

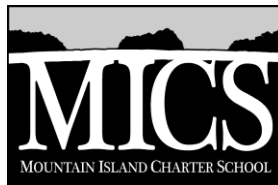
Mountain Island Charter School

13440 Lucia Riverbend Highway, Mount Holly, NC 28120

Please visit our school website:

<http://www.micharter.org>

Middle/High School (6-12) Parent/Student Handbook 2017-2018



Mission Statement

Mountain Island Charter School offers a traditional curriculum while instilling character values and leadership development within a positive and challenging learning environment.

Students, teachers, staff, and parents will be encouraged to lead by example through their positive impact on and service to each other, their school, and their community. We endeavor to promote and foster excellence, wisdom, integrity, and perseverance within our students to enable them to be successful in today's complex and diverse society.

Mountain Island Charter School Values

As an MICS Community Member, I am expected to promote and uphold the core values listed below.

We promote academic excellence.

- We value the thinking process and expect students to answer and ask strong questions.
- Students will apply understanding by creating something new and coming to their own conclusions.
- Students discover their individual talents and abilities, and we encourage creativity and diversity.
- We focus on 21st century skills and expect all members of the school community to have a strong work ethic.
- We are student-centered and have created an environment where all members of the school community can feel comfortable and are expected to contribute.
- We provide high-quality, differentiated and challenging learning experiences and expect students to give us their best each day.

We promote positive character.

- We provide students with the tools to make wise decisions and expect them to do so.
- We encourage strong relationships and trust and we value everyone's opinion.
- We help students grow in confidence and risk taking as they move beyond what comes easy and natural to them in the learning process.
- We teach and expect our students to demonstrate self-control, compassion, and understanding of the needs of others.
- We nurture, value and collaborate with others paying close attention to the impact we are making on one another.
- We have a strong work ethic, and we inspire excellence.
- We take initiative, and continuously learn and seek solutions for what will make Mountain Island Charter School better.
- We are encouraging, positive, and passionate about education.
- We take time to get to know one another academically and personally and we do what is best for each other.
- We share ideas, think outside of the box, and work together to strengthen our school, community, and world.

We promote service and leadership.

- We have a clear purpose and path, and we understand our roles and responsibilities in fulfilling the mission of Mountain Island Charter School.
- We help each other unconditionally and trust one another.
- We create solutions and we communicate clearly with each other to ensure the best interests of all.
- We encourage discovery and create connections between ourselves, one another, and our world.
- We set the standard and lead by example. We model leadership and value all members of our community.
- We connect our learning to real life situations.
- We show responsibility by meeting or exceeding academic and personal goals.

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Academics

Homework Philosophy

The Mountain Island Charter School staff believes homework is an important component of the educational process. It is expected the following objectives will be accomplished through regular and well-planned homework:

- Students will develop self-direction and individual responsibility.
- Students will develop independent study skills.
- Students will become better organized.
- Students will learn to budget their time.

The learning process will be expanded through extensions not accomplished in the school setting.

Homework

The total amount of homework assigned to a student should equate to approximately ten minutes per grade level year (i.e. 9th grade = 90 minutes), not including any regular reading time.

Assessment

Assessment is the gathering and analysis of information about student performance. It identifies what students know, understand, can do, and feel at different stages in the learning process. Assessment is integral to all teaching and learning and gives teachers, students, and parents feedback that can be used to revise and analyze their goals, attitudes, skills, and knowledge. Assessment is a four part process including planning (determining clear measures of outcomes), assessing (to measure outcomes), evaluating (tools), and reporting (documentation).

Reporting and Progress Monitoring

Reporting is a means of giving feedback from assessment. It describes the progress of a child's learning and identifies areas of growth. Progress reports are provided to students who are struggling and/or receiving a grade of D or below. Failure to meet grade level standards may result in program modifications and/or limitations, including but not limited to restriction from extracurricular activities taking place during the school day. At the first quarter progress report, underperforming students in honors/advanced courses will meet with faculty and/or school leadership to discuss their progress and placement. Formal, detailed report cards are issued at the end of each quarter. Achievement or progress shall be reported as indicated below.

Grading Scale

Defining "expectations" as the progress toward mastery of the standards and objectives set forth by MICS and the Common Core and North Carolina Essential Standards:

- 90-100 A** Consistently Exceeds Expectations at this time
- 80-89 B** Exceeds Expectations at this time
- 70-79 C** Meets Expectations at this time
- 60-69 D** Inconsistently Meets Expectations at this time
- 0-59 F** Does not meet expectations at this time

Student Conduct Rating

Reports on the student's conduct are also included in quarters 1, 2 and 3 report cards.

Student conduct is rated using the following scale:

3—Consistently meets grade level expectations

2—Inconsistently meets grade level expectations

1—Does not yet meet grade level expectations

Late Work

Middle School:

Late work will be accepted for up to three days after the due date. One total letter grade will be deducted from late work.

High School:

Homework (work assigned to be completed outside of the classroom):

*Late homework will be accepted for up to three days after the due date or the end of the unit (whichever comes first).

*Homework will be graded as follows:

- Day 1—On time: up to 100%
- Day 1 (same day)—Late: up to 80%
- Day 2: up to 70%
- Day 3: up to 60%

Major Assignments (such as long-term projects, ISN):

*24 Hour "Grace" Period = a student can earn 80% on the missed assignment by completing that work with the teacher's support (lunch, after school, before school, during class—arranged with teacher as the late work occurs)

*After assigned due date = No credit

Classwork: Work that is to be finished in class will not be accepted late.

Academic Honesty and Integrity

In keeping with our school's mission, we desire to create and maintain an ethical academic atmosphere where honest behavior is an expectation for all students. Such behavior must be reflected in all areas of student life, including the completion and submission of classwork. By holding students accountable for honest behavior in all areas, we will help them grow in integrity and skill as they learn and practice effective and ethical behaviors connected with the use of information and information technology.

Defining Cheating/Plagiarism

- Cheating at school is the act of using any unauthorized means to complete any form of work for a class, an application, an activity, etc. Many forms of cheating at school can also be referred to as "plagiarism," which is the act of using and claiming someone else's material without giving credit to that person. Some examples include...
 - Copying any portion of another student's answer or work and/or allowing someone to copy one's own answer or work, including working together on an independent assignment and/or copying the work of another person that has already been submitted as that person's own.
 - Using and claiming another person's ideas, opinions, theories, words, sentences, paragraphs, or entire work without appropriate acknowledgment of the source, which includes failing to use parenthetical in-text or in-project documentation and/or using documentation that is invalid and/or does not match the Works Cited page.

School Hours, Attendance, & Before/After School Care

Attendance Policy

Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session.

Regular attendance by every student is mandatory: the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. When unexcused, students absent for half or more of the school day will not be permitted to participate in afterschool events on that date.

Absences are excused for the following reasons:

1. Student illness or injury. Students with fever, vomiting and/or diarrhea may not return to school for 24 hours after the symptoms have subsided.
2. Quarantine
3. Death in the immediate family

4. Doctor/dental appointments that *could not be arranged outside of school hours*
5. Pre-authorized absence, including “educational opportunity”. Contact your child’s school principal at least five days prior to the absence.
6. Religious Holidays not observed by the school calendar
7. Court or administrative proceedings
8. Absence related to deployment activities

In the event of an excused absence, written notification (either via handwritten note or e-mail) must be received by the office **within 5 days** of the students return to school. School leadership may pre-authorize an excused absence in situations when it is demonstrated that the purpose of an absence is to take advantage of a valid “educational opportunity”, such as travel. Approval for such an absence must be granted prior to the absence. Additionally, should a student miss three or more consecutive school days, a doctor’s note may be required in order to render the absences excused.

