

Family Handbook
2025-2026



MOVEMENT
S C H O O L S

WELCOME TO MOVEMENT SCHOOLS

Dear Families,

Welcome to Movement Charter Schools ("MCS"). We are so honored that you have chosen us to educate your child. We know you are your child's first teacher and look forward to partnering with you throughout the school year. The purpose of this handbook is to provide families with a guide to ensure a successful partnership. Please don't hesitate to reach out if you have a question or concern. We look forward to being part of your child's educational journey as they learn and grow here at MCS.

OUR MISSION

We exist to love and value scholars and communities by leading a movement of excellence in education. In partnership with our families, we equip our scholars with the tools to close generational gaps through self-efficacy, access to world-class instruction, and financial education.

OUR LOCATIONS

Freedom Location

2701-B Freedom Drive
Charlotte NC 28208
704-585-1356

Freedom Middle Location

2647 Freedom Drive
Charlotte NC 28208
980-246-3041

Eastland Location

5249 Central Avenue
Charlotte NC
704-532-0640

Southwest Location

150 Osprey Point Drive
Charlotte NC 28217
704-532-0640

Northwest Location

8015 Bellhaven Boulevard
Charlotte NC 28217
980-272-4327

North Charleston

4275 Bridge View Dr
North Charleston, SC 29405

South Fulton Location

1950 Sullivan Road
Atlanta, GA 30337

MCS is committed to providing an equal and equitable education and will not unlawfully discriminate against any individual on the basis of race (including natural hairstyles), religion, color, ethnicity, creed, national origin, age, sex, (including gender, sexual orientation, or transgender status), disability, medical condition (including pregnancy, childbirth, and related conditions), genetic information, marital status, veteran status, military obligations, citizenship, or any other characteristic protected by state or federal law.

OUR VIRTUES



CRITICAL THINKING

Analyzing, interpreting, and evaluating what you read, hear, say, or write



PERSEVERANCE

Sticking to it, even when you'd rather give up.



GRATITUDE

Thankfulness for the gift of life and gifts in life.



JUSTICE

Giving to all what is owed to all consistent with one's dignity.



DIGNITY

The special value of every human person.



EMPATHY

Standing in another's shoes. Trying to understand another's thoughts and feelings.

LEADERSHIP

The school's highly skilled and experienced leadership team, composed of the following roles, is eager to serve you and your child through the provision of a world-class education:

Pre-K

- Network Pre-K Director
- Site Director
- Grade Level Lead

Elementary & Middle

- Principal
- Business Operations Director
- Assistant Principals
- Exceptional Children Coordinator
- Student Experience Coordinator
- Grade Level Leads

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OPERATIONS

REGULAR HOURS

School Hours: School hours are from 7:30 a.m. to 3:35 p.m. on Monday through Thursday. We dismiss at noon every Friday. The main office is open between 7:30 a.m. and 4:00 p.m. during the school year.

- Any child who cannot be picked up by 3:35 p.m. M-Th/12:00 p.m. F must be enrolled in an after-school program.
- If students are not picked up by 3:35 p.m. M-Th/12:00 p.m. F, the school will make every effort to contact parents and emergency contact persons.

SAMPLE DAILY SCHEDULE

<u>Pre - K</u>		<u>K-2</u>		<u>3rd - 8th</u>	
7:30 - 7:45	Arrival/Breakfast/ Free Choice	7:30 - 7:45	Arrival/Breakfast	7:30 - 7:45	Arrival/ Breakfast
7:55 - 8:15	Morning Meeting	7:45 - 8:05	Morning Meeting	7:45 - 8:05	Morning Meeting
8:15 - 8:55	Literacy	8:10 - 9:10	Reading Block -Guided Reading -Independent Reading	8:10 - 9:10	Reading Block -Guided Reading -Independent Reading
8:55 - 9:40	Centers	90 mins.	ELA Instruction	90 mins.	ELA Instruction
9:55 - 10:30	Small Group Instruction	90 mins.	Math Instruction	90 mins.	Math Instruction
30 mins.	Outdoor Play	30 mins.	Recess	90 mins.	Science/ Academic Enrichment
30 mins.	Lunch	30 mins.	Lunch	30 mins.	Lunch
90 mins.	Rest/Quiet Time	30 mins.	Science	30 mins.	Guided Reading
30 mins	Outdoor Play	45 mins.	Specials	45 mins.	Specials
10 mins.	Snack	25 mins.	Small Group Instruction	30 mins.	Small Group Instruction
30 mins.	Handwriting, AI Pals			30 mins.	Recess
3:35	Dismissal	3:35	Dismissal	3:35	Dismissal

ARRIVAL PROCEDURES

All students must arrive and be in their classrooms by 7:45 a.m. each morning. Students may enter the building at 7:30 a.m. When students arrive at school, they will be offered breakfast and they will then report directly to their homeroom class. Once students have arrived on campus, they are not permitted to leave school unless a parent, guardian, or

person designated on an early dismissal verification form is physically present in the school's office and presents a valid picture ID.

DISMISSAL PROCEDURES

Car Riders

As an increased safety measure and an effort to reduce wait time in the student pick-up area, the outlined procedures should be followed:

Parents should thoroughly familiarize themselves with the designated pick-up and drop-off points and visitor parking areas at their school and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students. Maps and Car Tags will be distributed during Open House and are available in the parent resource center located in the office.

- Each parent will be provided with two car-custom car hang tags for their child with the child's name and grade level printed on them.
- The car tag, with the child's name, should be placed on your rear-view mirror.
- Additional car tags can be requested from the front office at a fee of \$5 each.
- In the event you are unable to pick up your child, you will need to provide your extra car tag and directions for the car lot to that responsible adult. (If there is no MCS car tag visible, the driver will need to pull into our designated area for verification of eligibility for pick-up from the front office.)
- Parents should remain in their vehicles at all times. No children will be dismissed to parents who walk up to the school from the parking lot.
- Parents who are picking students up early must report to the main office to sign the student out. Please note, there is no early pickup after 2 p.m. without providing the office prior notice. (Prior notice includes a phone-call from a parent with a specific adult who is on the authorized contact list by 2 p.m.).

Bus Riders

MCS contracts their transportation through Eagle Bus Services in NC and Samson in GA.

MCS will make every effort to ensure safe, secure, and reliable transportation to students through cluster stops within a 5-mile radius of the school. In the event of a problem or concern with the bus company, MCS will serve as a liaison between the concerned party and Eagle Bus. Eagle Bus Services has the final decision on bus stop locations, pickup and drop off times, and student suspensions from the bus. Any disciplinary bus removal will comply with relevant law, including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Faculty and staff members will greet buses in the morning and dismiss the children in the afternoon, ensuring that each student is boarded on the appropriate bus in a safe and orderly fashion.

It is MCS's policy that no child in kindergarten through second grade will be allowed to leave a bus without an adult guardian or older sibling to meet the child. Parents or guardians should wait for the child on the right side of the bus, so the student will not be required to cross in front of the bus or behind it. Parents or guardians must be out of their vehicle and visible in order for a student to be released from the bus. In the event that an adult guardian is not waiting for the child at the bus stop, the child will be returned to their school, and guardians or emergency contact persons will be notified. If a child is returned

to their school, it is the parents' responsibility to come to the school and pick up their child in a timely manner. If a parent, legal guardian, or authorized adult cannot be reached by 6:00 p.m., the police will be notified.

To ensure that students are making it to school and from home in the timeliest manner possible, we are no longer accepting transportation changes with less than seven (7) days' notice. In order for any MCS student to ride a bus other than their original assignment, a call must be made to the Transportation Supervisor, Ms. Michelle at (704) 606-5661. Eagle Bus will notify the parents once a transportation change has been approved. It is the parents' responsibility to inform the main office of this change once they receive confirmation from Eagle Bus.

EARLY DISMISSAL

In the event that you need to pick up your child early from school, we ask that you notify the school in writing or by calling the main office. In order to prepare for a safe and orderly dismissal, early dismissal is not allowed after 2:00 p.m. on full days and 11:00 am on ½ days. Parents who arrive after 2:00 p.m. will be asked to wait until dismissal to pick up their child. In order to maximize instruction, students will only be called to the office once a parent arrives for pickup.

VISITORS

General Requirements

While MCS generally welcomes visitors to its schools, the paramount concern of the board is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum.

School visitors are expected to comply with all school rules and school board policies and may not possess drugs or weapons on campus.

All visitors (including parents of MCS students) are required to sign in on the system located in the front office, provide proper identification, and wear a visitor's pass for the duration of the visit. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

If a school employee becomes aware that an individual is on school property without having received permission or that individual is exhibiting unusual, threatening, or dangerous behavior, the employee must either direct the individual to the administrative office or notify the principal, designee, or school resource officer, depending on the circumstances.

If a school employee suspects that an individual is unlawfully on school property as a registered sex offender, the employee must immediately notify the principal, designee, or school resource officer.

Students will be instructed to notify a school employee of any unusual or suspicious behavior by visitors. School employees shall inform the principal or designee immediately of a student's report of suspicious behavior on the part of a school visitor.

When an individual disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy or the law, the Business Operations Director, the Principal, or designee has the authority to:

- Order the individual to leave school property;
- Notify law enforcement; or
- Take any other action deemed appropriate under the circumstances.

Failure to comply with a request to leave school grounds may result in the filing of trespass charges or other charges as appropriate against the offending individual.

The CEO, upon recommendation from the Business Operations Director or the Principal, may deny an individual permission to come onto school grounds or enter a school facility for up to one school year if the individual is guilty of disruptive or dangerous behavior on school grounds.

Parent Visitation

We encourage parents to be active stakeholders in the education of their children. Thus, classroom visits are welcome after the first 6 weeks of school but must be scheduled and approved by the classroom teacher. Parents must comply with all requirements of MCS's Visitors to the School policy, listed above. During parent visitations, students will remain in class and on their regular schedule. Parents must remain in the classroom with their student and only interact with their child. If a parent needs to meet with a teacher, the expectation is to schedule a Parent/Teacher conference. School leadership reserves the right to limit the scope and duration of classroom visits. No visitors are permitted in the building after 2:00 p.m. daily, in preparation for dismissal.

VOLUNTEERS

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground and assisting with school events. As volunteers are not school employees, when volunteering with students, they must be working under the supervision of a staff member. In addition, parents are encouraged to contribute their time and talent to organize extracurricular activities and community outreach projects.

All volunteers must do the following:

- 1) Complete a Volunteer Application and a Character Questionnaire,
- 2) Submit a copy of a government issued ID
- 3) Submit to a background check, including the US Department of Justice's Sex Offender Registry.

Once cleared, they will be added to the list of approved volunteers. Volunteers will receive structured training and must follow all policies and procedures defined by the school. If activity occurs that is not in keeping with school policies, the school leadership reserves the right to relieve the volunteer of their responsibilities for the remainder of the school year.

To request volunteers, staff will complete a request form. Requests will be processed by a member of the PTO, and volunteer opportunities will be sent out to members of the approved volunteer list. In addition, the leadership and parent organization will have ongoing daily and monthly activities that parents can volunteer for such as arrival and dismissal duty, school store, supporting special events, etc.

SCHOOL CLOSING

In the event of inclement weather, Movement Charter School will normally follow the Charlotte-Mecklenburg Schools' inclement weather decision. Parents will be notified through the school wide communication system as well as MCS' social media accounts. It is each family's responsibility to ensure that the school has their most recent contact information in our school information system.

MCS may choose to enact its Virtual Learning Plan in the event of school closure. During virtual learning, students will be provided virtual lessons and work to complete. Completion of these items will be how MCS accounts for student attendance during Virtual Learning Days. Submission of completed items is expected when the scholar returns to school to receive full credit. Families will be notified by the school when the Virtual Learning Plan is enacted, and teachers will provide additional communication with resources and daily assignments. It is the family's responsibility to read through all communication and reach out if additional resources are needed.

FIELD TRIPS

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian in order for the student to participate in a field trip. Students without signed permission slips will remain at the school in another teacher's class. Teachers will notify families if a bag lunch is required for a field trip.

Occasionally, parents may be needed to serve as group chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer when possible. The primary responsibility of a chaperone is to ensure appropriate supervision for all students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to students' needs throughout the trip. Chaperones must complete a background check and remain under the supervision of an MCS employee while chaperoning.

BIRTHDAY CELEBRATIONS

Students love to celebrate birthdays at school, as birthdays are a memorable time to share with teachers and friends. In an effort to maximize student instructional time, we are asking all parents to follow these guidelines when planning for your child's birthday celebration at school.

- Students must wear full uniform on their birthday. Birthday crowns, pins, and sashes are permitted.
- ALL birthday celebrations MUST take place during your child's lunch time and/or recess. Please check with your child's teacher to confirm lunch/recess time and number of students in the class.
- Request birthday celebration time at least 2 days in advance.
- Parents are not allowed to record or take photos of anyone other than their child.
- Please check with your child's teacher regarding classmates with specific dietary needs or food allergies prior to bringing food/treats.
- Birthday treats must be store bought, and the list of ingredients must be visible. No treats or candy should contain peanut butter or peanut ingredients.
- Food and safety precautions should always be followed, as gloves must be worn while serving food/treats.
- No balloons, flowers, party favors, treat bags, and/or costumes are allowed.

STUDENT ELECTRONIC DEVICES

Students are strongly discouraged from bringing electronic devices to school. All cell phones must be turned off and put away during the school day and while riding the school bus. The school will assume no liability for damage, loss, or theft of these items. The sequence of consequences for not following the policy goes as follows:

- 1st offense: Device will be confiscated and returned to the student at the end of the day.
- 2nd offense: Device will be confiscated and only returned to the parent/guardian.
- Any additional offenses will result in an in-school consequence and conference with parent or guardian.

MONEY AND OTHER VALUABLES

Students should not bring money, credit/debit cards, or other valuables to school, except to purchase items from the cafeteria, or to pay for field trips and/or other classroom fees. Money should be sent in a sealed and labeled envelope or plastic baggie. All money should be given to the teacher upon the child's arrival at school. If money is required for other reasons, students and parents will be notified. MCS will not assume responsibility for any lost or stolen items.

