



**MOSCOW CHARTER SCHOOL**

Science • Technology • Engineering • Arts • Math

**PARENT AND STUDENT HANDBOOK  
2017-2018**

1723 East F Street Moscow, ID 83843  
(208) 883-3195 Office (208) 892-3855 Fax  
[www.moscowcharterschool.org](http://www.moscowcharterschool.org)

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**Moscow Charter School is a supportive educational community that promotes academic excellence through an integrated Science, Technology, Engineering, Arts and Math (STEAM) focused curriculum.**

## GENERAL INFORMATION

Location: Office	1723 East 'F' Street, Moscow, Idaho 83843 ( <a href="#">map</a> )
Hours:	7:30 a.m. - 4:00 p.m.
Telephone Number:	(208) 883-3195
Attendance Line:	(208) 874-ILLS
Fax Number:	(208) 892-3855
Email Address:	<a href="mailto:office@moscowcharterschool.org">office@moscowcharterschool.org</a>
Website:	<a href="http://www.moscowcharterschool.org">www.moscowcharterschool.org</a>
Enrollment:	Kindergarten - 8th grade
<a href="#">Staff Directory</a>	<a href="#">Board of Directors</a>
<a href="#">Integrated Arts</a>	<a href="#">Parent Action Team</a>
<a href="#">Specialty Teachers</a>	<a href="#">Calendar of Events</a>
<a href="#">Lunch Menu</a>	<a href="#">Classroom Pages</a>

## MCS STUDENT PLEDGE

I am responsible for my actions and behaviors today.

I will listen, do my work, and learn.

I will respect the feelings and property, and right of others.

I will be a good citizen, by doing what is right, because it is the right thing to do for myself and others.



**HOME OF THE LIONS!**

## SCHOOL DAY

School Hours: 8:30 A.M. - 3:00 P.M.

Fridays: Early release every Friday at 2:15



Students arriving before 8:25 are required to stay outside the building on the playground. There is no outside supervision prior to 7:50 a.m. Students arriving after 8:30 must be checked in at the office by a parent and will be considered tardy unless a note is provided. Students must be picked up no later than 3:15 p.m. unless they are participating in a supervised activity.

## ATTENDANCE / TARDINESS

Moscow Charter School has an accelerated curriculum that requires daily attendance for satisfactory achievement and extended opportunities in the arts. Tardiness and frequent absences, regardless of the reason, have a major impact on student learning. If a student has ten absences in a semester, except in documented cases of family emergencies or for medical reasons, the student may be dis-enrolled from MCS.



**\*\*New Rule Regarding Tardies:** Three tardies will equal one absence toward the allowed ten absences per semester.

To ensure your child's safety we ask the following:

- Call or Email before 8:30 a.m. if your child(ren) will be late or absent from school, order lunch at that time as needed. 208-883-3195, 208-874-ILLS or [office@moscowcharterschool.org](mailto:office@moscowcharterschool.org)
- After 9:00 a.m., the school will call parents.
- If parents are unable to be reached, the police may be contacted to perform a welfare check.
- Parents must come into the building and sign students in if they arrive after 8:30.
- Notify us if your child will be leaving early for any reason.
- Parents must come into the building and sign students out if students are required to leave early for any reason.

## TRANSPORTATION

Students may ride Moscow School District bus to and from school. Students are picked up at their neighborhood bus stop and transported to Moscow Charter School. The bus arrives at approximately 7:50 a.m. at Moscow Charter School. The afternoon bus route begins at MCS. Parents must notify the school of any transportation changes before noon.

Parents must arrange bussing through the School Bus Garage: 208-882-3933 and fill out an [Application for Transportation](#) form for Moscow Charter School records.

### *Please note:*

Moscow Charter School contracts transportation through the Moscow School District, parents do not have to pay for this transportation. However, please keep in mind **MCS pays roughly \$33.00 per month per child even if the child only rides the bus once in a given month.** To help keep costs down, we encourage car-pooling if at all possible. This could save our school more than \$300 per child per year!

Moscow Charter School has been working with Safe Routes 2 School to improve the safety of children traveling to and from school. To find your route to school, or to make a map for your Walking School Bus or Bike Train see the map options. <http://sr2smoscow.com/maps>

Students riding bicycles must leave their bicycles and scooters in racks during school hours.



## VISITORS

### WE REQUIRE THAT ALL VISITORS REPORT TO THE OFFICE UPON ARRIVAL.

There is a sign-in sheet at the office for those who are visiting or helping in a child's classroom. If we do not recognize you, we may ask to see your identification.

Parents/guardians are welcome to the school for classroom observations. Please schedule conference times with your child's teacher to avoid unnecessary interruptions to classroom instruction.

## FIRE DRILLS

Fire drills are held monthly for the purpose of teaching children the appropriate method of evacuating the buildings in a safe and orderly manner.

## EMERGENCY CLOSURES



Emergency closure due to weather will be announced over the following radio stations:

KRPL-AM (1400)	KWSU-AM (1250)
KQQQ-AM (1150)	KZN-FM (106.1)
KRFA-FM (91.7)	KUOI-FM (89.3)

Closures will also be posted on the website, MCS will be closed if Moscow School District is closed. We have also developed an emergency contact list to reach parents if an emergency occurs while school is in session.

Please let the school know if you have any changes in emergency instructions or phone numbers. If you are going to be out of town, please let the school know whom to contact in case of an emergency.

