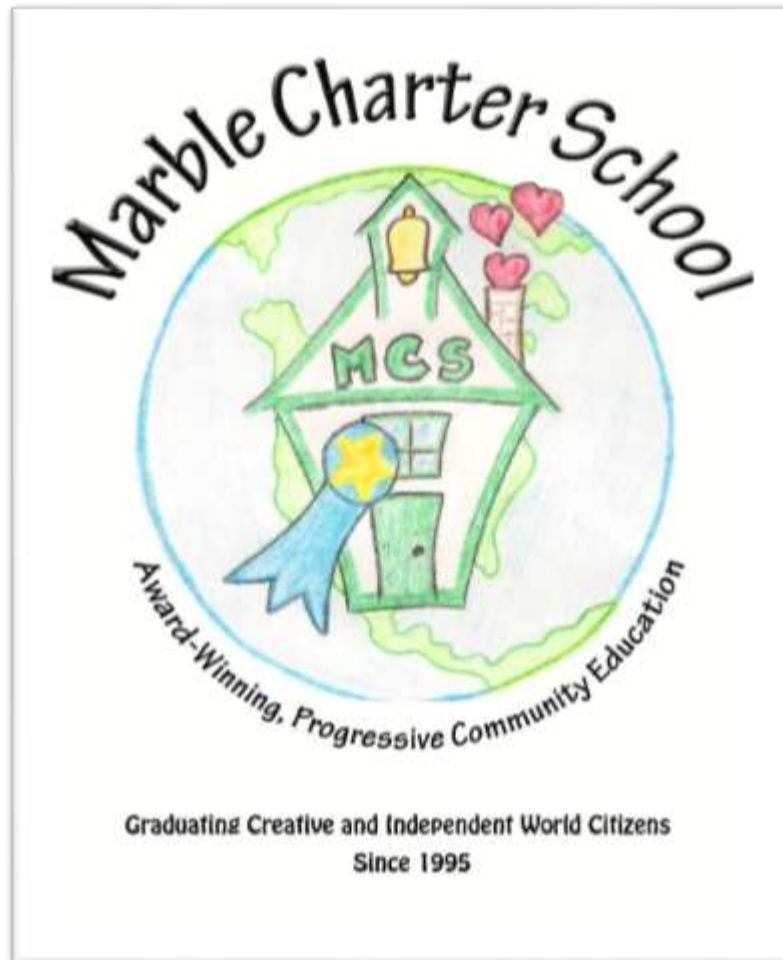


Marble Charter School

Student & Parent Handbook

2018-2019



Mission: Marble Charter School teaches a growth mindset in a unique and nurturing environment while exceeding state standards.

418 West Main Street

Marble, CO 81623

Phone: 970-963-9550

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Email: marblecharter@gunnisonschools.net

MCS Staff

Director:

Amy Rusby

Teachers:

Gina Mile, K-2 Teacher

Nicole Strait, 3–8 English Language Arts
& Social Studies Teacher

Anna Mae Flynn 3-8 Math & K-8 PE
Teacher

Karleen Anderson, K-8 Art Teacher &
Assessment Coordinator

Marja Johnson, K-8 Spanish & 3-8
Science Teacher

Music Teacher - TBD

Amy Rusby, Special Education

Bus Drivers:

Karleen Anderson

Amy Rusby

Kevin Weber

Paige Gibbons

Office Assistant:

Melissa Bowers

Office Assistant:

Terry Langley

School Assistants:

Peggoty Stovall

Michelle Zinanti

Frances Bogle

Summer Program:

Director: Karly Anderson

Assistant: Marja Johnson

Lunch Program Director:

Paige Gibbons

Lunch Assistant:

Severina Ramirez

Janitorial Coordinator:

Kristin Wahlbrink

MCS Board

President:

Lee Bowers

Secretary:

Frances Bogle

Treasurer:

Julie Leslie

Members:

Ryan Vinciguerra

Hawkins Siemon

Karen Davison

Gary Langley

Philosophy of Marble Charter School

Each child is respected as a unique individual at the Marble Charter School. We believe that this promotes choice, trust and independence. By creating a supportive learning environment, we help children to reach their full potential, and we champion growth mindset. We encourage the use of observation, questioning and experimentation as a means of gaining knowledge. Our combination of personalized instruction in core academics with project-based learning allows students to grow and apply their skills in a real-world setting.

The Marble Charter School will build student character by integrating our learning within the school and greater community.

- **CURRICULUM:** Our curriculum is unique, in-depth, interactive & project-based to keep students engaged and passionate about learning.
- **ACCELERATED ACADEMICS:** Our staff knows each student well, and we work one-on-one and in small groups, accelerating students' learning rate. Our school consistently scores higher and shows more growth on standardized tests than the state average.
- **SUPPORT SYSTEM:** Our school is safe and nurturing, focused on teamwork & problem solving. Our staff really cares deeply for each student. We believe in the growth mindset - that every child can succeed.
- **FLEXIBILITY:** Our classrooms are multi-age with fluid grade levels, and we have a flexible yet challenging program that fits every child's needs, goals, & learning styles.
- **EXPLORATIONAL LEARNING:** We offer incredible outdoor education trips, extended learning trips and opportunities to explore the world outside the classroom.

The Habits of a MCS Scholar

The 5 habits that will bring success – at MCS and in LIFE!

