



*Mission Statement - The mission of MINA (More Is Now Achievable) Charter School of Lee County (MCS) is to empower students to be lifelong learners, innovative thinkers, and good citizens able to compete globally in our diverse, technologically advancing world.*

## **2023-2024 Parent and Student Handbook**

**MINA Charter School of Lee County**

2732 Industrial Drive

Sanford, NC 27332

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Approved by the MINA Charter School board of directors on:

July 18, 2023

## SCHOOL OVERVIEW

### MINA CHARTER SCHOOL OF LEE COUNTY MISSION STATEMENT

*The mission of MINA (More Is Now Achievable) Charter School of Lee County (MCS) is to empower students to be lifelong learners, innovative thinkers, and good citizens able to compete globally in our diverse, technologically advancing world.*

### Board of Directors and administrators

Board of Directors	
Eloy Omar Macias	<i>President</i>
Ginean Royal	<i>Vice President</i>
Artheresa Best	<i>Secretary</i>
Grant Welch	<i>Treasurer</i>
Dr. Julie Webb	Robert Williams
Sharon Morris	Billy Bradley Jr.

Interim Lead Administrator- Ciera Dixon  
Dean of Restoration- Elaine Clegg  
Dean of Scholars-

Your satisfaction is the school's highest priority, so we hope you will contact Mrs. Dixon with any questions, concerns, or suggestions you may have. MINA Charter School of Lee County 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.

When interacting with our students, we believe that building positive relationships and treating our students with dignity at all times is essential to their social, emotional, and academic well-being. We also believe that problems are really opportunities to learn and grow. We will help students learn and build responsibility for solving their problems. We will use logical consequences for inappropriate behavior and provide opportunities for our students to develop appropriate skills to deal with inappropriate behaviors. We promote a no suspension policy and will use out of school suspension only as a last consequence after involving the student, teacher, parent, counselor, and administrator in attempts to correct inappropriate behavior.



<b>The MINA School Day</b>	
7:40 a.m.	Earliest Drop-Off and Breakfast
8:00 a.m.	Instructional Day <u>begins</u>
3:15 p.m.	School <u>dismissed</u>

## **ATTENDANCE**

The staff at MINA Charter School of Lee County believes there is a direct relationship between attendance and achievement. Students with good attendance achieve high grades, enjoy school, and learn positive habits that contribute to their academic, personal, and occupational achievement. It is the responsibility of all parents to ensure that their children attend school every day they are not ill. If a student is out it is the responsibility of the parent to send a letter or email upon returning to school. Absentee emails should be sent to [absent@minacs.org](mailto:absent@minacs.org)

### **Excused/Lawful Absences**

The following are considered excused/lawful absences and require proper documentation within 3 days of the absence:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances - More than two (2) religious observances require the approval of the Lead Administrator or designee.
- Absences related to deployment activities: A student whose parent/ 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.

### **Unexcused/Unlawful Absences**

All absences are considered unexcused/unlawful until the school receives a written note explaining the reason for the absence.

Consequences for **unexcused/unlawful absences**:

- Three (3) unexcused absences - Warning- a call made to the parent/guardian and your student's attendance will be reviewed as well as the attendance policy.
- Five (5) unexcused absences - Letter sent home and your student's attendance will be reviewed as well as the attendance policy.
- Ten (10) unexcused absences – Meeting with the parent/guardian and possible legal actions- the Parent/Guardian will be contacted by phone or by mail and will be required to come to the school for a mandatory meeting regarding the violation of the General Compulsory Attendance Law. If

the absences cannot be justified the parent may be prosecuted according to NCGS 115C-378. If it is found that good faith effort to comply with the law has not been upheld, the Lead Administrator may notify Social Services and the District attorney.

### **Tardiness**

If your child arrives on campus after 8:00a.m., he/she is considered tardy and a parent/guardian must sign the student in at the front desk. Students arriving after 8:00a.m. will not be able to eat breakfast. Tardies interrupt the instructional day and can cause a negative impact on student learning. **Scholars are considered tardy if arriving after 8 a.m. and they are considered absent if checked out before 11:30 a.m. Two tardies equal one absence and consistent tardies will result in scholars attending Saturday school in order to make up for constant tardies.**

### **Early Pick-Ups**

If your child must be signed out early, parents must arrive at the office by 2:00p.m. Please realize the negative impact on your child's education when he/she is consistently late to school or picked up early. Not only is the student missing valuable instructional time, but early sign-outs are an interruption to the teacher and the remaining students. If your child has an appointment and has to be signed out early, please send a note to the teacher so they can prepare for the early dismissal with minimum class disruption.

## **PARENT INVOLVEMENT AND COMMUNICATIONS**

### **Parent Visitation**

Parents are welcome at MCS and are strongly encouraged to be active stakeholders in the education of their children. Thus, classroom visits are encouraged; however, classroom visits are considered a privilege and should be non-disruptive to the education process. The school's Lead Administrator reserves the right to limit the scope and duration of classroom visits. No visitors are permitted in the building after 2:00p.m.

### **Student Birthday Celebrations**

Birthday celebrations for the month will be held on **one** day to celebrate all scholars that month. This reduces the amount of instructional time lost. The time of the date allotted for a birthday celebration will be determined and announced by the students' classroom teacher. The teacher will determine what day the celebration will be held. Only store bought items at school are allowed. NO food prepared in the home will be allowed. Please do not send flowers, balloons, or gifts to school. These items will not be sent to classrooms or transported on the bus.

### **Volunteering Parents**

Parents are expected to participate in school-related activities including those pertaining to curriculum and instruction. All volunteers must complete an application and may be subject to a background check before working with students. If activity occurs that is not in keeping within the school policies, the Lead Administrator reserves the right to relieve the volunteer of his or her responsibilities.

A parent can volunteer as much or as little time as he/she wishes in a variety of areas that include:

Tutoring  
Storytelling  
Monitoring the playground

Monitoring and helping with lunch  
Extracurricular activities  
Community outreach

## **Parent Conferences**

Formal parent/teacher conferences are scheduled at least three times a year. Refer to the school calendar for specific dates. Informal conferences or conversations may also be scheduled with teachers or school leaders at any time throughout the year. Please feel free to contact your child's teacher should you have questions or concerns needing attention beyond regularly scheduled conferences.

## **Progress Reports and Report Cards**

Progress reports will be sent home quarterly. Parents are to sign and return, by way of the student, to the teacher. Report cards will be sent home with students quarterly.

## **Visitors**

Any visitor to our campus is required to stop by the office, sign in, and receive a visitor's pass. Please be prepared to present identification when signing in. When you complete your visit, please sign out, and return the visitor's pass to the office.

## **STUDENT ADMISSIONS**

MINA Charter 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 may be used to determine group placement once students are enrolled. All students will enter the school 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. Preference is given to siblings of admitted students.

## **TRANSFER**

The school asks that, whenever possible, a parent or guardian completes the necessary withdrawal paperwork at the front office. Once withdrawal paperwork has been completed students will be withdrawn and records will be sent to their new school.

## **Student Records and Confidentiality**

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 given to the parent. 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 if your child needs to receive medication while at school, which will permit the school to dispense specified medication to the student. If you have questions about immunization requirements or other medical issues, please contact your physician.
- **Record Release Form.** 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's Lead Administrator.* MINA Charter School of Lee County 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 MINA Charter School of Lee County. Parents must find alternative ways to acquire such information, such as circulating forms at parent events or meetings of the Parent Teacher Student 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 MINA Charter School of Lee County.

## **CURRICULUM AND INSTRUCTIONAL DESIGN**

At the heart of MINA Charter School of Lee County is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. MINA Charter School of Lee County will use a STREAM curriculum with a focus on Science, Technology, Reading, Art, and Math. The STREAM curriculum provides a strong academic foundation for students at the elementary level that will prepare them for demanding academic studies in middle school. MINA Charter School of Lee County will incorporate the Common Core Standards in our STREAM curriculum.

## **CODE OF CONDUCT**

MINA Charter School of Lee County is dedicated to providing a first rate education which is the birthright of every individual. At MCS, all children will learn and be equipped with the skills necessary to be lifelong learners, innovative thinkers, and good citizens in our society. The MCS School's Code of Conduct has been designed to guide the efforts of teachers and staff in creating a safe and orderly learning environment.

The staff, students, and parents at MINA Charter School will work together to help each student reach his or her full potential in academic achievement and moral maturity. The staff will make every effort to keep students focused. We will focus on:

- **Friendship:** being responsive and warmhearted towards others
- **Responsibility:** fulfilling one's obligations in a timely manner
- **Courage:** acting bravely and honorably when there is risk involved

- **Citizenship:** doing good deeds for the common good and to follow the rules of the community
- **Respect:** treating others and oneself with courtesy and care
- **Kindness:** caring for others by offering help and showing gratitude
- **Honesty/Integrity:** being sincere in character, words, and deeds
- **Perseverance:** demonstrating “stick-to-it-ness”
- **Gratitude:** appreciating others and our environment
- **Self-discipline:** managing one’s time and energy wisely

## **FIELD TRIPS**

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a student’s parent in order for the student to participate in a field trip. Teachers will notify parents about any behavior requirements to participate in upcoming field trips when permission slips are given. Students without signed permission slips will remain at the school in another class. Participating students will be notified about lunch requirements for the trip. Parents may be invited to serve as chaperones on field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. Ensuring appropriate supervision for students is the primary responsibility of a chaperone. Chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students’ needs throughout the trip. Students with noted behavior challenges may require a parental chaperone. Students are required to wear their full uniform on all field trips unless instructed otherwise. **Siblings of our students are not allowed to go on class field trips.** These events are planned by the teachers for their classes only. **Only school staff members and pre-arranged chaperones are to attend school trips.**

All students participating in field trips must be transported on vehicles owned by MINA Charter School of Lee County or public carriers leased by MCS for a particular trip. The only exception will be return transportation by a parent/guardian with **PRIOR** permission of the Lead Administrator and upon signing a waiver of the school’s responsibility and liability for such transportation. The waiver can be requested from the office.