## DRESS CODE

- Students must wear closed toed shoes on the playground. Clean, non-marking shoes are required for PE when held at the Hamilton Lowe Indoor Recreation Center.
  - Spaghetti straps or muscle shirts are unacceptable.
  - Midriff or half shirts are unacceptable.
  - Shorts and skirts are to come to fingertip length.
  - Shirts, T-shirts, and tops must be free of offensive designs, pictures, or slogans.
- The staff will make the final determination.

It is strongly recommend that students attending off-campus field trips and activities wear a Moscow Charter School shirt. Wearing these school shirts helps in identifying MCS students.



[Visit our Spirit Shop!](#)

## SUGGESTED DONATION

Moscow Charter School is funded by the State of Idaho and does not receive any local funding from property taxes or levies, like the local schools in the district. As a result, the specialty programs in art, music, movement, and technology which are so central to the MCS experience are supported by monetary support from our families. In order to maintain these specialty programs, the MCS Board of Directors approved a suggested donation in 2010. The income from this suggested donation supplements the budget for our specialty programs, as well as our STEAM curriculum.

The suggested donation approved by the MCS Board, is a minimum \$205 per child.

(If you are unable to pay the entire suggested donation, we ask that you pay as much of it as you can.)

Donations can be paid over the course of the school year.

[Donate](#)



*MCS is a public school and non-profit corporation; Please ask for a receipt when paying any donation to the school and consult with your tax professional about how to claim these donations on your annual tax filing.*

## BOARD MEETINGS

The Moscow Charter School Board of Directors meets on the second Tuesday of each month. This is a public meeting and everyone is welcome to attend. The date and time is posted on the website, if there should be a change. Board Agendas, meeting minutes and Board member contact information is also listed on the website [here](#). The Board welcomes parents who wish to take an active role in school management to consider joining.

## PARENT ACTION TEAM

The Moscow Charter School Parent Action Team was formed to provide support for the students, staff and facilities of Moscow Charter School. This group assists with volunteers, fundraising activities, and special events for the students. Watch for additional information in the Friday Email Updates, the PAT bulletin board in the foyer, [facebook](#) and on the school website [here](#).



## VOLUNTEERS

Moscow Charter School relies heavily on the efforts of all the school families. Moscow Charter School is a public school; however, charter schools do not benefit from the additional monies from local mill levies or building levies. This difference means Moscow Charter School must operate more efficiently and more frugally than district schools. It is a necessity for the smooth operation of the school for parents/guardians to volunteer their time, talent, and resources. If everyone contributes, no one person or group of people will have to volunteer for all the projects or fundraisers.



*Research shows that when parents/guardians are committed to their children's education and actively participate in school activities, children will have greater academic success and higher self-esteem.*

***Each family should plan to be involved in one or two events each year.***

## VOLUNTEER OPPORTUNITIES

***Back to School Ice Cream Social:*** Help setup, cleanup, etc.

***Landscaping Day:*** Volunteer on project days, rake, weed, power wash, prune etc.

***Room Parent:*** Help plan parties, help organize classroom volunteers, liaison between teacher and PAT

***Teacher Appreciation Brunch:*** Coordinate volunteers, setup, cleanup, bring a dish.

***Safe Routes to School:*** Greet students, pass out rewards, setup, cleanup

***Fundraising:*** Help brainstorm fundraising ideas, head up a fundraiser, create a fundraising team

***Grant Writing:*** Identify potential grant opportunities, write grants, assist in grant writing

***MOSS:*** Help facilitate fundraisers, attend MOSS as a parent chaperone, and transport students

***PAT Member:*** Attend PAT meetings, brainstorm, volunteer opportunities, fundraising ideas, general ways to help improve Moscow Charter School and support the teachers, parents and students.

***MCS Board of Directors:*** Attend Board meetings and serve on Board committees on school operations, finances, planning, hiring, communications, and wellness

Let us know how you will volunteer! [mcsPAT@moscowcharterschool.org](mailto:mcsPAT@moscowcharterschool.org)

## FRIDAY EMAIL UPDATES

Moscow Charter School families will be receiving an important electronic newsletter on Friday's. This newsletter features communication from the Principal, upcoming events, volunteer opportunities, events in the community, etc. Please make sure the office has your most current email address. If you do not receive an email from the school on Friday's, please let us know.

## ACADEMICS (K-5)

Moscow Charter School has a tradition of academic excellence. We strive every day to have enjoyable, interesting, and challenging classes. Moscow Charter School provides students with a variety of learning experiences, in addition to the basic skills, including visual arts, theater, dance/movement, music, technology education, environmental education, and character education.

In keeping with the philosophy of the school, these experiences are believed to enhance learning by stimulating brain activity. Moscow Charter School teachers strive to provide meaningful learning experiences across a broad range of content and skill areas.

### DUAL ENROLLMENT

MCS students who wish to participate in classes that are not offered at MCS, but are offered at Moscow Middle School (MMS), may dual enroll in MMS, under the provisions described in the MCS charter, Idaho state law, and Moscow School District policy.

Many of these opportunities may be offered before or after school, but with parents' permission, students may also dual enroll during the school day. Dual enrollment for an individual student must be requested by the parents and can only occur if both schools have adequate classroom space for the student wishing to dual enroll. Both schools must agree, on a case by case basis, to dual enroll a student.

In all instances of dual enrollment or partial enrollment, transportation between schools will be the responsibility of the parent or guardian of the student who is enrolled in both schools.

