students.

FIRE DRILLS

Students practice fire/emergency drills each month. All teachers instruct students in safety practices and exit routes. Students will exit in single file, silent lines to facilitate safety and hearing further instructions should they become necessary. Earthquake/emergency preparedness is also a part of our safety routines.

LOST AND FOUND

A container will be located in Rm. 40. Students may check there daily for any lost articles. Parents are encouraged to check when on campus as well. Items will be donated to charity at the end each month.

Signature below indicates that you've read and agree to uphold the guidelines in this handbook:

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Staff member check (initials) _____ Score on planner quiz _____

