



# MOVEMENT SCHOOLS FAMILY HANDBOOK

# WELCOME TO MOVEMENT SCHOOLS

Dear Families,

Welcome to Movement School. 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 Movement.

## OUR MISSION

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.

## CAMPUSES

### **Eastland Avenue Location**

5249 Central Avenue  
Charlotte NC 28212  
704-532-0640

### **Freedom Middle Location**

2647 Freedom Drive  
Charlotte NC 28208  
980-246-3041

### **Freedom Drive Location**

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

### **Southwest Charlotte Location**

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

Movement School is committed to providing an equal and equitable education and will not unlawfully discriminate against any individual on the basis of race, religion, color, national origin, gender, age, sexual orientation, disability, medical condition, marital status or veteran's status.

## OUR VIRTUES

<p><b>MOVEMENT SCHOOL VIRTUES</b></p>	 <p><b>PERSISTENCE</b></p> <p>Sticking to it, even when you'd rather give up</p>	 <p><b>GRATITUDE</b></p> <p>Thankfulness for the gift of life and gifts in life.</p>
 <p><b>JUSTICE</b></p> <p>Giving to all what is owed to all consistent with one's dignity.</p>	 <p><b>DIGNITY</b></p> <p>The special value of every human person.</p>	 <p><b>EMPATHY</b></p> <p>Standing in another's shoes. Trying to understand another's thoughts and feelings.</p>

# LEADERSHIP

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

## Pre-K

- Network Pre-K Director
- Site Director

## Elementary & Middle

- Principal
- Director of Operations
- Assistant Principals
- Grade Level Leads

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# OPERATIONS

## SCHOOL HOURS

School Hours are from 7:30 a.m. to 3:35 p.m. on Monday through Thursday. We dismiss at 12:00 p.m. 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.

PRE - K		K-2		3RD - 7TH	
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	165 mins.	ELA Instruction	90 mins.	ELA Instruction
8:55 - 9:40	Centers	90 mins.	Math Instruction	90 mins.	Math Instruction
9:55 - 10:30	Small Group Instruction	30 mins.	Recess	90 mins.	Science/Close Reading
30 mins.	Outdoor Play	30 mins.	Lunch	30 mins.	Lunch
30 mins.	Lunch	30 mins.	Science	30 mins.	Guided Reading
90 mins.	Rest/Quiet Time	45 mins.	Specials	45 mins.	Specials
10 mins.	Snack	25 mins.	Small Group Instruction	30 mins.	Small Group Instruction
30 mins.	Handwriting, AI Pals				
3:10	Dismissal	3:35	Dismissal	3:35	Dismissal

## **ARRIVAL PROCEDURES**

All students must arrive and be in their classroom 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 then they will 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 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 the 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.
- 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**

Movement School contracts their transportation through Eagle Bus Services. To register for a bus or to make transportation changes you must visit

<https://www.movementschools.org/resource/bus-schedule/>. Movement School 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, Movement School 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.

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 Movement School'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 the School and guardians or emergency contact persons will be notified. If a child is returned to the 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 Movement 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 your child up 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. without advanced notice. 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.



## **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. 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 the schedule for 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.

## **VISITOR IDENTIFICATION**

To help ensure a safe and secure learning environment for your children, all visitors (including parents to Movement School) are required to sign-in on the system located in the front office, provide proper identification, and wear a visitor's pass during the duration of the visit. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

## **VOLUNTEERING**

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 complete the following:**

- Complete a Volunteer Application and a Character Questionnaire,
- Submit a copy of a government issued ID
- Office Manager must complete a background check including checking 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 Movement School's social media accounts. It is the family's responsibility to ensure that the school has their most recent contact information in our school information system.

Movement School may choose to enact their 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 the school 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 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 students may not earn field trip privileges or may require 1:1 family chaperone if there is a safety/behavior management concern.

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 a Movement employee while chaperoning.

## **BIRTHDAY CELEBRATIONS**

Students love to celebrate birthdays at school, as it is 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.
- 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.

## **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. The school 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 Movement School 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, Movement School 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**

Movement School 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 the school. It is vital that the school office has 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. This 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 which 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 (VIRTUAL AND 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 School 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 School leaders at any time throughout the year.

## **PROGRESS REPORTS & REPORT CARDS**

Progress reports will be sent to parents each quarter to provide specific information about student progress in each subject. At the end of each semester, parents will receive report cards with cumulative data on their children's performance and progress. Parents can access their child's grades anytime through our online grade book called Gradelink (Grades K-2) and Powerschool (Grades 3-7). Login information will be made available to all parents during open house.