While it is the responsibility of the student to secure and maintain the safety and control of any and all valuables, the administration and the entire staff of MCS will also hold students accountable for any deliberate theft or misuse of another student's property. Students are not allowed to sell or solicit funds of any kind without the consent of an administrator.

COMMUNICATION

PARENT NEWSLETTERS

At the beginning of each month, MCS will provide parents with a monthly calendar informing parents of upcoming school closing, events, and important dates.

Grade-level teams will send out a monthly newsletter at the beginning of every month. This newsletter will highlight upcoming events, curriculum focus, and parent tips.

DOJO/BRIGHT ARROW

MCS will use Dojo and Bright Arrow to communicate school news with parents. These systems use calls, texts, and emails to contact parents with messages from MCS. It is vital that the school office have parents' current phone numbers to receive these messages. Please contact that school immediately if your number changes.

CHILD SAFETY

MCS's overall goal is to ensure your child's safety. Please be sure to have an updated Emergency Contact Sheet on file at the school. Please remember if, at any time during the school year this information changes, please notify the school.

HOMEWORK FOLDERS

Homework folders are one of the ways teachers will communicate with parents throughout the school year. All students will be provided a folder for homework. Every Monday, students will receive their homework assignments for the week. These folders should be examined on a daily basis by a parent to ensure that assignments have been completed. The folder will also provide information regarding the student's behavior progress. All homework assignments will be collected on Friday for completion grading.

Students will be provided a homework folder that will be used as a tool to communicate between home and school. Students are responsible for recording nightly homework as well as noting any upcoming quizzes or tests. Folders should be reviewed and signed by a parent or guardian nightly.

PARENT CONFERENCES (IN PERSON)

Formal parent/teacher conferences are scheduled three times a year to facilitate open communication between parents and teachers regarding students' progress. Refer to the MCS calendar for specific dates. It is the expectation that all parents participate in the scheduled parent/teacher conferences during the times advertised. Informal conferences or conversations may also be scheduled with teachers or MCS leaders at any time throughout the year.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be sent to parents each trimester to provide specific information about student progress in each subject. At the end of each trimester, parents will receive report cards with cumulative data on their child's performance and progress. Parents can access their child's grades anytime through our online grade Powerschool. Login information will be made available to all parents during open house.

In accordance with the progress report schedule provided on a student's Individualized Education Program ("IEP"), students who receive special education services will also receive reports of their progress towards meeting their IEP goals.

MOVEMENT WEBSITE/SOCIAL MEDIA

MCS's website and social media accounts will serve as a resource to parents. They will display the school calendar, breakfast/lunch menus, upcoming events, and school news. Please check the website frequently for the most up-to-date information.

SOLICITATION

Solicitation of or by any student, parent, or staff member on school property for any cause except those authorized by the school leadership is strictly prohibited.

ADMISSION/ENROLLMENT

ADMISSION

MCS is open to all children domiciled in North Carolina, on a space-available basis within each grade. The School does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

There are no admission requirements, and admission does not depend on a student's performance on any tests. Once enrolled, students are assessed to determine group placement within the appropriate grade level. If there are more applicants than available spaces, MCS will hold an enrollment lottery. Once all available slots are filled, applicants will be placed on a waiting list. Students will be admitted from the waiting list as places become available in each grade, in the order that the applications were filed. Preference is given to siblings of admitted students.

ENROLLMENT

To secure your child's place at MCS for the next school year, you will be asked to complete a re-enrollment form. In the spring, re-enrollment information will be sent via email along with the deadline for re-enrollment. Students whose re-enrollment forms are received after the deadline will be added to the waiting list and admitted on a space-available basis.

TRANSFERS

MCS asks that, whenever possible, parents provide at least two weeks' notice if a student must transfer from MCS for any reason. Such notice will allow MCS to process the necessary transfer paperwork, including having the student's records transferred. It will also enable MCS to fill the vacant seat with another student from the waiting list. When a student transfers school, the registrar of the new school must send a records request to MCS. Once this request is received, we will send all student records to the new school.

DRESS CODE POLICY

MCS requires every student to be in complete uniform daily. Uniforms must be neat and clean. Students should practice good hygiene. Uniform policies will be strictly enforced. Coats, jackets, and over-garments, which are not a part of the school uniform, must be stored in an assigned location. Coats and jackets cannot be worn in the building. The uniform requirements are listed below.

Clothing Item	Requirement
Tops	Movement Red (Pre K-5); Movement Gray (6-8) Monogrammed Polo Shirt • Must have school logo • Uniform shirts are expected to be tucked in daily
Outerwear	Movement Monogrammed Sweater is the only allowed outerwear that can be worn while inside with the uniform. • All other outerwear including solid black/gray/red jackets and sweatshirts MUST be removed and put up for the entire school day. • Students may wear a solid white, grey, or red long sleeve shirt under their uniform polo. Other colors and shirts with designs are not uniform compliant.
Bottoms	Black Pants, Black Shorts, Black Skirt/Skort, Black Jumper (not to exceed 1 inch above the knee) • No leggings or joggers • No sweatpants
Footwear	Shoes - Solid Black (Required) • No Open Toe • No Sandals • No Slides • No Clogs/Crocs
Backpacks	• Movement branded backpacks only. One backpack will be provided to each scholar at open house. Parents are responsible for replacing lost or stolen backpacks.
Accessories	All accessories should be consistent with the spirit of the uniform policy. Head coverings are only allowed for religious reasons inside the school building.
Other	When approved by the administration, select clothing may be allowed on particular school days. Professional dress will be requested or required for select events including project presentations.

Consequences for students who fail to follow the dress code policy include:

1st Offense - Parents will be contacted by phone and a letter will be sent home reminding the parent of the uniform policy.

2nd Offense - Parents will receive a phone call from the school requesting that the appropriate uniform items be brought to school.

3rd and Subsequent Violations - Students will lose school privileges/incentives. Parents will be asked to attend a recommitment meeting with a leadership team member.

GRIEVANCE / APPEAL PROCESS

MCS seeks to promote harmony among its employees, faculty, students, and parents and to encourage equitable solutions to problems arising among them. MCS believes that most concerns and differences are best addressed through open and honest communication conducted in an informal, respectful, and civil manner and that effective resolution depends on direct, prompt, and constructive dialogue.

The Board recognizes that effective school governance requires that the primary responsibility for issues involving student discipline, curriculum, assessment, and promotion and other day-to-day decisions regarding school management lies with the faculty, staff, and administrators. These individuals are best suited to resolve conflicts that arise with respect to these issues. The Board has the authority to appoint, employ, and remove the CEO, but primary responsibility and authority over faculty, staff, and volunteer organizations of the School are vested in the CEO.

Any parent who feels they have a concern/grievance has the opportunity to have the issue heard. A student or parent should first attempt to resolve any complaint through discussion with the relevant teacher(s) or other involved persons.

While informal resolution is encouraged, MCS recognizes that a formal process for certain types of complaints is necessary. If informal resolution fails or is inappropriate, parents may raise their concerns through this policy pursuant to the steps set forth below:

1. A parent should file a grievance as soon as possible but not more than 30 days after disclosure or discovery of the facts giving rise to the grievance. Failure to timely submit a grievance may significantly impair the School's ability to investigate and respond effectively to such grievances.
2. A grievance must be submitted in writing and the written statement of the grievance must remain the same throughout all steps of the grievance process. The written grievance must include the following information (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) or physical condition at issue; (3) any policy, state or federal law, or state or federal regulation that the parent believes has been misapplied, misinterpreted, or violated; and (4) the specific resolution desired.
3. A parent must first submit their grievance to the School's Office Manager. The Office Manager will assign the issue to the appropriate school administrator. The school administrator will meet with the parent filing the grievance and conduct any investigation necessary to respond appropriately to the parent's grievance. The school administrator shall issue a written response to the grievance in a timely manner.
4. A parent who is dissatisfied with the school administrator's response, may submit a written appeal to the Business Operations Director within 5 school days of receipt of the school administrator's response. The Business Operations Director shall meet with the parent filing the appeal and conduct any additional investigation necessary prior to issuing a written response to the grievance in a timely manner.
5. A parent who is dissatisfied with the Business Operations Director response may submit a written appeal to the Principal within 5 school days of receipt of the Business Operations Director' decision. The Principal shall meet with the parent

filing the appeal and conduct any additional investigation necessary prior to issuing a written response to the grievance in a timely manner.

6. A parent who is dissatisfied with the Principal's response may submit a written appeal to the MCS Board of Education within 5 school days of receipt of the Principal's decision. The MCS Board of Education shall review the written record and conduct any additional investigation necessary prior to issuing a final, written decision to the grievance.

For grievances about the Principal, the grievant must first submit their grievance to the Superintendent. The Superintendent shall meet with the parent filing the appeal and conduct any additional investigation necessary prior to issuing a written response to the grievance in a timely manner.

For grievances about the Superintendent, the grievant must first submit their grievance to the CEO. The CEO shall meet with the parent filing the appeal and conduct any additional investigation necessary prior to issuing a written response to the grievance in a timely manner.

For grievances about the CEO, the grievance must submit their grievance to the Board of Education either in writing or by attending the Board of Education's regularly scheduled public meeting. The Board of Education's meeting schedule is available here: <https://www.movementschools.org/school-board-minutes/>.

ATTENDANCE

ATTENDANCE POLICY

The first step toward academic success and achievement for your child is arriving to school on time and recognizing that every day counts. Research has shown that students with excellent attendance in school perform better academically. We also want to promote the value of responsibility as we help scholars develop the life skill of punctuality. This is a key life skill that they will need throughout their academic career, especially in college. Our attendance policy is designed to support you and your child with developing great attendance habits.

If your child will be absent from school, you must call the school by 8:00 a.m. on the day of the absence to inform of the reason for your child(ren)'s absence and the expected date of return.

It is important to note that **all absences** are considered documented absences in our records. However, we recognize that there are legitimate times when coming to school is not possible. The North Carolina State Board of Education recognizes the following circumstances below with the required legal documentation (i.e., doctor's note, obituary, etc.) to excuse an absence. Absences will ONLY be excused and require legal documentation for:

- Illness or Injury: When the absence results from illness or injury which prevents the student from being physically able to attend school (i.e., doctor's note, hospital release form, etc.).
- Death in the Immediate Family: When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters (including "step" relationships) (i.e., obituary or funeral home letter with letterhead).
- Court or Administrative Proceedings: When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The MCS Board of Education can be considered an administrative tribunal (i.e., court documents/court letter).
- Religious Observance: School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence (i.e., a letter from parent/caregiver). (S.L. 2010-112).
- Absence related to Deployment Activities: A student whose parent or legal guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian (i.e., USA Government Deployment Letter). (G.S. 115C-407.5 Article V (E))

Note: All absences are considered unexcused/unlawful until the school receives legal documentation explaining the reason for the absence. A doctor's note is MANDATORY for students who have been absent due to illness. PLEASE give all legal documentation to your child's teacher or MCS Office Manager.

We encourage you to refer to the Academic Calendar when scheduling routine medical appointments and family vacations, as family vacations are not legitimate reasons for being absent.

In cases of chronic absences, parents/caregivers are required to meet with an MCS Social Worker in order to determine needed support and/or appropriate course of action. Additionally, students who miss 10 or more instructional days (>5% of school) may jeopardize their promotion to the next grade.

If your student accumulates 10 or more consecutive or accrued unexcused absences, he/she is in violation of the North Carolina State Compulsory Attendance Law (NCGS 115C-378). After a child has accumulated 10 unexcused absences in a school year, and the principal or designee must determine that the parent, guardian or custodian has not made a good-faith effort to comply with the compulsory attendance law, in which case the principal will notify the district attorney and director of social services of the county where the child resides. In addition, the student may forfeit his/her seat here at Movement Charter School.

Consequences and Process of Action Taken for Unexcused/Unlawful Absences

Number of Unexcused/Unlawful Absences	Strategy/Action	Person Responsible
2 Unexcused/Unlawful Absences	MCS Homeroom Teacher (HR) will contact parents/caregivers by phone call of students' 2nd absence. The HR teacher will record outreach on a document that is aligned with MCS's tracking system for monitoring attendance outreach. If parents/caregivers describe barriers, the HR teacher will automatically inform support staff to aid the family.	Homeroom Teacher
3 Unexcused/Unlawful Absences	MCS staff will contact parents/caregivers by phone call/automated call blast to address students' absences, any barriers and/or family concerns surrounding	Front Office Manager
5 Unexcused/Unlawful Absences	MCS grade level assistant principal will contact parents/caregivers by phone call to schedule a mandatory Check-In Meeting in which the parents/caregivers will be required to attend either in-person or virtually. The purpose of this meeting is to address the identified student attendance, clearly communicate MCS's attendance expectations, and the responsibility of the parents/caregivers moving forward. The social worker/support staff will mail/electronically send the 1st Attendance Warning Letter to parents/caregivers of their child's attendance along with individualized attendance profile report. If parents/caregivers describe barriers, the grade level assistant principal will automatically inform the social worker/support staff to aid the family.	Assistant Principal
7 Unexcused/Unlawful Absences	MCS principal will contact the parents/caregivers by phone call to schedule a mandatory meeting in which the parents/caregivers will be required to attend either in-person or virtually. The purpose of this meeting is to review all reports, documentation from all key stakeholders, and to investigate barriers to attendance. The social worker/support staff will mail/electronically send the 2nd Attendance Warning Letter to parents/caregivers of their child's attendance along with individualized attendance profile report and make aware that their child is approaching being in violation of the Compulsory Attendance Law (enclosed will be a copy of the Compulsory Attendance Law).	Principal; Assistant Principal; Front Office Manager

Number of Unexcused/Unlawful Absences	Strategy/Action	Person Responsible
	If the parents/caregivers are experiencing barriers, it is the responsibility of the parent to contact the social worker/support staff immediately.	
10 or More Unexcused/Unlawful Absences	MCS grade level assistant principal will contact the parents/caregivers by phone call to schedule a mandatory Recommitment to Excellence Parent Conference in which the parents/caregivers will be required to attend in-person. The purpose of this meeting is to review all reports, documentation from all key stakeholders, and to investigate barriers to attendance. In addition, this meeting is to determine whether the parents/caregivers made a good faith effort to comply with MCS's Commitment to Excellence Agreement, MCS's Attendance Policy, and the Compulsory Attendance Law. If it is determined that parents/caregivers have not made a good faith effort to comply with the above stated agreement, policy, or law, the principal shall implement Tier 2 Early Intervention or Tier 3 Intensive Intervention and may notify the district attorney and the director of social services of the county where the student resides. Furthermore, the principal shall notify MCS Board of Education of the identified student to make a determination regarding their seat here at MCS. The social worker/support staff will send by regular/certified mail and/or electronically the 3rd Final Attendance Warning Letter to parents/caregivers of their child's attendance along with individualized attendance profile report.	MCS Attendance Review Board (As described below)

MCS Attendance Review Board

- 1) Principal will notify the 1) Attendance Review Board and 2) Director of Social Services (County)
- 2) Grade Level Assistant Principal will schedule and Facilitate Recommitment to Excellence Parent Conference
- 3) Support Staff will mail to the parent's/guardian/s residence the Final Attendance Warning Letter. In addition, SW/SS will send out a final report of meeting minutes and outcome to all key stakeholders.
- 4) Teacher(s) will present at meeting all documentation of previous contacts/outreach to parents/caregivers along with the student's current academic standing.
- 5) Other Support Staff (Administrative Support Staff, School Security, School Nurse) will conduct a home visit if there is a safety concern with identified student(s) or no contact has been made with the family 5 or more consecutive school days.