### CURRICULUM

At Moscow Charter School we continue to evolve our challenging curriculum to keep pace with current best educational practices. We will be refocusing our learning approaches to connect to STEAM Education which is an acronym for Science, Technology, Engineering, Art and Mathematics. MCS is emphasizing these subjects in an effort to keep our curriculum on the cutting edge.

You will find a great deal of information about the STEAM movement because it is a nationwide effort to address American educational needs in the new global landscape. Recent studies have shown that America's students are falling behind in STEAM disciplines and are far less interested in STEAM careers than their international peers. Curriculum Materials:

- My Math: K-5 Glencoe Math 6-8 - problem-solving, experiential based math concepts
- Harcourt Trophies: Language Arts/Reading
- Foss Science: hands-on developmentally appropriate investigations



Moscow Charter School Board has adopted the Core Curriculum Standards for the core academic subjects. The Board of Directors has approved a curriculum aligned with the state achievement standards. Moscow Charter School participates in the Idaho Schools Accountability Plan and the statewide testing programs including Idaho Reading Indicator (IRI), Direct Writing and Direct Math Assessments, and the Idaho Standard Achievement Test (ISAT).

Moscow Charter School uses IDLA classes to supplement our available course offerings. Students in grades 6-8 may use an elective period for school-supervised IDLA coursework in subjects not offered at MCS, such as foreign languages. IDLA courses taken outside this elective period will not be considered school-supervised and must be taken under parental supervision outside of school hours. [IDLA](#) courses may not be used to replace courses that are already offered at MCS, except for the Gifted and Talented program.

Please see [IDLA Policy](#) for more information.

Specialty classes are taught throughout the day. K-5 students are with their homeroom classes for science, social studies and the specialty classes, as well as, during recess, lunch, school meetings, special occasions, and field trips.

## SPECIAL EDUCATION, 504 PLANS, & HIGHLY CAPABLE / TALENTED

MCS Special Education and 504 plans meet all requirements of Idaho and Federal Special Education Laws and Regulations. Students with disabilities are educated in the least restrictive environment, generally, in the regular classroom setting. Services are provided by a variety of professionals according to a written Individual Education Plans or 504 Plans. Parents, teachers, or administrators may refer students for evaluation. Written permission must be obtained from parents/guardians prior to any individualized evaluation.

Students who demonstrate superior potential or capabilities may be identified as Highly Capable and Talented by MCS evaluation procedures. For further information, please contact the principal.

### HOMEWORK

Homework is an essential element of the Moscow Charter School learning experience. Just as students need to master the basic skills of reading, writing, mathematics, science and social studies, they must develop good study skills.

Completing homework as assigned is about self-discipline, responsibility, structure, organization and timing. Students need to set aside a certain amount of time, in a certain place at home, and accomplish a daily study goal.

Parents can assist their children by helping them make daily "to do" lists, breaking down larger projects into smaller manageable tasks, and prioritizing assignments by completing the most difficult first. Even on days when students do not have homework, they should use homework time to read.

### REPORT CARDS/PORTFOLIOS

Grades are recorded on report cards at the end of each quarter. The first quarter report cards are given to parents/guardians during the first quarter Parent/Teacher conference.

A portfolio of student work is sent home at the end of the school year. Do not hesitate to schedule a conference with your child's teacher or the Principal, if you are concerned about any issue.



### YEAR - LONG THEME

Each year Moscow Charter School teachers and specialists select a year-long theme. The theme provides an integrated, interdisciplinary framework for an in-depth study of a multi-dimensional topic. The thematic approach reaches the learning styles of all children. This year's theme is Conservation.

- Students who learn by doing such as building, models, drawing, painting, singing, playing instruments, dancing, physically moving, or experimenting with materials and ideas
- Students who learn by reading, using technologies, questioning, researching, storytelling, or for those students who learn by working with others in cooperative groups, peer coaching, mentoring, interviewing.
- Students who learn by writing and/or performing original works. Using a relevant and engaging theme, the breadth and depth of students' knowledge, abilities and interests are revealed.



### PERFORMING ARTS: MUSIC – THEATER – DANCE – MOVEMENT

The inclusion of performing arts in a broad-based curriculum improves the quality of a child's educational experience. The arts teach discipline, improve self-esteem, inspire creativity and help students set and reach goals. All Moscow Charter School students participate in the music program. Students sing, play instruments, learn rhythm & harmony, learn to read music. Theater is for everyone. Theater provides a common goal that requires collaboration from students and adults. It is a vehicle for learning and expressing a variety of ideas, concepts, and feelings. It is an opportunity for students to develop social and interpersonal skills in a multi-age environment.

All Moscow Charter School students are involved in the end of the year theater production. They experience the creative process of writing the play and music, editing, casting, reading and memorizing scripts, designing the sets and costumes, choreographing dances, rehearsing, and performing to audiences. The theater production is a great learning catalyst and is central to our school curriculum. All students are expected to participate in the production.



## VISUAL ARTS

Visual Arts are a major component of the Moscow Charter School Arts program. All students participate in visual arts. Students are encouraged to explore, to create and to reach their full potential. Students paint, draw, sculpt, learn about colors, hues, textures, structures, balance, design, values, and work with various media in conventional and unconventional ways. Students receive high-quality opportunities to develop and present original and innovative works of art. Student works are on display throughout the building.



