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## **OUR MISSION**

Mark West Charter School fosters a school culture where every member of the school community is provided powerful instruction in 21st Century skills and common core academics. Progress will be measured by District Benchmarks, formative and statewide assessments, as well as performance tasks. We will use technology, project based learning, and a caring, dedicated staff to meet the social-emotional and academic needs of each and every student. We will provide differentiation during the instructional day to ensure students get the level of support they need to succeed. Students will participate in community service projects to find a connection to their surroundings and ways they can become active members in their community.

## **STUDENT PICK-UP & DROP-OFF**

Students must be dropped off **no earlier than 7:35 AM and must be picked up by 3:10 PM (1:20 PM on Wednesdays)**. Bussing is no longer available in the district. Drop off and pick up are located across the street in the Maddox Park parking lot. Please do not drop students off at the red curb.

## **STUDENT ATTENDANCE**

**Vacations during the school year hinder academic progress and are very costly to schools**, for that reason we ask that students request and complete an independent study form if missing 3 days or more.

- The request should be made as far in advance as possible (one week minimum) to give the teachers time to prepare work.
- When completed, an Independent Study allows the student to keep up with academic work and the school to collect state and federal funding for the missed days.
- Far too much learning and thousands of dollars are lost due to unexcused absences! Please ensure consistent attendance! We have your teen only 180 days of the 360 and two short school years to ramp up to high school.
- We expect parents to **call the school when a child is absent**. The call may be made at any time during the day or night. If you call **524-2741**, an answering machine is available to take your message.
- When you report an absence please state your child's name, the reason for the absence, and the date of the absence. Absences not reported will be marked unexcused. Help us know your teen is safe by calling promptly if they will not be at school.

**Tardy Policy:** When a student arrives late to school, they must report to the office for a Late Slip before going to class. Teachers will not allow students into class without a Late Slip during the first period. For every three tardies in a quarter a student will get a detention which will be served during lunch break. These do not count toward loss of privileges.

Students who arrive late to school may be excused as tardy by the attendance office for the following:

1. Illness
2. Doctor/Dental appointment (**Must present a Doctor's/Dental note upon arrival**)
3. Verified court, police or legal issue

**Regrettably, traffic congestion, transportation problems, etc. are not valid excuses.**

Please plan your morning accordingly to ensure that your child arrives at school on time.

Late arrivals interrupt instruction and disrupt the entire class.

## **LEAVING SCHOOL EARLY**

**Students are not to leave campus during the school day unless permission is obtained from the parent/guardian and charter school office. Students should NOT call a parent from their cell phone.** Students who are not feeling well during the school day should go to the school office to call home. We are there in the office to help students and will be sure parents are contacted if necessary. Parents or legal guardians who pick up the students other than at dismissal time must sign them out at the charter school office. Complete attendance is important! If a student must leave early, please check for the best possible time within the student's schedule.

## **ACADEMIC SUCCESS GUIDELINES**

Students at Mark West Charter School are expected to **complete all assignments on time** and are expected to do their work to the best of their ability. If a student is absent they will be given one day for each day absent to make up work upon their return to school. Late work received after that, or any work turned in late when not absent will receive only partial credit. On major projects or reports late work will receive partial credit at the teacher's discretion. **Time management and work completion are important life skills.** We ask that parents work with us as partners to ensure teens consistently develop good habits. We **strongly** encourage scheduling appointments outside school hours.

Students are expected to **follow all guidelines for projects** and they need to realize that all projects must achieve a passing grade to be considered completed. Unsatisfactory grades on tests or major projects/reports can be improved as described in teacher syllabi. Please schedule with the teacher. Students may not be promoted to the next level until all projects have been satisfactorily completed.

### **ACADEMIC INTEGRITY**

Academic integrity or honesty is essential for the assessment of student learning and the evaluation of teaching practices. As teachers we need to know what a particular student has learned and the extent to which our curriculum and instruction is sound. Academic dishonesty is an obstacle to this intent. Academic integrity is violated when a student obtains credit for, or is evaluated on, work that is not their own.

The two most common forms of academic dishonesty that we encounter in the classroom are cheating and plagiarism.