When students reach **3 days of unexcused absence**, parents will be contacted via a notification letter/email.

When students reach **6 days of unexcused absence**, parents will be contacted via a notification letter/email.

When 10 days of absence (**either excused or unexcused**) has been reached, parents will be contacted by school personnel to review the student’s academic status and factors surrounding the absences and to make recommendations of corrective action as needed.

Should any student reach 20 days of absence (**either excused or unexcused**) the student and parents will meet with school leadership to discuss the impact to the child’s education and to review the potential of retention in grade level and/or course failure.

Tardiness

Students who report to a class after the start time will be counted as tardy.

- Tardies to school are excused for the following reasons: doctor’s visits, illness, and religious obligations.

Family Death or Terminal Illness

If there is a death, terminal illness, or similar traumatic situation in your family that may affect the student’s attendance, emotional well-being, and/or level of concentration, please notify the office and classroom teacher.

Illness During the School Day

When a student becomes ill during the school day, he/she should notify the teacher, and the teacher will send the student to the front office. The office staff will call the parent or guardian or emergency contact for parent pick-up. Pick up should occur within one hour of notification

Early Dismissal

Please check in at the C Building front office when you come to pick up your child. In no case will a student be allowed to leave school with anyone except his/her parent or guardian and emergency contacts unless the school has communication from the student’s parent/guardian. To ensure an orderly dismissal process, early dismissals after 2 pm for grades 7-12 and 2:50 pm for grade 6 will not be permitted.

K-8 Before/After School Care

The MICS Before and After School Program is available to families who wish to have their K–8 child(ren) on site at MICS for an extended day. Contract and Drop-in rates are available for each. Illness and conduct policies in place during the school day will also hold during the Before/After School program. Fee information and applications are on the MICS website.

Before School opens at 7:00 am

After School closes at 6:00 pm

Make-Up Work

Students have an obligation to complete all assignments missed during illness or unexpected absence from school. Students anticipating absences for school purposes may be expected to complete assignments prior to the date of absence. Students will have the number of instructional days missed plus 1 to make up missed work, up to 4 makeup days. Students in excess of 3 days absent will arrange a conference with the teacher to

create a make-up schedule. Items assigned prior to an absence, quizzes and tests should be submitted and/or made up immediately upon return to school. In the case of extenuating circumstances impacting a student's ability to submit makeup work prior to the deadline, students should initiate contact with the teacher regarding the matter prior to the deadline.

Communication

Effective communication between school and home is vital to the successful academic, social, and emotional well-being of all students. The school will communicate often and by a variety of means in an effort to keep parents informed of the happenings at school and the growth of the students. The following are a sampling of the methods of communication utilized by MICS:

6th Grade Student Planners

MICS student planners are a required component of each 6th grade student's school materials. These planners assist the student with organization and facilitate communication between the parents and teacher regarding homework assignments, future tests and quizzes, and other relevant academic information.

MICS Website and PowerSchool

We utilize online communication tools that provide information about our school, your child's classroom, and your child's progress. General information is available at www.micharter.org. Appropriate credentials for PowerSchool (online gradebook program – <https://mics.powerschool.com>) required for logging in are provided by the school. Our system is also capable of transmitting school wide notifications via phone.

Parent/Teacher Conferences

Parent/Teacher Conferences may be scheduled to allow parents and teachers to discuss a child's performance at school. Conferences can be held as needed, before or after school as well as during the school day per teacher availability. After the end of the first quarter, there are two teacher workdays that are specifically earmarked for Parent/Teacher conferences. Additional conferences may be scheduled as needed throughout the remainder of the school year. Parent/Guardians should contact their child's teacher(s) to schedule a conference.

Adverse Weather Communications

The Executive Director determines whether to close or delay school or release students early when inclement weather is predicted and road conditions are unsafe for travel. The decision to close or delay school, including how long to delay, will be shared in the following ways:

- MICS Website
- Local News Affiliates
- Telephone Notification System
- Front Office Voicemail

If no announcement is made, the school schedule remains as normal.

If inclement weather is predicted after the school day has begun, a decision regarding early release will be made as quickly as possible. In the event school is dismissed for the day, notifications will be announced via the lines of communication listed above.

Please remember to make plans in advance for childcare in the event that snow, ice, or other severe weather closes school during the day.

If school is already in session when a severe weather watch or warning is issued, the school will remain open. Staff will take appropriate safety precautions.

School Phones

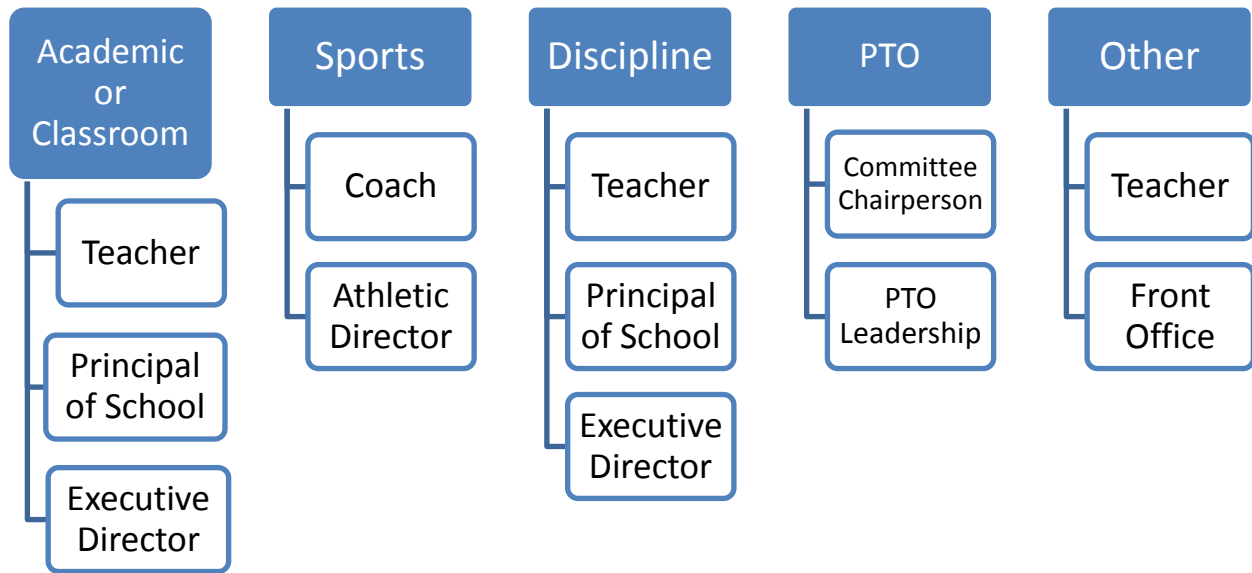
Students may use school phones to call home with permission. If a student is ill, the school office will contact the parent/guardian. Important messages will be given to students or staff members upon request.

Student Cell Phones and Electronic Devices

Student technology (cell phones, electronic devices, etc.) may be used during the school day only at authorized times or with staff permission. Please refer to the Discipline Plan for additional details regarding student technology.