## PHYSICAL EDUCATION & MOVEMENT

The purpose of Physical Education is to help every child achieve optimum growth and development through physical activities. Students will participate in exercises and fitness routines, skill building and competitive and non-competitive games.

## TECHNOLOGY IN THE CLASSROOM

At Moscow Charter School computers are available in every classroom. Computers are integrated into all core subjects for drill and practice, skills testing, information gathering, and communicating. Computers/technology are viewed as tools to enhance and extend education beyond the traditional classroom and library. All MCS classrooms have Smart Boards, projectors and document cameras for use by teachers as well as students. We have a classroom set of Samsung Chromebooks for students K-5 to share. Our middle school students are assigned their own Chromebook for school use!



Keyboarding instruction starts in kindergarten and continues through eighth grade. Beginning in third grade, Moscow Charter School students gain practical experience in areas such as programming and geometry using LOGO, pre-algebra, and problem-solving using spreadsheets, data management, graphics and multi-media design. Students use technology to continue self-directed research and study.

We build, design, and learn with KANO. KANO is a DIY computer kit designed to help people of all ages assemble a computer from scratch, and learn basic coding skills. We have 10 KANO kits for use in technology classes, they can be built, modified and later reset to original operating system factory settings for repeat use for all grades.



Starting in third grade students have the opportunity to learn through play in Minecraft Edu!

Much like the game Minecraft, Minecraft: Education Edition is designed to be a versatile and open platform, but in a way that can be used to teach all types of subjects, from math and physics to history and language arts. By utilizing the digital platform and classroom experience, students can also develop skills in collaboration, problem solving, communication, digital citizenship, and more. There is no limit to what students can learn in the game, and no limit to how the game can extend classroom learning.

## TECHNOLOGY RULES

Students and parents are **required** to sign the [MCS Technology Use Form](#) prior to using computers at school.

## SCHOOL LUNCH

Moscow Charter School serves FDA approved hot lunches. The lunch is prepared at Lena Whitmore Elementary School and transported to Moscow Charter School. Lunches are served in the Multi-Purpose Building. A monthly menu will be posted in the school, posted on our website [here](#) or available upon request from the office. All families must complete a [Lunch Agreement Form](#).

Lunch payments must be made in advance and a positive balance maintained in the student's account. Ultimately, it is the parent/guardian's responsibility to maintain a positive balance. The business manager will check your balance weekly and will notify you if your balance has dropped below \$0. At this time, payment on your balance as well as additional money for future lunch purchases needs to be submitted to the office within 3 business days. Once per month the business manager will send a statement to any family that has an unpaid balance. Any unpaid invoices greater than 30 days old will be assessed a 5% finance charge. Seriously delinquent accounts will be turned over to a collection agency.

The recommended initial payment at the beginning of the school year is \$50.00. On-going payments should be sufficient to cover one month of lunches and milk. At the end of the year, any remaining balance will be carried over to the next year or you may request to have the balance refunded to you.

### Lunch Schedule

Grades k-2 @ 11:15-12:00  
Grades 3-5 @ 11:35- 12:10  
Grades 6-8 @ 11:40-12:15  
*(times subject to change)*

### Lunch Fees

Hot lunch:	\$4.00
Milk:	\$0.50
Reduced Lunch:	\$0.40
Reduced Milk:	\$0.35

*(prices subject to change)*



## PAYMENT OPTIONS:

While Moscow Charter School still encourages you to pay via bill pay, checks, or cash; we are now accepting credit card payments via PayPal. If you send cash with your child, please put it in a sealed envelope with your child's name on it.

**Please note:** for credit card payments you will be responsible for any fees MCS incurs through PayPal that are associated with the transaction. For example: A payment of \$100.00 minus 2.2% (PayPal fee) + .30 (PayPal transaction fee), will result in the actual deposit to your account equaling \$97.50.

## FREE & REDUCED LUNCH PROGRAM

Moscow Charter School participates in the Free and Reduced School Lunch Program for all students who qualify. Families are required to apply each year, even if they qualified last year. You will be notified if you direct certify through the state. Please fill out a [Free & Reduced Lunch Application](#) and return it the office on or before the first day of school.

Families are required to apply each year, even if they qualified in a previous year. You will be notified if you direct certify through the state. All families taking Free or Reduced Lunch must have an application on file with MCS even if they have previously submitted one to the Moscow School District. This is necessary for auditing purposes.

Qualifying for the Free and Reduced Lunch Program does not oblige students to take school hot lunches or milk. Students on the Free and Reduced Lunch Program who want hot lunches or milk must order them at the beginning of the school day as other students do.

## DELINQUENT ACCOUNTS

No Moscow Charter School student will ever be denied a hot lunch or milk on the basis of having a delinquent account, or singled out as having an unpaid account.

Parents / guardians are responsible for keeping lunch account balances positive and for promptly paying any invoices. Any unpaid invoices greater than 30 days old will be assessed a 5% finance charge by the school. Seriously delinquent accounts may be turned over to a collection agency. Families in financial difficulty are encouraged to contact the school office to set up a payment plan, and to apply for the federal Free and Reduced Lunch Program. Delinquent amounts are not considered to be discharged if the student leaves Moscow Charter School.