#### **1. Definitions of Cheating and Plagiarism:**

##### **A. Cheating**

Cheating is the act of attempting to obtain credit for academic work by using dishonest means. Cheating includes but is not limited to:

1. Copying, in part or whole, from another's exam (test), paper (including homework assignments), internet, projects or the like.
2. Submitting as one's own work an exam, paper, project, or the like which has been purchased, borrowed, copied, or stolen.
3. Using notes, or materials not specifically authorized by the instructor during a quiz or exam (test).

## **B. Plagiarism**

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgement. This can be from fellow students, the internet, or other sources. Specifically, plagiarism is:

1. Using the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgement and representing the product as one's own work.

### **2. Consequences for the above violations:**

One or more consequences may be imposed for cheating or plagiarism. Consequences include, but are not limited to:

- Student is to rework the assignment entirely.
- Student goes to homework club at lunch until assignment is resubmitted.
- Student receives zero credit for the assignment.
- Student serves lunch detention.

## **ACADEMIC PROBATION**

Students who continually fail to meet their assignment requirements or fail to work satisfactorily on projects will be referred to the Principal for academic probation. If progress is not made, the student may be placed in the homework club at lunch time daily until the student achieves passing grades.

## **STUDENT SAFETY**

Our primary concern is for student safety and learning. Guidelines are in place for student safety. Students are to report any sexual harassment, physical harassment, or psychological harassment concerns to a staff member immediately. Board Policies can be found at, <https://mwusd.org/our-district/board-policies/>.

## **STUDENT BEHAVIOR / SCHOOL RULES**

MWCS is a school with high standards for curriculum and behavior. **All students are expected to be kind, thoughtful, and respectful of fellow students, all staff members, student teachers, and parent volunteers.** Positive, appropriate behavior will be rewarded with the natural results of social success, strong academic achievement and our “Caught You” Being Good program.

### **Behavioral Expectations**

Students are expected to be responsible for doing their “personal best” on all; school work, in social relationships (all forms of public displays of affection or situations deemed as “harassment” are not tolerated), and contributing to a positive school community with a clean, orderly environment. Behavioral expectations for the campus are listed to assist students in developing the responsibility needed to help themselves and the school reach their full potential.

### **Office Rules**

- Always check in with the office manager before you conduct any other office business.
- Students must have permission to leave the school grounds. You must check out through the school office before you leave. See “Leaving School Early” for more information.
- You need permission from your adult supervisor to go to the office.

### **Classroom Rules**

#### **Be Safe**

- Walk into the classroom and sit in assigned seat before the tardy bell rings.
- Use only approved school pass when outside the classroom.
- Consume food and beverages during scheduled breaks. No gum. Bottled water OK.

#### **Be Responsible**

- Follow school dress code
- Have required class supplies and handbook
- Always give your best effort and be ready to learn

#### **Be Respectful**

- Always use appropriate language
- Respect the property of others and their right to learn
- Follow the rules set by the classroom teacher

### Walkway Rules

#### **Be Safe**

- Walk to class on time
- Open doors carefully and watch for opening doors
- Keep hands and feet to yourself

#### **Be Responsible**

- Dispose of food or drink in a trash can before entering the classrooms (No gum allowed)
- Always have a pass during class time
- Use a pass to access buildings at break or lunch

#### **Be Respectful**

- Be kind to others
- Always use appropriate language
- Proceed quietly

### Gym Rules

#### **Be Safe**

- Walk quietly when entering and exiting the gym
- Sit with your class and wait for instructions
- No food, drink or gum. Bottled water OK.

#### **Be Responsible**

- Use equipment appropriately and only when instructed to do so
- Obtain permission before leaving class
- Report any unsafe conditions to the teacher immediately

#### **Be Respectful**

- Respect the property and rights of others
- Always use appropriate language
- Encourage others and use good sportsmanship

### Playing Field Rules

#### **Be Safe**

- Play games appropriate for school
- Be visible to yard supervisors at all times
- Stop playing when someone is hurt and report any injury to the adult on duty
- No food, drinks or gum. Bottled water OK.