TARDINESS

Instruction at MCS begins promptly at 7:45 a.m. and it is critical that all students be prepared to begin at that time. Students are considered tardy at 7:46 a.m. and must have a parent sign them in at the main office to receive a tardy slip before proceeding to their classroom. Students who are chronically late miss valuable instructional time, disrupt the classroom learning environment, and may risk promotion to the next grade. Please note that breakfast stops at 8:15 a.m. Any student who arrives after 8:15 a.m. will not be able to eat breakfast. Students arriving after 11:00 a.m. will be considered absent for the school day.

Note: Any student who arrives at school after 7:45 a.m. must be accompanied by a parent when signing in.

Consequences and Process of Action Taken for Tardiness (Quarterly Tracking)

Number of Tardies	Strategy/Action	Person Responsible
9 Days Tardy	No Consequence	
10 Days Tardy	Support staff will mail/electronically send the 1st Tardy Warning Letter to parents/caregivers of their child's tardiness along with an individualized attendance report.	Front Office Manager
15 Days Tardy	MCS grade level assistant principal will contact the parents/caregivers by phone call to schedule a MANDATORY Check-In Meeting in which the parents/caregivers will be REQUIRED to attend either in-person or virtually. The purpose of this meeting is to address student tardiness and barriers to arriving to school on-time.	GL Assistant Principal
20 Days Tardy	MCS support staff will contact parents/caregivers by phone call/automated call blast about students' tardiness AND will mail/electronically send the 2nd Tardy Warning Letter to parents/caregivers of their child's tardiness along with individualized attendance report.	Front Office Manager
25 or More Days Tardy	MCS grade level assistant principal will contact the parents/caregivers by phone call to schedule a MANDATORY Recommitment to Excellence Parent Conference in which the parents/caregivers will be REQUIRED to attend either in-person or virtually. The purpose of this meeting is to communicate MCSs' expectations surrounding attendance and its correlation with academics, parent/caregiver responsibilities in ensuring that his/her child arrives to school on-time, collecting and reviewing supporting documentation relating to students' tardiness, and to investigate and or address any barriers. Next steps and meeting outcome will be determined by MCSs' Leadership Team. The social worker/support staff will mail/electronically send the 3rd Final Tardy Warning Letter to parents/caregivers of their child's tardiness along with an individualized attendance report.	Tardy Review Board (As described below)

MCS Tardy Review Board

- 1) Principal or Grade Level Assistant Principal will schedule and facilitate "Recommitment to Excellence Parent Conference".
- 2) Support Staff will mail/e-mail the 3rd Final Tardy Warning Letter. In addition, SW/SS will send out a final report of meeting minutes and outcome to all key stakeholders.

CURRICULUM

CURRICULUM AND INSTRUCTION

At the heart of the MCS is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. The MCS provides a strong academic foundation for students at the elementary and middle schools levels that will prepare them for demanding academic studies in middle school.

MCS uses the North Carolina Essential Standards (NC Schools) and South Carolina State Standards (SC Schools) as the backbone for its curriculum.

To ensure that all students are permitted to succeed, every child is assessed prior to beginning instruction in reading, writing, and math. Instructional groupings are created based on students' demonstrated competency in these areas. Students who are performing below target receive instruction that ensures that they fill any learning gaps quickly and then accelerate. Likewise, students who are advanced in a subject receive instruction at a level and pace that provide an optimal challenge. Parents will be notified of the child's initial placement in each subject, as well as any placement changes made throughout the year.

The school's curriculum in science, social studies, music, computer science, and physical education is based on coherent and ambitious standards for what students need to learn from the earliest grades.

FRAMEWORK

Maverick Morning Meeting

Maverick Morning Meetings are an essential part of our curriculum in order to set students up for daily success. Maverick Morning Meeting is the first pillar of the Responsive Classroom Approach. Responsive Classroom is an approach that fulfills students' emotional and social needs which then in turn directly and positively influences their academic success.

Maverick Morning Meetings are founded in four goals:

1. Set a positive and respectful tone to create a climate of trust and then, in turn, create a climate of engagement.
2. Creating a sense of community, so students feel like they belong, matter and so the joy factor is present.
3. To model and practice social and emotional skills.
4. To intertwine social, emotional, and academic skills.

Closing Circle

Closing circle is an effective strategy for bringing closure to the school day in a fun and meaningful way. By ending the day on a refreshing, reflective note, closing circle reinforces the sense of community and safety that teachers strive to develop. Students leave school feeling good about themselves, each other, and their work and looking forward to the next school day.

Literacy

Lifelong Readers

LLR is a proven guided reading and phonics curriculum that is used to increase students' independent reading skills. This program teaches students to be strategic word solvers, fluent readers, and deep thinkers about text. This curriculum uses diverse text and themes to create access for students. The goal of this curriculum is for students to fall in love with reading while building their reading knowledge.

K-2 Literacy

Through the Lavinia Institute, we will be implementing their full reading program. The reading program consists of whole group instruction, closed reading, and guided reading. Each component of the program addresses the scholar as the whole reader. It promotes deep thinking, comprehension, and the ability to be a strong reader in any context. Additionally, this program has social studies embedded throughout so scholars are exposed to texts in different contexts that will create well rounded readers ready for college and their future careers.

3-5 Literacy

Through the Great Minds Wit and Wisdom curriculum, students build the knowledge and skills they need to be successful readers, exceptional writers, and effective communicators. Students experience thematic instructional units that embed both social studies, literacy, and fine arts.

Eureka Math

Through module studies students build enduring math knowledge to create true mathematicians. Through hands-on learning they develop conceptual understanding that assist them in becoming true mathematical problem solvers.

Amplify

Amplify Science is a K–8 science curriculum that blends hands-on investigations, literacy-rich activities, and interactive digital tools to empower students to think, read, write, and argue like real scientists and engineers.

Reading Mastery

This curriculum is a multi-sensory structured language program. It is a research based comprehensive reading, writing, and spelling program. The program believes in marrying fun and setting a strong foundation for lifelong readers. This is a rigorous program that not only believes in setting up scholars for school, but also for college and career readiness.

The program explicitly covers the following in grades K-3:

- Phonemic awareness
- Phonics/word study
- High frequency word study
- Reading fluency
- Vocabulary
- Comprehension strategies
- Handwriting

- Spelling

CHARACTER EDUCATION AND SOCIAL/EMOTIONAL LEARNING

MCS has a heavy emphasis on Character Education and Social Emotional Learning. Through our Character Strong curriculum students are able to explore topics that are signed to increase their social awareness and continue to develop their virtues. We partner with community services to ensure that every student has access to skills they need to be academically successful in school, with their families, in the community, in the future workplace and in life. The Movement Staff pledges to protect the safety, security, well-being, social, and emotional health of all students.

School-Wide Standards For Character Education And Social/Emotional Learning

Virtue Name	Definition
Perseverance	Sticking to it even when you'd rather give up.
Dignity	The special value of every human.
Empathy	Standing in another's shoes; Trying to understand another's thoughts and feelings.
Gratitude	Thankfulness of life and gifts in life.
Justice	Giving to all what is owed to all; fairness
Critical Thinking	Analyzing, interpreting, and evaluating what you read, hear, say, or write

CODE OF CONDUCT & SCHOOL DISCIPLINE POLICY

MCS's Code of Conduct has been designed to guide the efforts of teachers and staff in creating a safe, orderly environment and to reinforce that mission of our school: "We exist to love and nurture scholars by leading a movement of change in education through academic excellence, character development, and preparation for success in life."

CODE OF CONDUCT

The Code of Conduct states clearly all school-wide rules governing student behavior as well as the consequences for breaking the rules. This Code of Conduct will serve as a contract among parents, students, and staff; breaking this Code will be considered a breach of contract. Embracing the principles outlined here is a first and vital step toward creating the type of environment in which our students can thrive. Adhering to the Code of Conduct will not only minimize physical harm and disruption among students, but it will also help establish among all members of the School community the habits that characterize a civil society.

SCHOOL DISCIPLINE POLICY

Our staff desires to create a safe, positive environment to ensure that students can learn. We have developed a discipline plan that will allow students to be rewarded for appropriate behavior and appropriate consequences for inappropriate behavior. The following policy has been established to help all students achieve self-discipline.

The school rules are posted and explained to students.

Students are expected to be:

1. RESPECTFUL
2. RESPONSIBLE
3. READY TO LEARN

When students follow the rules, they EARN positive incentives to encourage appropriate student conduct. Such programs include but are not limited to positive office referrals, uniform-free days, field trips, homework passes, a trip to the school store, etc.

MCS leadership takes student discipline very seriously and expects its families to do the same. MCS leadership expects involvement and support from its families. During the disciplinary processes laid out below, students' families/guardians must be involved during all steps.

If a student breaks a rule, the following hierarchy of consequences is generally followed:

MOVEMENT BEHAVIOR MATRIX				
Minor (Teacher-managed unless multiple documented incidents)				
Violation	Consequence 1	Consequence 2	Consequence 3	Consequence 4
Inappropriate Language	Verbal Warning/ Redirection	Verbal Warning/ Redirection with OWN/reflection	Phone call home	Major Behavior Referral Contact to parent by

Physical Contact/Physical Aggression	Recorded on behavior log Loss of Dojo points	conversation with teacher	OWN/reflection convo with Administrator Loss of Dojo points	Administrator * 1 Day of ISS/OSS depending on severity
Defiance/Disrespect/Non-Compliance		Phone call home		
Property Misuse		Recorded on behavior log		
Dress Code Violation		Loss of Dojo points		
Technology Violation (minor)				
Personal Electronic Device Use Violation		Devices will be confiscated and returned to the student at the end of the day.	Devices will be confiscated and only returned to the parent/guardian.	Major Behavior Referral Contact to parent by Administrator *1 Day of ISS/OSS depending on severity
Major (Office Managed)				
Violation	Consequence 1	Consequence 2	Consequence 3	Consequence 4
Abusive Language/Inappropriate language/ Profanity	Major Office Referral Parent will be contacted by Administrator 1-3 Days of OSS Re-Entry Meeting	Major Office Referral Parent will be contacted by Administrator 3-5 Days of OSS Re-Entry Meeting	Major Office Referral Parent will be contacted by Administrator 5-10 Days of OSS Re-Entry Meeting	Major Office Referral Parent will be contacted by BMT/Administrator OSS, Recommended to board for possible exclusion/expulsion Depending on decision, could require re-entry meeting or board hearing
Disruption				
Defiance/Disrespect/insubordination/non-compliance				
Theft				
Property damage/vandalism				
Technology violation				
Inappropriate location/out of bounds area				
Harassment/Bullying	Major Office Referral Parent will be contacted by Administrator *3 Days of OSS Re-Entry Meeting	Major Office Referral Parent will be contacted by Administrator *5 Days of OSS Re-Entry Meeting	Major Office Referral Parent will be contacted by Administrator *10 Days of OSS Re-Entry Meeting	Major Office Referral Parent will be contacted by Administrator OSS, Recommended to board for possible exclusion/expulsion Depending on decision, could require re-entry meeting or board hearing
Fighting/Physical Aggression				

Use/possession of combustibles	Major Office Referral - parent will be contacted by Administrator - OSS, Recommended to board for possible exclusion/expulsion - depending on decision, could require Re-Entry Meeting or board hearing
Use/Possession of Weapons	
Use/possession of illegal drugs	
Use/possession of vape	

(*) at administrator's discretion upon consideration of all other variables

It is the goal of MCSs to keep students in classrooms and learning. While we attempt to use consequences and practices that do not result in time away from the classrooms, such as natural consequences and restorative practices, there are circumstances when short-term or long-term suspensions can be imposed by a school administrator. Anytime a suspension is issued, a mandatory re-entry meeting will be scheduled that must be attended before a student is allowed re-entry into school. The following policies and procedures are in direct alignment to NC Chapter 115C - Article 27.

SHORT-TERM SUSPENSIONS

Definition and Scope

A short-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for up to 10 school days. A short-term suspension does not include (1) the removal of a student from class by the classroom teacher, the principal, or other authorized school personnel for the remainder of the subject period or for less than one-half of the school day; (2) the changing of a student's location to another room or place on the school premises; or (3) a student's absence under N.C. Gen. Stat. § 130A-440 (for failure to submit a school health assessment form within 30 days of entering school). A student who is placed on a short-term suspension will not be permitted to be on school property or to take part in any school function during the period of suspension without prior approval from the Principal. MCS staff will consult with counsel regarding informal disciplinary removals of a child from class to track whether such removals will constitute a disciplinary change in placement under the IDEA or Section 504.