An applicable student fee may be charged to cover the cost of the field trip. If the parent/guardian is experiencing hardship and assistance is needed to cover the cost of the trip, the parent/guardian is asked to contact the teacher who will contact the Lead Administrator to see if a fee waiver scholarship is available.

Field trips may extend beyond the school day to ensure adequate visiting time on the site. These plans will be made in advance and parents will be asked to arrange for students to be picked up on campus. Student pick-up for ALL extended day opportunities will be in the car pick up area.

## **STUDENT AGENDAS/HOMEWORK FOLDERS**

MINA Charter School of Lee County has included student agendas in the list of materials needed by all students in grades 3rd-8th. Parents/Guardians are responsible for purchasing student agendas. The student agenda is a communication and organizational tool that encourages student responsibility and parental support. Students are required to record assignments in their agendas on a daily basis. The agendas will also provide parents with helpful information regarding procedures and dates relating to the operations of the school. Parents are to sign the agendas daily after checking their child’s work. Students in grades K-2nd will have a designated folder for homework. 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. **Please examine your child’s folder/agenda daily.**



## SCHOOL UNIFORMS

MINA Charter School of Lee County requires every student to be in complete uniform daily. Uniform policies will be strictly enforced. Students not in complete uniform will receive a warning and a parent will be notified. Parent(s) will be asked to bring an appropriate student uniform. The student, teacher, parent, guidance counselor, and administrator will work together to make sure every MINA student is in complete uniform.

SHIRTS	PANTS	SHORTS, SKIRTS, SKORTS	POLO DRESSES	JUMPERS	BELTS	SHOES
Long or short sleeves, collared, solid color: purple navy blue gray gold black  Monogrammed with the MINA logo is not required.	TAN khaki, navy blue, or black Solid color	TAN khaki, navy blue, or black Solid color	purple navy blue gray gold black  Monogrammed with the MINA logo is not required.	TAN khaki, navy blue, or black Solid color	Solid color Buckles may not be decorative or oversized If uniform bottom has belt loops, a belt must be worn	Solid black completely enclosed: Tennis, athletic, canvas, leather, etc. No sandals, Crocs, or shoes with holes.
Solid colored tights or panty hose are acceptable.						
Hats and hoodies may <b>not</b> be worn in the building.						

*The purpose of the school's uniform policy is to maintain a positive climate, order, and discipline. This policy is not exhaustive. It is the discretion of the lead administrator to determine if any clothing, hair, or jewelry interferes or distracts from the learning environment.*



## TRANSPORTATION

MINA Charter School is proud to offer our families a cluster stop system of busing for students. It is a privilege to be permitted to ride our school buses. With that, we fully expect that students and families respect this privilege by honoring the expectations, policies and rules associated with safe bus riding practices. At MCS, all stop locations are set by the administrative office and all seats are assigned on a first come, first serve basis. All students are assigned to the closest cluster stop based on their home address. All students will be assigned a seat on the bus. If a student stops riding the bus for seven consecutive days, the parent must contact administration to make arrangements for the student to be reassigned to a bus route. Our first priority is to serve our students based on their home address. In order to maintain safety of students, bus behavior is paramount. Therefore, if a student is written up for negative bus behaviors such as (leaving their seat, cell phone usage, fighting, profanity, bullying, or failure to obey any of the bus rules, etc. ) the consequences are as followed:

**1st offense:** 5 days off of the bus

**2nd offense:** 10 days off of the bus

**3rd offense:** students will lose bus privileges for the remainder of semester.

### Safe Bus Riding

MINA Charter School provides transportation as a service to our students. This is a privilege; therefore, students are expected to conduct themselves according to the Code of Conduct and to practice such virtues as friendship, courage, respect, responsibility, citizenship, honesty/integrity, self-discipline, 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. Please note: It is illegal for parents/guardians to board a school bus under North Carolina state statutes. Parents/guardians may speak to the bus driver, but must not delay the bus route. 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 objects to yourself
- Have quiet, friendly conversations
- Stay seated until the driver gives directions
- Follow directions the first time
- Sit in your assigned seat

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.

**If a student is not met at the stop by a parent/guardian and is returned to school more than (3) times in a month, the student will be restricted from riding the bus for a period of one week.** Parents with specific complaints about bus service should contact the School's Lead Administrator.

Car riders picked up after car line has ended will be waiting for the parent/guardian in the office.

## Transportation Cluster Stop Information

Cluster stops are used to help minimize the ride time students spend on the bus and to have daily consistent pick-up and drop-off times.

- Students are assigned to the closest cluster stop and bus route based on their home address as listed in the PowerSchool system.
- Parents are responsible for all students getting to and from their cluster stop location.
- Cluster stops may be located within a shopping center, entrance of a neighborhood or within a neighborhood.
- No driver will release any student third grade or younger without supervision. (Please contact the Lead Administrator for a Transportation Release and Waiver Agreement.)
- Students that have requested bus transportation will be assigned a bus stop to and from home unless they specify their transportation request to be morning or afternoon only.
- Change of address does not guarantee a seat on a bus. (Please check with the Lead Administrator prior to your change of address to ensure seating is available. A Change of Address Form can be completed in the Office. Note: Please allow 5-10 business days for rerouting requests.)
- Students are not allowed to switch buses or bus stops at their leisure.
- **Once your scholar is accepted to an after school program they are removed from the afternoon bus route (MINA after school program, PDY, Boys and Girls Club, Childcare Network).**

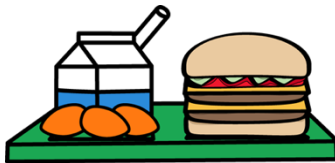
## Student Return to School Policy

The parent is responsible for being sure someone meets the child every day. If no one is available to receive the student at the bus stop, then the student will remain on the bus and continue on the route to be returned to the school. The parent will then be contacted to pick the child up at the school. Students that are returned excessively within a quarter or semester may have their bus privileges suspended for a period of time.

## Changes in Transportation

It is the responsibility of the parent to notify the child's teacher in writing if a change in transportation is needed. An administrator must approve emergency changes, including verbal arrangements. 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.

## **NUTRITION INFORMATION BREAKFAST AND LUNCH**



The MINA Charter 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.

## **OUTSIDE FOOD**

**Scholars are NOT allowed to bring in fast food into the building and parents are NOT allowed to drop off outside food for breakfast or lunch. Students will need to eat breakfast before coming into the building or arrive at school before 7:50 to receive school breakfast. Parents are encouraged to pack a healthy lunch and snack for their scholar if they are not eating a school lunch.**

## **HEALTH AND SAFETY**

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

Parents and students are encouraged to consult with the child's teacher on matters related to hygiene, nutrition, substance abuse, depression, child abuse and neglect, or other issues of concern. The teacher will work with the school counselor for an appropriate referral to an outside agency. Parents must inform the school of any allergies or medical conditions that their children might have. Also, please notify the teacher in writing if your child has a chronic illness that may affect his or her performance at school.

## **ILLNESS AND SICKNESS**

Students with a temperature of more than 100.4 degrees are required to go home. Your child must be fever free for 24-hours, without medication, before returning to school. The student should be feeling well and able to participate in school activities. If your child has an extended illness (more than 3 days), please contact the teacher to discuss your child's return to school and work that may need to be made up upon returning to school.

Any child with a suspected contagious skin or eye infection will be sent home from school and will need a statement from a doctor that the student is no longer contagious before returning to school. The note should be presented to the teacher.

Any child that has diarrhea (more than three bowel movements in a two hour span) will be sent home from school. Likewise, any child that has diarrhea (three or more bowel movements in two hours) at home should not be sent to school until resolved.

Any child with vomiting will be sent home from school. Any child with a profuse bodily discharge of any kind, for example, drainage from the ear, will be sent home from school.

Students who are sent home from school or remain home due to illness should stay home until:

- At least 24 hours after they are free of fever or signs of fever (without the use of fever-reducing medications)
- The student should also be feeling well, able to tolerate activity, and be able to participate in the school day.
- For influenza-like illness (ILI), it is important that their ILI symptoms are resolved and that the above guidelines are also followed. Often this could result in an absence of 3 to 5 days.
- A note by the doctor is needed when the student returns to school.

### **Screening at School**

During each school year, the school will conduct vision screenings of students. Vision screenings will be provided to kindergarten, third and sixth graders. Parents/guardians are notified of any abnormalities and are asked to follow up with the family physician.

### **NC Health Assessment Transmittal Form**

North Carolina mandates physicals for all students in Kindergarten. The Kindergarten assessment must have been completed in the past 12 months. Students who transfer from out of state, home school or private schools are required to have a NC Health Assessment Transmittal Form on file within 30 days of enrollment.

### Immunizations

North Carolina state law mandates that an immunization record must be submitted to the school for every child within 30 days. Vaccination requirements for kindergarten and 7th grade children can be found below:

Vaccine	Number Doses Required Before School Entry (Kindergarten)	Vaccine	Number of Doses Required Before School Entry (7th)
Diphtheria, tetanus and pertussis	5 doses	Tdap (tetanus, diphtheria, pertussis)	1 dose
Polio	4 doses	Meningococcal conjugate	1 dose
MMR (or 2 measles, 2 mumps and 1 rubella)	2 doses		
Mumps	2 doses		
Rubella	1 dose		
Haemophilus Influenzae type B (Hib)	4 doses		
Hepatitis B (Hep B)	3 doses		
Varicella (chickenpox)	2 doses		
Pneumococcal conjugate	4 doses		

### Prescription Medication

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

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

### 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 office by a parent or guardian. **No medications should be sent to school with the student.** The office has the appropriate forms to be filled out by your physician for authorization for your child to be able to take medications in school.