**MOVEMENT WEBSITE/SOCIAL MEDIA**

Movement School'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**

Movement School is open to all children, 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 no tests of any sort are given to determine whether or not admission is granted, although tests are used to determine group placement once students are enrolled. If there are more applicants than available spaces, the school 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 the Movement School 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**

The School asks that, whenever possible, parents provide at least two weeks' notice if a student must transfer from the Movement School for any reason. Such notice will allow the school to process the necessary transfer paperwork, including having the student's records transferred. It will also enable the school 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 Movement. Once this is received we will send all student records to the new school.

# DRESS CODE POLICY

Movement School 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.

	BOYS	GIRLS
<b>Tops</b>	Movement Red (Pre K-5) Movement Gray (6-8) Monogrammed Polo Shirt (must have school logo) Sweater/Sweatshirt - Solid, Red, Black Gray	Movement Red (Pre K-5) Movement School Gray (6-8) Monogrammed Polo Shirt (must have school logo) Sweater/Sweatshirt - Solid Red, Black, Gray
<b>Bottoms</b>	Black Pants, Black Shorts (not to exceed 1 inch above the knee). No leggings or joggers.	Black Pants, Black Shorts, Black Skirt/Skort, Black Jumper (not to exceed 1 inch above the knee). No leggings or joggers
<b>Footwear</b>	Shoes - Any (Athletic Shoe Preferred) No Open Toe. No Sandals. No Slides. No Clogs/Crocs.	Shoes - Any (Athletic Shoe Preferred) No Open Toe. No Sandals. No Slides. No Clogs/Crocs.
<b>Accessories</b>	Black Belt with clothing items with belt loops. All accessories should be consistent with the spirit of the uniform policy. Head coverings are only allowed for religious reasons inside of the school building.	Black Belt with clothing items with belt loops. All accessories should be consistent with the spirit of the uniform policy. Head coverings are only allowed for religious reasons inside of the school building.
<b>Other</b>	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.	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.

**If a child is out of uniform:**

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.

# FAMILY CODE OF CONDUCT

The purpose of the Family Code of Conduct is to provide a mutual understanding between parents/guardians and visitors to our school about conduct expectations while on school property, school social media accounts, and interacting with school employees and/or students. In order to provide a safe school environment where students and staff thrive, the Movement School prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication (including social media)
- Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a classroom, an employee's office or duty station, the campus, or school grounds, including events, parking lots and car-pickup
- Threatening to do bodily harm or damage to property to an employee, visitor, fellow parent/guardian or student
- Damaging or destruction of school property
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral
  - School staff and administration may not always be immediately available to speak with you. The only way to ensure that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of returning all phone calls/emails within 24 business hours.
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.
- Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all

## CONSEQUENCES

Consequences will be dependent on the severity and frequency of the incident. Consequences can be the following:

1. Mediation and restorative conversation with a member of the school team
2. Verbal or written warning letter
3. Loss of school visitation (including school property outside the building)
4. Issuance of a formal ban for the remainder of the school year



## **GRIEVANCE / APPEAL PROCESS**

Any parent who feels they have a concern/grievance should have the opportunity to have the issue heard. A grievance can take up to four steps; (1) grievance statement via phone call or email (2) qualification of hearing (3) hearing (4) review of the grievance. If parents or community members have a concern about the Movement School, they should follow the following procedure to reach a satisfactory resolution:

Please Note: We reserve the right to determine the process by which the grievance is addressed.

When a concern arises that concern should be taken directly to the classroom teacher and both parties should work together to find a resolution. If a resolution can not be found the next step would be to contact the Grade Level Lead to schedule a meeting to work towards a resolution. If after these proper steps have been taken families can continue to follow the grievance process as outlined below.

Families and community members are encouraged to communicate any concerns or complaints that they have directly with the office manager. The Office Manager will assign the issue to the appropriate school administrator. Please allow 1-5 business days for your grievance to be resolved.

- If there are any school level grievances, the office manager will assign the issue to the appropriate school administrator. If the issue has not been resolved within 1-5 business days, contact the Director of Operations at your child's school.
- If there is a grievance with teachers/other staff, this can be communicated to the Office Manager who will assign the issue to the appropriate school administration.
- If there is a grievance with the Principal, this can be communicated with the Superintendent.
- If there is a grievance with the Superintendent, this can be communicated with the CEO
- If there is a grievance with the CEO, this can be communicated with the Board of Directors
  - The parent may share their concerns with the Board of Directors in writing expressing their concerns. The board meets publicly on a regular basis; parents and guardians are encouraged to contact the Movement School Director for further information.