The principal has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies are followed.

A student is not entitled to appeal the principal's decision to impose a short-term suspension to either the CEO or the Board.

Pre-Suspension Rights of the Student; Informal Hearing

Except in the circumstances described below, a student must be provided with an opportunity for an informal hearing with the principal before a short-term suspension is imposed. The principal may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations against him or her, and to make statements in defense or mitigation of the charges.

The principal may impose a short-term suspension without first providing the student with an opportunity for an informal hearing if the presence of the student (1) creates a direct

and immediate threat to the safety of other students or staff or (2) substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the principal shall give the student notice of the charges and an opportunity for an informal hearing as soon as practicable. Notice to parents is not required prior to the suspension but must be provided in accordance with Section D, below.

Student Rights During the Suspension

A student under a short-term suspension must be provided with the following:

- the opportunity to take textbooks home for the duration of the suspension;
- upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and
- the opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

Notice to Parent or Guardian

When imposing a short-term suspension, the principal shall provide the student's parent or guardian with notice that includes the reason for the suspension and a description of the student conduct upon which the suspension is based. The principal must give this notice by the end of the workday during which the suspension is imposed when reasonably possible, but in no event more than two days after the suspension is imposed. If English is the second language of the parent, the notice must be provided in English and in the parent's primary language, when the appropriate foreign language resources are readily available. Both versions must be in plain language and easily understandable.

The initial notice may be by telephone, but it must be followed by timely written notice. The written notice must include all of the information listed above and may be sent by fax, e-mail, or any other method reasonably designed to give actual notice. School officials also shall maintain a copy of the written notice in the student's educational record.

Students with Disabilities

Multiple short-term suspensions for a student with disabilities will be addressed in accordance with the State Board of Education's Policies Governing Services for Children with Disabilities and other applicable state and federal law.

LONG-TERM SUSPENSIONS; 365 DAY SUSPENSION FOR WEAPON POSSESSION

Definition and Scope

Long-Term Suspension

A long-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for more than 10 school days. Disciplinary reassignment of a student to a full-time educational program that meets the academic requirements of the standard course of study established by the State Board of Education and that provides the student with the opportunity to make timely progress toward graduation and grade promotion is not a long-term suspension requiring the due process procedures set out in this policy, nor is an absence under N.C. Gen. Stat. § 130A-440 (for failure to submit a school health assessment form within 30 days of entering school).

If the offense leading to the long-term suspension occurred before the final quarter of the school year, the exclusion must be no longer than the remainder of the school year in which the offense was committed. If the offense leading to the long-term suspension occurred during the final quarter of the school year, the exclusion may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following school year.

365-Day Suspension

A 365-day suspension is the disciplinary exclusion of a student from attending his or her assigned school for 365 calendar days as required by N.C. Gen. Stat. § 115C-350.10 for any student who is determined to have brought or been in possession of a firearm or destructive device on educational property or to a school-sponsored event off school property. The Principal or CEO may consider mitigating or aggravating factors when determining whether to recommend or impose a long-term suspension.

Recommendation by School Administration

A recommendation by the principal to impose a suspension of longer than 10 days, or a 365-day suspension, shall be based upon relevant factors, both aggravating or mitigating, and shall be communicated as soon as practicable to the CEO. The recommendation should include any additional recommendations concerning counseling or alternative educational programs.

The suspension is not effective pending the outcome of the first-level hearing before the CEO, or the waiver of said hearing by the parent.

Notice to Parent

The principal must provide to the student's parent written notice of the recommendation for long-term suspension or 365-day suspension by the end of the workday during which the long-term suspension or expulsion is recommended when reasonably possible or as soon thereafter as practicable.

The notice must be written in plain English and, if possible, also in the parent's native language. The notice must contain the following:

- The recommendation, whether for long-term or 365 days;
- A description of the incident and the student's conduct that led to the recommendation, including the provision of Code of Conduct allegedly violated;
- The process and deadline by which the parent may request a hearing to contest the decision;
- The hearing procedure, including the right to representation at the hearing by either an advocate or an attorney;
- Information concerning parental rights to review student records, and also concerning right to expungement of records under N.C. Gen. Stat. § 115C-402; and
- Contact information to assist parents in any language translation needed.

Right to Hearing

The student's parent may request, in writing, a hearing before the CEO. The request may be made electronically and must be made within three (3) days of receiving notice from the principal for the suspension.

If no timely request is made, the CEO Director shall proceed to review the relevant evidence and uphold or modify the decision.

Upon receipt of the request for a hearing, the CEO shall give the student and parent reasonable notice of the time and place of the hearing. The procedures set forth in "Student Discipline Hearing Procedures for Long-Term Suspensions and 365-Day Suspensions" will govern the hearing before the CEO." A copy of that Policy will be included in the notice to the parent.

Right to Appeal to Board

The parent has a right to request an appeal of the CEO's decision to the Board and must submit written notice of such appeal within 3 days of receipt of the CEO's Final Decision. The appeal procedures found in Section G "Student Discipline Hearing Procedures for Long-Term Suspensions and 365-Day Suspensions" will govern the appeal.

Students with Disabilities

Students with disabilities are subject to federal and state laws applicable to suspensions and all procedures and rights set forth in relevant statutes and State Board of Education Policies will govern the discipline decisions for those students.

STUDENT DISCIPLINE HEARING PROCEDURES FOR LONG-TERM SUSPENSIONS AND 365-DAY SUSPENSIONS

Request for Hearing

A parent whose child has been recommended for either a long-term suspension or a 365-day suspension may request a hearing before the CEO. The request must be in writing and addressed to the CEO. The request must be made within three (3) days of the parent's receipt of notification of the recommendation from the principal.

Upon receipt of the request, the CEO will give the student and parent notice of the time and place of the hearing. If no request is made or if the parent fails to appear for a hearing, the CEO shall proceed to review the evidence and enter a final decision as soon as possible.

The CEO may grant a postponement of the hearing for good cause shown by either party.

The suspension is not effective pending the outcome of the first-level hearing before the CEO or the parent's waiver of such hearing.

Hearing Procedure

In the event a hearing is requested, the following rules govern all disciplinary hearings before the CEO:

- The hearing will be informal and conducted in private. Rules of evidence do not apply.
- Prior to the hearing, the student and his or her parents and representative will have an opportunity to review any audio or video recordings of the incident and, consistent with federal and state student records laws and regulations, the information that may be presented as evidence against the student, including statements made by witnesses whose names are withheld in accordance with number 5, below.
- The student has the right to be present at the hearing, to be accompanied by his or her parents, and to be represented by an attorney or non-attorney advocate. Witnesses should be present only when providing information.

- At least 3 school days before the hearing, both the principal and the student, the student's parent, or the student's attorney or non-attorney advocate will provide a copy of all documentary evidence to be presented at the hearing to the CEO. The CEO will provide a copy of all documentary evidence submitted to both the principal and the student, the student's parent, or the student's attorney or non-attorney advocate at the hearing.
- The school representatives will present witnesses and evidence first, and have the burden of proving: the misbehavior; the violation of board policy, the Code of Student Conduct, school standards, or school rules; and the appropriateness of the recommended consequence for the violation. Witness names may be withheld if identification could threaten the witness's safety.
- The student or representative may then present their evidence, including oral testimony and documents, relating to the allegations and relating to the incident leading to the suspension. The student or representative may present any mitigating factors.
- Both parties may question witnesses appearing at the hearing.
- The CEO is authorized to control the length of the hearing and to limit questioning if it is irrelevant, repetitive, or unproductive.
- The student has the right to have a record made of the hearing.
- The student has the right to make his or her own audio recording of the hearing. The student is asked to disclose whether she or he is recording the hearing.

Decision of CEO

Based on substantial evidence presented at the hearing, the CEO shall decide whether to uphold, modify, or reject the principal's recommendation. The CEO Director shall decide the case within 3 school days of the hearing and will immediately inform the principal, and shall also notify the parents as provided in Section D, "Notice of Final Decision."

Notice of Final Decision

The CEO shall immediately send notice of the Final Decision via certified and electronic mail to the student and parent. The notice must include:

1. The basis for the decision, including relevant facts, policies, and rules;
2. Notice of the right to appeal the decision to the Board;
3. Notice regarding the information that will be included in the student's official record pursuant to N.C. Gen. Stat. § 115C-402;
4. Any notice of the student's right to petition to the Board for readmission, if applicable. See N.C. Gen. Stat. 115C-390.12;
5. Notice of the determination whether to offer alternative education services to the student.

Implementation of Decision

Following issuance of the Final Decision and Notice, the CEO Director shall impose the disciplinary action decided upon.

Alternative Education Services

The CEO shall offer alternative education services to a student who receives a long-term suspension or a 365-day suspension unless the CEO provides a significant reason for declining such services. Any appeal of this decision to the Board must be made in writing within 5 days of receipt of the denial. The hearing procedures are described in the following section, "Hearing Before the Board."

Hearing Before the Board

- A parent may appeal an imposed long-term or 365-day suspension to the Board. The appeal must be in writing, addressed to the CEO, and must be submitted within 3 days of the receipt of the Final Decision of the CEO. Electronic notice of appeal is acceptable.
- The CEO will notify the Board Chair who may appoint a panel of the Board consisting of no fewer than 3 members of the Board.
- The CEO will notify all parties of the hearing and will provide to the panel the record from the appeal to CEO.
- No new evidence will be admitted at the hearing before the panel unless the panel, in its discretion and with due notice to all parties, permits such additional evidence.
- Both parties may submit written arguments to the panel.

Decision of the Board

The panel will render its decision in writing within 5 days of the Hearing and will notify all parties, including the Board Chair, in writing of the decision. The panel is deemed to have rendered the Decision on behalf of the full Board.

The suspension remains in place pending the appeal to the Board, the conduct of the hearing, and the issuance of the panel's Decision. The suspension also remains in place in accordance with the panel's Final Decision if such decision upholds the suspension.

Appeal of Decision of the Board

A decision of the Board to uphold a long-term or 365-day suspension is subject to judicial review pursuant to Article 4 of Chapter 150B of the General Statutes. The Petition for Judicial Review must be filed within 30 days of the decision of the Board.

EXPULSION

Definition and Scope

An expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. Upon the recommendation of the CEO, the Board may expel a student who is 14 years of age or older for misbehavior if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of the charter school.

Notice to Parents

The CEO must provide the student's parent with written notice of the recommendation for expulsion by the end of the workday during which the expulsion is recommended when reasonably possible or as soon thereafter as practicable. The notice must be written in plain English and, when appropriate language resources are readily available, also in the parent's native language. The notice must contain the following elements:

- The notice type (i.e., notice of expulsion);
- Description of the incident and the student's conduct that led to the recommendation;
- The specific provision(s) of the Code of Student Conduct that the student allegedly violated;
- The specific process by which the parent may request a hearing to contest the decision and the deadline for making the request;
- The process by which the hearing will be held, including all due process rights to be accorded to the student during the hearing;

- Notice of the right to attain an attorney to represent the student in the hearing process;
- Notice that an advocate, instead of an attorney, may accompany the student to assist in the presentation of the appeal;
- Notice of the right to review and obtain copies of the student's educational records prior to the hearing;
- Information concerning right to expungement of records under N.C. Gen. Stat. § 115C-402; and
- The identity and phone number of a school employee whom the parent may call to obtain assistance in receiving a Spanish translation of the English language information included in the document. (This information must be provided on the notice in both English and Spanish.)

Right to a Hearing

The student or parent may request a hearing within five days of receiving notice of the CEO's recommendation that the student be expelled. The hearing will be scheduled with the Board within five days of the CEO's receipt of the hearing request. The superintendent shall notify the student and parent of the date, time, and place of the hearing. The hearing will be conducted pursuant to "Student Discipline Hearing Procedures for Long-Term Suspensions and 365-Day Suspensions", except that the CEO or designee will represent MCS and the board or a panel of the board will be the decision maker. Unless the Board requests otherwise or doing so would create a substantial threat of unfairness, the Board will limit presentations of testimony to the student, the student's parent and representative, and MCS's representative. The Board, at its discretion, may request additional information or evidence.

The Board may review any records created by the CEO's recommendation. The Board will review the CEO's recommendation to ensure that: (1) there was a reasonable basis for determining that the student engaged in the specified misbehavior; (2) a board policy, the Code of Student Conduct, a school standard or a school rule was violated; (3) the recommended consequence for the violation is reasonable; and (4) procedures established by Board policy were followed.

If a hearing is not requested by the student or parent, the CEO shall submit written evidence to support his or her recommendation to the Board. The Board may elect to request a hearing or to request additional records and documents.

When the Board decides to expel a student, the Board will document the basis for its determination that there is clear and convincing evidence that the student's behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The Board also will consider and make a written determination of whether alternative education services are to be provided to the expelled student. Regardless of whether MCS provides alternative education services, the Board expects school system administrators to work with other agencies to help the student and parent identify other types of services that may be of assistance to the student. The Board will send via certified mail to the student's parent a copy of the decision, notification of what information will be included in the student's official record, the procedure for expungement of this information under [G.S. 115C-402](#), and notice of the right to petition for readmission pursuant to [G.S. 115C-390.12](#).

REQUESTS FOR READMISSION OF STUDENTS SUSPENDED FOR 365 DAYS OR EXPELLED

All requests for readmission of students who have been suspended for 365 days or expelled will be considered in accordance with the procedures set out below.

Requests by Students Suspended for 365 Days

A student who is serving a 365-day suspension may submit a request to the CEO for readmission any time after the 180th calendar day of his or her suspension. Upon receipt of the request, the CEO shall offer the student an opportunity for an in-person meeting to be held within 5 days. The student may provide documents in support of the request, such as signed statements from individuals knowledgeable about the student or documents verifying that the student is participating in or has completed counseling or rehabilitation programs. If the student demonstrates to the satisfaction of the CEO that the student's presence in school no longer constitutes a threat to the safety of other students or employees, the CEO must readmit the student.