## **CHILD FIND**

### **What is Project Child Find?**

An effort coordinated by your local school system and the Exceptional Children Division, State Department of Public Instruction, to:

- Locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services.
- Inform parents and/or guardians of the services available from their local school system and other state and community agencies.

### **Who are the Children?**

Children and youth who have been diagnosed or are suspected to have intellectual, physical, or emotional disabilities and are unable to benefit from a regular school program without special assistance.

### **What Help is Available?**

- A complete evaluation and, if appropriate
- An Individualized Education Program for children with a disability beginning at age three
- An Individual Family Service Plan for each child with a disability birth through 2, or
- A referral to other agencies when needed.

### **How Can I Help? If you know of a child or youth with disabilities who is not in school or receiving special assistance, you can help by:**

- Giving a copy of the brochure to the parents or guardians of the child (see school office personnel)
- Encouraging the parent/guardian to contact the Lead Administrator, exceptional children director, or the Exceptional Children Division of the Department of Public Instruction
- Lending support to the child and his/her parents/ guardians until the referral is completed.

### **Why Should I Help?**

- A free appropriate public education is the right of every child with a disability, age 3 through 21.
- The law provides for early intervention services for children with a disability, birth through two years of age.
- Parents of children and youth with disabilities need your support and assistance.
- Your local school system and the Exceptional Children Division need your help in locating these children.
- Without your help, children with disabilities may not be found.

## **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. If at any time during the school year this information changes, please notify the school.

## **Accidents**

If a minor injury occurs at school, our staff will administer initial treatment. The student's emergency contact will be notified immediately by phone whenever minor medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the School has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the School's records for your child up-to-date.

## **Visitor Identification**

To help ensure a safe and secure learning environment for your children, all visitors including parents to MCS are required to sign-in at the School office, wear a visitor's pass, and provide proper identification. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

### **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.

### **Solicitation**

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

### **Money and Other Valuable Property**

Students are encouraged to leave all money and other valuable property at home. The school assumes no responsibility for the loss or theft of such articles.

### **Cell Phones, Electronic Devices, Candy, Gum, and Toys**

If a cell phone is brought to school, it is to be turned off and kept in the student's book bag while at school and on the school bus. Electronic devices (tablets, iPods, MP3 players, handheld games, Bluetooth headphones, etc.), toys, or other non-school related items are not allowed at school. The student assumes full responsibility for any items brought from home. Toy weapons are strictly prohibited. If these items are brought to school against school policy, they will be confiscated by a staff member and turned over to the Lead Administrator. The school will assume no liability for the damage, loss, or theft of the listed items. The consequences for not following this policy are as follows:

- **1st offense:** verbal warning
- **2nd offense:** Device will be confiscated and returned to the student at the end of the day.
- **3rd offense:** Device will be confiscated and only be returned to the parent/guardian.
- **4th offense:** Device will be confiscated and returned only to the parent/guardian and after a restorative conference is held with the Dean of Restoration

## **MCKINNEY-VENTO DISPUTE RESOLUTION POLICY**

### **BACKGROUND INFORMATION**

The McKinney-Vento Homeless Assistance Act (also referred to as the McKinney-Vento Act) acknowledges that disputes may arise between Public School Units (PSUs) students and their parents, or unaccompanied youth, regarding eligibility, school selection or enrollment decisions. The McKinney-Vento Act includes dispute resolution among the required duties of the (PSU) homeless liaison. Below is the McKinney-Vento Dispute Resolution Policy and Process for MINA Charter School of Lee County.

PSUs should bear in mind that disputes related to eligibility, school selection or enrollment should be initiated at the request of the parent, legal guardian, or unaccompanied youth and not at the request or convenience of the PSU. Additionally, issues related to the definition of homelessness, the responsibilities of the PSU to serve homeless children and youth, and/or the explicit rights of homeless children and youth are addressed in the McKinney-Vento Act. Disputes related to eligibility, school selection, or enrollment shall be resolved within the parameters of the federal McKinney-Vento Act.

The following procedures are specified in the McKinney-Vento Act:

**Enrollment:** If a dispute arises over eligibility, school selection, or enrollment, the child shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute.

Written Explanation: The PSU must provide a written explanation of the eligibility, school selection, or enrollment decision to the parent, legal guardian, or in the case of an unaccompanied youth, to the unaccompanied youth. *The written explanation must include a description of the parent's, legal guardian's, or unaccompanied youth's right to appeal the decision.*

Homeless Liaison: The designated PSU homeless liaison is assigned to carry out the dispute resolution process in an expeditious manner, such that the local process is completed in no more than 15 school business days or 30 calendar days, whichever is less.

Responsibility: The PSU homeless liaison, is responsible to inform the parent, legal guardian, or the unaccompanied youth of the dispute resolution process.

## OVERVIEW

When a dispute occurs regarding eligibility, school selection, or enrollment the following process must be used:

- Level I: The initial dispute request is made with the PSU's homeless liaison.
- Level II: If unresolved, the dispute moves to the PSU head administrator (Level II)
- Level III: If unresolved the dispute moves to the local governing Board (Level III) for review and final decision on behalf of the charter school.
- Level IV: If the dispute continues to be unresolved, the final appeal (Level IV) is to the NC State Coordinator for the Education for the Education of Homeless Children and Youth (EHCY). Every effort must be made to resolve the dispute at the local level before it is brought to the NC State Coordinator for the Education of Homeless Children and Youth.

## INITIATION OF THE DISPUTE RESOLUTION PROCESS

When a dispute occurs regarding eligibility, school selection, or enrollment the parent, legal guardian, or unaccompanied youth shall be informed in writing of the PSU's decision including reasons for the decision within one (1) school business day in a language and format understandable to the parent, legal guardian or unaccompanied youth of their right to appeal the decision made by the charter school and be provided the following:

1. Written contact information for the PSU homeless liaison and State Coordinator, with a brief description of their roles.
2. A simple form that parents, legal guardians, or unaccompanied youth can complete and turn in to the school to initiate the dispute process (the school should copy the form and return the copy to the parent, legal guardian, or youth for their records when it is submitted.)
3. A written step-by-step description of how to dispute the PSU's decision.
4. Written notice of the right to enroll immediately in the school of choice pending resolution of the dispute.
5. Written notice of the right to appeal to the State Coordinator for the Education of Homeless Children and Youth if the district-level resolution is not satisfactory.
6. Written timelines for resolving district- and state-level appeals.
7. A copy of the NC Dispute Resolution Policy (hard copy or [online link](#)).

Level I: PSU Homeless Liaison Communication

If a parent, legal guardian, or unaccompanied youth wishes to appeal the PSU's decision related to eligibility, school selection, or enrollment:



1. The parent, legal guardian, or unaccompanied youth must file a request for dispute resolution with the PSU's homeless liaison (or to his/her office) either verbally or by submitting a form that initiates the dispute resolution process. The request for dispute resolution must be submitted by the parent, legal guardian or the unaccompanied youth to the homeless liaison within two (2) school business days of receiving the initial homeless liaison decision on enrollment, school selection, or enrollment. The parent, legal guardian, or unaccompanied youth may initiate the request directly with the homeless liaison or they may initiate the request to the school where the dispute is taking place. If the request is submitted to the school where the dispute is taking place, the school shall immediately forward the request to the PSU's homeless liaison. In the event that the PSU's homeless liaison is unavailable, an PSU designee may receive the parent's, legal guardian's or unaccompanied youth's request to initiate the dispute resolution process.
2. The homeless liaison must log their receipt of the dispute, including the date and time, with a written description of the situation and the reason for the dispute, and a copy of the dispute, must be forwarded to the homeless liaison's immediate supervisor and the charter school's head administrator.
3. Within one (1) school business day of their receipt of the complaint, the homeless liaison must make a decision on the dispute and inform the parent, legal guardian or unaccompanied youth in writing of the result. It is the responsibility of the PSU to verify the parent's, legal guardian's or unaccompanied youth's receipt of the written notification regarding the homeless liaison's Level I decision.
4. If the parent, legal guardian, or unaccompanied youth disagrees with the decision made at Level I and wishes to move the dispute resolution process forward to Level II, the parent, legal guardian, or unaccompanied youth shall notify the PSU's homeless liaison of their intent to proceed to Level II within one (1) school business day of receipt of notification of the Level I decision.
5. If the parent, legal guardian, or unaccompanied youth wishes to appeal the homeless liaison's Level I decision, the PSU's homeless liaison shall provide the parent, legal guardian, or unaccompanied youth with an appeals package containing:
  1. A copy of the parent's, legal guardian's or unaccompanied youth's dispute which was filed with the PSU's homeless liaison at Level I,
  2. The decision rendered at Level I by the PSU homeless liaison, and
  3. Any additional information from the parent, legal guardian, unaccompanied youth, and/or the homeless liaison.

#### Level II: PSU Superintendent Communication

(If the dispute remains unresolved after a Level I appeal)

1. If there is a disagreement with the decision rendered by the LEA's/PSU's homeless liaison at Level I, the parent, legal guardian, or unaccompanied youth may appeal the decision to the charter school's head administrator, or the head administrator designee, (the designee shall be someone other than the PSU's homeless liaison) using the appeals package provided at Level I.
2. The charter school's head administrator, or his/her designee, shall meet (verbally, virtually or face-to-face) with the parent, legal guardian, or unaccompanied youth. The meeting shall be held within two (2) school business days of the parent's, legal guardian's, or unaccompanied youth's notification to the PSU of their intent to proceed to Level II of the dispute resolution process.
3. The charter school's head administrator, or his/her designee, shall provide a decision in writing to the parent, legal guardian, or unaccompanied youth with supporting evidence and reasons, within two (2) school business days of the charter school's head administrator, or his/her designee's, meeting with the parent, legal guardian, or unaccompanied youth. It is the responsibility of the PSU to verify the parent's, legal guardian's, or unaccompanied youth's receipt of the written notification regarding the charter school's head administrator, Level II decision.