## Cafeteria Rules

1. Clean hands before entering
2. Sit properly and quietly at the table, using good manners and inside voices
3. Eat your food and do not share items
4. Stay seated until you are dismissed (intermediate class will sit with grade levels)
5. Clean your place at the table and throw away trash
6. When dismissed go directly to recess
7. Listen and obey all noon time assistants and volunteers



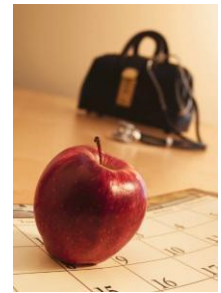
### As a Moscow Charter School Student, I will remember to:

- Be Polite
- Have Good Manners
- Use Table-Talk Voice
- Respect the "Quiet Signal"
- Stay in my own space
- Leave My Space Clean
- Be a Courteous Listener

## HEALTH

The Moscow Charter School promotes health by supporting physical, social, and emotional wellness, including good nutrition and regular physical activity as a part of the total learning environment. The School supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of positive relationships, good nutrition, and physical activity, the school contributes to the basic health status of children. See appendix for additional health information.

Parents/guardians are required to provide immunization records for students at the time of enrollment in Moscow Charter School. A public school nurse reviews student records annually to ensure all children are properly immunized.



## HEALTH SCREENING

Vision, hearing and scoliosis screenings will be conducted at the appropriate grade levels.

For more information visit: [www.moscowcharterschool.org/health](http://www.moscowcharterschool.org/health)

## MEDICATION

Medication should be administered at home whenever possible.

A [Permission to Administer Medication Form](#) must be completed by the parent/guardian and signed by a physician, if medication is to be administered during the school day.

This includes all over the counter medication, including Tylenol, Ibuprofen, and eye drops.

Diabetes Treatment at school: Students are allowed to monitor their blood glucose and self-administer insulin at school.

## SPECIAL HEALTH PROBLEMS

The school should be notified if a child has a problem that may require special care. Bee stings, allergies, epilepsy, asthma, heart problems, and diabetes are examples of the types of conditions that school staff need to know about to provide proper care.

## OUTDOOR PLAY

Except in unusual circumstances, we ask that all children participate in all aspects of the school programs including outdoor play. Students should dress according to expected weather.

## HEAD LICE

Occasionally a student attending Moscow Charter School has head lice. Head lice can be contracted by anyone. Having head lice is no cause for shame and does not reflect the hygiene or cleanliness of your home. In the event that, head lice is reported, we will send home the necessary information needed to treat it. If your child is found to have head lice, you will be notified to pick up your child promptly. Upon return to school, a recheck will have to be conducted to ensure the head

lice are gone.

For more information visit: [www.moscowcharterschool.org/health](http://www.moscowcharterschool.org/health)

## **ACCIDENT PROCEDURES**

Parents/Guardians must sign permission forms for the MCS staff to administer first aid in case your child is seriously injured at school. For a child to receive emergency medical treatment, parents must also complete the Emergency Medical Release Form. This form allows children to be treated in an emergency room. Every attempt will be made to contact parents/guardians immediately if a child is seriously injured, and is being transported to a hospital for emergency services.

For non-life threatening accidents, the staff will call the parents/guardians to report the nature and circumstances of the accident and consult parents/guardians about the first aid administered.

First aid is administered for routine cuts, bumps and bruises sustained by children's activities without parent notification. This may include ice packs, band-aids, and/or resting.

*Please note any special health conditions or instructions on your child's Student Information Sheet.*

**Keep MCS staff informed of  
your current Emergency  
Contact Numbers**

## **CHARACTER EDUCATION / STUDENT MANAGEMENT**

Moscow Charter School is a safe and caring school. The small student body and class sizes make it possible for students to know each other well and experience a community atmosphere. Once or twice weekly all students and staff come together for a Morning Meeting. Morning Meetings provide an opportunity to talk about upcoming activities, tell stories, sing songs, and discuss concerns. In general, good character at MCS is summarized using three R's:

RESPECT - for oneself, others, property, ideas, and differences by expressing feelings appropriately, by caring, compassion, cooperation, and resolving conflicts appropriately.

RESPONSIBILITY - how a child acts when he/she thinks no one is looking - the set of personal behaviors that guide our everyday lives – "to do the right thing" as a member of our school, community, and democratic society.

RESOURCEFULNESS - learning to "tough it out" when something becomes a challenge by adopting a "can do" attitude - using creativity and imagination to solve problems, to create resolutions and to explore the unexplored.

### **General School Rules:**

1. Be polite and respectful to classmates, teachers/staff, and other people's property.
2. Follow the directions of the teachers and other staff.
3. Do not leave the classroom or school without permission from the teacher.
4. Walk inside the building.
5. Use polite language when speaking to everyone at school.
7. Leave toys at home.
8. Do not bring weapons (toy or real) onto school property.

**PBIS** - School Wide Matrix, see our website for more information! [www.moscowcharterschool.org/PBIS](http://www.moscowcharterschool.org/PBIS)

### **Alcohol / Substance Abuse Policy:**

If a student is found to be in possession of or under the influence of alcohol or controlled substances, law enforcement and the student's parents or guardians will immediately be notified, and the student may be subject to suspension or expulsion.

### **Classroom Rules:**

At the beginning of the school year, teachers and students will develop classroom rules and consequences. These rules will be posted in the classroom so students can refer to them throughout the school year.

## STEPS TO A CARING SCHOOL

Students are guided through the following process when problems arise:

If there is a problem...