Director of Operations- If the Office Manager does not satisfactorily resolve a parents' complaint, the school's grievance policy specifies at least one additional department or leader to whom grievances may be escalated within the organization that operates the school. Please allow 1-5 business days for your grievance to be resolved.

- If a parent or guardian of a student attending Movement School is not satisfied with the outcome or school-level decision pertaining to a grievance, the parent may contact Movement School's Principal.

Contact the charter school's governing body: The Movement School has a Board of Directors. If a parent or guardian of a student attending Movement School is not satisfied with the Movement School Principal's decision pertaining to a grievance, the parent may contact the Movement School's Board of Directors. This is the final step in the process where final decisions will be made.

# ATTENDANCE POLICY AND PROCEDURES

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) 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. North Carolina State 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:

1. **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.).
2. **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 (i.e., obituary or funeral home letter with letterhead).
3. **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 Local Board of Education can be considered an administrative tribunal (i.e., court documents/court letter).
4. **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)
5. **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 documentations to your child's teacher or MCS Office Manager.

## ATTENDANCE POLICY (CONTINUED.)

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 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). At that time, MCS is required to report excessive absences to the State and Local Boards of Education, notify the District Attorney’s Office, and contact the Department of Social Services (DSS). 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
<b>2 Unexcused/ Unlawful Absences</b>	Movement School homeroom teachers will contact parents/caregivers by phone call of students’ 2nd absence. The HR teacher will record outreach on a document that is aligned with Movement Schools tracking system for monitoring attendance outreach.If parents/caregivers describe barriers, the HR teacher will automatically inform support staff to aid family.	Homeroom (HR) Teacher
<b>3 Unexcused/ Unlawful Absences</b>	Movement School 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

NUMBER OF UNEXCUSED/ UNLAWFUL ABSENCES	STRATEGY/ACTION	PERSON RESPONSIBLE
<p><b>5 Unexcused/ Unlawful Absences</b></p>	<p>Movement School 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 Movement Schools 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.</p>	<p>Assistant Principal</p>
<p><b>7 Unexcused/ Unlawful Absences</b></p>	<p>Movement School 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 made aware that their child is approaching being in violation of the Compulsory Attendance Law (enclosed will be a copy of the Compulsory Attendance Law).If the parents/caregivers are experiencing barriers, it is the responsibility of the parent to contact the social worker/support staff immediately.</p>	<p>PrincipalAssistant PrincipalFront Office Manager</p>

NUMBER OF UNEXCUSED/ UNLAWFUL ABSENCES	STRATEGY/ACTION	PERSON RESPONSIBLE
<p><b>10 or More Unexcused/Unlawful Absences</b></p>	<p>Movement School 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 Movement Schools Commitment to Excellence Agreement, Movement Schools 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, may notify the district attorney and the director of social services of the county where the student resides. Furthermore, the principal shall notify Movement Schools Board of identified student to determine his/her seat here at Movement Schools. 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.</p>	<p>MCS Attendance Review Board Principal – 1) Notify Attendance Review Board 2) Director of Social Services (County) Grade Level Assistant Principal – Schedule and Facilitate Recommitment to Excellence Parent Conference Support Staff – Mail to residence 3rd Final Attendance Warning Letter. In addition, SW/SS will send out a final report of meeting minutes and outcome to all key stakeholders. Teacher(s) - Present at meeting all documentation of previous contacts/outreach to parents/caregivers along with student current academic standing. Admin, Support Staff, Security, Nurse – Movement School staff 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.</p>

## TARDINESS

Instruction at Movement Charter School begins promptly at 7:4a.m. and it is critical that all students be prepared to begin at that time. Students are considered tardy at 7:46a.m. and must sign in at the main office to receive a tardy slip before proceeding to their classroom. Students who are chronically late miss valuable instructional time, disrupts the classroom learning environment and may risk promotion to the next grade. Please note that breakfast stops at 8:15 a.m. Any student that arrives after 8:15 a.m. will not be able to eat breakfast.