4. A copy of the dispute package, along with the written decision made at Level II is to be shared with the PSU's homeless liaison.
5. If the parent, legal guardian, or unaccompanied youth disagrees with the decision made at Level II and wishes to move the dispute resolution process forward to Level III, the parent, legal guardian, or unaccompanied youth shall notify the PSU's homeless liaison of their intent to proceed to Level III within two (2) school business days of receipt of notification of the Level II decision.
6. If the dispute remains unresolved, the process then moves to Level III.

#### Level III: Local Governing Board Review (If the dispute remains unresolved after a Level II appeal)

1. The charter school's head administrator, with assistance from the homeless liaison, shall forward all written documentation and related paperwork to the local governing Board for review within two (2) school business days of notifying the parent, legal guardian, or unaccompanied youth of the decision rendered at Level II.
2. The entire dispute package including all documentation and related paperwork is to be submitted to the governing Board in one consolidated and complete package. It is the responsibility of the PSU to ensure that the dispute package is complete and ready for review at the time of submission to the governing Board.
3. The local governing Board, or a panel of at least two Board members, shall schedule a conference with the parent, legal guardian, or unaccompanied youth to render a final decision on behalf of the Board. The Board or Board panel shall provide a written decision within two (2) school business days. The Board's or Board panel's decision shall be considered the final decision of the charter school for the purpose of appealing to the State Coordinator for the Education of Homeless Children and Youth. The written notification shall be provided to the parent, legal guardian, or unaccompanied youth as well as to the head administrator and the homeless liaison. Also, the notification shall contain the name and contact information for the State Coordinator for the Education of Homeless Children and Youth along with details on appeal rights of the parent, legal guardian, or unaccompanied youth.
4. The parent, legal guardian or unaccompanied youth have the option of filing an oral or written dispute with the State Coordinator for the Education of Homeless Children and Youth within three school (3) business days of receiving the Board's or Board panel's decision. The local homeless liaison shall provide the complete dispute record within three school business days following the request of the State Coordinator for the Education of Homeless Children and Youth. The State Coordinator shall issue a final written decision to the parent, legal guardian or unaccompanied youth and the PSU within ten school business days following receipt of a complete dispute package. Additional details on the NC Dispute Resolution policy and the process used by the State Coordinator for the Education of Homeless Children and Youth is located [here](#).

#### Dispute Resolution Terms

1. The terms "homeless," "homeless child," and "homeless student" shall mean the same as the term "homeless children and youth" as defined by 42 U.S.C. § 11434a(2). These terms shall also be deemed to include the term "unaccompanied youth."
2. The term "unaccompanied youth" shall mean the same as defined by 42 U.S.C. § 11434a(6)

3. The term public school unit (PSU) includes local school administrative units, charter schools, lab schools, regional schools, Innovative School District schools, and Innovations Zone schools, and was formerly known as local educational agency (LEA).
4. The term “PSU dispute resolution process” shall refer to the PSU’s policy on resolving complaints brought by parents, legal guardians, or unaccompanied youth regarding students experiencing homelessness. The term shall refer to appeals processes within the PSU, prior to any appeal by the parent, legal guardian, or unaccompanied youth appeals to the State Coordinator.
5. The term “local homeless liaison” shall refer to the official at each PSU, who ensures the PSU dispute resolution process for homeless children and youth is mediated in accordance with local, state, and federal policy as required by 42 U.S.C. § 11432(g)(6)(A)(vii).
6. The term “school business day” means days on which students are scheduled to be in attendance at school, according to the academic calendar adopted by the PSU.
7. The term “State Coordinator” shall refer to the staff person who carries out federally mandated duties regarding students experiencing homelessness as required by 42 U.S.C. § 11432(d)(3).
8. The term “State appeal process” shall refer to the policies the State Coordinator, PSUs, parents, legal guardians, and unaccompanied youth must follow when a parent, legal guardian, or unaccompanied youth seeks to appeal a dispute to the State Coordinator.

*MCS Board approved July 18, 2023*

## Student Drug and Alcohol Policy

A student's involvement with alcohol or other drugs can interfere not only with his or her academic and co-curricular activities, but also with the student's emotional, physical, mental, and social development. It is the board's goal to create a supportive, drug-free school environment. Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students and their families are encouraged to voluntarily seek help with any type substance abuse problem.

This policy applies to students while on school property or at a school-sponsored event or activity (whether on or off school property) and at any other time or place where the conduct is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment. The Head of School or designee may develop and oversee procedures to implement this policy.

**Prohibited Behavior** :Students are prohibited from possessing, using, selling, delivering, sharing, providing, manufacturing, or being under the influence of any of the following substances:

- a. narcotic drugs;
  - b. hallucinogenic drugs;
  - c. Amphetamines;
  - d. Barbiturates;
  - e. marijuana, CBD, Delta 8 or any related product;
  - f. anabolic steroids;
  - g. synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts"), and synthetic cannabinoids (e.g., "Spice," "K2");
  - h. any other controlled substance;
  - i. any substance containing any amount of tetrahydrocannabinol (THC), Delta 8, CBD, regardless of whether it constitutes a controlled substance under state or federal law;
  - j. any alcoholic beverage, malt beverage, fortified, or unfortified wine or other intoxicating liquor; or
  - k. any chemicals, substances, or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.
- 
1. Students are prohibited from being at school with the odor of alcohol or illicit drugs about their person.
  2. Students are prohibited from possessing, using, selling, sharing, delivering, or manufacturing counterfeit (fake) drugs.
  3. Students are prohibited from possessing, using, sharing, selling, delivering, or manufacturing drug paraphernalia, including but not limited to rolling papers, roach clips, lighters, matches, vaping devices, vape liquid containers, pipes, syringes, and other delivery devices for prohibited substances.
  4. Students are prohibited from possessing, using, selling, delivering, or sharing prescription or over-the-counter drugs. A student who possesses or uses a prescription or over-the-counter drug in accordance with the School's medication policy does not violate this policy.
  5. A student is not in violation of this policy for being under the influence of a prohibited substance following its proper use as a medication lawfully prescribed for the student by a licensed health care practitioner.

6. Students may not conspire to sell or deliver prohibited substances or participate in any way in the selling or delivering of prohibited substances, regardless of whether the sale or delivery ultimately occurs on school property.
7. The principal may authorize lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

#### B. Consequences

As required by law, the principal must report to the appropriate law enforcement agency any student who has used or possessed a controlled substance in violation of law while on school property. The disciplinary consequences for drug and alcohol violations are described in the School's Code of Student Conduct. After completing substance abuse treatment a student will be provided the opportunity to be included in the school-based student support group upon re-entry to school. This is an essential component in the recovery process.

### **DRUG TESTING OF STUDENTS**

The MINA Charter School of Lee County Board of Directors recognizes that drug use by students result in a significant health and safety risk to students and the educational environment. The board further recognizes that drug use by student athletes and student drivers further increases these health and safety risks. It is the intent of the MINA Charter School of Lee County Board of Directors to maintain a drug-free atmosphere in its schools. The testing of student athletes and students that hold campus parking permits for drugs is intended to be a helpful part of the overall physical, mental and health education of students. The program is intended to prevent injury, illness, and harm as a result of drug use/abuse and to help students receive assistance in ending drug use. The program is not intended to be punitive or disciplinary in nature. In addition to the drug testing program, the school district will continue to utilize the school health curriculum to teach students about the harmful effects of drug use and to prevent students from using drugs.

### **NOTICE**

Information concerning this policy and any mandatory random drug testing programs will be provided during sign-up for all activities subject to this policy, will be addressed at orientation, will be included in the student handbook, will be explained to students and faculty at least once a year and will be further publicized to students and parents as the Head of School/Executive Director deems appropriate.

### **REASONABLE SUSPICION DRUG TESTING FOR STUDENTS**

When an administrator has a reasonable basis to believe that a student is using or is under the influence of a controlled substance at school or a school activity in violation of this policy, the school administrator may require that the student submit to a drug test, at board expense, to determine whether the administrator's belief is justified. If the test results are negative for the presence of an illegal drug, the student will be found innocent of the allegations of misconduct. A decision by the student or the student's parents not to be tested will result in the immediate and permanent removal of the student from the activities subject to this policy. If test results are positive for the presence of drugs, the results will be considered relevant corroborative evidence of a violation of the Drugs and Alcohol policy and/or the School's Code of Conduct.

The student will be disciplined in accordance with Drugs and Alcohol policy and/or the School's Code of Conduct. Any principal or assistant principal who determines that reasonable suspicion exists to drug test a student shall maintain documentation of the evidence or observations that led to the required screening.

## **RANDOM DRUG TESTING**

### A. Students Subject to Random Drug Testing

All students in grades 9-12 who desire to participate in any of the following voluntary activities or privileges must agree to participate in the random student drug testing program:

1. Interscholastic athletics; and

### B. Rationale and Findings

Students who participate in athletic activities serve as leaders and representatives of the school and school district and role models for other students. The use of drugs by participants in athletic activities is likely to influence the decisions of other students. Further, athletic activities occur in environments where safety is important, such as on athletic fields and practice fields.

Students who voluntarily choose to drive to and from school are permitted to park on campus as a privilege. The board has a legitimate interest in assuring the safety of these drivers and the safety of campus parking lots.

The board believes that random drug testing of students participating in activities subject to this policy will deter drug use among high school students, prevent injuries to the student or others and help maintain a safe educational and school activity environment.