MICS Pathways of Communications

When comments, questions or concerns arise, please use the following chart to understand the appropriate channels of communication.



MICS Grievance Policy and Procedure

The philosophy of MICS is to resolve grievances with dialogue. The purpose of this policy is to establish a process for resolving public complaints when earnest dialogue alone is insufficient. Parents who have a grievance should use the following procedure in order to solve the grievance with other interested parties. Via this procedure, grievances will be resolved promptly and equitably. This policy is not intended to replace informal discussion and resolution of grievances.

- 1) Raise the grievance with the lowest-level interested member of the faculty or staff and seek to resolve the issue. The faculty or staff member may involve other, higher-level members of the school staff. MICS will endeavor to resolve issues at this level within 3 school days of initiation of this grievance reporting level.
- 2) If the problem persists and cannot be solved at the MICS staff level, the Aggrieved Party can appeal to the appropriate administrative head—such as the School Principal—in writing. MICS will endeavor to resolve issues at this level within 3 school days of initiation of this grievance reporting level.
- 3) If the problem persists and cannot be solved at the appropriate administrative head level, the Aggrieved Party can appeal to the Executive Director in writing. MICS will endeavor to resolve issues at this level within 3 school days of initiation of this grievance reporting level.
- 4) If the grievance is not satisfactorily resolved by the Executive Director, the grievance may be submitted to the Board Chair in writing for mediation. The Board will review and their decision will be final. Resolution at this level will occur by the next regularly scheduled Board meeting, unless that Board meeting is less than 3 school days after reporting at this level.
 - The only student disciplinary matters that may be appealed to the Board are those taken under N.C. Gen. Stat. §§ 115C-390.7, 115C-390.10, or 115C-390.11. Administrative recommendations to exclude a student from the School can also be heard by the Board.

School Governance

The governance of Mountain Island Charter School involves a number of groups and individuals. Each is listed below with a description of their function.

Authorizing Agency

The Authorizing Agency, the North Carolina State Board of Education, grants a charter to the nonprofit corporation, Mountain Island Charter School, Inc.

School Board of Directors

The Board of Directors is the governing body of the school. School policy is created between the Board of Directors and the Administrative Team.

Executive Director

The Executive Director functions primarily in the role of providing leadership in all areas of the school, including teachers, staff, students, parents, and curriculum. The Executive Director is the general manager of the school and leads the school in site-based decision making.

Middle/High School (6–12) Principal

The Middle/High School (6–12) Principal provides daily support and supervision of the Middle and High School programs.

Principal of Lower School

The Principal of Lower School provides daily support and supervision of the Lower School program (K–5).

Parent Involvement

Mountain Island Charter School is a strong advocate of parent support and involvement. The support of our families is critical to the success of Mountain Island Charter School and is warmly welcomed and very much appreciated.

Parent Teacher Organization (PTO)

All MICS parent, teachers, and staff members are automatically members of the MICS PTO and membership is free.

The MICS PTO is a place for parents/guardians and staff members to come together and support student development by providing a positive environment to share resources and inspire involvement in school activities and projects, especially within parent committees. The purpose of the MICS PTO is to support teachers and staff, to fundraise with the purpose of enhancing the education of every student, and to promote positive communication.

For 2017, PTO meetings will be held on the first Thursday of the month and will rotate between morning and evening meeting times. Details will be announced via the PTO website and the Raptor Call.

PTO Committees

The PTO is made up of various committees including Events, Room Parents, and Staff Appreciation. Detailed committee and event information is available at www.micssoar.org/PTO.

PTO Contact Information:

PTO@micssoar.org

www.micssoar.org/PTO

Facebook/MICSPTO

General Guidelines for Visitors and Parent Volunteers

Visitors

The following are guidelines for visitors while they are in the building:

- All guests must sign in at the front office upon arrival to the campus.
- All guests must wear a name badge. For security purposes, any guest on campus without a name badge will be asked to return to the front office to obtain one.
- The distribution of literature of any kind is not permitted.
- Prior to leaving the campus, guests must sign out in the front office.
- Former students that withdrew from MICS are not permitted to visit during school hours without prior written approval from the principal.

Volunteers

Thank you for your support, volunteerism, and adherence to the following guidelines during classroom visits. You are the key to making our volunteer efforts truly beneficial for our teachers and students at Mountain Island Charter School. Mountain Island Charter School offers an array of activities for parental involvement. These activities include, but are not limited to, student-teacher conferences, classroom activities, and parent seminars and trainings.

1. All MICS volunteers must complete volunteer training and renew each year.
2. All MICS volunteers are subject to criminal background checks.

3. Volunteers must sign in at the office when entering the building and wear a name badge while volunteering.

Expectations for Adult Visitors While on Campus or Attending School-Sponsored Events (On or Off Campus)

1. No one disrupts or attempts to interfere with the operation of a classroom or any other area of a school.
2. Adult visitors must respect and not infringe upon obligations and time constraints of school staff and faculty.
3. Information that might help reach our common goal is shared. This includes information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.

Anyone on school property or at a school-sponsored event (on or off campus) may be directed to leave the premises by an administrator or other authorized staff at any time and may have limitations placed on their access to campus or school-sponsored events (on or off campus).

Disruptive behavior is any action that interferes with or may reasonably be expected to interfere with the normal, orderly operation of the school, including but not limited to:

- Profane, lewd, obscene, abusive and/or slanderous/libelous language, gestures or other written or electronic communication;
- Rude or riotous noise;
- Disorderly or assaultive behavior;
- Vandalism or the defacement of public property;
- Overt or implied threats to the health or safety of others; and
- Any other conduct that violates any applicable law or school policies.

Safety

Safety of the students, staff and visitors at MICS is extremely important. The following are some of the measures that will be in place to secure the MICS campus.

General Safety

1. All MICS employees must pass criminal background checks and drug tests.
2. Volunteers/visitors who may be in any unsupervised position with students will undergo criminal background checks also, or not be allowed to be placed in such roles (i.e. coaches, tutors, chaperones).
3. The K-8 coordinated dress policy allows those who are not a part of the MICS student body to easily stand out.
4. Access to the campus and to our facilities is monitored.
5. All teachers/staff will wear ID badges.
6. All visitors are required to check in at the front office at the beginning and end of each visit.
7. Students are not permitted to receive visitors during the school day without prior approval except for parents/guardians.
8. For students wishing to bring a guest to a school event (i.e. dances, socials, etc.), the guest must be pre-approved via the submission of the "Student Guest Approval Form".
9. Any medications are kept in a locked location in the school office.
10. Emergency supplies, including a first aid kit and other emergency needs, are kept in each classroom.
11. Access is granted to local health and fire department officials for inspection of the premises or operation of the school.
12. MICS is a tobacco-free school. To this end, the use of any tobacco product is prohibited on campus or during school events. This applies to anyone on campus, including faculty, parents, staff, and visitors.

Safety Regulations

1. MICS will be in full compliance with all federal, state and local fire and safety regulations, including but not limited to conducting fire drills, tornado drills, lockdown drills, and other applicable drills.
2. All exits and stairways will be kept clear at all times to facilitate evacuation.
3. All emergency procedures and evacuation plans will be posted in each classroom, and all procedures and plans will be consistently evaluated and refined.
4. All combustible and/or potentially harmful materials such as chemicals and cleaning supplies will be properly stored and maintained.
5. Because of our proximity to the McGuire nuclear power plant, proper nuclear emergency procedures will be put into place.