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

## CONSEQUENCES AND PROCESS OF ACTION TAKEN FOR TARDINESS (Quarterly Tracking)

NUMBER OF TARDY	STRATEGY/ACTION	PERSON RESPONSIBLE
<b>9 Days Tardy</b>	No Consequence	
<b>10 Days Tardy</b>	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
<b>15 Days Tardy</b>	Movement School 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
<b>20 Days Tardy</b>	Movement School 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

NUMBER OF TARDY	STRATEGY/ACTION	PERSON RESPONSIBLE
<p><b>25 or More Days Tardy</b></p>	<p>Movement School 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 Movement Schools 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 Movement Schools 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 individualized attendance report.</p>	<p>PrincipalGrade Level Assistant Principal - Schedule and Facilitate Recommitment to Excellence Parent ConferenceSupport Staff - Mail/Electronically send 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.</p>

# CURRICULUM

## **CURRICULUM AND INSTRUCTION**

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

Movement School uses the North Carolina Essential Standards as the backbone for our 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 are 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:**

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



## **LAVINIA INSTITUTE/INSIGHT HUMANITIES**

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.

## **ACHIEVEMENT FIRST MATH (AF MATH)**

This program will address math and is designed to create true mathematicians. Achievement First's mission is to mold scholars who will not only be successful in K-12 and college, but scholars who will also thrive in the real world. AF does this through its curriculum by promoting; conceptual understanding, procedural fluency, strategic competence, adaptive reasoning, productive disposition and problem solving.

## **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 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**

Movement School has a heavy emphasis on Character Education and Social Emotional Learning. We partner with C4 Counseling 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
<b>Perseverance</b>	Sticking to it even when you would rather give up.
<b>Dignity</b>	The special value of every human.
<b>Empathy</b>	Standing in another's shoes. Trying to understand another's thoughts and feelings.
<b>Gratitude</b>	Thankfulness of life and gifts in life.
<b>Justice</b>	Giving to all what is owed to all; fairness

# CODE OF CONDUCT

The Movement School'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."

The Code of Conduct states clearly all school-wide rules governing student behavior as well as the consequences for breaking the rules, will serve as a breach of contract among parents, students, and staff. 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 help establish among all members of the School community the habits that characterize a civil society.

## **STUDENT CODE OF CONTENT**

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:**

- RESPECTFUL
- RESPONSIBLE
- 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 the positive office referrals, uniform-free days, field trips, homework passes, a trip to the school store, etc.

## MOVEMENT BEHAVIOR MATRIX

### MINOR (TEACHER-MANAGED UNLESS MULTIPLE DOCUMENTED INCIDENTS)

Violation	Consequence 1	Consequence 2	Consequence 3	Consequence 4
<b>Inappropriate Language</b>	Verbal Warning/ Redirection Recorded on behavior log Loss of Dojo points	Verbal Warning/ Redirection with OWN/reflection conversation with teacher Phone call home Recorded on behavior log Loss of Dojo points	Phone call home OWN/reflection convocation with Administrator Loss of Dojo points	Major Behavior Referral Contact to parent by Administrator * 1 Day of ISS/OSS depending on severity
<b>Physical Contact/Physical Aggression</b>				
<b>Defiance/Disrespect/Non-Compliance</b>				
<b>Property Misuse</b>				
<b>Dress Code Violation</b>				
<b>Technology Violation (minor)</b>				
<b>Personal Electronic Device Use Violation</b>				

**MAJOR (OFFICE MANAGED)**

<b>Violation</b>	<b>Consequence 1</b>	<b>Consequence 2</b>	<b>Consequence 3</b>	<b>Consequence 4</b>
<b>Abusive Language/ Inappropriate language/ Profanity</b>	Major Office ReferralParent will be contacted by Administrator1-3 Days of OSS Re-Entry Meeting	Major Office ReferralParent will be contacted by Administrator3-5 Days of OSS Re-Entry Meeting	Major Office ReferralParent will be contacted by Administrator5 -10 Days of OSS Re-Entry Meeting	Major Office ReferralParent will be contacted by BMT/Administrator orOSS, Recommended to board for possible exclusion/expulsion Depending on decision, could require re-entry meeting or board hearing
<b>Disruption</b>				
<b>Defiance/ Disrespect/ insubordination /non-compliance</b>				
<b>Theft</b>				
<b>Property damage/ vandalism</b>				
<b>Technology violation</b>	Major Office ReferralParent will be contacted by Administrator*3 Days of OSS Re-Entry Meeting	Major Office ReferralParent will be contacted by Administrator*5 Days of OSS Re-Entry Meeting	Major Office ReferralParent will be contacted by Administrator*10 Days of OSS Re-Entry Meeting	Major Office ReferralParent will be contacted by AdministratorOSS, Recommended to board for possible exclusion/expulsion Depending on decision, could require re-entry meeting or board hearing
<b>Inappropriate location/out of bounds area</b>				
<b>Harassment/ Bullying</b>				
<b>Fighting/Physical Aggression</b>				
<b>Use/possession of combustibles</b>				
<b>Use/Possession of Weapons</b>	Major Office Referralparent will be contacted by AdministratorOSS, Recommended to board for possible exclusion/expulsion depending on decision, could require Re-Entry Meeting or board hearing			

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

It is the goal of Movement School 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. § 115C-390.1 Elementary and Secondary Education Discipline Policies.