Within 30 days of the student's request, the CEO shall provide written notice of his or her decision to the student, the student's parents, and the Board. If the CEO decides to readmit the student, the notice will include the date of readmission, the school or program to which the student will be assigned, and any reasonable restrictions placed on the readmission. If the CEO rejects the request for readmission, the notice will advise the parents of the right to appeal the decision to the Board. Any appeal to the Board must be made in writing within 5 days of receipt of the CEO's decision. The CEO shall inform the Board chairperson of the request for an appeal and arrange in a timely manner a hearing before the Board. The hearing will be conducted in accordance with Section G of "Student Discipline Hearing Procedures for Long-Term Suspensions and 365-Day Suspensions." The Board will provide the student, the student's parent, and the CEO written notice of its decision within 30 days of receiving the appeal of the CEO's decision.

If the request for readmission is denied, no subsequent requests from the student will be considered during the 365-day suspension.

Requests by Expelled Students

A student who has been expelled may submit a request to the Board for readmission any time after 180 calendar days from the start date of the student's expulsion. The request must be in writing and may be submitted electronically to the CEO who will forward the request to the Board Chair, along with the CEO's recommendation regarding disposition of the request. The Board chair immediately will forward the request to the CEO, who shall arrange in a timely manner a hearing before the Board. The hearing will be conducted in accordance with "Student Discipline Hearing Procedures for Long-Term Suspensions and 365-Day Suspensions." After considering the student's request and the CEO's recommendation regarding readmission, if the Board determines that the student has satisfactorily demonstrated that this or her presence in school no longer constitutes a clear threat to the safety of other students or employees, the Board will readmit the student. The Board will notify the student, the student's parents, and the CEO in writing of its decision within 30 days of the submission of the request for readmission.

If the Board decides to readmit the student, the notice will include the date of readmission, the school or program to which the student will be assigned, and any reasonable restrictions placed on the readmission. If the student was expelled as a result

of assaulting or injuring a teacher, the student will not be returned to that teacher's classroom following readmission without the teacher's consent.

If the expelled student's request for readmission is denied, the Board will not consider a subsequent request for readmission of that student until 180 days after the submission of the previous request.

ClassDojo

The ClassDojo helps us create an open communication channel and maintain a positive learning environment. Teachers can reward points for positive behaviors and hard work, as well as document negative behavior and comments. By working hard on a regular basis, your child will be able to earn points towards participation in fun events and activities. Some rewards include but are not limited to: in-class incentives decided by the classroom teacher and an opportunity to use points to shop at our school store, the "Maverick Cart" monthly, where they may purchase toys, treats, coloring books, pencils, etc. Contact your child's teacher for more details.

TECHNOLOGY GUIDELINES

Parents and students should read these rules carefully and acknowledge receipt of these rules by signing the form with your student(s) and returning it to the school.

By signing the form at the end of this Handbook, you and your child agree to abide by the following rules:

- If assigned a hotspot, the hotspot assigned to your student belongs to **MCS** and is provided free of charge. Students are expected to take excellent care of the equipment. Physical damages to the hotspot will be charged back to the student based on the below schedule and students may also have to perform community service work at the school if the damage was caused by gross negligence. Lost, damaged, or stolen hotspot: \$50.
- Students or parents should not load or upgrade any software applications without express permission of a member of our staff. Students should also refrain from deleting or removing any software applications without express permission of a staff member.
- Internet sites containing pornographic, violent, or other unacceptable content may not be visited either **at home or on school property**. Accessing, producing, posting, displaying, or sending offensive messages, music, or images, including images of exposed private body parts, is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude, or sexually suggestive language or images.
- Sending false or defamatory information about a person or organization is prohibited. Harassing, threatening, insulting, or attacking others is prohibited. Computers will not be used for electronic intimidation via Facebook, YouTube, Twitter, TikTok, Snapchat, Instagram, or any other social networking site. Doing so is a violation of North Carolina law.
- If assigned, a computer or tablet assigned to your student belongs to **MCS** and is provided free of charge. Students are expected to take excellent care of the equipment. Physical damages to the tablet will be charged back to the student

based on the below schedule and students may also have to perform community service work at the school if the damage was caused by gross negligence.

- Any fixable damages (missing keys, broken screen/charger port/casing): \$20-\$100
 - Lost or missing chargers: \$20
 - Damage beyond repair (water damage, drop damage, etc.): \$200
 - Lost or stolen tablet: \$200
- We use Internet content filters and software in place to track violations of this policy and we have the ability to monitor software and student activities on the computer in real-time. These reports will be reviewed on a regular basis to ensure compliance with the acceptable use policy.
 - Parents should monitor student computer use at home to ensure compliance with MCS rules and regulations.
 - Students are reminded not to share their password with anyone except a parent or guardian. Students should not use login IDs and passwords belonging to other students or faculty and staff members.
 - Email correspondence on the MCS system, the laptop, or making use of the student's assigned email account is the property of MCS. Documents and other files created by the students and located on the laptops or the MCS computer system are also property of MCS.
 - Teachers will be using our technology to communicate with students. Students should check email, tasks, and calendars frequently throughout the day and respond to MCS teachers/staff as appropriate.
 - Students should not send spam (e.g. funny jokes and cute sayings found on the I) and should not sign up for subscription services using the MCS email account without permission of the MCS staff.
 - Hacking or attempting to gain unauthorized access to the MCS's network for the purpose of stealing and/or corrupting data is prohibited.
 - Any other use in violation of MCS's policies or federal or state law is prohibited.

The following consequences may apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

- Revocation or limitation of computer access privileges.
- Temporary or permanent confiscation of the student computer,
- Disciplinary action as provided for in the student handbook,

Any other sanctions or remedies provided by law.

PROCESS FOR EXPUNGEMENT OF STUDENT RECORDS

The principal shall retain in each student's file, either in paper or electronic form, all records related to violations of Board policies, the Code of Student Conduct, school standards, or school rules.

As secretary to the board, the CEO will also maintain records from the Board's considerations of 365-day suspensions and expulsions and any readmission reconsiderations of 365-day suspensions and expulsions.

The CEO will ensure that data on disciplinary incidents is reported using the state student information system application in accordance with State Board of Education policies and procedures.

The following types of discipline records may not be removed from student records, electronic files, and databases at the end of the school year:

- notice of any suspension for a period of more than 10 days and the record of the conduct for which the student was suspended;
- notice of any expulsion under [G.S. 115C-390.11](#) and the record of the conduct for which the student was expelled; and
- any records (including of in-school suspensions or short-term suspensions) that need to be maintained in order to be able to serve the student appropriately or to protect the safety of others.

The CEO or designee shall expunge any record of suspension for a period of more than 10 days or expulsion if the following criteria are met:

- a request that the record be expunged is made to the CEO or designee by the student's parent or guardian, or by the student if the student is at least 16 years old or is emancipated;
- the student either graduates from high school or is not suspended or expelled again during the two-year period commencing on the date of the student's return to school after the expulsion or suspension; and
- the CEO or designee determines that the maintenance of the record is no longer needed to adequately serve the child or to maintain safe and orderly schools.

In addition, the CEO may expunge any notice of suspension or expulsion from a student's official record provided that criteria b. and c. above are met.

This section is not intended to limit parents' right to request removal of information from a student's record pursuant to the Family Educational Rights and Privacy Act.

UNLAWFUL DISCRIMINATION, HARASSMENT & BULLYING PROHIBITED

MCS is committed to maintaining a safe, orderly, caring, educational, and professional environment for its students and employees that is free from unlawful discrimination, harassment, and bullying. MCS prohibits unlawful discrimination on the basis of race, color, national origin, sex (including gender, gender identity, and sexual orientation), religion, disability, or age (over 40). MCS will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities or programs. Any violation of this policy will be considered serious and MCS shall promptly take appropriate action to address the violation.

SCOPE OF POLICY

Prohibited Behaviors and Conduct

Students, school employees, volunteers, and visitors are expected to behave in a civil and respectful manner. MCS expressly prohibits unlawful discrimination, harassment, and bullying by students, employees, Board members, volunteers, or visitors. "Visitors" includes parents and other family members and individuals from the community, as well as vendors, contractors, and other persons doing business with or performing services for the school.

Location of Coverage

This policy applies to behavior that takes place: (1) in any school building or any school premises before, during, or after school hours; (2) on any vehicle as part of any school activity; (3) during any school-sponsored activity or extracurricular activity; (4) at any time or place when the individual is subject to the authority of school personnel; or (5) at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the school.

Title IX Sexual Harassment

The United States Department of Education has adopted formal rules governing sexual harassment under Title IX of the Education Amendments of 1972. These regulations require additional procedures and policies not generally applicable to harassment under Title VII (including harassment on the basis of sex, race, color, etc. in employment) and other laws and policies prohibiting unlawful discrimination and harassment. Accordingly, for any definitions and procedures applicable solely for sexual harassment under Title IX, please refer to the relevant policy and procedures.

Section 504 and IDEA Complaints

Allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 of the Rehabilitation Act of 1973, as amended ("Section 504") or the Individuals with Disabilities in Education Act ("IDEA") may be raised through the system of procedures described in the Parents' Rights Handbook, published by the North Carolina Department of Public Instruction (for IDEA complaints) and in accordance with Section 504 of the Rehabilitation Act (for Section 504 complaints).

DEFINITIONS

For the purposes of this policy, the following definitions apply:

Discrimination

Discrimination means any act or failure to act, whether intentional or unintentional, that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, color, national origin, ethnicity, sex (including gender, gender identity, and sexual orientation), pregnancy, religion, age (over 40), or disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Harassment or Bullying

Harassment or bullying behavior is deliberate conduct intended to harm another person or group of persons. Such conduct violates this policy when a pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication:

1. places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
2. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely altering the conditions of an employee's employment.

"Hostile environment" means that the victim subjectively views the conduct as harassing or bullying behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassing or bullying behavior. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socio-economic status, academic status, sex (including gender, gender identity, and sexual orientation) physical appearance, or mental, physical, developmental, or sensory disability.

Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Harassment and bullying may occur through electronic means ("cyberbullying"), such as through the Internet, emailing, or text messaging, or by use of personal websites to support deliberate and repeated behavior intended to cause harm to persons or groups. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. Harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or

between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex. Gender-based harassment and sexual harassment are types of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may violate this policy and/or MCS' Title IX policy.

REPORTING

Any person who believes he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school, or any third person who knows or suspects that conduct that may constitute unlawful discrimination, harassment, or bullying has occurred should inform a school official.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to, unlawful discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct. Employees who observe an incident of unlawful discrimination, harassment, or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator, and it is safe to do so. If an employee knows of an incident involving unlawful discrimination, harassment, or bullying and the employee fails to report such conduct or take proper action or knowingly provides false information in regard to the incident, he or she will be subject to disciplinary action, up to, and including, termination.

COORDINATOR CONTACT INFORMATION

Title IX Coordinator

ADA/504 Coordinators

Freedom Elementary 2701 B Freedom Drive Charlotte, NC 20208 Kiari Dudley kiari.dudley@movementschool.com (704) 585-1356	Freedom Middle School 2647 Freedom Drive Charlotte, NC 28209
Movement Eastland 5249 Central Ave Charlotte, NC 28212 Kelley Jozwiakowski kelly.jozwiakowski@movementschool.com (704) 532-0640	Movement Southwest 150 Osprey Point Drive Charlotte, NC 28217
Movement Northwest 8015 Bellhaven Blvd Charlotte, NC 28216 Angela Browder angela.browder@movementschool.com (704) 420-7980	Movement North Charleston 4275 Bridge View Dr North Charleston, SC 29405

FILING A COMPLAINT

Any individual who believes that he or she has been the victim of unlawful discrimination, harassment, retaliation, or bullying in violation of this Policy may file a grievance pursuant to the Problem Resolution Procedure (if you are an MCS employee) or the Student and Parent Grievance Procedure (if you are a parent or student).

CONSEQUENCES FOR PROHIBITED CONDUCT

Any employee or student determined to have violated this policy will be subject to appropriate discipline, up to, and including, suspension and expulsion for a student, or termination of employment for an employee. Volunteers and visitors who are found to have violated this policy will be directed to leave MCS property and/or be reported to law enforcement, as appropriate. A third party under the supervision and control of MCS will be subject to termination of contracts/agreements, restricted from access to MCS property, and/or subject to other consequences, as appropriate. All applicable due process procedures will be followed.

In addition, where appropriate or required, reports will be made to local law enforcement, the State Board of Education, and any other state and local agencies to whom reports are required to be made.

RETALIATION PROHIBITED

Retaliation against an individual for filing a complaint under this Policy alleging discrimination, harassment or bullying or for participating in the investigation of a complaint is strictly prohibited and will result in appropriate disciplinary action, up to and including termination for employees or academic suspension or exclusion for students.

FALSE INFORMATION PROHIBITED

Any individual who knowingly provides false information will be subject to appropriate disciplinary action, up to and including termination for employees, or academic suspension or exclusion for students.

TITLE IX SEXUAL HARASSMENT

MCS does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment, and applies to all employees, at all levels of MCS, regardless of their position. MCS will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any program or activity of the School. MCS takes seriously all reports and Formal Complaints of sexual harassment.

PROHIBITED CONDUCT

Sexual harassment prohibited by Title IX and by this policy is conduct on the basis of sex occurring in a school education program or activity that satisfies one or more of the following:

- An employee of the School conditions the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education programs or activities;
- Sexual assault, including rape, statutory rape, fondling, and incest;
- Dating violence;
- Domestic violence; or
- Stalking.

Sexual assault, dating violence, domestic violence, and stalking will be defined in accordance with applicable law. Conduct that satisfies this standard is not sexual harassment for purposes of this policy if the conduct occurred (1) outside the United States or (2) under circumstances in which the school system did not have substantial control over both the harasser and the context in which the harassment occurred.

Examples of conduct on the basis of sex that would be considered sexual harassment if the conduct satisfies the criteria above include, but are not limited to: sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or offensive working environment. Sexual harassment also includes a supervisor, male or female, making submission to sexual advances, performance of sexual favors, or verbal or physical conduct of a sexual nature, either explicitly or implicitly, a term or condition of employment or a basis for an employment decision.