Immunization of Students

MICS will comply with all state and federal immunization requirements. All students will be required to produce a record of current immunizations within thirty days of enrollment. Failure to provide this record will result in suspension until such immunization record is submitted. MICS will provide parents with immunization information as specifically required by the NC Health Department.

Medications

Prescription or over-the-counter medications cannot be dispensed by the school or brought to school without a written medical authorization form signed by a doctor. These forms are available in the school office. Medications must be brought to school in their original container. Students may not have medicine of any form, except inhalers or Epi-pens (provided the authorization for student self-medication form is on file in the office), in their possession or in their lockers on campus. Students must turn in their medications at the office and a designated staff member will administer medications provided all requirements are met. Administration of non-prescription medications at school is discouraged.

General Information

Check Writing

When you provide a check as payment to MICS, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee (to the maximum allowed by the state) through an electronic fund transfer from your account if your payment is returned unpaid.

Always include the following on your check: Full Name, Address, Phone Number and Child's Name/Teacher (Homeroom).

Funds due to MICS

In the event that funds owed to MICS become delinquent due to non-payment or issuing of a non-negotiable check, all future payments to the school will be credited towards the existing debt. Payments including athletic participation fees, field trips and field study payments will be credited to the student's account until this balance is paid in full, beginning with the oldest debt. This may prohibit students from participating in paid activities sponsored by or otherwise facilitated by the school.

Library Books

To encourage responsibility and ensure every student is able to enjoy the books on our shelves, students with an overdue book will have their book borrowing privileges revoked until they return or pay for their book(s).

- If a student has a book more than two weeks past due, parents will be notified.
- After 30 days past due, students must **pay a fine of \$7.50** and return the book (No fees will be incurred until the 30th day).
- After 60 days past due, the book is presumed lost and the cost to replace the book, as well as the **fine of \$15.00** will be invoiced to the parent/guardian of the student. If the student's *Financial Obligation* is not paid, the student risks losing privileges, such as participation in athletics, field trips, after school care, and field study programs.
- If books are lost or damaged beyond repair, students will have to pay the replacement cost of the book as determined by the school.
- All fines, repairs, and replacement costs collected are not refundable.

Personal Fundraising

Students are not permitted to implement non-school sponsored fundraisers for personal gain.

Personal Items

The school will not accept responsibility for the personal items of students, such as electronic games, toys, iPods, CD/DVD players, laptops, CDs and DVDs. Any personal items that the school judges to be unsafe or inappropriate for school will be confiscated by school leadership and held in the office until the parent can retrieve them.

Student Lockers

Students may be provided a school locker and lock to secure their belongings per locker availability. Students must use the lock purchased through the school, and the school reserves the right to remove any other type of lock that may be used on a locker. When warranted, the school reserves the right to inspect student lockers.

Lunch

Lunch will be eaten in the cafeteria. MICS will provide an optional hot lunch service. Students not wishing to participate are to bring a nutritious lunch from home including a drink.

Celebrations

In order to provide opportunities for celebrations while also maintaining continuity within the school day, all classroom celebrations must occur during a time deemed appropriate by faculty and/or school leadership. To ensure the safety of all students, parents who bring a food item are required to bring store-bought items with the contents labeled.

Field Trips

Whenever students are traveling away from school, they are subject to the same expectations and rules observed at Mountain Island Charter School. As in the classroom, the teacher will judge acceptable or unacceptable behavior. Every facet of the Discipline Plan will be enforced on field trips just as it is in the classroom. Signed permission slips must be on file for each field trip.

Multi-Day Field Trips

Learning at MICS goes beyond the classroom walls. Beginning in fifth grade these extended field trips are designed to integrate and expand our core academic curriculum. These extended studies have as one of their goals to educate in a real environment with hands-on-learning. There are many other kinds of learning and growth in this program which include students developing independence within a nurturing framework, practicing social group living skills, activities that involve development of self and group awareness, practicing good manners and behavior in new environments. These experiences provide valuable life learning opportunities and help to bond students and build positive memories.

Enrichment Programs

Fee-based after school enrichment opportunities (music lessons, etc) and summer camps will also be offered by our Enrichment program. Details are posted on the MICS website as these programs are available.

State and Federal Compliance

Promotion and Retention

Mountain Island Charter School will follow the North Carolina statutes and the State Board of Education regulations regarding promotion and retention and observes the following requirements for grade level promotion:

- To be promoted to 7th, 8th and 9th grades: students must pass Math and English Language Arts
- To be promoted from 9th grade to 10th grade: 5 credits including English I and Math I.
- To be promoted from 10th grade to 11th grade: 11 credits including English I & II, Math I & Math II, 2 social studies and 1 science credit.
- To be promoted from 11th to 12 grade: 17 credits including English I, II, and III, 3 math credits including Math I, Math II & Math III, and 3 social studies (including American History I), and 2 science (including Earth/Environmental AND one of the following: Biology, Chemistry or Physical Science) credits.

Making Progress Towards a High School Diploma

Middle and High School students are considered to meet MICS promotion standards by passing all courses required for promotion to the subsequent grade level. Should a student fail to have a passing grade average for a year-long required course at the conclusion of the first semester, the student will be placed on academic probation for the third quarter. A student on academic probation will be considered as meeting MICS promotion standards for the duration of the third quarter; however, if at the end of the third quarter a student on academic probation does not have a passing overall grade average for any course required for promotion, the student no longer meets promotion standards.

Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. p 1232g; 34 CFR part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR p 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies, and;
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, and date of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Americans with Disabilities Act—TITLE II

Mountain Island Charter School does not discriminate against any person on the basis of disability in admission or access to the programs, services, or activities of the school, in the treatment of individuals with disabilities, or any aspect of operations. The school does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans With Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions regarding the ADA and Section 504 may be forwarded to the school office.

Non-Discrimination Policy

With respect to the services provided to our student population and staff, no person shall be discriminated against in any education program, activity, or other related service based on race, color, religion, gender, sex, age, national origin, or disability.

Bullying

Includes, but is not limited to, a pattern of negative behaviors directed towards a particular student because of one or more distinguishing characteristics of that student, involving a real or perceived power imbalance and having a negative impact on that student's overall educational experience (Refer also to N.C.G.S. 115C-407.15 and N.C.G.S. 14-458.1).

If an allegation of bullying is made, the school will complete a Bullying Checklist within 5 school days or less to ascertain whether or not an act of bullying has occurred.