A SELF-CONFIDENT MCS SCHOLAR IS/HAS:

Academic Integrity - organized - responsible - timely - takes pride in work - never cheats self or others - never shortcuts learning - high quality - always gives best effort - has high grit; willing to keep tackling a concept/skill until mastered

Social Integrity - takes care of him/herself - takes care of others - has sympathy for others - shows empathy for others' situations - cares about others and takes interest in them, even if they are different - contributes to positive class & school environment - encourages others; - works well with others; valuable team member - plays well with others; team player - uses good teamwork strategies

Effective Communicator - speaks & writes clearly - succinct; speaks to the point - open-minded approach - excellent & discerning listener - gives respectful & thoughtful responses - responds intelligently - explains, compares, contrasts - analyzes, synthesizes - evaluates, critiques, questions - persuades

A Problem-Solver - finds solutions to conflicts & obstacles - approaches difficulty with ideas, positive attitude - always gives strong effort - has high perseverance & grit over long periods of time - never quits - sees failure as opportunity - faces fears; doesn't let fear stop them

Creative/Intuitive - original - resourceful - imaginative - perceptive - insightful - sensitive - discerning - thinks outside of the "box"

Marble Charter School Students will:

- 1. Treat people, themselves, and school property with respect.**
- 2. Use polite manners at all times at the school.**
- 3. Follow reasonable requests from all school staff for the safety of all.**
- 4. Leave electronics at home or turn into staff, upon arrival at school, if needed for after school use.**
- 5. NOT bring guns or weapons (including pocket knives) on school grounds. Students must be, by Colorado law, expelled if in possession.**
- 6. NOT bring tobacco products or drugs (other than prescribed medication) on the school grounds.**

Marble Charter School History

Marble Charter School is a public, K - 8th grade charter school under the Gunnison Watershed School District, nestled in the heart of Marble, Colorado. Our charter was granted in 1995 when parents and community members sought to open a local, community-oriented school in Marble.

Marble Charter School provides student-centered, multi-age classrooms. Teachers really know their students and their families, and are able to challenge and support each student as they learn deeply, progress at their own pace, and pursue their passions. We believe in growth mindset; everyone can learn, provided they practice and focus on their goals. We believe in experiential education; we travel outside our school doors frequently, whether venturing down the road to the lake or across the country. We provide students with hands-on, real-life learning scenarios. MCS meets or exceeds state requirements in all measurable areas for both our elementary and middle grades.

Marble Charter School Graduates

Our graduates are articulate, involved citizens of the world who self-advocate and understand the value of effort, practice, and quality work. Our students care for one another, and advocate for those who are younger or less experienced. MCS students are able to teach what they know to others, speak in front of large groups, ask specific questions, and think about their place in the world and how they can make a difference. MCS is a great place to learn!

Marble Charter School Ends

Mission: Marble Charter School teaches a growth mindset in a unique and nurturing environment while exceeding state standards.

Ends of the School

- I. **Each student demonstrates at least a year's academic growth throughout each school year according to state and local district standards.** The board will use test scores, report cards and any other relevant tool available to evaluate this growth.
- II. Director presents Unified Improvement Plan (UIP) to MCS Board and then presents the UIP to the Gunnison Watershed School District within an appropriate timeframe each year.
- III. Director demonstrates fiscal responsibility throughout the year as outlined in the governance policy and linkages.
- IV. **MCS staff members are valued and treated with respect.** We use the annual "MCS Board Staff Survey" to evaluate this. This survey's results are collected before the May board meeting.
- V. **Parents feel their opinions are valued and staff communicates respectfully and effectively.** The Board will evaluate this based on the bi-annual "MCS Board Parent Survey", personal experience with other parents at MCS events and community input.
- VI. **Parents are able to evaluate their children's academic growth.** The tools available for parents to evaluate their children's academic growth include, but are not limited to: portfolios, standardized testing scores, report cards and teacher conferences. The board will evaluate this End using data from the "MCS Board Parent Survey". The first survey's results are collected in the first trimester and the final results collected before the May MCS board meeting.
- VII. **MCS will explore significant ideas.** This will be evaluated based on classroom and whole school written goals provided at the beginning of the school year and the outcome of those goals presented at the end of the school year.
- VIII. **Each student will develop the habits of a MCS Scholar. This will be evaluated on their progress and shown on their report cards.** The Director will provide a summary of this portion of all report cards for review at the end of the year broken down by trimester for comparison and totals.

The habits of a MCS Scholar are:

- Academic Integrity
- Social Integrity
- Effective Communicator
- Problem Solver
- Creative & Intuitive Learner

Draft Revision 1: December 2014; Approved February 2015

Draft Revision 2: November 2015; Approved December 2015

Tips for Success

We want to support your child in reaching his or her maximum potential. The following tips are ways that you can help your child be successful at school.

1. At every possible opportunity, help your child to approach school, learning, and homework – and every aspect of life - with a growth mindset. Let us know if you'd like more information.
2. It's easier to learn when you are well rested and fed, so try to ensure that your child gets enough sleep and has eaten a substantial breakfast.
3. Send healthful snacks, such as fruit, nuts, granola bars, jerky, yogurt, etc., with your child each day. Each child should have a small water bottle at school. MCS has a strict food policy (see attached) Sweets, candy, sugary sodas and drinks, and caffeinated drinks are not allowed at school. Sugar generally causes a surge of energy, but then a predictable crash, that can interfere with learning.
4. Check that your child's lunch is nutritious if you do not use our lunch service. Our lunch service consists of one offering each day at a cost of \$3.00 per meal. We require advance payment (\$15.00/week, approx. \$60/month). A menu will be published at the beginning of each month. If you do send lunch with your child, please assure that it requires minimal preparation.
5. Keep us informed about how your child is doing at home. For instance, if homework is taking an excessive amount of time to complete or causing frustration, please let us know so we can alter assignments. Let us know if there are disruptions to family life that might affect academic progress. Provide the students with a desk, good lighting and a place to study.
6. Bring extra clothes to put in your child's cubby, for instance a t-shirt, sweat pants and sneakers so your child has backup clothes in case they get wet or dirty playing outside. Students will be outside and playing sports every day.
7. Check that your child picked out appropriate clothes for school. Student should not wear halter-tops, short shorts, or very tight clothes to school. Clothes should not advertise drugs, tobacco or alcohol. Our biggest challenge at MCS is having each child outfitted for outdoor play and the weather of the season. Our students run through the woods, so sturdy shoes are necessary. Flip flops or high heels are dangerous.
8. Check with your child about homework assignments. Each teacher will craft homework opportunities that will extend the projects that students are working on in class, and some homework is necessary to practice difficult skills. Please let your child's teacher know if they are getting too much homework or not enough.
9. Get involved in our school, so together we can make it the best it can be. There are many opportunities to volunteer including: attending our MCS school board meetings, participating in our Student Accountability and Advisory Committee, assisting in the classroom, maintenance tasks, supervising at lunch and much more. We need you, so please come share your talents.
10. Attend at least two parent/teacher/student conferences, so you can celebrate your child's achievements and help plan your child's educational program. Your participation in your student's school is the number one factor in his/her success.