*What's the problem? What happened to cause the problem? Am I responsible? Own the problem.*

*Have feelings been hurt? What damage was done? How can I make it right? Fix the problem.*

*After I have done all I can to correct the problem and make it right again...*

*How can I regain the trust that is lost? Learn from the problem.*

**When more serious infractions occur, the following procedures will be followed:**

**Step 1:** A verbal warning will be given.

**Step 2:** If, after receiving a verbal warning, a student continues to not follow basic rules, he or she will be given a brief time-out in a designated area and required to complete a re-focus form before returning to the lesson/class.

**Step 3:** If the student continues to not follow basic rules after the time out, a Discipline Referral Form will be issued and the student will be given time-out in the office or other designated area. During time-out, the principal or counselor will:

- a. Meet with the student to help him or her learn ways of solving his/her problems.
- b. Notify parents that the student has not met behavior expectation and has received a time out in the office.
- c. Meet with the parent and student when necessary

**Step 4:** If the student continues to not follow basic rules, the principal may issue a 1-day in-school suspension and hold a conference with parents and student.

**Step 5:** If the student continues to not follow basic rules, the principal may issue up to a 3-day in-school suspension, and schedule a conference with the parent and child.

**Step 6:** If the student continues to not follow basic rules, the principal may issue out-of-school suspension of up to 10 consecutive days. A personalized behavior management contract will be developed upon the return of the student to the school including consequences for continued inappropriate choices.

**Step 7:** If a student continues to not follow basic rules, upon the principal's recommendation the student may be suspended (long-term) at a hearing before the MCS Board of Directors.

\* The principal may place any student on any step at their discretion depending on the severity of the incident.

## COMPLAINT PROCEDURES

The Moscow Charter School Board of Directors wants to be responsive to the needs and concerns of parents and students. It is important that concerns and complaints be resolved at the earliest steps; therefore, the Board of Directors has adopted the following general procedures for parent and/or student complaints:

**Step 1:** Meet with the party with whom you have a complaint and discuss the issue.

**Step 2:** Contact the principal, in an attempt to resolve the complaint.

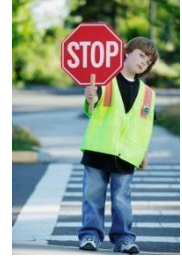
**Step 3:** Present a written complaint, outlining the complaint, possible resolution action desired, dates, persons, and results of earlier Steps 1 and 2. Request that the school office refer the matter to the school board for a possible hearing.

**Step 4:** If unresolved after the first three steps, you may refer your complaint to the board for a possible hearing.

## PERSONAL SAFETY

The safety and security of your child is important to us. Our comments are not intended to frighten you, but merely offered for your thoughtful consideration and personal judgment.

1. Please discuss issues of personal security with your child. Child abductions are a sad reality within our society. Children must be taught what to say and do when they are waiting for the bus, walking home from school or left at home alone and must answer a ring of the phone or a knock at the door. Please take a moment to think about the way you wish your child to respond to these scenarios and discuss safe alternatives with them.



2. In the event of a "*Bomb Threat*" the phone tree/emergency directory will be activated to inform you of your child's location and status, once we have insured the safety of our students.

3. In the event of an "*Armed Intruder*" our staff will implement an emergency plan designed to deal with this circumstance. Once again the phone tree/emergency directory will be activated to inform you of your child's status and procedures for picking them up.

4. *Weapon Policy:* According to State Law #5053.08, the Moscow Charter School Board will immediately expel anyone found to have carried or concealed a weapon or firearm on school grounds or premises. All such incidents will be referred to local authorities for prosecution. Copies of our policy are available in the office.

5. *Student Harassment, Intimidation & Bullying:* Board Policy defines Harassment and consequences for those found guilty of violating this standard.

6. Children, teachers/staff, and parents have the right to experience the elementary school years free from the threat of emotional and physical violence. While there are no guarantees in this modern world, it makes sense to:

- Teach children that they have the right to expect safety at the Moscow Charter School.
- Acknowledge that children need time, education and support in learning the skills necessary for positive human interaction.
- Create an environment of openness and trust.

## Appendix A

### Healthy Snack List

To meet the criteria, snack items cannot exceed a: Maximum of 3 g fat per 100 calories; Maximum of 600 mg sodium AND must have at least 12 g of complex carbohydrates per serving