	Lower School Dress Code	Middle School Dress Code	High School Dress Code
Shirts	-Shirts must have a collar and must be solid blue, green or white. <i>Collared shirts must remain buttoned in order to meet coverage requirements listed below.</i> <i>Visible undershirts must be solid blue, green or white.</i>	-Shirts must have a collar and must be solid blue, green or white. <i>Collared shirts must remain buttoned in order to meet coverage requirements listed below.</i> <i>Visible undershirts must be solid blue, green or white.</i>	-Shirts must meet all dress code requirements listed below.
Pants, Dresses, Jumpers, Shorts, Skirts/Skortis	-Pants, shorts, and skirts/skortis must be solid khaki, black or navy. -Polo-style dresses or jumpers must be solid blue, green or khaki.	-Pants, shorts, and skirts/skortis must be solid khaki, black or navy. -Polo-style dresses or jumpers must be solid blue, green or khaki.	-Pants, dresses, jumpers, shorts, or skirts/skortis must meet all dress code requirements listed below.
Shoes	-Shoes must fully cover the toes and the back of the heel.	-Shoes must fully cover the toes and the back of the heel.	-Shoes must meet all dress code requirements listed below.
Outerwear, Hats, and Headbands	-Outerwear worn <i>inside the classroom</i> must meet requirements for colors, patterns, brand names/logos, and graphics. This does not apply to outerwear worn <i>outside the classroom</i> . -Official MICS outerwear may be worn anytime. -Hats must meet brand names/logos and graphics requirements. -Traditional-style bandanas (paisley pattern on solid color) and athletic-style headbands are not permitted.	-Outerwear must meet requirements for colors, patterns, brand names/logos, and graphics. -Official MICS outerwear may be worn anytime. -Hats must meet brand names/logos and graphics requirements. -Traditional-style bandanas (paisley pattern on solid color) and athletic-style headbands are not permitted.	-Outerwear must meet all dress code requirements listed below. -Official MICS outerwear may be worn anytime. -Hats must meet brand names/logos and graphics requirements. -Traditional-style bandanas (paisley pattern on solid color) and athletic-style headbands are not permitted.
Brand Names/Logos and Graphics	-Visible brand names/logos must be small enough to be covered by the hand, except for outerwear worn <i>outside the classroom</i> . -Clothing may not contain any type of graphics other than clothing logos/brand names or official MICS graphics. Statements and slogans are not permitted. Graphics restrictions do not apply to outerwear worn outside the classroom.	-Visible brand names/logos must be small enough to be covered by the hand, except for outerwear worn <i>outside the classroom</i> . -Clothing may not contain any type of graphics other than clothing logos/brand names or official MICS graphics. Statements and slogans are not permitted. Brand name/logo size restrictions do not apply to outerwear worn outside the classroom.	-Clothing may not contain any type of graphics other than clothing logos/brand names, official MICS graphics and neutral graphics related to a college/university or official military branch. Statements and slogans are not permitted.

Dress Code Requirements for All Students

- Hats and hoods must be removed when inside any building.
- Traditional-style bandanas (paisley pattern on solid color) may not be worn or made visible (This does not include other types of scarves, headbands, etc.).
- Pants and shorts must be secured at the waistline, not sagging and/or revealing anything underneath.
- All clothing must be free of rips and holes.
- Skirts and dresses must reach the finger-tips with shoulders relaxed and arms and hands fully extended.
- Shorts/skortis must reach the middle of the fingers with shoulders relaxed and with arms and hands fully extended.
- All clothing must fully cover the underclothes, the areas around the waist, the shoulder, the top of the arm four fingers from the shoulder, the back below four fingers from the base of the neck and the chest below four fingers from the collar bone; no visible cleavage.
- If the clothing material (loose weave, mesh, lace, etc.) does not meet coverage guidelines, clothing must be worn underneath.
- Clothing must meet coverage expectations at all times without needing to be constantly adjusted throughout the day.
- Leggings and similar clothing that has a tight, contoured fit all the way down the leg, is made of stretchy material and lacks regular front pockets and regular front fasteners may be worn only under shorts/skortis, skirts and dresses that meet length requirements. For lower and middle school, this type of clothing must be solid white, navy or black.
- Athletic clothing or similar clothing (warm-ups, sweat pants, yoga pants, athletic joggers, etc.) may be worn only for a specific purpose designated by the school. This also applies to sleepwear and similar types of overly casual or unkempt clothing.
- In general, any items related to student appearance that may disrupt the learning environment or be considered unsafe are prohibited.

For **physical education classes**, students must wear athletic clothing and athletic shoes. Athletic clothing must follow all applicable dress code guidelines, except for requirements related to length, color and brand names/logos. Length of athletic shorts must be appropriate for the physical education learning environment.

-**Field trips** are an extension of the regular school day; all regular dress code guidelines apply, unless designated otherwise.

-On **game days**, student athletes may wear game-specific dress as coordinated by the athletic department.

-**Spirit days** will occur on the last school day of the week, as well as on other designated days. All students are encouraged to wear official MICS spirit shirts. Lower and middle school students who purchase a dress down pass may wear traditional denim shorts, skirts/skortis or pants. High school students may wear traditional denim throughout the week. *In light of increasing availability of different types and styles of denim fabric in the retail clothing market being purchased by parents and worn by students to school, the school is no longer able to regulate dress code according to this type of pant fabric worn by students. Parents ensuring that students arrive to school in proper dress code continues to be the most influential and controllable factor to maintain our schoolwide dress code.*

All dress code requirements apply anytime a student is on campus, unless the student is participating in a school-related activity that merits a change of clothes.

Students who violate dress code guidelines will receive consequences in accordance with the discipline plan, including eventual loss of the privilege to participate in all school activities and immediate suspension if they refuse to comply.

Also, students will not be permitted to return to class until they are wearing clothes that meet dress code.

If they cannot have a change of clothes brought to them, they will be offered a change of clothes and may be charged for this clothing.

Mountain Island Charter School Middle School and High School Discipline Plan 2017-2018

Discipline Philosophy

We view discipline as a means of promoting positive character by establishing trust, respect and productive relationships that help maintain a community of strong communicators, courageous problem solvers and responsible citizens. In our discipline program, we strive for the full cooperation of all students, parents, teachers and school leadership, where everyone involved supports and embraces the actions necessary to maintain a culture that embodies the MICS Mission Statement & Core Values.

School Leadership Commitment: School leadership will model, promote, and inspire others to support and embrace this philosophy by demonstrating respect for students, parents, teachers and community members through the way they lead, relate, and communicate, while supporting teachers as they work to fulfill their commitment of establishing a culture of respect.

Teacher Commitment: Teachers will model, promote, and inspire others to support and embrace this philosophy by establishing a respectful environment where each child has a positive relationship with a caring adult, where a student is treated as an individual, and where teachers work collaboratively with all parties involved highlighting the positive in each student, and holding them accountable in a fair, productive manner when expectations are not being met.

Student Commitment: Students will model, promote, and inspire others to support and embrace this philosophy by following school wide and classroom expectations at all times in action and in attitude, addressing and/or reporting behaviors that are unsafe or disrespectful to themselves or others, accepting responsibility for their actions, taking steps to resolve the issue, and when necessary, accepting consequences for failing to meet expectations.

Parent Commitment: Parents will model, promote, and inspire others to support and embrace this philosophy by reinforcing school wide and classroom expectations at home and by supporting staff members through communication & collaboration, helping identify, address and overcome any obstacles in the process.

MICS Core Values

Positive Character

Academic Excellence

Service and Leadership

Core Expectations for Students

Show Respect

Work Hard

Help Others

Response Plan for Infractions at the Teacher Level

Teacher-Level Infractions

Recommended Response

Failure to follow core academic expectations or directions in class, including, but not limited to, not bringing classroom materials, not participating in activities, not completing work in a reasonable time frame, etc.

Step 1: Address problem behavior

-Including, but not limited to, redirection towards positive behavior, modeling, private conversation with the student, etc.

Step 2: Loss of Privilege

-Including, but not limited to, leaving class last, changing seats or groups, losing participation points, being restricted from an activity and assigned an alternate activity, etc.

Failure to follow core behavioral expectations or directions in class, including, but not limited to, not following general classroom procedures, talking without permission, causing minor distractions or disruptions, being disrespectful to staff in minor ways, sleeping or having head down, drinking or eating without permission (including candy and gum), etc.