The board enacts this policy based on the following findings:

1. Drug and substance abuse by students is a significant problem throughout the nation.
2. There is a problem of alcohol and drug abuse
3. The primary responsibility for addressing substance abuse by students rests with parents/guardians.
4. The school system and the community at large also have a responsibility for addressing substance abuse by students.
5. MINA Charter School has implemented various prevention education and intervention programs to reduce substance abuse among MINA students, and is committed to continue addressing the substance abuse problem head-on rather than ignoring it.
6. The U.S. Supreme Court has authorized the use of random drug testing of students who elect to participate in voluntary competitive school activities that are privileges rather than rights.
7. An increasing number of school districts in North Carolina and across the country have enacted random student drug testing policies.
8. Students who participate in athletics are representatives of the school system and are often role models for other students.
9. Driving under the influence of alcohol or drugs is dangerous not only to the student driver but also to others on the road and in school parking lots.
10. A random drug testing policy is likely to be an effective tool in reducing substance abuse.

The goal of this policy is not to punish students but to maintain a safe school and athletic environment as well as to provide help and assistance to students who have developed a substance abuse problem. MINA will provide parents of students that test positive in the random drug testing program with information on substance abuse counseling and treatment.

To this end, all high school students participating in activities subject to this policy must participate in a random sampling drug testing program to test for controlled substances, including alcohol and/or performance enhancing drugs.

### C. Procedures

The Lead Administrator shall develop procedures to implement this policy. Any procedures adopted by the Lead Administrator shall encompass the following guidelines/standards:

- provide an opportunity for parents and students to learn about the testing program;
- require parental consent for participation in activities subject to this policy and the random drug testing program;
- explain consequences for a positive test result, including the requirement that a positive test result will not result in the school filing criminal charges against the student or taking an academic sanction against the student, including suspension or expulsion from school;
- explain the process for random selection;
- identify the drugs that may be tested;
- explain consequences for refusal to be tested;
- develop and implement testing procedures that meet the following requirements:
  1. respect privacy interest of students during the collection of testing samples;
  2. provide a secure chain of custody of each student's testing sample.
  3. provide for a screening and confirming test using generally accepted testing procedures by an approved laboratory;
  4. provide an opportunity for a student who tests positive for drugs to submit appropriate documentation of any medications he/she is using to a medical review officer; and
  5. provide an opportunity for a student who tests positive to submit a portion of his/her urine sample to a private approved laboratory at the student's expense for a second confirming test.

## EVALUATION OF POLICY

The Lead Administrator will provide data to the board to periodically review the effectiveness of this policy or any random drug testing program. The Lead Administrator will suggest any needed changes to make the policy more effective or efficient.

### 1. Purpose and Description of the School Code of Conduct

The School is committed to giving every student the opportunity to reach his or her full potential by providing a rigorous academic program, character education, and meaningful parental participation. In order to fulfill this mission it is important that we provide a positive, safe, and orderly environment for our students, staff, and families. MINA believes that a common and consistently applied code of conduct is a critical tool in building that environment. It reflects what the school believes to be reasonable expectations of conduct for all members of our student body.

The importance of a code of conduct is reinforced in North Carolina state law (G.S. 115C-288) stating, "The principal shall have the authority to exercise discipline over the pupils of the school under policies adopted by the local board of education in accordance with G.S. 115C-390.11 through G.S. 115C-390.12."

School's code of conduct identifies those behaviors that are detrimental to our goal of a positive, safe, and orderly environment. Specifically, it identifies behaviors which interfere with the learning process or disrupts the educational environment for any student at any time. The identified consequences are designed to deter students from engaging in behavior which are counter to the school's mission, and, in the event that violations do occur, discourages students from committing further violations.

The code of conduct is divided into five classes of violations. The classes are groupings of violations of similar severity. Each class of violations, because of their similarity, contain comparable consequences. While these consequences reflect what MINA believes to be fair and reasonable for that class of violations, the school also recognizes that there are times where mitigating or aggravating factors occur which may result in a change in consequences. The Director or their designees have the authority to assign any alternate reasonable consequence based on either mitigating or aggravating factors. Finally, engaging repeatedly in behaviors in any single class of violations will result in consequences from a higher class. This is intended to reinforce the importance of learning from mistakes.

## 2. General Information

The information contained in this section is designed to address common questions and confusions regarding the code of conduct. Providing further clarification on these issues will help parents and students successfully navigate the requirements of the School Code of Conduct.

The Code of Conduct applies to all students at any time they are present on school campus, at any school event, or during any school sponsored activity, including school events or activities that are held off campus. Additionally, it applies to students at any time whose behavior interferes with the learning process or disrupts the educational environment. Certain rules apply specifically to different grade levels. If that is the case it is noted in the violation. Otherwise the violations apply to all students.

Administration will follow investigatory procedures and make a reasonable attempt to contact parents after it has been concluded that a violation has occurred. During the investigation, students will be interviewed in order to determine what may have occurred. A student will be notified of the consequence of a violation as long as notification of the student does not pose a risk to the safety and security of other individuals on campus.

If a student is suspended out of school, the student may not be present on the campus of MINA, at any school function, or at any school sponsored event, whether off or on campus, without the permission of school administration.

Unfortunately, during the school year conflict will arise between students. It is the expectation of MINA that students will not settle conflict through physical altercation. If there is a fight between two students, both students will be held accountable for the incident. If a student is attempting to engage another student in a fight, it is our expectation that the other student will make every reasonable attempt to walk away and notify a school employee.

Lockers, desks, school issued technology, and other school property remain at all times the property of the school and are subject to search at the discretion of the school principals or Director or their designee.

Corporal punishment is not permitted at MINA, but there may be times when school employees need to use reasonable force to control behavior or to remove a person from the scene. These situations include:

- To quell a disturbance threatening injury to others.



- To obtain possession of weapons or other dangerous objects on the person or within the control of a student.
- For self-defense
- For the protection of persons or property
- To maintain order on school property, in the classroom, or at a school related activity on or off school property

## **Definitions**

365 Day Suspension - This is out of school suspension for 365 calendar days. It is the maximum allowed by North Carolina law.

After School Detention - This consequence is a period of :30 - :45 minutes of supervised study after the conclusion of the school dismissal.

Aggravating Factors - Facts of a discipline incident which suggest consequences beyond what is recommended in the Code of Conduct. These are determined by the school principal or Director, and may include, but are not limited to, repeated violations, lying or refusing to cooperate with school officials in an investigation, severity of any injury sustained during the incident, and imminent danger to self or others.

Exclusion - This consequence prohibits a student from continuing to attend school, although the student may attend another school.

Expulsion- Is the permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff. Students considered for expulsion are entitled to a hearing before the School's Board of Directors as set forth in North Carolina statutes.

Long-Term Suspension - This is an out of school suspension lasting greater than 10 consecutive days, but less than 365 days.

Short-Term Suspension—An out of school suspension lasting fewer than 10 consecutive days.

Mitigating Factors - Facts of a disciplinary incident which suggest consequences that are less severe than what is recommended in the Code of Conduct. These may include, but are not limited to, self-defense, provocation, student record, and other factors identified by the school principal or Director.

Out of School Suspension - This consequence is the prohibition of a student from being on school campus, at school events, or participating in school functions, whether on or off campus.

3.Code of Conduct

Class 1	
Violations include:	Disciplinary Measures
Disobeying any teacher established classroom rules.	In-Class disciplinary measures Conference with an Administrator

Class 2	
Violations Include:	Disciplinary Measures:
<ol style="list-style-type: none"> <li>1. Repeated violations of classroom rules</li> <li>2. Unauthorized use of a cell phone or electronic device during instructional time.</li> <li>3. Being absent from class without permission</li> <li>4. Being out of dress code at any time not authorized by school administration after 3 warnings.</li> <li>5. Being in possession of any personal item which distracts from teaching and learning in the classroom.</li> <li>6. Minor incidents of hitting, shoving, kicking, horseplay, etc. which do not result in physical harm.</li> <li>7. A student school student threatening another student or staff member in a way that is unrealistic, vague, or poses minimal risk.</li> <li>8. Cheating on school tests, quizzes, or other school assignments.</li> <li>9. Plagiarizing school assignments.</li> <li>10. Inappropriate display of affection</li> <li>11. Disrespectful words or actions</li> </ol>	<p>1-3 days of After School Detention depending on violation.</p> <p style="text-align: center;">Restorative meeting</p>

**Class 3**

<b>Violations Include:</b>	<b>Disciplinary Measures:</b>
<ol style="list-style-type: none"><li>1. Repeated violations of above category</li><li>2. Possession of prescription or non-prescription medications on one's person without permission from school administration.</li><li>3. Altering any official school document, including report cards, transcripts, and notes from teachers.</li><li>4. Failing to comply with directives provided by school personnel.</li><li>5. Addressing staff members disrespectfully.</li><li>6. Using obscene, offensive, or derogatory language or pictures in reference to a staff member while on school property or during school functions.</li><li>7. Using obscene, offensive, or derogatory language or pictures in reference to a student while on school property or during school functions.</li><li>8. A student threatening another student or staff member in a way that is unrealistic, vague, or poses minimal risk.</li><li>9. Acting in a way that either causes or has the potential to cause harm to oneself or others.</li><li>10. An elementary student stealing or taking without permission any possession of a student or staff member.</li><li>11. Being in possession of property stolen from a student or staff member.</li><li>12. Fighting in elementary or middle school</li><li>13. Using the internet to search for obscene, offensive or derogatory material during the school day, or at any time on a school owned device.</li></ol>	<p>1-3 days of out of school suspension</p> <p>Restorative meeting</p>