We can't do it without you!

Kindergarten Information

It is up to parents to decide whether their child should attend a half day or full day of kindergarten. If this is something that you would like to discuss with Gina Mile (K-2 teacher) or Amy Rusby (Director), you are encouraged to do so at any time. Please be sure to inform us of your decision.

This information defines the mutual terms of agreement between parents and the Marble Charter School if you choose for your child to receive the full-day kindergarten services. During the first week of school, each family is required to complete a Family Economic Data Survey, which determines which families qualify for their kindergarten tuition to be waived in full or by half tuition. Each family will be contacted individually telling them whether they have or have not met the program requirements.

Full-day kindergarten fees consist of a monthly tuition charge of \$245 per month for 9 months. If you do not qualify for the above federal program, you are required to pay this monthly fee. You will receive a monthly invoice as a reminder to pay the monthly tuition. Payment is due by the 15th of the month. Monthly tuition remains the same regardless of school breaks and child absences. The full-day program is Monday thru Friday and follows the Marble Charter School calendar that has been included within this packet.

MCS School Bus Information

MCS Buses: We have two buses, a 20 passenger Bluebird and a 42 passenger Bluebird. Both buses are equipped with automatic chains and we put snow tires on our buses before winter. Our buses are maintained by the Gunnison Watershed School District. Several members of our staff are licensed with a Commercial Driver's License. Our drivers are trained annually by the State of Colorado.

Absences: If your child is not at his/her bus stop at the scheduled time in the morning, we will assume that your child is not attending school or getting a ride into school on that day, and continue with the bus route. We recommend arriving at your bus stop five minutes before the scheduled pick up. ***Please contact the MCS Office at 963-9550, as soon as possible, to let us know if your child will not be on the bus in the morning or afternoon. Leave a message when necessary!***

Changes in Schedule: If there is a change in schedule due to weather, road conditions or problems with the bus, we will contact you as soon as possible in the morning. Our first concern is the safety of our students. During adverse driving conditions, we may drive very slowly and thus ask your patience if we are not on schedule.

Bus Safety: Statistically most accidents occur when students are loading and unloading from the bus. Encourage your child to wait a safe distance away from the road for the bus. Please remind your child to wait until the bus has completely stopped and the driver has opened the door before approaching the bus. The driver will give the child a hand signal to let the child know it is safe to board the bus. Remember; DO NOT run towards the approaching bus. When unloading from the bus, students who are crossing the road should wait for a hand signal from the driver letting them know it is safe to cross. Students should walk about ten feet in front of the bus when crossing the road.

Bus Rules: Below in "MCS Rules & Regulations" section is the list of bus riding instructions for our school district. The purpose of these rules is to establish a safe and orderly environment so that the driver can concentrate on driving rather than discipline. All students and parents will be given a copy of these rules that must be signed and returned to MCS.

(Bus schedule included in packet)

MCS LUNCH PROGRAM & FOOD POLICY

MCS is very proud to offer healthy, homemade hot lunches daily. The cost of a school lunch is \$3.00 per day. We ask that you pay towards your lunch account in advance (as we have to purchase groceries!) so please look over the menu with your child(ren) to help determine how much money you would like to pay toward their lunch account for the upcoming month. At the end of each month, each family's lunch account will be adjusted according to the actual number of lunches that have been eaten during that month. At that time an email will be sent showing remaining lunch account balance or an invoice will be attached if you have a balance due. We ask that prompt lunch payments be made to MCS to ensure that our lunch program can remain sustainable! Please make checks payable to **Marble Charter School with Lunch Program** in the memo.

We do offer a free and reduced lunch program. Each MCS Family will receive an Economic Data Survey to complete and return with re-enrollment forms. This survey is used by the school district to determine if families qualify. Each family will be contacted individually telling them whether they have or have not met the program requirements.

The MCS lunch program is supported by volunteer staff! Please consider volunteering for the lunch program by contacting the school office at 963-9550.

Monthly menus are sent electronically and paper copies are sent home with students.

Marble Charter School Food Policy

At MCS, we strive to provide healthy, homemade lunches for our students. It is also our goal to continue with the nutrition curriculum started in past years. We are teaching the students how to make good choices in their diets, which not only helps them thrive as they grow, but makes them better students. We are trying to create a strong foundation for all aspects of life.

We strive to buy products and ingredients of the highest quality possible. These are the rules we follow in the kitchen:

- Local and organic as often as possible
- Protein, veggies and fruits every day
- NO artificial ingredients
- NO artificial colorings
- NO high fructose corn syrup
- Low sugar content (natural or added)

We use these guidelines beyond the lunch room, both at school and at all school functions. As parents, we hope that you will help us by choosing wisely when packing your child(ren)'s lunch and snacks. We've also included some lunch and snack ideas.