Step 3: Parent Contact

Step 4: Parent Contact & Lunch Detention

Step 5: Referral to School Leadership

-Depending on the situation, it may not be feasible to make a parent contact or assign a detention prior to writing referral.

-At any point in the process, teachers may contact school leadership with questions or concerns prior to officially referring a student.

-The infractions listed above are not exhaustive. Related infractions will be handled in a similar way as outlined above.

*-The consequences in the discipline plan are **recommended responses** and may be adjusted after considering the student and the situation, including the age of the student, the severity of the infraction, the frequency of the infraction, and/or the student's disability.*

Response Plan for Infractions at the School Leadership Level

Category One Infractions	Recommended Response	
<p>1a. Classroom Tardy <i>Consequences for tardiness reset each quarter.</i></p>	Level I (One-Nine Infractions)	
	Parent Contact, Detention	
	Level II (Ten or More Infractions)	
	One day OSS	
<p>Category Two Infractions</p>	Recommended Response	
	Level I (One Infraction)	
	Parent Contact	
	Level II (Two-Three Infractions)	
<p>2a. Classroom Procedures Violation, including, but not limited to, continuing or consistent choices to not follow general classroom procedures, not bring classroom materials, not participate in classroom activities, not complete work in a reasonable time frame, talk without permission, disrupt or distract in minor ways, sleep or have head down, drink or eat without permission (including candy and gum), etc. For lower school, this infraction also includes not following dress code.</p> <p>2b. Irresponsible Behavior leading to things such as loss or unintentional damage of a student’s property, incidental physical contact with or unintentional offense, concern or embarrassment of a student, if to a degree necessary to involve school leadership.</p> <p>2c. Irresponsible Behavior, including, but not limited to, acting in a manner that is risky or unsafe for oneself or others, as well as unintentionally causing messes or minor property damage, if to a degree necessary to involve school leadership.</p> <p>2d. Dress Code Violation (This infraction applies only to middle and high school students).</p> <p>2e. Campus Procedures Violation, including, but not limited to, not following all procedures for hallway movement, class transitions, lunch, arrival and dismissal, as well as taking unauthorized routes. This does not include related infractions in higher categories.</p> <p>2f. Failure to Serve Detention (This infraction applies only to middle and high school students).</p> <p>2g. Misuse of Technology, including not meeting the following technology requirements: -During instructional time, technology must remain silent and away unless explicit staff permission has been granted at that time. “Silent” refers to the absence of any kind of noise generated by the device and “away” refers to the device and accessories being completely out of sight. The instructional time requirement applies to hallways, restrooms, and other areas on campus. -During transitions (including arrival and dismissal), students may use technology for brief, essential communication only. Students are not permitted to listen to music, and accessories (headphones, etc.) must be put away. -During lunch, students may use technology for communication, listening to music with headphones, and other school-appropriate purposes. -In addition to receiving the recommended disciplinary response, students who are assigned a 2g infraction will be required to temporarily surrender the device to school leadership. Failure to comply will result in a “5a: Disrespect towards an Adult” infraction.</p> <p>2h. Excessive Display of Affection, not including related infractions in higher categories (Middle and high school students are permitted to hold hands and give brief hugs.).</p> <p>2i. Possession or Unsupervised Use of Non-Prescription Medicine, not including related infractions in higher categories.</p> <p>2j. Unauthorized Sale/Distribution of Merchandise, not including related infractions in higher categories.</p>	<p>Detention</p> <p>Level III (Four or More Infractions)</p> <p>At least one day OSS</p>	
	Level I (One-Two Infractions)	
	Detention	
	Level II (Three-Four Infractions)	
	At least one day OSS	
	Level III (Five or More Infractions)	
	At least three days OSS	
	Category Three Infractions	Recommended Response
	<p>3a. Disrespect towards an Adult, including, but not limited to, being slow to comply and arguing or disputing. This does not including related infractions in higher categories.</p> <p>3b. Disrespect towards a Student, including, but not limited to, unwelcome flirting or propositions, name calling, mocking, ridiculing, insulting, taunting, slandering, retaliating or excluding in any form or for any reason, throwing an object at someone in a way that is not aggressive, or tampering with or damaging personal property, if to a degree that seems necessary to involve school leadership. Infractions involving physical contact may receive a higher-level consequence.</p> <p>3c. Irresponsible Behavior leading to the unintentional, minor injury of someone, <i>if</i> to a degree that seems necessary to involve school leadership.</p> <p>3d. Lying to an Adult or Failing to Provide Necessary Information, including intentionally withholding information, giving misleading information, impeding an investigation, etc.</p> <p>3e. Leaving Class without Permission, not including related infractions in higher categories.</p>	<p>At least three days OSS</p>

<p>3f. Using or Displaying Profanity, Vulgarity or Discriminatory Language or Gestures, not connected to or directed towards a specific person or used in a way that may seem to be connected to or directed towards a certain person. This also applies to audio and video content but does not include related infractions in higher categories.</p> <p>3g. Possession of Profane, Vulgar, Pornographic or Graphically Violent Materials in any medium, also including such images that may have been drawn or created. This does not include related infractions in higher categories.</p> <p>3h. Supporting, Promoting or Glorifying Offensive, Disturbing, Unethical or Illegal Activity through comments, conversations, images, signals, drawings, media, attire, etc. This does not include related infractions in higher categories.</p> <p>3i. Possession or Unsupervised Use of One’s Own Prescription Medicine, not including related infractions in higher categories.</p>	
<p>Category Four Infractions</p> <p>4a. Disrespect towards an Adult, including, but not limited to, raising the voice, expressing anger or frustration, using sarcasm, mocking, slandering, ridiculing, insulting, etc.</p> <p>4b. Disrespect towards a Student, including, but not limited to, unwelcome flirting or propositions, name calling, mocking, ridiculing, insulting, taunting, slandering, retaliating or excluding in any form or for any reason, throwing an object at someone in a way that is not aggressive, or tampering with or damaging personal property. Must also include things like profanity, vulgarity, vulgar images or gestures or discriminatory language used in a way that is connected to or directed towards a person or shown to a person in a way that is unwelcome or disrespectful. Infractions involving physical contact may receive a higher-level consequence. This does not include related infractions in higher categories.</p> <p>4c. Disrespect towards a Student, including posturing, challenging, confronting or provoking. This may also include an attempted or minor physical contact, not serious enough to be considered a related infraction in a higher category.</p> <p>4d. Disruptive Behavior that significantly interrupts regular school activity.</p> <p>4e. Cutting Class, not including skipping school or leaving campus without permission.</p> <p>4f. Cheating & Plagiarism (See student handbook for definition.)</p> <p>4g. Misuse of Technology, including, but not limited to, recording students or staff without permission, taking and/or taking and posting unauthorized pictures or recordings (audio or video), etc. This does not include related infractions in higher categories. In addition to receiving the recommended disciplinary response, students who are assigned a 4g infraction will be required to temporarily surrender the device to school leadership. Failure to comply will result in a “5a: Disrespect towards an Adult” infraction.</p> <p>4h. Congregating around a fight or disruptive activity, as well as identifying or acting with a group to cause disruption, etc.</p> <p>4i. Instigating and/or encouraging others to use aggressive actions.</p> <p>4j. Interfering with a Safety Drill in any way, including but not limited to acting irresponsibly, failing to follow directions, or causing a disruption.</p> <p>4k. Unauthorized Interaction with School/Staff Property in a manner that is intentional but does not directly involve theft or vandalism.</p> <p>4l. Misrepresentation, including but not limited to falsifying documents, entering an event without having paid the fee, speaking/acting as if you are someone else, etc. This does not include related infractions in higher categories.</p> <p>4m. Gambling for money or personal property, not including related infractions in higher categories.</p>	<p>Recommended Response</p> <p>Level I (One-Two Infractions)</p> <p>Detention At least one day OSS</p> <p>Level II (Three-Four Infractions)</p> <p>At least two days OSS</p> <p>Level III (Five or More Infractions)</p> <p>At least four days OSS</p>
<p>Category Five Infractions</p> <p>5a. Disrespect towards an Adult, including, but not limited to, public defiance, failure to comply and/or walking away without permission when being addressed by an adult. This may also include using profanity, vulgarity, discriminatory speech or communicating in a flirtatious or suggestive manner during any interaction with an adult. This does not include related infractions in higher categories.</p> <p>5b. Verbal Aggression towards a Student, including any type of intimidating or threatening speech. This does not include related infractions in higher categories.</p> <p>5c. Physical Assault on a Student, including a physical act of anger, retaliation or intimidation such as grabbing, shoving or tackling. This does not include related infractions in higher categories.</p> <p>5d. Organizing a Disruptive or Disorderly Gathering</p> <p>5e. Leaving Campus without Permission or Skipping School</p>	<p>Recommended Response</p> <p>Level I (One Infraction)</p> <p>At least one day OSS</p> <p>Level II (Two-Three Infractions)</p> <p>At least two days OSS</p> <p>Level III (Four or More Infractions)</p> <p>At least five days OSS and/or Disciplinary Reassignment</p>