## **SHORT-TERM SUSPENSIONS**

The Principal or Principal designee has the authority to impose short-term suspension (exclusion for less than 10 days) on a student who violates Movement Schools Code of Conduct.

If a student accumulates more than 10 days of short-term suspension in a semester a mandatory conference will be scheduled to review safe school plans and to develop an intervention plan for the scholar.

### **A student who is on short-term suspension will be provided the following:**

- An opportunity to take home any work or school assigned technology to complete work for the duration of the suspension.
- Upon request, any missed assignments and materials distributed connected to the assignment during suspension will be provided to the student, to the extent practicable. This will not include any quizzes or tests.
- Any missed quizzes, tests, or assessments will be given as soon possible when the student returns to school.

## **SHORT-TERM SUSPENSIONS PROCEDURES**

No short-term suspension shall be imposed without first providing the student an opportunity for an informal hearing with the principal or the principal's designee. The student will be present, unless the student imposes a direct or immediate threat to the safety of staff or students. In these cases, the notice and hearing will happen as soon as practicable. The student will be informed of the charges or accusations, and will have the opportunity to make a statement in defense or mitigation of the charges.

Parents/Guardians will be provided notice of the short-term suspension, including the reason and the description of the alleged student conduct. The notice will be provided by the end of the workday within the suspension was given when reasonably possible, but in no more than two business days after the suspension is imposed. Notice can be provided in the following ways: telephone, Dojo Message, e-mail, notice sent home with student or any other reasonable method to achieve actual notice. Notices provided to families shall be in plain language that is easily understandable and made available in parents' primary language when the appropriate foreign language resources are available.

A student is not entitled to appeal the principal's decision to impose a short-term suspension. Further, such a decision is not subject to judicial review. An appeal of the short-term suspension can be made following the grievance policy outlined in this handbook.

## **LONG-TERM SUSPENSION**

The Superintendent and superintendent designee the school Principal may impose a long-term suspension (exclusion for more than 10 days) on a student who willfully engaged in conduct that violates the Movement School Code of Student Conduct or Safe School Policies.

Before imposing a long-term suspension, the student must be provided a hearing. If a hearing is declined, the superintendent will review all the circumstances and documentation leading to the recommendation of long-term suspension. After review, the superintendent may impose the suspension, impose another appropriate penalty, or decline any penalty.

If a teacher is assaulted or injured by a student that leads to a long-term suspension or assignment in an alternative educational setting, the student shall not be returned to the teacher's classroom without that teacher's written consent.

## **LONG-TERM SUSPENSION PROCEDURES**

Parents/Guardian will be provided written notice when long-term suspension is recommended by an administrator. The notice will be provided by the end of the workday within the suspension was given when reasonably possible, but in no more than two business days after the suspension is imposed. The notice will include the following:

- (1) A description of the incident and the student's conduct that led to the long-term suspension recommendation.
- (2) A reference to the provisions of the Code of Student Conduct that the student is alleged to have violated.
- (3) The specific process by which the parent may request a hearing to contest the decision, including the number of days within which the hearing must be requested.
- (4) The process by which a hearing will be held, including, at a minimum, the procedures described in subsection (e) of this section.
- (5) Notice that the parent is permitted to retain an attorney to represent the student in the hearing process.
- (6) The extent to which the local board policy permits the parent to have an advocate, instead of an attorney, accompany the student to assist in the presentation of his or her appeal.
- (7) Notice that the parent has the right to review and obtain copies of the student's educational records before the hearing.
- (8) A reference to the local board policy on the expungement of discipline records as required by G.S. 115C-402.