**Class 4**

<b>Violations Include:</b>	<b>Disciplinary Measures:</b>
<ol style="list-style-type: none"><li>1. Repeated violations of any of the above category</li><li>2. Entering school property after hours without proper authorization.</li><li>3. Smoking or vaping while on school campus, at school events, or during a school sponsored activity.</li><li>4. Possession of offensive, obscene, or derogatory pictures, including electronically, while on school campus, participating in school events, or during school sponsored activities.</li><li>5. Intentional unnecessary activation of a fire alarm.</li><li>6. The following offenses reportable to law enforcement:<ol style="list-style-type: none"><li>1. Possession or consumption of alcohol or drugs while on school campus, at school events, or during a school sponsored activity.</li></ol></li></ol>	10 Days OSS, possible recommendaiton for exclusion

**Class 5**

<b>Violations Include:</b>	<b>Disciplinary Measures:</b>
<ol style="list-style-type: none"><li>1. Repeated violations of any of the above categories.</li><li>2. Mass Threats, Communicating Threats, including “Kill Lists”</li><li>3. Sharing or posting offensive, obscene, or derogatory pictures, including online, of students, school employees, or volunteers, without permission at any time which interferes with the learning process or disrupts the educational environment.</li><li>4. Using force or violence to take, or attempt to take, someone’s property.</li><li>5. Inciting or engaging in behavior which either results in or is intended to result in widespread disruption to the educational process.</li><li>6. Participating in lewd, illegal, or sexual acts while on school campus, attending school events, or during school functions.</li><li>7. A logical, specific, and realistic threat of serious violence to a student or school employee.</li><li>8. Assault on a student.</li><li>9. Use or possession of drugs or alcohol while on school campus, at school events, or during a school sponsored activity.</li><li>10. The following offense reportable to law enforcement:<ol style="list-style-type: none"><li>1. Assault resulting in serious injury</li><li>2. Assault involving use of a weapon</li><li>3. Assault on school officials, employees, and volunteers</li><li>4. Making bomb threats or engaging in bomb hoaxes</li><li>5. Willfully burning a school building</li><li>6. Unlawful, underage sales, purchase, or provision of alcoholic beverages</li></ol></li></ol>	10 days suspension with recommendation for exclusion

<ul style="list-style-type: none"> <li>7. Possession, sale or attempted sale of a controlled substance in violation of law</li> <li>8. Possession of a weapon</li> <li>9. Robbery with dangerous weapon</li> <li>10. Sexual offense</li> </ul>	
<ul style="list-style-type: none"> <li>1. The following offenses reportable to law enforcement: <ul style="list-style-type: none"> <li>1. Homicide</li> <li>2. Kidnapping</li> <li>3. Possession of a firearm</li> <li>4. Rape</li> <li>5. Sexual Assault</li> <li>6. Taking indecent liberties with a minor</li> </ul> </li> </ul>	<p>365 Day Suspension</p>

4. Disciplinary Process

Upon receiving a report of a potential occurrence of any of the above violations, school administration will begin an investigation. An investigation may include interviewing witnesses, reviewing camera footage, speaking with staff members, and a search of a student, a student’s locker, or a student’s belongings. Refusal to permit the search will result in the assignment of consequences that are commensurate with the suspected violation. Administration will speak with the student and give the student an opportunity to deny or explain the violation.

Upon completion of the investigation, school administration will determine if the preponderance of the evidence weighs in favor of the violation occurring. This means that it is more likely than not that the student committed the violation. If that is the conclusion, the student will be notified of the consequence of the violation as long as notification of the student does not pose a risk to the safety and security of other individuals on campus. If the violation is an offense which requires a report to law enforcement, the appropriate agency will be notified.

The school administrator will make a reasonable attempt to contact the student’s parent or guardian by telephone to communicate the results of the investigation and the assigned consequences. The Administration shall also notify the parent or guardian in writing that the student has been suspended from school. The administrator shall provide a description of the incident or incidents that resulted in the suspension, and may offer the opportunity for an immediate informal conference with the principal.

If a student is determined to have committed a violation for which the possible consequence is exclusion or long-term suspension or expulsion, the school principal will follow the procedures outlined in the section below.

## 5. Long-Term Suspension and Exclusion Procedures

If a principal determines that an infraction falls into the category for which a long-term suspension and/or exclusion is appropriate, they will notify the Director of a recommendation for long-term suspension or exclusion. The principal will also notify the parent or guardian in writing of this recommendation within two school days. The notification will include the time, date, and location for a hearing with the Director. The parent or guardian must notify the Director at least two days in advance of the hearing if they are bringing an advocate to the meeting, and of the advocate's role (for example, legal representation). At the conclusion of the hearing, the Director will determine if the principal's recommendation for long-term suspension or exclusion should be upheld, modified, or overturned.

If the parent or guardian either refuses the hearing or fails to attend the hearing, the Director will make the determination on whether to uphold the recommendation of long-term suspension or exclusion and communicate such decision to the parent(s)/guardian(s) in writing.

If the student is assigned a long-term suspension or exclusion by the Director, the parent or guardian has two school days to appeal the decision to a panel of the board of directors (there is no appeal to the full board). This request must be submitted in writing to the school Director. The School will follow the requirements set forth in North Carolina's General Statutes for any such appeal and hearing.

For expulsion, the School will follow the requirement set forth in North Carolina's General Statutes.

## 6. Discipline of Students with Disabilities

The obligation and the responsibility to attend school regularly and to comply with the school's code of conduct applies to all students. When appropriate, a principal or designee may discipline a student with a disability who has not complied with the school's code of conduct. Exceptional Children's education services will be provided to a student with a disability if the student has been removed from school for more than ten school days. If a student with a disability is removed for less than ten cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed. The school will follow all applicable state and federal laws when disciplining students with disabilities.

### Non-Discrimination

#### Equal Education Opportunities

The School provides equal education opportunities for all students and does not discriminate on the basis of race, creed, color, national origin, ethnic origin, sex, gender, gender identity, natural hair style, cultural or economic background, disability or any other characteristic protected by law. Furthermore, no student, on the basis of sex, gender, gender identity, marital status, pregnancy, or parenthood, will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the school. The school will treat its students without discrimination with regard to course offerings, athletics, counseling, employment assistance and extracurricular activities. The School adheres to the legal obligations and requirements under all state and federal laws, including without limitation, Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

Any individual who believes he/she has been the subject of harassment or discrimination should immediately report the incident, either verbally or in writing to:

An administrator, school counselor, or teacher. The principal must be notified in all cases of harassment or discrimination. All cases of harassment involving a staff member will be reported to the Director of Human Resources.

For complaints involving any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or, preferably, in writing to any of the following individuals:

1. an administrator, teacher, or school counselor;
2. an immediate supervisor or supervisor that the employee feels comfortable with or human resources, if the individual making the complaint is an employee;
3. the Title IX coordinator, Mrs. Dixon for claims of sex/gender discrimination or sexual harassment (see Title IX for contact information);
4. the Section 504 Coordinator, Mrs. Dixon, for claims of disability discrimination; or
5. for claims of other forms of prohibited discrimination, including Title VI, \_\_\_\_\_.

#### Compliance with Other Laws

MINA shall with all applicable federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. MINA shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of the MINA except as may otherwise be required to monitor the charter school for compliance with applicable laws and regulations.

### **Exceptional Children Program (IDEA) SPECIAL EDUCATION**

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) is the federal law and Article 9, Section 115C of the North Carolina General Statutes is the State law concerning the education of students with disabilities.

Who does this Program serve?

Children with disabilities include those with autism, deaf-blindness, deafness, developmental delay, serious emotional disability, hearing impairment, intellectual disability, multiple disabilities, other health impairment, orthopedic impairment, specific learning disabilities, speech and/or language impairment, traumatic brain injury and visual impairment.

What is an IEP?

The IEP, Individualized Education Program, is a written document that's developed for each public-school child who is eligible for services. The IEP is created through a team effort and reviewed at least once a year.



Before an IEP can be written, your child must be eligible for special education. By federal law, a multidisciplinary team must determine that (1) the child has a disability and (2) the child requires special education and related services to benefit from the general education program.

MINA Exceptional Children programs are designed to support students with disabilities as they acquire academic, social, and functional skills. We support the policy of moderate inclusion, so that even students with severe disabilities can spend time with typically developing peers.

For more information: <https://ec.ncpublicschools.gov/parent-resources/ecparenthandbook.pdf>

Who should I contact if I suspect my child may have a disability?

Contact the Lead Administrator

## **Section 504 Rehabilitation Act**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law intended to protect individuals with disabilities from discrimination. Section 504 protects qualifying students by prohibiting these students from being excluded from public schools, or being denied the benefits of the public schools, because of their disability. For more information visit the voyager website at

<https://www.voyageracademy.net/504-plans/> or the Department of Education at:  
<http://www2.ed.gov/about/offices/list/ocr/504faq.html>

What is A 504 Plan?

A 504 plan provides equal access to educational services for students with a qualified disability. It is designed to make changes, as appropriate, to the classroom environment or the delivery of instruction to provide the student with equal access to the educational curriculum. This plan is individualized to the needs of the student.

What is considered a disability under Section 504?

A student must have a physical or mental impairment. The Department of Education describes “physical or mental impairment” as follows:

- (A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or
- (B) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities. 34 CFR 104.3(j)(2)(i).
- The disabling condition must substantially limit one or more major life activity: A “major life activity” includes (but is not limited to) learning, concentrating, thinking, communicating, reading, walking, seeing, breathing, eating, lifting, bending, and major bodily functions/systems (neurological, immune, respiratory, etc.)

Who should I contact if I suspect my child may have a qualified disability and needs a 504 Accommodations Plan?

Contact the Lead Administrator

## **Registered Sex Offenders Policy**

Purpose: To clearly identify how registered sex offenders will be expected to respect the boundaries set forth by the School.