Birthdays and special events:

We would like to ask that parents **DO NOT** send food or treats with your children for birthdays or special occasions. Not all families desire or are able to do this so in order to keep

things fair we plan to celebrate our kids' birthdays with songs and a monthly celebration in which we share a healthy, homemade treat.

REMINDER: Soda, sports drinks, ice cream, cookies/cake, and candy ARE NOT allowed at school except during approved special events. If students bring them from home they will be asked to return the items to their backpacks and take them back home!

Thank you for your support. Let us know if you have questions or ideas for helping implement these guidelines! Feel free to ask for recipe ideas for healthy treats as well.

BRAIN FOOD!!

SNACK AND LUNCH IDEAS

- Oatmeal in a thermos with coconut oil or butter, raisins, nuts, seeds and a little splash of maple syrup
- Peanut butter or almond butter with crackers, celery, apples
- Yogurt—try plain yogurt and add frozen fruit to cut down on added sugar (use little ice packs to keep cold)
- Cheese sticks
- Hard boiled eggs
- Nuts, seeds and dried fruit mixes
- Hydrating foods—cucumber, melon, strawberries, greens
- Protein rich foods—beans, meat, fish
- Hot soups in a thermos on chilly days
- Whole grain breads
- Avocados
- Colorful veggies—tomatoes, sweet potatoes, carrots, leafy greens
- Fruits—blueberries, strawberries, bananas, apples/applesauce, oranges
- Healthy energy bars and cereal bars

Protein rich snacks and lunches help keep energy levels up.

Look for foods with **low sugar** content and little or no added sugar. Make sure any added sugar is *GOOD* sugar!

Whole foods are the best foods. Avoid processed foods when possible.

Most importantly—**READ THE LABELS!!!** Look for **healthy ingredients!**

If your kids aren't drinking enough water try a slice of lemon/lime or herbal teas (without caffeine); either hot or cold. Avoid energy drinks—they are full of caffeine & sugar and many have artificial flavors and colors.

MC§ POLICIES AND GUIDELINES

Outdoor Education Guidelines

We aim for successful outdoor education trips each year. The first is based in the Marble area and is focused on team building and launching our Fall Curriculum. On the spring trip we venture away from Marble where our mission is to inspire in our students a curiosity about the outdoors and our wild and unspoiled lands. This curiosity should lead to a desire to learn the skills necessary to be safe, respectful, and responsible team members and leaders in the outdoor environment.

The primary focus on every trip is the safety and welfare of your students. To maintain a high standard of quality, we ask the following of everyone in attendance:

Staff:

- Be organized, thorough and professional in your preparations. If you cannot be well prepared to take care of yourself, you cannot take care of others.
- Be emergency prepared. If you haven't looked over your first-aid book lately, review it. Each member of the staff should have basic medical supplies with them and be aware of the location of the first aid kit and emergency plans.
- At no time should adults be impaired by use of alcohol or other drugs. If you are taking a prescription that might impair your abilities, notify your colleagues so they can help to monitor you and your interactions.
- Remember that conditions and situations change rapidly. Maintain an attitude of flexibility while encouraging everyone to fully meet the goals of the trip.
- Establish behavioral expectations that all students will be held to, communicate these, and deal with all of our students equitably.

Parents:

- Help your children pack for the trip so they are fully prepared for the adventure.
- Discuss the importance of following rules and obeying boundaries with your child(ren) for their own safety and the safety of others.
- Communicate with staff about any concerns or anxieties your child may be having before or during the trip.

Students:

- Fully participate in the preparations for the trip, including meal planning/preparation, and gear.
- Keep track of your belongings. No one will take care of them. You're responsible.
- Include every item on the pack list in your bag; no more, no less.
- When you are packing your clothing and personal items, be sure your name or initials are on every item.
- Stay organized throughout the trip; be sure that, each time you take something out or put it away, you check to be sure all of your items remain with you and/or in your bag.
- Be respectful of our "Leave No Trace" philosophy. Monitor each other's litter and be sure you take care of your own.

- Help with every aspect of setting up camp, maintaining a clean camp, and packing up. Try to be “crew, not passengers.” Our aim is to be part of a team, and so group needs must be higher priority than individual needs.
- Reduce our amount of trash by using water bottles rather than paper cups, using a mess kit rather than paper plates, and a handkerchief rather than tissues.
- Help one another to maintain the boundaries and rules. Make it a team effort.

Behavior Modification

Occasionally students make poor choices about their behavior and do not follow the guidelines for appropriate behavior. When a child makes a poor choice, this is a learning opportunity. We discuss why the child made that choice, and what choices may have been wiser. We brainstorm about how the child could express his or her emotions without breaking school rules. The focus of this discussion promotes student choices that maintain a safe and successful learning environment. This adds to a child’s “toolbox” for dealing productively with social situations. Parents are a key part of helping a child make wise behavior choices, thus we welcome your suggestions and support. Most behavior problems are solved by this method. If more than one student is involved in an altercation, a peer leader will follow the six-step mediation process between students (see “Positive Outcomes through Mediation on next page). If this approach is not successful, or the behavior is causing a serious disruption to our learning environment, a staff member will become involved, implementing the following formal process.

Positive Outcomes through Mediation

Remain objective and listen! Follow the steps. If needed, reverse the process so both parties can communicate their feelings and needs.

Person requesting the mediation:

1. State objectively what the concern is. Begin with something like, “When you said...” or “When you did...”
2. Be specific about the feeling. “I felt...angry, disrespected, sad, annoyed, hurt, etc.”
3. Be clear about what you need from the other person. “I would like to ask that next time you...” OR “What I need from you is...”