Written notice may be provided by certified mail, fax, e-mail, or any other written method reasonably designed to achieve actual notice of the recommendation for long-term suspension. When school personnel are aware that English is not the primary language of the parent or guardian, the notice shall be written in both English and in the primary language of the parent or guardian when the appropriate foreign language resources are readily available. All notices described in this section shall be written in plain English, and shall include the following information translated into the dominant non-English language used by residents within the local school administrative unit:

- (1) The nature of the document, i.e., that it is a long-term suspension notice.
- (2) The process by which the parent may request a hearing to contest the long-term suspension.
- (3) The identity and phone number of a school employee that the parent may call to obtain assistance in understanding the English language information included in the document.

No long-term suspension shall be imposed on a student until an opportunity for a formal hearing is provided to the student. If a hearing is timely requested, it shall be held and a decision issued before a long-term suspension is imposed, except as otherwise provided in this subsection. The student and parent shall be given reasonable notice of the time and place of the hearing.

- (1) If no hearing is timely requested, the superintendent shall follow the procedures described in G.S. 115C-390.7(c).
- (2) If the student or parent requests a postponement of the hearing, or if the hearing is requested beyond the time set for such request, the hearing shall be scheduled, but the student shall not have the right to return to school pending the hearing.
- (3) If neither the student nor parent appears for the scheduled hearing, after having been given reasonable notice of the time and place of the hearing, the parent and student are deemed to have waived the right to a hearing and the superintendent shall conduct the review required by G.S. 115C-390.7(c).

The formal hearing may be conducted by the local board of education, by the superintendent, or by a person or group of persons appointed by the local board or superintendent to serve as a hearing officer or hearing panel. Neither the board nor the superintendent shall appoint any individual to serve as a hearing officer or on a hearing panel who is under the direct supervision of the principal recommending suspension. If the hearing is conducted by an appointed hearing officer or hearing panel, such officer or panel shall determine the relevant facts and credibility of witnesses based on the evidence presented at the hearing. Following the hearing, the superintendent or local board shall make a final decision regarding the suspension. The superintendent or board shall adopt the hearing officer's or panel's factual determinations unless they are not supported by substantial evidence in the record.



Long-term suspension hearings shall be conducted in accordance with policies adopted by the board of education. Such policies shall offer the student procedural due process including, but not limited to, the following:

- (1) The right to be represented at the hearing by counsel or, in the discretion of the local board, a non-attorney advocate.
- (2) The right to be present at the hearing, accompanied by his or her parents.
- (3) The right of the student, parent, and the student's representative to review before the hearing any audio or video recordings of the incident and, consistent with federal and State student records laws and regulations, the information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses related to the charges consistent with subsection (h) of this section.
- (4) The right of the student, parent, or the student's representative to question witnesses appearing at the hearing.
- (5) The right to present evidence on his or her own behalf, which may include written statements or oral testimony, relating to the incident leading to the suspension, as well as any of the factors listed in G.S. 115C-390.2(g).
- (6) The right to have a record made of the hearing.
- (7) The right to make his or her own audio recording of the hearing.
- (8) The right to a written decision, based on substantial evidence presented at the hearing, either upholding, modifying, or rejecting the principal's recommendation of suspension and containing at least the following information:
  - a. The basis for the decision, including a reference to any policy or rule that the student is determined to have violated.
  - b. Notice of what information will be included in the student's official record pursuant to G.S. 115C-402.
  - c. The student's right to appeal the decision and notice of the procedures for such appeal.

Following the issuance of the decision, the superintendent shall implement the decision by authorizing the student's return to school or by imposing the suspension reflected in the decision.

Unless the decision was made by the local board, the student may appeal the decision to the local board in accordance with G.S. 115C-45(c) and policies adopted by the board. Notwithstanding the provisions of G.S. 115C-45(c), a student's appeal to the board of a decision upholding a long-term suspension shall be heard and a final written decision issued in not more than 30 calendar days following the request for such appeal.

Nothing in this section shall compel school officials to release names or other information that could allow the student or his or her representative to identify witnesses when such identification could create a safety risk for the witness.

A decision of the local board to uphold the long-term suspension of a student is subject to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes. The action must be brought within 30 days of the local board's decision. A person seeking judicial review shall file a petition in the superior court of the county where the local board made its decision. Local rules notwithstanding, petitions for judicial review of a long-term suspension shall be set for hearing in the first succeeding term of superior court in the county following the filing of the certified copy of the official record. (2011-282, s. 2.)

## **EXPULSION**

Upon recommendation of the superintendent, a local board of education may expel any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety of other students or school staff. Prior to the expulsion of any student, the local board shall conduct a hearing to determine whether the student's continued presence in school constitutes a clear threat to the safety of other students or school staff. The student shall be given reasonable notice of the recommendation in accordance with G.S. 115C-390.8(a) and (b), as well as reasonable notice of the time and place of the scheduled hearing.