Pursuant to Session Law 2008-117, *The Jessica Lunsford Act for North Carolina* (the "Act"), the General Assembly of North Carolina has recognized that sex offenders often pose a high risk of engaging in sex offenses after being released from incarceration or commitment and that the protection of students from sex offenders while on School property and at School-sponsored activities serves an important governmental interest.

MINA is committed to the following

1. Sex offenders are banned from all School property and School events

In accordance with G.S. 14-208.18, all persons who (1) are required to register under the Sex Offender and Public Protection Program AND (2) have been convicted of certain sexually violent offenses or any offense where the victim was under the age of 16 years at the time of the offense ("Prohibited Persons") are expressly forbidden to be present on any property owned or operated by the School system, including School buildings, athletic fields, playgrounds, parking lots, School buses, activity buses or other property of any kind for any reason, including attendance at sporting events or other School-related functions, whether before, during or after School hours. In addition, Prohibited Persons may not attend or be present at any student function or field trip on or off of School property which is 1) School-sponsored or 2) otherwise under the official supervision or control of School personnel. This policy applies to all Prohibited Persons regardless of their relationship to, or affiliation with, a student in the School system (i.e. stepparents, aunts, uncles, grandparents, etc).

### A. Prohibited persons

The Director or designee shall insure that administration is familiar with the criminal offenses that qualify an individual as a Prohibited Person under this policy. The Director will also subscribe to electronic notification of Registered Sex Offenders and access the state database as needed.

### B. No special permission

There shall be no "special permission" given for Prohibited Persons to be on Schools grounds or attend events or activities in violation of this policy.

### C. Possible exceptions for students

Students who meet the definition of a Prohibited Person may be on School property only in accordance with state law.

D. Limited exception for prohibited persons who are parents / legal guardians of a student

a. A Prohibited Person who is the Parent/Legal Guardian of a student may be on School property only for the following reason:

1. To attend a previously scheduled School conference with School personnel to discuss their child's academic or social progress; or
2. At the request of the Director/designee, for any other reason relating to the welfare or transportation of their child.

b. The procedure for making a request is as follows:

1. For each visit authorized by subsection (a)(1) above, the Parent/Legal Guardian must provide the Director with prior written notice of their registration on the Sex Offender Registry.

2. A request for presence at the School must be submitted to the Director in writing, minimally 72 hours in advance.

3. The request must include the nature and specific times of the requested.

4. The Director or designee will respond within 48 hours either authorizing or denying the request.

5. The decision of the Director or designee is final.

6. The Director will notify the Board of any such requests and the decision.

c. For each visit authorized by subsection (c) above, the Parent/Legal Guardian must check in at the front office upon arrival and departure. In addition, during each and every visit, the Parent/Legal Guardian must be under the direct supervision of School personnel at all times. If personnel are not available to supervise the Parent/Legal Guardian during any visit then they shall not be permitted on the School property.

d. For each visit authorized by subsection (c) above, the Parent/Legal Guardian shall comply with all reasonable rules and restrictions placed upon them by the Director, including any restrictions on the date, time, location and length of meetings.

2. Enforcement

Any suspected violation of this policy shall be reported by a School administrator to the Director and to law enforcement for immediate investigation. All MINA personnel should report the presence or suspected presence of a Prohibited Person to a School administrator and take appropriate action. The Director shall immediately notify the Board Chair of any known or suspected Prohibited Person who is a student, or a parent or legal guardian of a student, at their School.

3. Applicability

This policy shall supersede any conflicting provisions in all other Board policies regarding School safety, parental involvement, School field trips, School visitors, School volunteers and student transportation.

## **Social Media Citizenship Standards & Expectations**

### Social Media & Cyber Bullying

Students should understand that as a member of the MINA community they represent the school at all times. When using social media sites including, but not limited to, Twitter, Facebook, Instagram, Vine, TikTok, and Snapchat, they must do so responsibly and are accountable for their actions at all times.

Students should also understand that when using social media they are bound by the rules of student behavior as outlined in the MINA's student handbooks. MINA will only intervene in a student's use of social media if a parent, teacher, coach, administrator or student reports an issue that is harmful to the health and well-being of the school community.

Cyber-Bullying, in the form of student to student or student to teacher, will be handled as any other form of physical or emotional bullying.

Students should expect the school's administration to take note of and, if necessary, disciplinary action in response to information communicated digitally that:

- conveys a physical threat toward a student, teacher, or administrator;
- advocates for the immediate violation of any laws or school rules;
- defames or denigrates individuals affiliated with the school community;
- impersonates any member of the school community;
- suggests that one's blog, website, or other digital communication is sponsored by or affiliated with the School.

### North Carolina Cyber-bullying Laws

The School encourages students and their parents to familiarize themselves with our State's anti-bullying laws and policies. In particular the following North Carolina General Statutes:

- [14-458.1 Cyber-bullying penalty](#)
- [14-458.2 Cyber-bullying of school employee by student; penalty](#)
- [115C-407.12: Bullying and harassing behavior](#)

The School will make every effort to respect students' right to privacy on a day-to-day basis when using School provided resources. However, administrators may review files, communications, and log files to ensure students are using resources responsibly. Students should not expect that content stored on school servers, within the School's Google Apps for Education domain, or other school provided digital resources to be private.

Violations of this Policy 's may result in the loss of privileges, suspension or exclusion from the school, as well as other disciplinary or legal action. Behaviors running counter to these standards and expectations may also be viewed as violations of the School Honor Code..

## **Technology Use at School**

While at MINA students will have access to a variety of technology. It is the expectation of the school that all school owned tablets and laptops remain at the school. While we do not ask our families to provide or pay for their devices, we do ask that all students and parent sign and adhere to the Technology Acceptable Use Policy.

### **Video Monitoring**

School recognizes that the use of video monitoring/surveillance systems is warranted to maintain campus security, to increase student and employee safety and to assist with the enforcement of the school's policies and rules concerning student and employee conduct, safety and security.

School buildings and grounds may be equipped with video monitoring devices, but such devices shall not be placed where there are reasonable expectations of personal privacy such as in locker rooms, changing rooms, nursing and health room areas or bathrooms.

### **Use of Video Recordings**

- Video recordings will only be utilized for official School business.
- A video recording of actions by students may be used by administrators or the Board as evidence in any disciplinary action brought against students arising out of the student's conduct on or about school property.
- The video surveillance recordings may not be used in connection with instructional observations of professional staff. This policy does not prohibit the administration from establishing other methods of videotaping lessons for the purpose of instructional observation.
- Video surveillance recordings of students, staff and/or others may be reviewed for the purpose of determining adherence to school policy and rules.
- Such recordings may be used to detect or deter criminal offenses that occur in view of the camera(s) and may be shared with law enforcement officials.
- Video surveillance recordings will be released to others only in accordance with applicable state and/or federal law or regulation.

### **Headphone and Cell Phone Usage**

Cell phones, head phones and all other electronic devices must remain turned off and in backpacks throughout the School day (including before care, after care and carpool) unless authorized by a staff member. Students in grades 9-12 will be permitted to use their cell phones during transitions only. This includes cell phones, PDAs, iPods, MP3 players, video equipment, cameras, and gaming devices. If they are brought with them to school, they must be turned off and stored in their backpacks. School will not be responsible for lost, stolen, or broken items.

The possession of such electronic devices at School or during School events constitutes the consent to the search (either in the presence of the students possessing the device(s) or outside that students' presence) and confiscation of the device(s) by School personnel.

Please do not call or text your child's cell phone as it is against School policy for students to use them during School hours.

Students are not permitted to bring cell phones on field trips and overnight trips. Students disregarding our policy on overnight trips will be able to pick up their cell phone 10 days after the completion of the trip in the main office. A parent must sign the phone out at the end of the 10 days.

Students who disregard the cell phone/head phone policy during the school day are subject to disciplinary actions, including but not limited to the following:

1st offense: The phone/headphones will be held in the office for the student to retrieve at the end of the school day.

2nd offense: The student will get a write-up and the parent will receive communication regarding the infraction and the phone/headphones can be picked up in the Upper School front office by a parent from 3 – 4PM.

3rd offense and on: students will receive consequences as stated in the Student Code of Conduct.

Additional consequences for violations of this policy may be administered in the discretion of the grade-level Principal and/or Director.

If during state testing a student is found to be in possession of ANY electronic device, it will be reported to the Regional Accountability Office and the device will be held until their investigation is completed.

## **Student Technology Acceptable Use Policy**

Students are offered access to the School network for creativity, communication, research, and other tasks related to the academic program. All use of computers, iPads, furnished or created data, software, and other technology resources as granted by School are the property of the school and are intended for school business and educational use. Students are to use the computer network responsibly. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and using the school's computer network and technological resources.

1. **Privacy:** School reserves the right to monitor Internet traffic and to retrieve and review any data composed, sent, received, or stored using its network or Internet connections, including e-mail. Users do not enjoy any expectation of privacy when using any technology or transmissions

originating within or around School property. Furthermore, students should have no expectation of privacy in any location or on any network while utilizing school issued technology.