TITLE IX COORDINATOR

MCS has designated a Title IX Coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX Coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

The contact information for the Title IX Coordinator is as follows:

(Add New Name Here)

The contact information for the Office for Civil Rights with jurisdiction over North Carolina is as follows:

4000 Maryland Ave., SW
Washington, DC 20202-1475
Telephone: (202) 453-6020; TDD: (800) 877-8339
Fax: (202) 453-6021; Email: OCR.DC@ed.gov

Inquiries regarding compliance with Title IX may be directed to the Title IX Coordinator.

REPORTING AND GRIEVANCE PROCESS

MCS has adopted Title IX Sexual Harassment – Prohibited Conduct and Reporting Process and an Administrative Regulation – Title IX Sexual Harassment Grievance Process that govern how MCS responds to reports and complaints of Title IX sexual harassment.

The complete policy can be found at:

<https://www.movementschools.org/resource/title-ix-sexual-harassment-prohibited-conduct-and-reporting-process-policy/>

VIDEO SURVEILLANCE POLICY

PURPOSE

The Board agrees to allow the use of electronic surveillance to promote the safety and security of students, the protection of school property, deterrence and the prevention of criminal activities, and the enforcement of school rules.

DEFINITIONS

Electronic surveillance refers to video-digital components of multimedia surveillance.

GUIDELINES FOR VIDEO MONITORING ON SCHOOL PROPERTY

Camera Location, Operation, and Control

1. School buildings, grounds, and buses may be equipped with video monitoring devices.
2. Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of threats, prior property damages, or security incidents.
3. Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.
4. Cameras shall not be used to monitor inside bathrooms.
5. The Principal shall be the one responsible to manage and audit the use and security of monitoring cameras, monitors, computers used to store images, computer files, and all other video records.
6. Only individuals authorized by the Principal in accordance with the policy, shall have access to video monitors, or be permitted to operate the controls.

Notification

1. Signs advising users of the premises of video surveillance practices should notify individuals of the area in which surveillance is conducted, hours during which surveillance is conducted; and the contact person who can answer questions about the surveillance system, including a telephone number for contact purposes.
2. All staff shall be made aware of the BOE's video surveillance guidelines and practices.
3. The Principal shall inform students, staff, and parents at the beginning of each school year that the administration will be monitoring all activity that occurs at designated monitoring points throughout the school year and explain the purpose for such monitoring practice.

Use of Video Recordings

1. A video recording of actions by students may be used by the BOE or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about school property.
2. Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to BOE policy and school rules.
3. MCS may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
4. MCS or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.

5. MCS shall not use video monitoring for other purposes unless expressly authorized by or under applicable law.

Protection of Information and Disclosure/Security and Retention of Tapes

1. All video records not in use should be securely stored in a locked receptacle.
2. The Principal must authorize access to all video records.
3. Video records will be routinely retained for a minimum of thirty (30) calendar days. The Principal may decide to retain an individual video record for a longer period of time if deemed necessary.

Disposal or Destruction of Recordings

All recordings shall be disposed of in a secure manner.

Video Monitors and Viewing

1. Only the Principal or individuals authorized by the Principal shall have access to video monitors while they are in operation.
2. Video monitors should be in controlled access areas wherever possible.
3. Video records should be viewed on a need-to-know basis only, in such a manner as to avoid public viewing.

Disclosure

Recordings shall not be disclosed except in accordance with this policy. Disclosure of video records shall be on a need-to-know basis, in order to comply with the Board's policy objectives, including the promotion of the safety and security of students, the protection of school property, deterrence and prevention of criminal activities, and the enforcement of school rules.

Access to Personal Information

An individual who is the subject of video monitoring has the right to request access to the recording in accordance with applicable legislation and any rules or regulations thereunder. Access in full or part may be refused on one of the grounds set out within the legislation.

Media, Videotaping, and Photography Policy

1. From time-to-time, students may be videotaped, photographed, or interviewed for news or promotional purposes. Parents/guardians who prefer their child(ren) not be included should notify the Principal in writing. This notification will remain in the student's records throughout their time at Movement or until amended by their parents/guardians.
2. Video or photography for instructional purposes is not covered by this policy. All students will participate in instructional activities that will include videotaping or photography. Images of students who have opted out will not be used for any other purpose.

GUIDELINES FOR VIDEO MONITORING ON SCHOOL BUSES

Camera Location, Operation and Control:

1. MCS administrators may approve the equipping of school buses with video monitoring devices for monitoring student behavior.
2. Video monitoring equipment shall be in operation on a random basis as determined necessary by the school administration to monitor student behavior or the action of bus drivers.

3. MCS administration shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.
4. Students shall be informed by the Principal at the beginning of each school year that the school may be recording student behavior on school buses and the purposes of such practices.
5. Video records may be released to third parties or applicants in conformance with applicable legislation and any rules or regulations thereunder.
6. An individual who is the subject of video monitoring has the right to request access to the recording in accordance with applicable legislation and any rules or regulations thereunder. Access in full or part may be refused as permitted by law.

INTERNET ACCEPTABLE USE POLICY

MCS recognizes that electronic resources of all types are a part of students' everyday life. MCS is preparing our students to work and live as responsible citizens and life-long learners. MCS provides students and teachers with technology tools and skills necessary for student-directed learning.

The Board policy for the use of technology is outlined in this Acceptable Use Policy.

This Internet Acceptable Use Policy for MCS is enacted by the Board to provide the parents, students, and staff of the MCS Community with a statement of purpose and explanation of the use of technology within the MCS learning community. This policy is reinforced by practice and acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of MCS. Students and parents/ guardians as well as all staff members of MCS must also read and sign the accompanying Statement of Responsibilities.

This policy provides the procedures, rules, guidelines, and codes of conduct for the use of technology and information networks at MCS. Use of such technology is a necessary, innate element of MCSs' educational mission, but the technology is **provided as a privilege, not a right**.

MCS offers a variety of network and Internet resources to support learning and communication with others. Technology will be used to increase communication, enhance student engagement, and assist staff and students with acquiring new skills. Technology devices, digital resources, and the network infrastructure will also be utilized to provide relevant school information. The ultimate responsibility for student use of the Internet and e-mail rests with the student and his/her parent/legal guardian(s).

Students who do not adhere to the guidelines set forth by MCS will have their Internet and e-mail privileges revoked and may be subject to other disciplinary measures.

INTERNET / SOCIAL MEDIA POLICIES

MCS seeks to cultivate responsible digital citizens. To this end, we need parent/guardian support with monitoring scholars' Internet activity during non-school hours. MCS will take action regarding scholars' Internet use when it negatively impacts the safety, well-being, and learning environment of the MCS community, including but not limited to:

- threats to the MCS community, including threats to harm oneself
- any threat, harassment, and/or intimidation, resulting in unsafe conditions for the school environment and loss of learning time
- distribution/sharing of explicit, graphic, or inappropriate messages, photos, and videos

Please note: depending on the action being addressed, when appropriate, MCS is mandated to report to local law enforcement.

EXCEPTIONAL CHILDREN/STUDENTS WITH DISABILITIES

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

MCS provides special education and related services for scholars with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA), its implementing regulations, state law, and the North Carolina Policies Governing Services for Children with Disabilities. MCS's mission is to ensure that students with disabilities are timely identified, evaluated, and located, and receive a free, appropriate public education in the least restrictive environment. To learn more about MCS' responsibilities and commitment to children with disabilities under the IDEA, parents may access the North Carolina Policies Governing Services for Children with Disabilities, which is accessible at the following weblink:

<https://www.ecac-parentcenter.org/wp-content/uploads/2021-policies-04192021.pdf>

More information about a parent's rights and responsibilities under the IDEA is accessible in the Parent Rights and Responsibilities, Notice of Procedural Safeguards handbook at the following weblink:

<https://www.dpi.nc.gov/media/11182/download?attachment>

If a parent or guardian suspects his or her child may have a disability, the parent or guardian should contact the Exceptional Children's Coordinator (see chart below). A parent referral is not required to initiate an IDEA referral if MCS suspects your child may have a disabling condition under the IDEA; MCS will initiate its own referral of your child if it suspects your child has a disability.

For questions regarding your child's rights under the IDEA, please contact the Exceptional Children's Coordinator. Parents may also contact the Exceptional Children's Assistance Center at: 1.800.962.6817.

Exceptional Children Coordinator:

Freedom Elementary 2701 B Freedom Drive Charlotte, NC 20208 Kiari Dudley kiari.dudley@movementschool.com (704) 585-1356	Freedom Middle School 2647 Freedom Drive Charlotte, NC 28209
Movement Eastland 5249 Central Ave Charlotte, NC 28212 Kelley Jozwiakowski kelley.jozwiakowski@movementschool.com (704) 532-0640	Movement Southwest 150 Osprey Point Drive Charlotte, NC 28217
Movement Northwest 8015 Bellhaven Blvd Charlotte, NC 28216 Angela Browder angela.browder@movementschool.com (704) 420-7980	Movement North Charleston 4275 Bridge View Dr North Charleston, SC 29405

SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT

MCS does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), and the implementing regulations of these federal laws. This non-discrimination policy includes, but is not limited to, benefits of and participation in MCS's programs and activities. MCS will provide aids, benefits and school services to a scholar with disabilities in the most integrated school setting appropriate to his or her needs so that he or she may have an opportunity commensurate to that provided to persons without disabilities to obtain the same results, gain the same benefit or reach the same level of achievement. MCS is supportive of all learners and provides an inclusive, relevant, and encouraging learning environment for all scholars.

The Exceptional Children's Coordinator is the coordinator of MCS's efforts to comply with Section 504 and the ADA and is the contact person for questions related to scholars with disabilities under Section 504 and the ADA, including MCS's internal procedures for the identification, evaluation, placement and provision of a free, appropriate public education under Section 504. The Section 504 coordinator may also be contacted for information regarding the system of procedural safeguards available to students under Section 504. The Section 504 coordinator may be reached at the following contact information: The Exceptional Children's Coordinator.

If you are concerned about MCS's compliance with Section 504 and the ADA, a complaint may be filed with the United States Department of Education's Office for Civil Rights, the federal enforcement agency for Section 504/ADA, at the following contact information:

4000 Maryland Avenue, SW
Washington, DC 20202-1475
Telephone: 202-453-6020
Facsimile: 202-453-6021
TDD: 800-877-8339
Email: ocr.dc@ed.gov

An internal grievance alleging violation of Section 504 or the ADA may also be initiated in accordance with MCS's Grievance/Appeal Process.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal anti-discrimination law. Under Section 504, no individual with a disability may, solely by reason of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Section 504's protections are available to students enrolled in public charter schools.

A student qualifies for the protections available under Section 504 if the student has a disability, as defined under Section 504. The definition of "disability" under Section 504 is broadly defined and is interpreted in favor of expansive coverage. A student is considered a student with a disability under Section 504 if the student:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such an impairment; OR
- Is regarded as having such an impairment.

The parent/guardian of a student (or an adult student) with a disability as defined by Section 504 of the Rehabilitation Act of 1973 ("Section 504") may request an impartial hearing to resolve disagreements related to the identification, evaluation, or educational placement of the student under Section 504. See 34 C.F.R. § 104.36. MCS has adopted impartial hearing procedures for resolving such disputes, which may be accessed here: <https://www.movementschools.org/resource/exceptional-children-services/>.

Americans with Disabilities Act (ADA)

Under the ADA, qualified individuals with disabilities may not be excluded from participation in or denied the benefits of the services, programs, or activities of, nor subjected to discrimination by, public entities (including charter schools). Like Section 504, the ADA prohibits educational agencies like MCS from affording individuals with disabilities an opportunity to participate in or benefit from aids, benefits, and services that is unequal to the opportunity afforded others.

Third Party Vendors

MCS does not allow independent third party vendors to provide services to students during the instructional day. This includes but is not limited to independent therapists, counselors, ABA Therapists, and outside mentors. If a student has a need that is covered under IDEA and listed on a student's Individualized Education Plan it will be provided through a previously established service provider.

INSTRUCTIONAL GUIDELINES

In an effort to serve all of MCS' families, we have created guidelines for both Virtual Learning and in person instruction. We wanted to ensure that all families had a clear vision of what is expected in the home school partnership.

IN PERSON LEARNING GUIDELINES

- It is highly recommended to review with my child the school's expectations of my child.
- It is required that my child arrives at MCS everyday by 7:45 am.
- I will make sure my child stays at MCS for the entire day (until 3:35) every day except for doctor appointments and uncontrollable emergencies.
- It is required that my child follow the MCS dress code daily. (MCS Monogrammed Red/Gray Uniform Shirt/Black Bottoms). If my child is out of uniform, he/she will not be permitted to attend class until a proper uniform is provided by the parent/guardian.
- It is required to adhere to the school attendance policy by making sure my child comes to school every day unless they are sick. I will provide proper documentation for absences while communicating extended absence circumstances to my child's assigned school.
- I will speak and show respect to all MCS teachers and staff by handling concerns appropriately, directly, honestly, and discreetly, only with those involved.
- I will use appropriate vocabulary, words, tones, and actions towards MCS teachers, students, and staff.
- I agree to support my child's academic work and behavior by communicating regularly with my child's teacher, by scheduling appointments to talk with them as needed, either in person or via remote/distance means.
- It is required I attend ALL parent/teacher conferences either in person or virtually.
- It is required that up-to-date contact information (contact numbers for both me, family members, and emergency contacts with the front office staff) is provided to MCS in order to stay abreast of pertinent information (safety, instruction, changes, etc.).
- It is required that my child must follow the MCS Code of Conduct rules to protect the safety, welfare, security interests, and rights of all individuals within the school environment.
- I understand that rewards and consequences are EARNED. When my child makes a poor choice, I will support the school's consequence choice. If I have questions, I will follow-up directly with the classroom teacher and school leadership.
- It is required for a parent/guardian to come to school for a mandatory re-entry meeting in the event that my child is suspended, and I understand that my child will NOT be permitted to return to class until this meeting occurs.
- I understand that if my child repeatedly violates the Code of Conduct, he/she could require a BOE review for possible removal from MCS.