Response from the other person:

1. Acknowledge the behavior. “I did say that, or I did do that.”
 2. Validate the feeling. “I can understand that you felt...”
 3. Agree to the change. “The next time, I will do things differently by...”
- It takes courage to admit when our actions have caused pain in another person.
 - It takes even more courage to try to change our behavior!

Congratulations for caring enough to engage in mediation to improve communication!

The Disciplinary Management Process

The discipline policy of MCS involves a disciplinary process of five levels. If a teacher is having difficulties with a student, the teacher should address the situation promptly. (To the greatest extent possible, we will try to resolve discipline situations at the classroom level). Non-violent disruptions (please see descriptions below of Levels 1, 2, and 3) will be dealt with by the student's classroom teacher and the director, or the teacher with the student's parents, in that order. Problems of a more serious nature (please see descriptions below of levels 4 and 5) may be handled immediately at Level 4. Examples of Levels 4 and 5 would include, but are not limited to overt defiance towards a teacher, vandalism, fighting, repeated truancy, theft, threats, and possession of illegal substances or firearms.

Level 1: Student and Teacher: The teacher tries to solve the problem by direct contact with the student. Some possible actions are: time-out in the classroom, time-out in another teacher's classroom, moving the student's seat, student-teacher counseling or mediation, parent contact and classroom detentions during recess.

Level 2: Student, Teacher and Director: The student's teacher involves the school's Director in search of a solution to the problem. Some possible actions are: a Director-facilitated mediation involving teachers and the student, in school suspension, restriction and loss of privileges.

Level 3: Student, Teacher, Director and Parents: Possible actions are a formal parent conference, as well as any of the actions listed under Levels 1 and 2. A student with repeated serious infractions will have a behavior modification contract established.

Level 4: Student, Teacher, Director and Parents: Examples of misbehavior at Level 4 and 5 are given above. Possible actions include suspension, program change, behavior contract, in school suspension and restriction from school activities.

Level 5: Student, Parent and Director: The student already has a behavior contract resulting from previous problems. A parent conference is mandatory at this point. The student will be suspended for all major offenses; expulsion may also be considered. The MCS Board will be notified that a student is at Level 5.

Grievance Policy for Marble Charter School

Should a Parent, Member of the Staff, Director or Board Member be unable to resolve an issue with an individual of the Marble Charter School, the following process will be used to resolve the issue. We will use the six-step mediation process to resolve conflicts.

If a **Parent** has an issue with a **Teacher**, the **Director**, or a **Member of the Board**, every effort should be made to resolve the problem with the individuals who are in dispute through the mediation process. If a parent is unable to resolve an issue with a teacher, the Director will meet with the parent and teacher and work to resolve the problem. Should that fail, two members of the Board will meet with the parent and teacher. If necessary, another meeting will be held with the Director, the designated members of the Board, the parents and any other representatives suggested as relevant. The members of the Board will mediate a solution, write the outcomes and assure that the issue has been resolved. All disputants will sign the outcome as resolved.

If a **Teacher** has an issue with a **Parent** or a **Parent** with a **Teacher**, the teacher and parent will meet with the Director to resolve the issue through the mediation process. The Director will write up the nature of the grievance and offer all parties copies of the outcome. If the issue needs further discussion and further resolution, two members of the Board will mediate with the Director, Teacher and Parent. The Board members will write up the finding and resolution for the situation. Should further mediation be required, a neutral party will be found that is agreeable to all.

If a **Teacher** has an issue with the **Director**, they will attempt to resolve the issue themselves through mediation. If they are unable to resolve the issue, two members of the Board will mediate. If the issue does not have a resolution, the members of the Board (and other relevant members to the issue) will meet, with the rotating members of the Board mediating. The President will write the outcomes and distribute copies to the members present.

If the resolution of the conflict is that any of the parties leaves the Marble Charter School community, two Board members will conduct an Exit Interview. This will be used to make improvements in the Marble Charter School's policies and practices.

MCS Attendance Policy

Give your child every possibility to achieve their highest potential by having them in school, on time, every day. Attendance is a key factor in academic success!

Students have a considerable amount to accomplish during the time that they are at school. While some absences are unavoidable such as illness and emergencies, one of the most supportive aspects as a parent is to have your child in school and ready to learn. Please plan ahead so you can minimize the number of times your child must miss school. Try to schedule routine medical appointments and vacations during our school breaks and staff development days. If your child must miss school, help your child to catch up by arranging to pick up homework and assisting with missed assignments. Please send in a legible, signed note explaining your child's absence. When a child reaches 10 absences, a meeting will be held with the parent/guardian, the Director and classroom teacher to discuss solutions to the child's attendance problems. Should there be a continued attendance problem, the parent or guardian will need to meet with the school board.

Punctuality: School begins promptly at 8:00 AM. If you drive your child(ren) to school please have them there by 7:55 AM and help them get settled in and ready to start by 8:00 AM. A record of the days tardy will be kept. When a child is tardy three days in a quarter, a parent conference may be called in order to discuss the effect on student learning.

Please talk to both the Director and classroom teacher if you need to plan a pre-arranged absence for your child. By checking in with us before arranging a family vacation that impacts school time, we can minimize the academic disruption for your child and the school.

Further information about the Gunnison Watershed's School District Attendance Policies can be accessed at www.gunnisonschools.net under board policies JH.

MCS Fever Protocol

If child exhibits symptoms of fever or tells an adult that he or she is not feeling well, the MCS staff will isolate your child from other children by bringing the child into the office, taking his/her temperature, and assessing symptoms.

If temperature is below 99°, student records will be checked to see if parent/s allows us to administer medication. Unless student is visibly ill and not doing well, they may return to class and try to finish the day out. Temperature is to be monitored throughout the day, even if medication has been given, to determine if fever is under control or still persists. Ultimately, using good judgment on whether or not a child is well enough to be at school is up to us. 99° is low, but it is still considered to be a fever.