Item	Serving Size (weight)	Grams Fat per 100 kcal	Kcal	Sodium (mg)	Complex Carb
Advantage Edge Bar	57 g	2.25 g	220	210	12
Austin Zoo Animal Crackers	30 g	1.5 g	130	95	18
Baked Lays KC Masterpiece BBQ Potato Crisps	1 oz	2.5 g	120	210	20
Baked Lays Original Potato Chips	28 g	1.4 g	110	150	21
Baked Lays Sour Cream & Onion Potato Chips	28 g	2.5 g	120	210	18
Baked Nacho Cheese Doritos	28 g	2.5 g	120	220	20
Barnum's Animal Crackers	30 g	3 g	130	150	16
Bottled Water	8 fl oz	0 g	0	0	0
Chex Mix (ALL FLAVORS)	30 g	3 g	130	410	30
Cliff Bar	68 g	2 g	230	140	25
Columbo Yogurt Cherry Vanilla Light Fat Free	8 oz	0 g	120	110	6
Del Monte Canned Fruit	124 g	0 g	60	10	1
Del Monte Lite Diced Peaches in Extra Light Syrup	4 oz	0 g	50	10	1
Del Monte Lite Mixed Fruit	4 oz	0 g	50	10	17
Dole Fruit Bowl, Pineapple	113 g	0 g	60	10	2
Famous Amos Gingersnaps	24 g	1 g	100	95	12.5
Fig Newtons	57 g	2 g	200	200	22
General Mills Cheerios Cereal	1 oz	1.8 g	110	280	18
Keebler Animal Cookies	56g	3.1 g	260	290	28
Keebler Chocolate Graham Crackers	31 g	2.9 g	140	105	15
Keebler Cinnamon Graham Crackers	30 g	2.3 g	130	140	14
Keebler Fat Free Zesta	16 g	0 g	60	250	12
Keebler Honey Graham Crackers	31 g	2.9 g	140	140	16
Keebler Iced Animal Crackers	32 g	2.3 g	130	110	18
Keebler Original Graham Crackers	29 g	2.7 g	130	150	16
Keebler Reduced Fat Wheatables	31 g	2.9 g	130	140	14
Kellogg's All-Bran Cereal Original	1.1 oz	1.3 g	80	80	17
Kellogg's Corn Flakes	21 g	0 g	80	150	22
Kellogg's Low Fat Granola Cereal	49 g	1.6 g	190	120	25
Kellogg's Mini Shredded Wheat Cereal Frosted	51 g	0.6 g	180	5	31
Kellogg's Puffed Wheat Cereal	11 g	0 g	40	0	11
Kellogg's Raisin Bran	2.1 oz	0.8 g	190	350	26
Kellogg's Rice Krispies Cereal	33 g	0 g	120	320	26
Kellogg's Special K	21 g	0 g	70	150	12
Lance Saltine Crackers	11 g	3 g	50	105	10
Luna Bars (All flavors except Orange Bliss & Key Lime Pie)	48 g	1.4-2.5 g	180	50-190	12
Nabisco Original Premium Saltine Crackers	18 g	2.9 g	84	264	11
Nabisco Teddy Graham Cookie Cinnamon	30 g	3.1 g	130	150	18

Item	Serving Size (Weight)	Grams Fat per 100 kcal	Kcal	Sodium (mg)	Complex Carb
Nature Valley Granola Bars	42 g	3.3 g	180	160	18
Nature Valley Trail Mix Bars – Fruit & Nut	35 g	2.9 g	140	95	12
Nutri-Grain Bars (ALL FLAVORS)	37 g	2.1 g	140	110	13
Orville Redenbacher Smart Pop	38 g	1.8 g	110	360	26
Pop Secret 94% Fat Free Popcorn	39 g	1.8 g	110	380	26
Power Bar – Chocolate	65 g	0.9 g	230	75	29
Power Bar – Harvest	65 g	1.7 g	240	80	27
Power Bar – Peanut Butter	65 g	1.5 g	240	120	19
Pretzels (GENERIC)	30 g	0.4 g	120	40	23
Pretzel Sticks (GENERIC)	30 g	0.8 g	120	400	23
Pringles – Fat Free	28g	0.9 g	70	160	15
Quaker Chewy Bars (ALL FLAVORS)	56 g	3.3 g	120	70	11
Quaker Oatmeal Express	54 g	1.25 g	200	320	24
Raisins	43 g	0 g	140	10	3
Rice Krispies Treats	37 g	2.2 g	160	170	10
Rold Gold Classic Tiny Twists Pretzels	1 oz	0.9 g	110	420	23
Ruffles Wow! Potato Chips (ALL FLAVORS)	28 g	0 g	70	200-230	17
Sunsweet Prunes	40 g	0 g	90	5	21
Teddy Graham Cinnamon Crackers	30 g	3.1 g	130	150	18
Thomas English Muffin Original	57 g	0.8 g	120	200	24
Tostitos Baked Torilla Chips	28 g	0.9 g	110	200	24
Welch's Grape Juice	10 oz	0 g	170	25	2
Welch's Grapefruit Juice 100%	10 oz	0 g	130	25	3
Yoplait Yogurt (ALL FLAVORS)	6 oz	0-1.6 g	100-190	85-95	6
Nutty Banana Gourmet Muffin	1.8 oz	3.2 g	140	180	12
Blueberry Gourmet Muffin	1.8 oz	2.7 g	130	190	13
Apple Cinnamon Gourmet Muffin	1.8 oz	2.35 g	140	200	13
Cranberry Crush Gourmet Muffin	1.8 oz	2.7 g	130	180	13
Orange Cranberry Gourmet Muffin	1.8 oz	2.7 g	130	170	12
Cherry Chip Gourmet Muffin	1.8 oz	2.88 g	150	160	13
Bran Gourmet Muffin	1.8 oz	3 g	130	300	12
Orange Gourmet Muffin	1.8 oz	2.88 g	140	190	13
Low Fat Chocolate Chip Muffin	1.8 oz	1.54	130	70	15
Breadible – Apple Cinnamon	2 oz	2.9 g	170	240	15
Kellogg's Peaches & Cream Yogurt Nutri-Grain Bar	1 bar	2.1 g	140	110	12
Kellogg's Strawberry Yogurt Nutri-Grain Bar	1 oz	2.1 g	140	110	13
Sugar Cookie – 2 pack	1.5 oz	1.8 g	280	190	14
Lemon Cookie – 2 pack	1.5 oz	2.1 g		122	10
Snickerdoodle Cookie – 2 pack	1.5 oz	1.8 g	280	190	14
Oatmeal Raisin Cookie – 2 pack	1.5 oz	1.8 g	280	180	12
Chocolate Chip Cookie – 2 pack	1.5 oz	2.1g		170	10
Fudge Brownie Cookie – 2 pack	1.5 oz	2.1 g		170	10
Mini Pretzel	.75 oz	0-1 g		292	16
Fruit & Grain Bar – Raspberry	1.3 oz	2.2 g	140	65	14
Fruit & Grain Bar – Strawberry	1.3 oz	2.2g	140	65	14