TRANSPORTATION

CHANGES IN TRANSPORTATION

It is the responsibility of the parents/guardians to notify their child's teacher in writing of any changes to the student's transportation. Any changes in transportation made via phone must occur prior to 12:00 p.m. of full days and by 11:00 am on ½ days. An administrator must approve emergency changes, including verbal arrangements in transportation. Changes in bus transportation arrangements require a 7-day advance notice. Students can only ride the bus to which they are assigned on a regular basis. It is no longer possible to accommodate extra students on any bus.

SAFE BUS RIDING

MCS provides transportation as a service to our students within a five-mile radius. This is a privilege; therefore, students are expected to conduct themselves according to the Code of Conduct and to practice such virtues as respect, responsibility, and kindness, in all school settings – including on the bus. Following the school rules on the bus is essential not only for developing good character, but also for ensuring students' safety.

Students are taught to wait for and board the bus in an orderly fashion. The following rules are posted in the front and back of each bus, and students are expected to abide by them at all times:

- ☐ Sit facing forward at all times
- ☐ Keep hands, feet, and mouth to yourself
- ☐ Have quiet, friendly conversations
- ☐ Stay seated until the driver gives directions ☐ Follow directions the first time

If a student chooses to break a rule, the following consequences are applied:

- 1st Offense: Warning and phone call home
- 2nd Offense: Sit in designated seat, conference with driver, phone call home
- 3rd Offense: Bus referral (consequence based on infraction) phone call home
 - 4th Offense: Bus referral and Parent Conference (Face-to-Face)
 - 1st Referral: Consequence based on infraction.
 - 2nd Referral: 3-day Bus Suspension
 - 3rd Referral: 5-day Bus Suspension.
 - 4th Referral: 7-day Bus Suspension Conference with Student, Parent, Driver, and Transportation Supervisor.
 - More than 4 Referrals: The student will receive a **mandatory 10-day bus suspension** and a meeting with the Student, Parent, Driver, Transportation Supervisor, and Assistant Director will be required in order to reinstate bus privileges.

Note: Overriding of the above steps may be necessary for extremely disruptive behavior or crisis situations such as vandalism, extreme defiance/insubordination, or threat of a physical nature, as well as safe school issues.

We strive to provide students with safe and reliable transportation to and from school. Each MCS bus has undergone a thorough inspection and is maintained at the highest standards. To maintain student safety and the upkeep of our buses, each student will be

given an assigned seat. Parents will be notified and billed for any damages made to the seats, after a thorough investigation has been completed.

Parents with specific complaints about bus service should contact the School's Transportation Director.

LATE PICK-UP

The first time a car rider gets picked up after 3:35 p.m. on full days and 12:00 p.m. ½ Days , there will be a verbal warning administered. The second time, a written documentation will be created and administered. The third time, a referral will be sent to the Business Operations Director for support and expectations will be re-established and/or a student pick-up contract will be drafted. .

CONFIDENTIALITY & STUDENT RECORDS

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review, and release of student records retained at the school. For purposes of this policy "student records" or "student education records" are those records, files, documents, and other materials that contain information directly related to the student that are maintained by MCS or by a party acting for MCS.

ANNUAL NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. See 34 C.F.R. 99.31, accessible here:

<https://www.ecfr.gov/current/title-34/subtitle-A/part-99>

One basis for disclosure of personally identifiable information without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member; a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials; MCS's Board attorneys; volunteers performing a service or function for MCS which MCS would otherwise use its employees; consultants performing a service or function for MCS which MCS would otherwise use its employees; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- Upon request, the school discloses education records without consent to officials of another school, school system, or institution of postsecondary education where a student seeks or intends to enroll, or where the student is already enrolled. Such disclosures are made for purposes related to the student's

enrollment or transfer. FERPA requires an educational agency to make a reasonable attempt to notify the parent or student of the request unless it states in its annual notification that it intends to forward records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

NOTICE OF DIRECTORY INFORMATION

MCS defines student directory information to include the student's name; grade level; dates of attendance; most recent previous school or education institution attended by the student; photograph or digital image, including still or video images, of a student engaged in officially recognized school activities and sports; participation in officially recognized activities and sports; weight and height of members of athletic teams; and diplomas (including endorsements earned), industry credentials/certifications, and awards received.

MCS may release directory information without parental permission unless a parent or eligible student notifies MCS that it refuses to let MCS designate the information referenced above as directory information. Directory information is most often used to share information about student activities and achievements in news releases and on MCS's social media platforms. Directory information is also used in yearbooks. Parents or students at least 18 years of age who would like to restrict or prohibit the release of any or all types of directory information as stated herein should notify the principal in writing by February 28, 2023, for the 2023-234 school year, and by no later than September 30 of each following academic year.

Information about a homeless student's living situation is not considered directory information and will not be released by MCS under any circumstance.

DEFINITION OF PARENT AND ELIGIBLE STUDENT

Parent

For purposes of this policy, the term "parent" includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. If the parents of a student are separated or divorced, both parents have the right to access the student's records as provided in this policy, unless the school system has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes these rights.

Eligible Student

For purposes of this policy, an eligible student is a student who has reached 18 years of age or is attending an institution of postsecondary education. The rights afforded to parents under this policy transfer to an eligible student. However, parents may still have access to the records as long as the student is claimed as a dependent by the parent for

federal income tax purposes. An eligible student who desires to prevent access to records by his or her parents must furnish to the principal information verifying that the student is not a dependent of his or her parents. If a parent of a student who is at least 18 and no longer attending a school within the system wishes to inspect and review the student's records, he or she must provide information verifying that the student is a dependent for federal income tax purposes.

CLASSIFICATION AND MAINTENANCE OF RECORDS

Records Not Considered Education Records (Sole Possession, Employment, and Law Enforcement Records)

Student education records do not include, and release of information under this policy does not apply to:

- records made by teachers, counselors, and administrators that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute;
- employment records of student employees if those records relate exclusively to the student in his or her capacity as an employee and are not made available for any other use; and
- records created by a law enforcement unit if created for a law enforcement purpose and maintained solely by the law enforcement unit. However, a law enforcement record containing information that was obtained from a student's confidential file or other education record must be treated as an education record and may be released only in accordance with this policy.

REVIEW, RELEASE OF RECORDS TO PARENT OR ELIGIBLE STUDENT

Review by Parent or Eligible Student

A parent or eligible student may access the student's education records as soon as possible but no later than 45 days after the request by the parent or eligible student. School personnel shall not destroy any education records if there is an outstanding request to inspect or review the records.

Review of Video or Audio Recordings and Photographs

Parent's Right to Review

Upon request, a parent or eligible student may inspect and review a video or audio recording or photograph that is determined to be an education record of the student. Individuals acting on behalf of a parent or eligible child, such as advocates or attorneys, will not be permitted to review a video or audio recording or photo unless accompanied by the parent or eligible student.

Status as Education Record

A video or audio recording or photo will be deemed an education record of the student if it is directly related to the student and is maintained by the school system or its agent, as provided by law. A photo, video, or audio recording (such as a surveillance video), that is created and maintained by a law enforcement unit for a law enforcement purpose, is not an education record; however, a copy of such photo, video, or audio recording provided to the school for disciplinary or other school purposes may be an education record if it is directly related to a student and is maintained by the school system.

Records of More Than One Student

If the recording or photo is an education record of multiple students, MCS will make reasonable efforts to redact or segregate out the portions of the recording or photo directly related to other students before providing the parent or eligible student access, provided doing so would not destroy the meaning of the record. If redaction or segregation of the recording or photo cannot reasonably be accomplished or would destroy the meaning of the record, then the parent of each student to whom the recording or photo directly relates or such eligible students themselves shall be permitted to access the entire record.

Copies of Recordings and Photos

A copy of a video or audio recording or photo will be provided to a parent or eligible student only (1) if circumstances effectively prevent the parent or eligible student from exercising the right to inspect the recording or photo; (2) when directed by a court order or subpoena; or (3) when otherwise required by law.

REQUEST TO AMEND THE EDUCATION RECORD

A parent or eligible student has the right to challenge an item in the student education record believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The principal shall examine a request to amend a student record item and respond in writing to the person who challenges the item. Subsequent steps, if necessary, will follow MCS's Grievance/Appeal process. If the final decision is that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the principal shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school system.

RELEASE OR DISCLOSURE OF RECORDS TO OTHERS

Before releasing or disclosing education records as permitted by law, school officials shall use reasonable methods to identify and authenticate the identity of the party to whom the records are disclosed.

Release/Disclosure with Parental Consent

School officials shall obtain written permission from a parent or eligible student before releasing or disclosing student records that contain personally identifiable information, except in circumstances where the school system is authorized by law to release the records without such permission. The written permission must specify the records to be released, the purpose of the release, and the party(ies) to whom they are to be released.

Release/Disclosure without Parental Consent

School system officials shall promptly release student records when a student transfers to another school. The records custodian may release or disclose records with personally identifiable information without parental permission to the extent permitted by law, including to other school officials who have a legitimate educational interest in the records.

Personally identifiable information from a student's record may be released or disclosed to someone other than a parent or eligible student without prior written consent of the parent or eligible student only as specifically provided by federal law. Except as otherwise permitted by federal law, when personally identifiable information from a student's record is released or disclosed to someone other than a parent or eligible student without their written consent, the party to whom the information is released must agree not to disclose

the information to any other party without the prior written consent of the parent or eligible student.

The CEO shall employ reasonable methods to ensure that teachers and other school officials obtain access only to those education records in which they have legitimate educational interests.

All requests for directory information must be submitted to the CEO or designee for approval.

Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act.

Disclosure of De-Identified Information

Education records may be released without consent of the parent or eligible student if all personally identifiable information has been removed. Personally identifiable information includes both direct and indirect identifiers that, alone or in combination, would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Unless specifically permitted by law, records that have been de-identified must not be released without the consent of the parent or eligible student if school officials reasonably believe that the person requesting the information knows the identity of the student to whom the education record relates.

RECORD OF ACCESS AND DISCLOSURE

The principal or designee shall maintain a record in each student's file indicating all persons who have requested or received personally identifiable information from a student's record and the legitimate reason(s) for requesting or obtaining the information. This requirement does not apply to requests by or disclosure to parents, eligible students, school officials, parties seeking directory information, a party seeking or receiving the records under a court order or subpoena that prohibits disclosure, or those individuals with written parental consent.

DESTRUCTION OF STUDENT RECORDS

To the extent required by law, school officials shall maintain student records in accordance with the applicable records retention and disposition schedule(s) issued by the North Carolina Department of Natural and Cultural Resources. School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

School officials shall notify parents and eligible students prior to the destruction of personally identifiable information in a student's special education records so that parents may collect the records from the school system if desired. Special education records must be destroyed at the request of parents if no longer needed to provide educational services to the child, including services to protect the safety of the student or others. However, a record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained permanently.

FOOD SERVICE

BREAKFAST AND LUNCH

MCS' commitment to offering children a superior education extends to the meals that we provide for students. MCS aspires to the highest possible quality in its breakfast and lunch programs and is dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery.

In order to offer your child a meal alternative due to a food allergy proper documentation must be on file with the school. This documentation must be completed and signed by a medical professional annually. We are unable to make any modifications without this required documentation.

Students are advised to refrain from sharing food with other students, to minimize the spread of viruses and the risk of allergic reaction.

Students will practice etiquette and clean-up skills during mealtime.

HEALTH AND SAFETY

Students' health and safety is a primary goal for MCS. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, and/or security needs, please inform MCS so that appropriate accommodations can be made.

NURSE

MCS has the services of an on-site nurse to assist students who are ill or injured.

Parents or students may also wish to consult with the nurse on matters related to hygiene, nutrition, substance abuse, depression, child abuse and neglect, or other issues of concern.

Parents must inform MCS in writing of any allergies or medical conditions that their children might have. Also, please notify the school nurse in writing if your child has a chronic illness that may affect his or her performance at school.

SICK CHILD POLICY COVID

Students play a critical role in MCS' COVID-19 prevention efforts. To protect everyone in the school, MCS has a number of general best practices students should follow:

- Understand the signs and symptoms of COVID-19, and stay home if you are feeling sick. Any student who is experiencing symptoms of COVID-19 as stated by the CDC (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from the CDC or Mecklenburg County Health Department on seeking medical care.
- Practice good hygiene. Students should clean their hands often, either with an alcohol-based hand sanitizer or soap and water.
- Practice social distancing. Social distancing is the practice of deliberately increasing the physical space between people to a minimum of 6 feet to avoid spreading illness.

PROTOCOLS FOR STUDENTS

To ensure safety at Movement School, parents/guardians are being asked to:

- Notify the Business Operations Director/school nurse (in absence) and keep their student home if they are experiencing COVID-19 symptoms as updated by the CDC (e.g., fever, cough or shortness of breath). The school nurse will follow up with next steps if you have questions or concerns.
- Notify the Business Operations Director/school nurse (in absence) and follow Mecklenburg County Health Department recommendations if their students are well but have been in contact with an individual who has contracted COVID-19.

SICK LEAVE POLICY

- Students will be required to stay out of school for 5 days if they test positive for coronavirus,
- If an immediate member in the student's household tests positive (notify Business Operations Director/School nurse).

SICK CHILD POLICY

The following illness policy will be strictly enforced for the health, well-being, and safety of all children and staff.

Under no circumstances may a parent bring/send a sick child to school. If the child shows any signs of illness (see symptoms requiring removal of child from school) or is unable to participate in the normal routine and regular school day, please don't bring/send the child to school. Sick children can expose all others that they encounter. We realize that children can become ill after leaving home; in this case, we will attempt to reach you by phone. We must always have current contact information for you concerning your child. Please update the teacher AND the office of new contact information. We ask that all children be picked up within 60 minutes of being notified. If we are unable to contact a parent/guardian after 30 minutes we will then call the contacts on file. If the child is showing signs of needing emergent care, 911 will be called.