Parents will be notified that their child is not feeling well and given the option to pick their child up.

If temperature is greater than 99°, student **must** go home and will be unable to return to school until temperature has returned to the normal range for at least **24 hours** post fever (without medication having been administered). Parent will be called and arrangements made for student to be picked up. Student records will be checked or verbal permission will be requested for students to receive medication.

Medications - prescription or over the counter

If your child needs to take medicine at school a parent must bring the medication to the office, clearly labeled, including dosage instructions.

Please note: Students are **NOT** allowed to have/administer their own medications. If your child needs medication at school it **MUST** be delivered to the office and administered by MCS staff. We are happy to keep personal allergy medicine or other over the counter medicines on hand for your child as long as they are brought to the office and not in the student's possession.

ILLNESS POLICY - HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME (These guidelines are from the Children's Hospital of Colorado)

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

And remember, the best way to prevent the spread of infection is through good hand washing.

Children with the following symptoms or illness should be kept home (excluded) from school:

SYMPTOMS	Child Must Be at Home?
<p>DIARRHEA frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine</p>	<p>Yes - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet</p>
<p>FEVER with behavior change or other illness. A fever of 99°F or above in babies 4 months or younger needs immediate medical attention.</p>	<p>Yes, when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.</p>
<p>"FLU-LIKE" SYMPTOMS Fever over 99°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea</p>	<p>Yes - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever</p>
<p>COUGHING <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment</p>	<p>Yes - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary</p>
<p>Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough</p>	<p>No - may attend if able to take part in school activities <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i></p>
<p>RASH WITH FEVER <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor</p>	<p>Yes – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated</p>
<p>VOMITING Throwing up two or more times in the past 24 hrs</p>	<p>Yes - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration</p>

ILLNESS	Child Must Be at Home?
<p>CHICKEN POX</p>	<p>Yes - until blisters have dried and crusted (usually 6 days)</p>
<p>CONJUNCTIVITIS (PINK EYE) pink color of eye <i>and</i> thick yellow/green discharge</p>	<p>No (bacterial or viral) – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.</p>
<p>CROUP (SEE COUGHING) <u>Note:</u> May not need to stay home unless child is not well enough to take part in usual activities</p>	<p>Seek medical advice</p>
<p>FIFTH'S DISEASE</p>	<p>No - child is no longer contagious once rash appears</p>
<p>HAND FOOT AND MOUTH DISEASE (Coxsackie virus)</p>	<p>No - unless the child has mouth sores, is drooling and isn't able to take part in usual activities</p>
<p>HEAD LICE OR SCABIES</p>	<p>Yes - from end of the school day until after first treatment.</p>

HEPATITIS A	Yes - until 1 week after the start of the illness and when able to take part in usual activities
HERPES	No, unless - the child has open sores that cannot be covered or is drooling uncontrollably
IMPETIGO	Yes - for 24 hours after starting antibiotics
RINGWORM	Yes - from end of school until after starting treatment Keep area covered for the first 2 days
ROSEOLA	Yes – if the child has a fever and rash, call the doctor
RSV (Respiratory Syncytial Virus)	Staying home isn't necessary, but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms
STREP THROAT	Yes - for 24 hours after starting antibiotics and the child is able to take part in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – the doctor says the child is no longer contagious
YEAST INFECTIONS including thrush or Candida diaper rash	No - follow good hand washing and hygiene practices

References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL.
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, 3rd Edition, Elk Grove Village, IL 2013.
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers*, Denver, CO, October 2013.

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The School Health Program of Children's Hospital Colorado provides school and child care health consultation and services in a variety of settings in Colorado. This document has been reviewed and approved by designated staff of Children's Colorado. It is intended to supplement, not replace, medical information provided by the healthcare provider, November 2013

Electronics Policy

Personal electronic devices can distract from the learning process in our school, so we do not allow the use of them during the school day unless a teacher or staff member has given permission for learning purposes. When you are on the bus you are still under the rules of MCS, and therefore, **electronics are NOT permitted on the MCS buses.** Any electronic devices brought to school **MUST** be given to office staff upon arrival at the school and will be returned to student after dismissal. If there are documented psychological or medical reasons for the device, exceptions may be made. Contact our Director, Amy Rusby, with a signed medical examiners' report.

Student Use of the Internet and Electronic Communications

(GWSD Policy—please sign the attached “Annual Acceptable Use Agreement” and return to school)

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the district. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students.

The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors. Students shall take responsibility for their own use of district computers and information systems.

District shall install and maintain filtering software on district networks in compliance with Children Internet Protection Agency (CIPA).

No expectation of privacy

District computers and information systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications; this includes e-mail and any personal use. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and information systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and information systems shall remain the property of the school district.

Unauthorized and unacceptable uses

Students shall use district computers and information systems in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computers systems cannot be specifically described in policy. Therefore, computer use is for classroom associated and educational purposes only. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

(GWSD Policy cont.)

No student shall access, create, transmit, retransmit, or forward material or information:

1. that is not related to district education objectives
2. In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
3. that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
4. that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
5. that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap
6. for personal profit, financial gain, advertising, commercial transaction or political purposes
7. that plagiarizes the work of another without express consent
8. that uses inappropriate or profane language likely to be offensive to others in the school community
9. that is knowingly false or could be construed as intending to purposely damage another person's reputation
10. that contains personal information about themselves or others, including information protected by confidentiality laws
11. that uses another individual's Internet or electronic communications account without written permission from that individual
12. that impersonates another or transmits through an anonymous remailer
13. that accesses fee services without specific permission from the system administrator

Security

Security on district information systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Any user identified as a security risk, or as having a history of problems with other information systems, may be denied access to the Internet and electronic communications. Students who violate the terms of this policy may be restricted or denied access to the internet or the districts computer systems.