Item	Serving Size (Weight)	Grams Fat per 100 kcal	Kcal	Sodium (mg)	Complex Carb
Fruit & Grain Bar – Blueberry	1.3 oz	2.2 g	140	65	14
Fruit & Grain Bar – Apple	1.3 oz	2.5 g	140	50	14
J & J Jungle Crackers	1 oz	2.5 g	120	55	15
Austin Zoo Animal Cookie	1 oz	1.5 g	130	90	18
Animal Cookie – Cinnamon/Sugar	.9 oz	1.1 g	92	92	12
Animal Cookie – Chocolate	1 oz	2.5 g	121	159	14
Animal Cookie – Iced Pink & White	.9 oz	2.5 g	99	50	14
Animal Cookie – Plain	1 oz	1.4 g	110	95	16
Carnival Crunch	.75 oz	1.9 g	80	180	13
Giant Chocolate Goldfish Grahams	.9 oz	1.2 g	120	300	15
Pretzel Goldfish	.75 oz	2.9 g	80	105	13
Super Pretzel Softstix (2 stix/serving)	.75 oz	2.5 g	90	260	22
Super Pretzel Bites (3 bites/serving)	.75 oz	0 g	100	70	19
Tools for Schools Mini Pretzels	.75 oz	1 g	85	292	13
Chocolate Chip Power Alley Bar	1.8 oz	2 g	200	55	20

### Healthy School Parties and Snacks -

Students are taught in the classroom about good nutrition and the value of healthy food choices. However, many times foods served in the classroom, as in the case of a class party, are low in nutrients and high in calories. This sends a mixed message- that good nutrition is just an academic exercise that is not important to their health or education. To send the right message administrators, parents, teachers and students need to promote healthy lifestyle principles, replacing unhealthy food offerings with healthy ones. Below are some suggestions for healthier party treats.

- Milk / flavored milk
- Water/ flavored water
- Fruit and cheese kabobs
- Vegetable trays
- Pretzels
- Graham crackers
- Animal crackers
- Pizza with low-fat toppings
- Instant pudding made with milk
- Yogurt in a tube (try frozen)
- Quesadillas with salsa
- Trail/ cereal mixes
- 100% juice
- Fresh fruit assortment
- String cheese/cheese cubes
- Low-fat popcorn
- Vanilla wafers
- Angel food cake
- Apples with fat-free caramel dip
- Yogurt smoothies
- Crackers with cheese
- Low-fat breakfast or granola bars
- Peanut butter with apples or celery
- Yogurt parfaits (yogurt, berries, granola, layered)
- Pizza dippers (pizza toppings and bread on skewer with marinara dip)
- Wraps or sandwiches (turkey, roast beef, ham, tuna, tofu, veggie or chicken salad)



# MOSCOW CHARTER SCHOOL

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## Idaho Digital Learning Academy Coursework

The Idaho Digital Learning Academy (IDLA) is a virtual school created by the State of Idaho to increase the number of course offerings available to Idaho students (Idaho Statute 33-5502).

### Use of IDLA classes

Moscow Charter School uses IDLA classes to supplement our available course offerings. Students in grades 6-8 may use an elective period for school-supervised IDLA coursework in subjects not offered at MCS, such as foreign languages.

IDLA courses taken outside this elective period will not be considered school-supervised and must be taken under parental supervision outside of school hours.

IDLA courses may not be used to replace courses that are already offered at Moscow Charter School, except for the Gifted and Talented program.

For a Gifted and Talented student to qualify for supplemental enrollment in IDLA, they will need to demonstrate excellent work ethics, and their skills will need to be two standard deviations above the mean in the area of Academic Skills and Academic Applications for overall achievement.

### Enrollment policy

All students enrolled at Moscow Charter School must be enrolled for a full course load, regardless of the total number of credits they are enrolled in through IDLA.

### Grading

For all IDLA classes taken under school supervision, IDLA will provide a percentage grade to MCS, and this grade will be reported on the student's report card. The student will be granted the same middle school credit for successful completion of a school supervised IDLA course as for an in-person elective course.

### Fees

Through the 8-in-6 program, the State of Idaho will pay the \$75 fee for IDLA courses taken under school supervision by students in 7<sup>th</sup> and 8<sup>th</sup> grade. MCS will pay the fee for 6<sup>th</sup> grade students who take and pass elective classes that meet the guidelines stated above. Fees for students who do not receive passing grades in IDLA classes will be billed to parents.

MCS will pay the fees for IDLA classes taken under the auspices of the Gifted and Talented program, for students who meet the qualifications stated above.

### Advanced Opportunities: 8 in 6 program

This state program is described here: <https://www.sde.idaho.gov/site/advancedOpp/advancedOppBrochure/#8-6>

The state will pay for up to 2 online summer courses and 2 online overload courses per student per school year, for a maximum of 4 courses per year.

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1723 East 'F' Street Moscow, Idaho 83843  
(208) 883-3195 • (208) 892-3855 Fax  
[www.moscowcharterschool.org](http://www.moscowcharterschool.org)