- The procedures described in G.S. 115C-390.8(e)(1)-(8) apply to students facing expulsion pursuant to this section, except that the decision to expel a student by the local board of education shall be based on clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students and school staff.
- A local board of education may expel any student subject to G.S. 14-208.18 in accordance with the procedures of this section. Prior to ordering the expulsion of a student, the local board of education shall consider whether there are alternative education services that may be offered to the student. As provided by G.S. 14-208.18(f), if the local board of education determines that the student shall be provided educational services on school property, the student shall be under the supervision of school personnel at all times.
- At the time a student is expelled under this section, the student shall be provided notice of the right to petition for readmission pursuant to G.S. 115C-390.12.

During the expulsion, the student is not entitled to be present on any property of the local school administrative unit and is not considered a student of the local board of education. Nothing in this section shall prevent a local board of education from offering access to some type of alternative educational services that can be provided to the student in a manner that does not create safety risks to other students and school staff. (2011-282, s. 2.)

## **GRIEVANCE / APPEAL PROCESS**

Differences of opinion may arise between individuals regarding what constitutes equitable treatment. We have established a problem resolution procedure whereby general complaints, complaints of harassment or discrimination, or differences of opinion, or dissatisfaction can be resolved as follows:

- Written statement of concern given to the assistant principal (AP) (could be immediately resolved with AP or may move up the ladder for decision making)
- If the concern isn't resolved in step one then a written statement is submitted to the school principal (could be immediately resolved or may move up the ladder for decision making)
- If the concern isn't resolved in step one or two then a written statement needs to be submitted to the MCS Board of Grievances Committee.

## **MTSS-BEHAVIOR SUPPORT TEAM**

The purpose of the Behavior Student Support Team is to influence positive behavior through teaching, modeling, and cultivating positive behavior through skill building. The Behavior Student Support Team assists school staff who have a concern about a student's behavior and need to consult with professionals who deal with behavioral challenges frequently.

The Behavior Student Support Team provides an organized and coordinated method of assessment, to determine the severity of an incident or situation affecting the school community. The Behavior Student Support Team determines the necessary intervention, identification, and activation of appropriate responses. They will monitor and evaluate student responses and outcomes to reach the goal of consistent positive student behavior. For information or to refer a student please contact EC Coordinator.

## **KICKBOARD**

The Kickboard app helps us create an open communication channel and maintain a positive learning environment. Teachers can reward points for good behavior 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 money towards their paychecks and participate 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 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 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 Movement Charter School 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 Movement Charter School (MCS) rules and regulations.
- Students are reminded not to share their password with anyone except a parent or guardian. Students should not use login ID's 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 internet) 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.

# TRANSPORTATION

## CHANGES IN TRANSPORTATION

It is the responsibility of the parent to notify their child's teacher in writing of any changes in the student's transportation. Any changes in transportation made via phone must occur prior to 12:00 p.m. 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

Movement School 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:**

- First Offense = Warning and Phone Call Home
- Second Offense = Sit in designated seat, conference with driver, Phone Call Home
- Third Offense = Bus Referral (Consequence based on infraction.) Phone Call Home
- Fourth Offense = Bus Referral and Parent Conference (Face-to-Face)
  - First Referral = Consequence based on infraction.
  - Second Referral = 3 day Bus Suspension
  - Third Referral = 5 Day Bus Suspension.
  - Fourth 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.

(CONTINUED ON NEXT PAGE) \*

\*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. Refer to the Safe Schools Policy. We strive to provide students with safe and reliable transportation to and from school. Each Movement School 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. Any damages made to the seats, parents will be notified and billed for those damages 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. 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 Director of Operations for support and expectations will be re-established and/or a student could be moved to MSVA.

# STUDENT RECORDS

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 it 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 the School and it 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 the School 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 the School 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.**

The Movement School is dedicated to complying with all confidentiality laws protecting the privacy of their students and their families. Information regarding a student's progress will be shared only with parents or guardians, appropriate members of the school's faculty and staff, and any professional consultants retained for the purpose of measuring and/or improving instructional quality. When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific, individual students.

The school may not provide name, phone, or address lists to parents wishing to organize with other parents/guardians of students at the Movement School. Parents must find alternative ways to acquire such information, such as circulating forms at parent events or meetings of the Parent Teacher Organization.