2. **Cyber Bullying:** School prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to e-mail, text messages, blogs, instant messages, personal Web sites, on-line social directories and communities (e.g., Facebook, Instagram, Wikipedia, YouTube), video-posting sites, and online personal polling Web sites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the School during or outside School hours and on or off School premises.
3. **Materials and Language:** Use of or accessing profane, abusive, pornographic, obscene, and/or impolite materials or language is not permitted. Accidental access should be reported to the instructor immediately. Intentional circumvention of web-filtering is prohibited including but not limited to VPN sites, browser extensions, etc.
4. **Installing/Copying:** Students are not to install or download any hardware, software, shareware, or freeware onto any media, devices or network drives. Software installed by anyone other than the network administrator will be removed and disciplinary action will follow. Downloading of non-work related files is permitted only with an instructor's permission. Students may not copy other people's work or intrude into other people's files. Please refer to the Honor Code for the consequences for copying the work of another student. All copyright laws must be respected. Use of any other organization's network or technology resources via the network requires the instructor's permission and must comply with the rules appropriate for that network.
5. **Access:** Users may not access the computer network without proper authorization. Attempting to access the network without proper authorization and hacking is expressly prohibited. Users are to use their own username and password when using a school issued device or student account. Users must log off shared devices when they are finished with their work and are not to log on to a device for someone else or tell others their password. Students are to notify the instructor if someone else is thought to know his/her password.
6. **Data Protection:** Users must not attempt to damage or destroy equipment or files. Though efforts are made by School to ensure the safety and integrity of data, the school makes no warranties of any kind, either expressed or implied, for the service it provides. School will not be responsible for any damage to data.
7. **Storage:** Users are to delete their files and materials they no longer need. Students are not to store personal documents, images, videos or other digital material on school devices or school maintained accounts (google drive, one drive, O365, Canvas, etc.).
8. **Passwords:** 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.
9. **Email:** All email correspondence on the School system, the laptop/iPad, or in the student's assigned email account is the property of School. Documents and other files created by the students and located on the laptops or the School computer system are also property of School.
10. **Data Sharing:** Students may not transfer, email or air drop photographs or videos. Doing so will be addressed according to the school's discipline policy.
11. **Daily Student Expectations:** Students who are assigned a school electronic device are responsible for making sure the following:
  - a. Device is completely recharged before classes start for the day.
  - b. Students will need to bring their device to school every day. Failure to do so may result in a failing grade on assignments that require the use of the device for that day.
  - c. Students are only permitted to use laptops/iPads during class when authorized to do so by a faculty member and only for the purpose stated by the faculty member.
  - d. Student may not remove electronic devices from school provided protective cases. If student feels the need to remove the ipad from the case for any reason, they must first have it approved by the IT staff.
  - e. iPad will not be allowed to be used at lunch. iPad must be stored in the students backpack.
12. **Personal Cell Phone Use:** Cell Phones may not be used during the school day and are not a replacement for the school issued technology.

The following consequences will 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 electronic device access privileges
- Temporary or permanent confiscation of the student electronic device
- Disciplinary action as provided for in the discipline policy
- Any other sanctions or remedies provided by the law

### **School's 1:1 Technology Program**

Students are expected to take excellent care of the equipment. Physical damages to the device will be charged back to the student and parent with the exception of normal wear and tear which is covered by the technology fee. The charges below will be billed to the parent for damage to the device that is above and beyond minor issues. Students may also face disciplinary consequences if the damage was caused by their negligence. Regardless of whether the student believes they are responsible for the breakage, the parent will be responsible for the cost to return the device to its original state. Students are ultimately responsible for returning the same iPad and case/keyboard (devices all have serial numbers and are issued per student at the beginning of the year) at the end of the year. Suggesting that another student may have taken it or broken it does not negate the need to pay for the repair/replacement.

Cost per Repair (includes parts, labor and tax)

- Broken Screen: \$60
- Broken keyboard or keys missing: \$60
  - Lost or missing charging block: \$20
  - Lost or missing charging cable: \$20
  - Broken bottom/side outer casing: \$100
  - Missing case: \$100

A replacement fee will be charged if the device is lost or stolen. The replacement cost for a lost or stolen device is \$429.

All outstanding fees must be paid prior to students attending any school events, field trips and overnight trips including graduation.

The following consequences will 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.

1. Revocation or limitation of iPad access privileges
2. Temporary or permanent confiscation of the student device
3. Disciplinary action as provided for in the student handbook
4. Any other sanctions or remedies provided by law



## **Internet Safety Policy**

It is the policy of School to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities;
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the IT Department

The IT Department will provide age appropriate training for students who use the Internet facilities. The training provided will be designed to promote the commitment to:

- (a) The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;

(b) Student safety with regard to:

- i. safety on the Internet
- ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms
- iii. cyberbullying awareness and response

(c ) Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the School's acceptable use policies.

## **Grievance Policy For Parents/Students**

**Purpose: To provide the procedures parents/students will follow when they have an issue at the School that constitute a grievance.**

This policy is in place to respond to parent/student grievances. Grievances may only come from current students or parents of current students. It is expected that any guardian/parent/student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student’s Teacher. If the student/parent is not satisfied with the teacher’s response, they should then set a meeting with the grade-level Principal. At that meeting, the teacher, student, grade-level Principal and parent must be present and the issue at hand will be fully discussed. If the parent or student wishes to pursue the matter further, they may then meet with the Director. Similarly, if a guardian/parent/student disagree or have an issue with a policy or procedure at the School, the guardian/parent/student should set a meeting with the Director. If the guardian/parent/student feels that their issue is still a concern after meeting with the Director and the issue meets the definition of a grievance set forth below, the guardian/parent/student may initiate the grievance procedures as described below. Many issues that a guardian/parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or grade-level Principal.

1. **Definition of a grievance:** a grievance is defined as a formal written complaint by a guardian/parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. Complaints under other policies including those under Title VI, Title IX, IDEA, Section 504, the School’s Non-Title IX Bullying policy and those pertaining to student discipline are not grievances and this policy does not apply to such complaints. Please refer to the School’s policies and procedures for those matters.
2. **Time Limits:** A grievance will only be heard if the complaint has been filed within fifteen calendar days of the meeting with the Director. The fifteen-day deadline may be extended at the discretion of the Director.
3. **The grievance process is as follows:**

**Step 1:** If the parties are not satisfied with the decision of the Director, and the grievance meets the definition set forth above, the guardian/parent/student must submit a letter in writing stating the School policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The guardian/parent/student should make all efforts

to include any details about the event that may be helpful in the decision making process. The written letter should be submitted to the Director of the School and to the Chair of the Board of Directors. If the Director of the School is implicated in the grievance, the grievance should only be submitted to the Chair or the Vice Chair of the Board of Directors.

Step 2: Where the grievance is filed directly with the Board as set forth above or after receiving the appeal letter, the appeal shall be considered by the Board at its next regularly scheduled board meeting provided such meeting is more than seven days after the filing, or the Chair of the Board of Directors may call a special meeting of the Board to consider the appeal in accordance with the School's bylaws. The Board will consider and discuss the grievance in accordance with Open Meetings laws. At that meeting the Board of Directors will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the board decides that it needs additional time to consider the grievance, gather information and/or conduct an investigation, it may defer its decision until another regularly scheduled board meeting or schedule a special meeting. At the meeting where the board makes a decision on the grievance, the board will give the individual filing the grievance or appeal notice and the opportunity to attend the meeting. Once the board reaches a decision on the grievance, the Board will communicate that decision to the individual who filed the grievance within five School days. The Board's decision concerning the grievance is final. The Board reserves the right to appoint a Board Panel to address the grievance. In such cases, the Board Panel's decision is final and there is no appeal rights to the Board. Notwithstanding any other provision, the Board may conduct an investigation and/or gather additional information regarding the grievance, including interviews or engagement of an investigator, at any time.



## Teacher--Student-Parent Contract

The school commits to a partnership between parents, students, teachers, and staff to provide the best possible education for our students. In order to achieve our goals, we must work together.

### Pledge by the Teacher:

1. We will arrive at school on time every day and remain until the school day is over.
2. We will always teach in the best way we know how and will do whatever it takes for all our students to learn.
3. We promise to appreciate, support, and respect every student and parent.
4. We promise to communicate regularly with parents about their child's progress and make ourselves available in person and by phone.
5. We will return parent phone calls within 24 hours.
6. We will assign productive, worthwhile homework to reinforce and support skills and concepts learned in class.
7. We will inform our parents promptly when students deserve recognition for their accomplishments; and if a parent needs to be contacted for inappropriate student behavior, we will inform the parent promptly.
8. We will always protect the safety, interest, and rights of all individuals.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Pledge by Parents (or Guardian):

1. I will make sure my child arrives at school every day on time (by 7:50 a.m.). If my child takes the bus, I will ensure that he or she is at the bus stop on time.
2. I will always help my child in the best way I know how and I will do whatever it takes for my child to learn by providing a quiet space for my child to study, checking my child's homework folder (K-1) or agenda (2-7) every night and ensuring that my child reads every night.
3. I will make myself available to my child, the school, and any concerns they might have. I will return phone calls from the school within 24 hours. If I am asked to attend a meeting regarding my child's education or behavior, I will make every effort to be there.
4. I will make sure my child wears the MINA Charter School uniform and follows the dress code. My child will not be allowed to start the day unless he or she is wearing the proper uniform.
5. I understand the expectations of MINA Charter School, and I will make sure that my child learns to live up to them. I understand that my child may lose privileges or have other disciplinary consequences if my child violates the school's rules, and I will support the school in its efforts to enforce high standards for behavior and citizenship.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Pledge by the Student:**

1. I understand that my education is important, and I will always work, think, and behave in the best way I know how and do whatever it takes for my classmates to learn.
2. I will come to school every day on time and work hard while I am in school.
3. I will wear my uniform every day and follow the school dress code. I will complete all of my homework and reading every night as documented in my homework folder (K-1) or agenda (2-7).
4. I will raise my hand to ask for help if I do not understand something. I will make myself available to my teachers and parents about any concerns they might have.
5. If I make a mistake, I will tell the truth and accept responsibility for my actions.
6. I understand the rules and expectations at MINA Charter School, and I will live up to them every day.
7. I will follow all school rules in order to protect the safety, interests, and rights of all individuals.
8. I understand that I may lose privileges and have other disciplinary consequences if I break rules.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted and Approved by MCS:05/20/2020