Students shall not:

1. use another person's password or any other identifier
2. gain or attempt to gain unauthorized access to district computers or computers systems
3. read, alter, delete or copy, or attempt to do so, electronic communications of other system users

If personal equipment is used at school, software supplied by the district to secure the network must be placed on the equipment. When leaving the district this software must be removed. The software can be obtained from your school technology teacher.

(GWSD Policy cont.)

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt the operation of any network within the school district or any network connected to the Internet, the operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, the usage by another user, or the district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Assigning student projects and monitoring student use

The district will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

School district makes no warranties

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and information systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The School District shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Adopted: September 8, 1997 Revised: January 10, 2000 February 10, 2003 September 10, 2007
LEGAL REFS.: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000) 47U.S.C.231 (Child Online Protection Act of 1998) 20 U.S.C. 6801 et seq. (Elementary and Secondary Education Act)
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MARBLE CHARTER SCHOOL RULES & REGULATIONS

PLEASE NOTE: EACH STUDENT AND PARENT IS REQUIRED TO SIGN AN ATTACHED FORM STATING THAT YOU HAVE READ AND UNDERSTOOD THE FOLLOWING RULES & REGULATIONS. THE SIGNATURE FORM WILL BE RETURNED TO THE SCHOOL AND KEPT IN EACH STUDENT'S FILE.

A. GUIDELINES FOR APPROPRIATE BEHAVIOR

As members of the Marble Charter School Learning Community, parents, teachers and students commit to:

- Respecting one another regardless of position or role in the School.
- Using the mediation process to resolve issues.
- Encouraging direct communication; go to the person with whom you have an issue.
- Refraining from sharing hearsay and encourage one another to talk to the right person about issues.
- Learning about the strengths of one another in the Learning Community.
- Collaborating and participating!
- Acknowledging one another, respecting time agreements, responsibilities and student safety in all decisions.
- Protecting the integrity of the School, promoting a positive image of our Learning Community.
- Making our students our collective priority; All our Kids are All our Kids.
- The responsibility for basic character development and self-discipline rightly belongs with the student and his or her parents. Our teachers will work closely with students and parents to see that our school is safe and worthwhile for all students; the teachers expect each parent's active cooperation with this effort.

While at the Marble Charter School, our number one priority for the school is the SAFETY of all of the students! Please remember that you are responsible for your actions. The Marble Charter School encourages students to develop self-discipline and will hold students responsible for their actions. Our learning environment must be safe for all.

(Student & Parent to initial Appropriate Behavior section on Rules & Regulations signature form)

B. PLAYGROUND RULES

Our number one priority for the school and the playground is the SAFETY of all students! We want our students to have a fun time, and we have to balance students' ideas of fun with judging whether the proposed activity is unduly risky. Playground supervisors (MCS staff) have complete authority to decide on which activities are allowable. We will discuss proposed changes to playground rules, at all school meetings, when warranted.

General Playground Rules:

- Be respectful to all students, staff, and visitors
- Do not exclude students from any playground activity

General Playground Rules Continued:

- Treat school property with care
- No running with sticks or any pointed object
- No pretending of weapons or violence (NO games with shooting, stabbing, injuring, etc.)
- No throwing of any object, unless it is a part of an athletic game being played by a group

Swings:

- Swing forward and backward; no twisting or swinging sideways; one person at a time on swings
- No standing, jumping, or launching yourself from the swing
- If you would like a turn swinging or if someone asks you to let them have a turn if you are swinging, count the next 20 swings and it will be time to switch users.
- No saving swings for another student

Play Structure:

- Do not climb on the outside of or up the slide
- No jumping off the top of any apparatus
- No pushing others while on the play structure or at any time

Smith Park:

- Please keep in mind, that this is a town park, which is adjacent to the school. Our students enjoy playing in these woods all year long. Since it is a forest, this park does have more hazards than the playground areas, such as rocks, sticks, and trees to run into.
- Making forts- Allow everyone to participate; NO private clubs or forts
- Do not take material for a fort, unless you have checked with MCS staff person supervising recess
- Stay within park boundaries; If you are unsure of the boundaries, ask or get permission to go beyond them from an MCS staff person that is supervising recess

(Student & Parent to initial Playground Rules section on Rules & Regulations signature form)

C. Bus Riding Instructions for Students

The student must be at his/her designated stop on time and must stay clear of the roadway until the bus has come to a complete stop. Parental supervision would be appreciated at bus stops. Once the bus has left a stop it will not stop to pick up passengers until the next designated stop. Parents must give permission in writing or by phone or email for a student to be dropped at a different stop by 2:00 P.M. on the day of the request. Please email Karly & Amy.

The student will comply with the following rules:

- Observe the same conduct as in the classroom
- Be courteous and use appropriate language
- Will comply with the rules of NO food or drink on the bus
- Will comply with the rules of NO electronics on the bus
- Will throw away trash in the trashcan provided
- Will cooperate with the bus driver
- Tobacco products are prohibited
- Will not be destructive to school property or other students' property
- Will stay properly seated and keep head, hands and feet, and all possessions inside of the bus
- The bus driver has the authority to assign seats

Upon any violation of these rules, the bus driver will turn in a written report to the Director. The first offense will be considered a warning and will be handled by the bus driver. If the offense warrants, other action may be taken at any stages of discipline. On the second offense, the student will be issued a written notice by the bus driver and the student will not be allowed back on the bus until a parent signs the notice and returns it to the bus driver. Upon the third offense, the student can be suspended from the bus for three (3) school days with specific conditions being required before the student is allowed back on the bus. The Fourth offense could result in a ten (10) day suspension with specific conditions be required before the student can ride the bus. Any subsequent suspensions shall be for the remainder of the school year. *A student may be suspended immediately and permanently for action that is considered endangering the life or health of other passengers.* Please remember, bus service is a privilege, not a right and inappropriate behavior will result in disciplinary action and possible suspension from bus service. Since the school bus is an extension of the school, the respective schools code of conduct will be enforced.