<p>5f. Being in an Unauthorized Area, including, but not limited to, a desk, cabinet, room, building, or fenced-in area at any time when this location is considered off limits. This also includes coming onto campus while suspended.</p> <p>5g. Possession of a Potentially Dangerous Device not considered a weapon.</p> <p>5h. Refusal to Allow Search of personal belongings, desk, locker, car, or related areas where a student may possess something of concern to administration and where reasonable cause has been established. This does not include related infractions in higher categories.</p> <p>5i. Lighting a Fire in any manner but not such that it is considered arson.</p> <p>5j. Theft of item(s) valued at \$100 or less. This also applies to someone who knowingly possesses an item stolen on campus. Any act of taking or possessing property without the permission of the owner may be considered theft.</p> <p>5k. Vandalism including willful and malicious property damage or defacement valued at \$100 or less.</p>	
<p>Category Six Infractions</p> <p>6a. Disrespect towards an Adult, including, but not limited to, directing profanity, vulgarity or discriminatory speech towards an adult.</p> <p>6b. Physical Assault on a Student, including a physical act of anger, retaliation or intimidation such as spitting, smacking, slapping, kicking or hitting with an object not considered potentially dangerous. This does not include related infractions in higher categories.</p> <p>6c. Sexual Harassment, including, but not limited to, unwelcome communication of a sexual nature which is considered offensive, intimidating or hostile. Such communication may also include using any means to intentionally distribute or display to someone sexually explicit material.</p> <p>6d. Misuse of Technology, including, but not limited to, any form of hacking of school computers or programs and/or unauthorized access to school records or computer programs. This does not include related infractions in higher categories.</p> <p>6e. Possession or use of electronic cigarettes, vapor pens or similar items, not containing nicotine or a controlled substance.</p> <p>6f. Theft of any item valued between \$101 and \$500. This also applies to someone who knowingly possesses an item stolen on campus. Any act of taking or possessing property without the permission of the owner may be considered theft.</p> <p>6g. Vandalism including willful and malicious property damage or defacement valued at \$101-\$500.</p>	<p>Recommended Response</p> <p>Level I (One Infraction with no impact to minimal impact) At least two days OSS</p> <p>Level II (One Infraction with moderate to high impact) At least three days OSS</p> <p>Level III (Two Infractions) At least four days OSS and/or Disciplinary Reassignment</p>
<p>Category Seven Infractions</p> <p>7a. Disrespect towards an Adult, including, but not limited to, making physical contact with a staff member in a way that is disrespectful but not aggressive.</p> <p>7b. Physical Assault on a Student, including a physical act of anger, retaliation or intimidation, such as choking or hitting with the closed fist or with an object considered potentially dangerous. This does not include related infractions in higher categories.</p> <p>7c. Fighting, including the mutual aggressive physical contact between two or more students. This does not include related infractions in higher categories.</p> <p>7d. Consensual Sexual Activity of any type.</p> <p>7e. Breaking and Entering, including acts such as forcibly entering a building, office, classroom, locker room, locker, desk, cabinet, closet, storage container, etc.</p> <p>7f. Theft of any item valued above \$500. This also applies to someone who knowingly possesses an item stolen on campus. Any act of taking or possessing property without the permission of the owner may be considered theft.</p> <p>7g. Vandalism, including willful and malicious property damage or defacement valued above \$500.</p>	<p>Recommended Response</p> <p>Level I N/A</p> <p>Level II (One Infraction) At least three days OSS</p> <p>Level III (Two Infractions) At least four days OSS and/or Disciplinary Reassignment</p>
<p>Category Eight Infractions</p> <p>8a. Aggression towards an Adult, including, but not limited to, posturing, challenging, intimidating or any type of threatening behavior. This does not include related infractions in higher categories.</p> <p>8b. Bullying towards a Student, including, but not limited to, a <u>pattern</u> of negative behaviors directed towards a <u>particular student</u> because of one or more distinguishing characteristics of that student, involving a real or perceived <u>power imbalance</u> and having a <u>negative impact</u> on that student's overall educational experience (Refer also to N.C.G.S. 115C-407.15 and N.C.G.S. 14-458.1.)</p> <p>8c. Unwelcomed Physical Contact with a Student of an offensive, sexual, and/or sensual nature. This does not include related infractions in higher categories.</p> <p>8d. Indecent Exposure, including any public exposure of private body parts to one or more persons. This does not include related infractions in higher categories.</p>	<p>Recommended Response</p> <p>Level I N/A</p> <p>Level II (One Infraction) At least four days OSS</p> <p>Level III (Two Infractions) At least five days OSS and/or Disciplinary Reassignment</p>