Symptoms or communicable disease requiring removal of child from school:

- Fever: A temperature of 101 degrees or higher taken orally, 100 if taken under arm. A child must be fever free WITHOUT medication (Tylenol, Ibuprofen, Aleve, or any other fever reducer) for a minimum of 24 hours before returning to school.
- Sore throat, rash, or earache (if this will cause the student not to participate in class or come to the nurse's office).
- Diarrhea: Runny, watery stools or 2 or more loose stools within the last 4 hours.
- Vomiting: 2 or more times in a 2 hour period or vomiting with the presence of other symptoms of illness
- Breathing trouble or a continuous hacking cough.
- Frequently scratching the body or scalp. Please check your child for lice or ringworm if this is occurring prior to coming to school.
- Pink eye: If your child has itchy, watery eyes and/or crust in the eyes, please give the child allergy medication prior to coming to school. If the child does not have allergies, the parent/guardian will be called to pick the child up to be evaluated.

If your child requires more attention than can be provided with respect to the other students, please keep them home.

This is a partial list of illnesses or communicable diseases that may cause a child to be excluded from school. Each situation will be addressed on a case-by-case basis and may be reported to the health department if necessary.

SCREENING AT SCHOOL

During each school year, the school nurse will conduct vision screenings and dental screenings for all students.

Parents/guardians are notified of any abnormalities and are asked to follow up with the family physician.

HEALTH PHYSICAL FORMS

North Carolina mandates physicals for all students in Kindergarten. The Kindergarten assessment must have been completed in the past 12 months. You can obtain a form in the health office.

IMMUNIZATIONS

North Carolina state law also mandates that an immunization record must be submitted to the school for every child on or before the first day the child attends school. The following immunizations are required:

Vaccine	Number of Doses
DTap (diphtheria, tetanus and acellular pertussis)	5
Polio	4
Measles	2
Mumps	2
Rubella	1
Hib (haemophilus influenza type B)	3-4
Hepatitis B (Hep B)	3
Varicella (chickenpox)	2

***North Carolina state law also mandates that all seventh-grade students or 12 year old students (whichever comes first) receive the Tdap (tetanus, diphtheria, and acellular pertussis) vaccine and submit an updated immunization record to the school. MCV (Meningococcal Vaccine) is also required for all seventh-grade students or 12 year old students (whichever comes first), on or before the first day of school. Records of both immunizations are due before the first day of school.

PRESCRIPTION MEDICATION

For medications to be given at school, state law requires that we have the following:

1. Written permission from the doctor
2. Written permission from the parent.
3. Direct, personal delivery of the medication in its original container (labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage) by parent or legal guardian. Forms are available in the nurse's office or on the website.

OVER-THE-COUNTER MEDICATION (OTC)

A written doctor's note and written permission from a parent/ guardian are required for any OTC medication to be administered/used at school or during school activities. This includes Tylenol, Benadryl, any cough drops, etc. All medication should be delivered directly to the nurse by a parent or guardian. No medications should be sent to school with the student. The nurse has the appropriate forms to be filled out by your physician for authorization for your child to be able to take medications in school.

FIRE DRILLS/EVACUATIONS

All MCS schools will have at least one fire drill per month within school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis.

INJURY AT SCHOOL

In the case of injury, the school nurse will administer first aid and assess the situation. An incident report will be completed, and the parent will be contacted. The school nurse will advise the parent/guardian if additional medical attention is needed. If parents/guardians accrue medical expenses due to the injury at school, parents have 30 days to file a formal request to seek reimbursement. Please note filing a claim does not guarantee payment. In

the event of a life-threatening emergency, MCS will call 911 and notify the parent of the situation.

FORMS REQUIRED FOR STUDENT REGISTRATION

Every student is required to complete and submit the following as part of the registration process (all forms are available in the necessary language translation upon request):

- ☐ *Proof of the child's age*
- ☐ *Registration Form.* This form is used to record all basic information about the student and the family, including home, work, and emergency telephone numbers. It is extremely important that a parent or guardian sign this form.
- ☐ *Free and Reduced Price Meals Application.* This form allows families to apply for federally funded meals, and must be completed for all students. Student name, address, signature, and proof of income or federal assistance number must be included. All such information must reflect the student's status no more than 30 days prior to the first day of school.
- ☐ *Transportation Application.* This form allows families to apply for and receive transportation from MCS and must be completed for all students. The home address and telephone number should be indicated on this form, in addition to the nearest major cross street in the student's neighborhood. Notification of the student's assigned bus stop will be sent via regular mail. Students are not allowed to ride the bus without a signed transportation application.
- ☐ *Medical Forms.* This set of forms, which must be submitted for all students within the first 30 days of attendance, includes: immunization schedules, family medical information, the child's medical history, including allergies, and a Medication Permission Form, which will permit the school to dispense specified medication to the student, as necessary.

If you have questions about immunization requirements or other medical issues, please contact your physician.

- ☐ *Record Release.* This form gives MCS permission to obtain all records pertaining to a given student from his or her previous school. This form must be completed and should include the telephone number and address of the previous school, as well as the signature of a parent or legal guardian.

It is critical that MCS be notified immediately of any changes in a student's name, address, phone number, responsible parent, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the School Director.

If I keep my promises, I increase the likelihood of my child excelling academically, developing strong character and being prepared for high school, college, career, and beyond.

Parent/Guardians' Signature(s):

Parents Printed Name:

THE FOLLOWING PAGES NEED TO BE SIGNED AND RETURNED TO YOUR SCHOLAR'S HOMEROOM TEACHER BY **FRIDAY, AUGUST 25TH, 2023:**

- Handbook acknowledgement
- Parent/guardian Commitment to Excellence
- Student Commitment to Excellence
- Technology Guidelines
- Recess/field trip permission slip

ACKNOWLEDGMENT

I have received and read and understand the contents of Movement Schools 2024-2025 Parent/Student Handbook. I agree to follow all policies as outlined in the handbook.

I understand the school reserves the right to amend any policies when necessary. I will abide by those changes. Any changes made in the handbook will be distributed by the school.

Parents/Guardians' Signature/s: _____

Parents/Guardians' Printed Name/s: _____

Student Name: _____

Date: _____

● PARENT/GUARDIAN COMMITMENT TO EXCELLENCE

We exist to love and nurture our scholars by leading a MOVEMENT of change in education through academic excellence, character development, and preparation for success in high school, college, career and beyond.

Movement Schools' Parent/Guardians' Promises:

I promise to support our child's education at MCS. Therefore,

- I will make sure my child arrives at MCS everyday by 7:45 am.
- I will make sure my child stays at MCS for the entire day (until 3:35) every day except for doctor appointments and uncontrollable emergencies.
- I will show respect to all teachers and Movement Charter School staff by handling concerns appropriately, directly, honestly, and only with those involved.
- I agree to support my child's academic work and behavior by communicating regularly with my child's teacher, by scheduling appointments to talk with them as needed and attending ALL parent/teacher conferences.
- I will check my child's homework daily ensuring that all homework is completed and returned to school the following day.
- I will ensure that my child reads (or will read with my child) daily.
- I will always make myself available to provide support for my child/children through providing appropriate contact numbers for both me, family members, and emergency contacts with the front office staff.
- I understand that rewards and consequences are EARNED. When my child makes a poor choice, I will support the school's consequence choice. If I have questions, I will follow the Grievance Policy written in the Parent/Student Handbook.
- I will allow my child to EARN and participate in field trips, field days, fun days and other reward activities provided by Movement Charter School.
- I will make sure my child follows the MCS dress code daily. (MCS Red K-5/Gray 6-8, Uniform Shirt/Black Bottoms). If my child is out of uniform, he/she will not be permitted to attend class until a proper uniform is provided.
- I understand that my child must follow the MCS rules to protect the safety, welfare, security interests, and rights of all individuals within the school environment.
- I will come to school for a meeting if my child is suspended, and I understand that my child will NOT be permitted to return to class until this meeting occurs.
- I understand that if my child is absent more than 9 days of the school year, he/she will be considered for retention.
- I understand that my child needs to pass all academic classes in order to be promoted to the next grade.
- I understand that if my child repeatedly violates the Code of Conduct or Safe School Policy, he/she could possibly be removed from the Movement Charter School Family.

If I keep my promises, I increase the likelihood of my child excelling academically, developing strong character, and being prepared for high school, college, career, and beyond.

Parents/Guardians' Signatures: _____

Parents/Guardians' Printed Name: _____

Student Name: _____

Date: _____

STUDENT COMMITMENT TO EXCELLENCE

I promise to work relentlessly, to behave well, and to think at MCS. I promise to work towards academic excellence, develop great character to be prepared for college and a successful life in the following ways:

- I will arrive at MCS daily ready to learn.
- I will always work, think, and behave in a way that is **RESPECTFUL, RESPONSIBLE, AND READY TO LEARN.**
- I will do whatever it takes for my fellow classmates and myself to learn.
- I will find a smart solution and/or get help when I have a problem.
- I will raise my hand and ask questions in class if I do not understand.
- I will follow my teacher's directions because I understand that my teachers and parents want me to do well and be safe.
- I will always tell the truth using my own words and actions. I want my parents, teachers, and classmates to trust me, and I will choose to behave in a trustworthy way.
- I will always be nice to my classmates and show everyone respect.
- I understand all rewards, activities, and prizes are EARNED by working hard, exhibiting excellent character, and completing both in-class and out-of-class assignments.
- I understand when I make a poor choice there will be a consequence.
- I will dress accordingly by following the MCS' dress code (MCS Red/Gray Shirt/Black Bottoms) daily.

If I keep my promises, I know I will excel academically, develop strong character, and be prepared for high school, college, career, and beyond. If I do not keep these promises, I know I will lose rewards, and earn consequences.

StudentSignature:_____

Student Printed Name:_____

Grade:_____

TECHNOLOGY GUIDELINES

Parents and students should read these rules carefully and acknowledge receipt of these rules by signing the form with your student(s) and returning it to the school. **By signing the form at the end of the parent/student handbook, you and your child agree to abide by the following rules:**

- If assigned a hotspot, the hotspot assigned to your student belongs to Movement Charter School (MCS) and is provided free of charge. Students are expected to take excellent care of the equipment. Physical damages to the hotspot will be charged back to the student based on the below schedule and students may also be required to perform community service work at the school if the damage was caused by gross negligence. Lost, damaged or stolen hotspot: \$50
- Students or parents should not load or upgrade any software applications without express permission of a member of our staff. Students should also refrain from deleting or removing any software applications without express permission of a staff member.
- Internet sites containing pornographic, violent, or other unacceptable content may not be visited either at home or on school property. Accessing, producing, posting, displaying or sending offensive messages, music, or images, including images of exposed private body parts is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude, or sexually suggestive language or images.
- Sending false or defamatory information about a person or organization is prohibited. Harassing, threatening, insulting or attacking others is prohibited. Computers will not be used for electronic intimidation via Facebook, YouTube, Twitter, TikTok, Snapchat, Instagram, or any other social networking site. Doing so is a violation of North Carolina law.
- All computers or tablets assigned to your student belong to MCS
- Students are expected to take excellent care of all school equipment. Physical damages to the tablet will be charged to the student (see below); students may also be required to perform community service work at the school if the damage was caused by gross negligence.

Any fixable damages (missing keys, broken screen, broken charger port, broken casing, etc.): \$20-\$100

Lost or missing chargers: \$20

Damage beyond repair (water damage, drop damage, etc.): \$200

Lost or stolen tablet: \$200

MCS has internet content filters and software in place to track violations of this policy, and we have the ability to monitor software and student activities on the computer in real-time. These reports will be reviewed on a regular basis to ensure compliance with the MCS [Acceptable Use Policy](#).

- Parents/guardians should monitor student computer use at home to ensure compliance with MCS rules and regulations.

- Students should not share their password with **anyone except a parent/guardian**. Students should not use login IDs and passwords belonging to other students or staff members.
- Email correspondence on the MCS system, the laptop, or making use of the student's assigned email account is the property of MCS. Documents and other files created by the students and located on the laptops or the MCS computer system are also property of MCS.
- Teachers will be using our technology to communicate with students. Students should check email, tasks, and calendars frequently throughout the day and respond to MCS teachers/staff as appropriate.
- Students should not send spam and should not sign up for subscription services using the MCS email account without permission of the MCS staff.
- Hacking or attempting to gain unauthorized access to the MCS network for the purpose of stealing and/or corrupting data is prohibited.
- Any other use in violation of MCS's policies or federal or state law is prohibited.

The following consequences may apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

- Revocation or limitation of computer access privileges.
- Temporary or permanent confiscation of the student computer.
- Disciplinary action as provided for in the student handbook.
- Any other sanctions or remedies provided by law.

I have read MCS's Technology Acceptable Use Policy and understand there may be consequences as outlined above for the student if he/ she/ we violate the policy.

Parent Signature:	Date:
Student Name:	Computer #:

PERMISSION SLIP

Permission is granted for _____ to attend a trip/s with MCS for this school year. Lunch and transportation will be provided and clearly communicated. You may still provide your scholar with their own lunch.

Parent/Guardian Information

Parent/guardian name:	
Phone #:	Emergency phone #:
Please provide the information requested below, as it may be needed in case of an emergency. This information does not modify the information on the emergency card.	
Student's date of birth:	Allergies:
Conditions requiring special consideration (medical/physical):	
Does your student require: (A) EpiPen Yes ☐ No ☐ B) Inhaler Yes ☐ No ☐ C) ANY MEDICATION CURRENTLY TAKEN: (type of medication and time of administration):	
Primary contact name:	Relationship to student:
Phone #:	Work phone #:
Secondary contact name:	Relationship to student:
Phone #:	Work phone #:
TO TREATING PHYSICIAN OR HOSPITAL PERSONNEL: I hereby authorize the release of my child's pertinent medical information to the appropriate professional staff. I give permission to the treating physician or hospital personnel to secure medical care for my child and to order medications, injections, anesthesia, or surgery for my child, as named above, in case of emergency. My signature below constitutes authorization to perform any necessary medical treatment for my child during this field trip.	
Parent/guardian name:	Date:
Parent/guardian signature:	