(Student & Parent to initial Bus Riding Instructions section on Rules & Regulations signature form)

D. Student Dress Code

Students who dress appropriately usually act appropriately. Students are expected to be clean and neat in appearance. The school reserves the right to decide on the appropriateness of the student's clothing. Sunglasses must be removed before entering the building. Tops that are low cut or bare the midriff area are not acceptable as well as shirts with obscene language, offensive pictures, alcohol or tobacco emblems, or violence. Sleeveless shirts or dresses must have a one-inch wide strap and be tight around the underarm. Hems on shorts, skirts, or dresses should not be shorter than the outstretched fingers when arms are held straight at sides. Students will not low ride their pants and will not allow their underwear to show. Pajamas are not to be worn to school with the exception of specific dress-up days.

(Student & Parent to initial Student Dress Code section on Rules & Regulations signature form)

Please note: You will need to sign the included Rules & Regulations form and return to MCS on your first day of school.

Marble Charter School Permission Forms

The following information is included in the permission forms that you will be given separately to complete and return to MCS on the first day of school. The information below is for your personal reference – signed documents will be on file at the school.

Authorized Student Departure Information

After school, my child(ren) _____, will be:

_____ picked up by a parent

_____ picked up by a friend/relative (name) _____

_____ riding MCS bus

_____ walk/bike home alone

_____ walk/bike home accompanied by _____

If the above instructions are to be altered in any way on a given day, please call and email the office to authorize the change by 2:00 P.M.

Photo Permissions for the Crystal Echo/Marble Times, MCS Facebook page & MCS Website

We frequently put photos of our students in our newspaper and on our school website, please check appropriate responses and sign below to give us permission to use your child's picture in the paper, on the MCS website, and/or on the MCS Facebook page.

Marble Charter School has permission to put photographs of my child(ren) in the Crystal Echo and Marble Times. YES _____ NO _____

Marble Charter School has permission to put photographs of my child(ren) on the MCS Facebook page. YES _____ NO _____

Marble Charter School has permission to put photographs of my child(ren) on the MCS Website. YES _____ NO _____

Consent for Field Trip or Extended Trip

This form grants permission for all fieldtrips throughout the 2018-19 school year.

I, the undersigned parent/guardian, hereby give my consent or permission for

_____ (student) to participate in the Marble Charter School transportation which will occur during the school year. As parent and/or legal guardian of the student(s) I understand and agree that I am responsible for the student during the transportation and in the event the student should violate the rules established for students during the trip that:

1. Parent will be responsible for and hold the School District, its agents, servants and employees harmless from any and all damage to persons or property caused by acts of the student.
2. In the event of repeated or serious violations of the rules established for students, Parent will accept a collect call concerning the student, and I understand that the student will be sent home immediately by public transportation at my cost.

I further understand that the student may, during part or all of the trip, travel by private vehicles, and I hereby consent to the same and agree to hold the owner and/or driver of any private transportation

harmless from any claim arising out of the operations of the same and to indemnify the owner or driver from any claims in connection therewith.

Parent & Student understand and agree that the School District and its servants, agents and employees do not assume any liability for loss or damage to any personal property owned by the student and parent/guardian during the trip. We, parent/guardian and student, further assume any and all risks which may arise in connection with attendance on the trip and any and all risks which may arise in connection with traveling to and from the final destination of the trip.

Parent & Student hereby agree to release and to indemnify and hold harmless the School District, its agents, servants and employees from any claim, loss, demand or cause of action of whatsoever nature or kind, excluding acts of willful misconduct or gross negligence, arising out of or incurred as a result of the student's attendance and participation in the trip, including transportation, or as a result of any injuries, loss or damage suffered or incurred by myself or the student during or as a result of the trip, or as a result of any claim, lawsuit or action of any kind filed against the School District by the student.

Sledding

Sledding is a lot of fun, and it also has inherent dangers. While the children are supervised, and generally observe the rules of feet first, we cannot completely eliminate the risks involved in sledding. We'd encourage you to come look at the area's the children are permitted to sled during recess and determine whether you want your child sledding during recess, and whether you'd like for your child(ren) to wear a helmet.

Please mark the following options that apply to your child(ren):

_____ I have looked at the MCS sledding hill and decided that this is a reasonable risk, and thus my child(ren) has permission to sled at MCS during recess.

_____ My child(ren) must wear a helmet in order to sled at MCS, and I will keep a helmet at the school.

_____ I do NOT want my child(ren) sledding at Marble Charter School.

Ice Skating

During the winter months, the MCS students and staff have a great opportunity to ice skate on Beaver Lake. Please keep in mind that we do not allow ice skating on the lake or pond, until the thickness of the ice and surrounding area has been thoroughly inspected and deemed safe for ice skating.

Please mark the following options that apply to your child(ren):

_____ I give my child(ren) permission to participate in Ice Skating with the Marble Charter School on Beaver Lake in Marble, CO and indemnify and hold the Marble Charter School harmless in the event of any injury.

_____ I require my child(ren) to wear a helmet while Ice Skating with the Marble Charter School.

_____ My child(ren) DOES (DO) NOT have permission to participate in Ice Skating with the Marble Charter School on Beaver Lake in Marble, CO.

Please note: You will need to sign the included Permissions forms and return to MCS on your first day of school.