Category Nine Infractions	Recommended Response
<p>9a. Physical Assault on an Adult, including any physical act of anger, retaliation or intimidation. This does not include related infractions in Category Ten.</p> <p>9b. Verbal Aggression involving plausible threats of a severe nature towards students, staff and/or other adults.</p> <p>9c. Affray (Fight involving two or more people in a public place that significantly disturbs others).</p> <p>9d. Disorderly Conduct (Refer to N.C. G.S. 14-288.4.)</p> <p>9e. Unwelcomed Physical Contact with an Adult of an offensive, sexual, and/or sensual nature. This does not include related infractions in Category Ten.</p> <p>9f. Possession, distribution, sale or use of alcohol, tobacco or similar substances, including being under the influence of such substances. This applies to regular cigarettes, electronic cigarettes, vapor pens and similar items.</p> <p>9g. Possession of chemical or drug paraphernalia.</p> <p>9h. False Alarm, including, but not limited to pulling a fire alarm or calling 911, not including related infractions in Category Ten.</p> <p>9i. Other illegal acts of similar severity to the infractions in this category.</p>	<p>Level I</p> <p>N/A</p> <p>Level II</p> <p>N/A</p> <p>Level III (One Infraction)</p> <p>At least five days OSS and/or Disciplinary Reassignment</p>
Category Ten Infractions	Recommended Response
<p>10a. Physical Assault on a Student or Adult, including, but not limited to, a violent attack that may or may not result in serious bodily injury. This may also include actions such as tampering with a person's food or drink in a manner that could cause personal harm.</p> <p>10b. Taking Indecent Liberties, Sexual Offense or Sexual Assault</p> <p>10c. Possession of a weapon, destructive device or firearm.</p> <p>10d. Possession, distribution, sale or use of another person's prescription drugs, marijuana or a controlled substance, including being under the influence of such substances (also applies to counterfeit drugs). This also applies to the distribution or sale of a student's own prescription drugs.</p> <p>10e. Bomb Threat or similar threat, even if a false alarm.</p> <p>10f. Arson of any type or of any scope.</p> <p>10g. Gang Activity or Gang-Related Activity, not including infractions in lower-level categories.</p> <p>10h. Other illegal acts of similar severity to the infractions in this category.</p>	<p>Level I</p> <p>N/A</p> <p>Level II</p> <p>N/A</p> <p>Level III (One Infraction)</p> <p>At least ten days OSS and Disciplinary Reassignment</p>

Other Considerations Regarding the Discipline Plan

-The infractions listed in the **Response Plan for Acts of Misconduct at the School Leadership Level** are not exhaustive, and any related or comparable infraction not specifically listed in the plan will be handled in a similar way as outlined above.

-The consequences in the discipline plan are **recommended responses** and may be adjusted after considering the student and the situation, including the age of the student, the severity of the infraction, the frequency of the infraction, the student's disability, and/or the student's discipline history from the current school year and previous school years.

Due to scope and impact, infractions that include the use of **social media** or similar methods of **mass communication** will receive an increased consequence.

-If a student is assigned consequences at **Level II or higher** for infractions in **any category**, the school may remove his/her eligibility in any/all after school and extra-curricular activities for a period of time.

-Any incidents involving property damage, destruction, or loss may require **financial restitution** by the student.

-In accordance with state law, a school must report the following acts to **law enforcement**: "...assault involving serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law or possession of a controlled substance in violation of the law." N.C.G.S. § 115C-288 (g).

-When a student uses reasonable force for the purpose of preserving physical safety, this will be considered **self-defense**. Self-defense is defined as the act by a non-aggressor victim using reasonable force to avoid being hit in order to enable oneself to get free from the attacker and notify school authorities. It is not self-defense to participate in the fight. Students who exceed reasonable force in protecting themselves will be held accountable for their actions, even though another person provoked the fight. School leadership will have the discretion to recognize the need for self-defense on an incident-by-incident basis and to determine appropriateness of consequences, if any.

-A **suspension** refers to a student's rights to attend school or any school-related activity for a specified period of time being temporarily removed. Suspended students are prohibited from attending after school or evening activities on days when they are suspended as well as on non-school days and weekends that occur during the suspension period. Suspended students are not eligible to receive a refund for pre-paid events that occur during their suspension period. They are permitted to return to campus at the beginning of the first school day following the suspension and are eligible to begin attending school-related activities on that day. Dates of suspension are non-negotiable and are assigned to occur as close to the date of the infraction as possible, as determined by school leadership. Suspended students must complete homework and class work assignments in the allotted time frame they are given. Any work not completed in the allotted time frame will be recorded in the teacher grade book as 0's.

-**Disciplinary Reassignment** involves the decision to permanently remove a student from this school due to extreme non-compliance with school expectations/rules. A student that has been reassigned from Mountain Island Charter School is prohibited from participation in future on-campus events and is prohibited from reenrolling in the school. Any student eligible for disciplinary reassignment may also be eligible for exclusion/expulsion.

-Students may receive consequences for **an infraction that occurs off *school grounds** if the infraction has or may have a direct and/or immediate impact on the orderly, efficient operation of the school or the safety/well-being of individuals in the school environment.

-**Safe Harbor**: A student on *school grounds who inadvertently possesses or finds an object prohibited by the MICS Discipline Plan shall immediately notify school staff and surrender the object. A student may approach a school staff member and voluntarily surrender the object without being subjected to discipline so long as the object is one that the student could lawfully possess off *school grounds. "Safe Harbor" does not apply to firearms or destructive devices.

-By law, a student may be **suspended for up to 365 days** if he/she brings a firearm or destructive device onto *school grounds.

-In accordance with state law, a school must report the following acts to the **Department of Motor Vehicles**: possession or sale of alcoholic beverages or illegal controlled substances; bringing, possessing or using a weapon or firearm on *school grounds; and physical assault on school staff when such conduct results in a suspension that exceeds 10 days or when the student is assigned to an alternative educational setting.

***School grounds** includes, but is not limited to, the main campus grounds and buildings, bus stops, buses, or vehicles used for school activities and the grounds and buildings of all school-sponsored curricular or extra-curricular activities occurring off campus.

Disciplinary Reassignment Appeal Form

Use this form to appeal to a decision to make a disciplinary reassignment to home LEA/program. Submit to Executive Director within 5 days.

To:

Mountain Island Charter School
13440 Lucia Riverbend Hwy
Mt. Holly, NC 28120

Date:

From:

_____ *Parent*
_____ *Student*
_____ *Mailing Address*
_____ *Telephone Number*
_____ *Email Address*
_____ *School*

I wish to appeal the decision to assign my child to an alternative program for the following reason(s):

_____ Mountain Island Charter School procedures, as outlined in the *Parent-Student Handbook*, were not followed by the school. Please explain.

_____ The disciplinary reassignment is not appropriate. Please explain.

_____ Other. Please explain.

This appeal form must be submitted within 5 days of the decision or the decision becomes final. Your child's disciplinary reassignment remains in effect pending the outcome of the appeal.

MICS Bus Discipline Plan 2017-2018

CATEGORY	RECOMMENDED RESPONSES					
	INFRACTION #1	INFRACTION #2	INFRACTION #3	INFRACTION #4	INFRACTION #5	INFRACTION #6
Category 2	Parent Contact	Parent Contact	1-Day Bus Suspension	3-Day Bus Suspension	5-Day Bus Suspension	Loss of Bus Privileges
Category 3	Parent Contact	1-Day Bus Suspension	3-Day Bus Suspension	5-Day Bus Suspension	Loss of Bus Privileges	
Category 4	1-Day Bus Suspension	3-Day Bus Suspension	5-Day Bus Suspension	Loss of Bus Privileges		
Category 5	3-Day Bus Suspension	5-Day Bus Suspension	Loss of Bus Privileges			
Category 6	5-Day Bus Suspension	Loss of Bus Privileges				
Category 7 or above	Loss of Bus Privileges					

-The category numbers above correspond with the MICS Discipline Plan.
 -Wording in that plan that refers to *teacher* or *classroom* also applies to *bus driver* and *school bus*.
 -As with the MICS Discipline Plan, the consequences above are recommended responses that may be adjusted after considering the student and the situation (including, but not limited to, the age of the student, the severity of the infraction, the frequency of the infraction, the student's disability, and/or the student's discipline history from the current school year and previous school years).