Consent is given for students to be taped either visually or orally by school personnel, media personnel, or others authorized by the school for the purpose of education, public relations, or any other purpose deemed necessary by Movement School.



# FOOD SERVICE

## **BREAKFAST AND LUNCH**

The Movement School's commitment to offering children a superior education extends to the meals that we provide for students. The school 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.

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

## **NURSE**

The Movement School 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 the School 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 Movement Schools COVID-19 prevention efforts. To protect everyone in the school, Movement 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. Hand sanitizers should contain at least 60%-95% alcohol, and employees should wash their hands with soap for at least 20 seconds. In addition, employees should avoid touching their face and coughing into their arms.
- 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.
- Masks are required- All students must wear cloth masks at all times while in the building. The only exceptions are eating or if an employee has a medical condition (which must be documented).

## **PROTOCOLS FOR STUDENTS**

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

- Notify the Director of Operations/school nurse (in absence), and stay 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. Sick employees should follow protocol from Movement Charter School and Mecklenburg County Health Department. Students should not return to school until criteria is met
- Notify the Director of Operations/school nurse (in absence), and follow Mecklenburg County Health Department recommendations if they 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 students household tests positive (notify Director of Operations/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 to not 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 24-hour period or once during the night.

Breathing trouble or a continuous hacking cough.

Frequently scratching of 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 their eyes please give them their allergy medication prior to coming to school. If they don't 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	VACCINE	NUMBER OF DOSES
DTAP (DIPHTHERIA, TETANUS AND ACELLULAR PERTUSSIS)	5 doses	RUBELLA	1 DOSE
Polio	4 doses	Hib (haemophilus influenza type B)	3-4 doses
Measles	2 doses	Hepatitis B (Hep B)	3 doses
Mumps	2 doses	Varicella (chickenpox)	2 doses

\*\*\* 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:

- Written permission from the doctor
- Written permission from the parent.
- 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**

The School will have at least one fire drill per month within the 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 claim. Please note filing a claim does not guarantee payment.

## **US ENVIRONMENTAL PROTECTION AGENCY - ASBESTOS HAZARD ACT**

The US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirement if the school was constructed after October 12, 1988, and has a signed statement from the project engineer or architect responsible for the construction of the school stating that no asbestos-containing building materials were specified for use in the construction of the school. Our school has been provided such a statement, and is, therefore, exempt from the requirement to conduct an asbestos inspection.

The EPA requires us to annually notify you that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is available for your review at any time during normal school hours (Monday - Friday, 7:30 A.M - 3:15 P.M.). Contact your school Director of Operations.

# 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.

## DEFINITION

Electronic Surveillance is a term that refers to video-digital components of multi-media surveillance.

## GUIDELINES FOR VIDEO MONITORING ON SCHOOL PROPERTY

### CAMERA LOCATION, OPERATION AND CONTROL:

- School buildings, grounds, and buses may be equipped with video monitoring devices.
- 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.
- 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.
- Cameras shall not be used to monitor inside bathrooms.
- The School Director 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.
- Only individuals authorized by the School Director in accordance with the policy, shall have access to video monitors, or be permitted to operate the controls.

## NOTIFICATION

- 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.
- All staff shall be made aware of the Board's video surveillance guidelines and practices.
- The School 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**

- A video recording of actions by students may be used by the Board or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about school property.
- Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Board policy and school rules.
- The school may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
- The school or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.
- The school shall not use video monitoring for other purposes unless expressly authorized by or under an Act or enactment.

## **PROTECTION OF INFORMATION AND DISCLOSURE/SECURITY AND RETENTION OF TAPES**

- All video records not in use should be securely stored in a locked receptacle.
- The School Director must authorize access to all video records.
- Video records will be routinely retained for a minimum of thirty (30) calendar days. The School Director 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**

- Only the School Director or individuals authorized by the School Director shall have access to video monitors while they are in operation.
- Video monitors should be in controlled access areas wherever possible.
- 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 the 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.

- From time to time students may be videotaped, photographed, or interviewed for news or promotional purposes. Parents who prefer their children not be included should notify the school director in writing. This notification will remain in the student's records throughout their time at Movement Schools or until amended by their parents.
- 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:**

- The school administrators may approve the equipping of school buses with video monitoring devices for monitoring student behavior.
- 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.
- The school administration shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.
- Students shall be informed by the School Director at the beginning of each school year that the school may be recording student behavior on school buses and the purposes of such practices.
- Video records may be released to third parties or applicants in conformance with applicable legislation and any rules or regulations thereunder.
- 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.