#### **Be Responsible**

- Use equipment appropriately and stay in approved areas
- Keep your personal belongings where you can see them
- Report any unsafe conditions to the adult on duty

#### **Be Respectful**

- Respect the property and rights of others
- Always use appropriate language
- Encourage others and use good sportsmanship



## Lunch Rules

### **Be Safe**

- Wait your turn in line. No Cutting
- Keep your hands and feet to yourself
- Walk at all times

### **Be Responsible**

- Take only your designated portion and eat only your own food
- Place trash and recyclables in appropriate containers
- Stay in your seat

### **Be Respectful**

- Be polite and courteous to everyone
- Use good table manners
- Always use appropriate language
- Respect the property and rights of others

## Technology Rules

### **Be Safe**

- Use teacher approved sites only
- Do not post your name or other personal information on public sites

### **Be Responsible**

- Treat your school account as your business account (not personal)
- Put things away for the next person who may use your computer (leave things as neat or neater than you found them)
- When carrying Chromebook pay attention and be careful not to drop it
- Don't play with the camera
- Only use the Chromebook assigned to you

### **Be Respectful**

- Ask before going onto YouTube or similar sites

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Consequences for inappropriate behavior will fit the individual and the infraction. Parents will be notified if the inappropriate behavior becomes a pattern (3 detentions), or if the behavior was serious and/or deliberate (suspension). **Attending Mark West Charter School is a choice, and with choice comes responsibility.**

- Three detentions in one quarter equals a call home by the student and principal to parent/guardian.
- Six detentions in one quarter (or any suspension) equals loss of privileges. Students are not eligible to attend or participate in school activities/sports for the remainder of the quarter.
- Loss of privileges in the final quarter, includes, but is not limited to, end of year events for all grades and 8<sup>th</sup> grade end of year activities (excluding Promotion).

To create the atmosphere and learning environment described in our charter, expectations for behavior must be very high. Help us create a positive culture by being proactive in prevention of discipline problems. Families are asked to carefully go over information mailed, emailed, given at orientation, and Back-to-School Night.

## **PERSONAL ITEMS AT SCHOOL**

Mark West Charter School is not responsible for lost, stolen, or broken personal items. Please keep valuables at home.

- **All cell phones** or other electronic communication devices (smart watches, earbuds etc.) must be **left in backpacks and turned off while at school.**
- Cell phones may **NOT** be used to take photographs at school without specific staff permission. Photos may not be taken on field trips by students.
- Sharing phones is not permitted.
- The school is not responsible for lost, broken, or stolen phones.
- **During school and anytime they are on campus, students should make all calls from the school office or classroom.**
- **Parents should also call the office, not their teen's cell. Please do not text your teen during class.**

**Personal items** such as electronic games, toys, laser pens, spray cans of any kind, any sharp instruments, lighters, permanent markers, scented products (i.e., cologne or perfume) and controlled substances of any kind will be confiscated and consequences will follow.

**Consequences:** Cell phones or electronic devices used at school, or other “playthings” will be taken to the school office. They may be picked up after school by a parent/guardian. For repeat offenses, a meeting with administration may be required and/or the device may have to be stored in the office during school hours.

## **STUDENT DRESS**

Dress Code: Students are expected to dress in a manner that is safe, respectful, responsible, and does not disrupt the educational atmosphere. While casual is appropriate, students are expected to take the same care in choosing their clothing for school as they would take if they were dressing for a job. School administrators may require a student to adjust clothing or change clothes if not dressed appropriately.

- Please visit the board policy at <https://mwusd.org/our-district/board-policies/>

## **VOLUNTEERS/VISITORS**

In order to volunteer at Mark West Charter School, all volunteers and/or visitors must be processed for security. This is a measure to assure student safety at our school. **All volunteers must register at the charter school office and obtain a volunteer badge.** Students may not invite a visiting relative or friend to spend time at school, or go to school activities as they are not covered by our insurance.

## **EMERGENCY & MEDICAL INFORMATION**

It is extremely important that our school has up-to-date emergency information regarding your child. Please see to it that the following information is kept current:

- ✓ Home, work, and cell phone numbers
- ✓ Emergency contact numbers
- ✓ Student medical status
- ✓ Special needs/changes in home situation

## **MEDICATION**

All medication, prescription and over-the-counter drugs, must follow the California State Health and Safety Codes. School personnel will give your child medication at school only if the following guidelines are followed:

- Your physician completes the administering medication form available in our office. This form must be updated each year.
- The prescription medication is brought in a pharmacy labeled container that includes the student name, medication name, prescribing doctor, dosage and the time to be given.
- Over-the-counter medication must be in the original container, marked with the student's name.

## **PARENT INFORMATION**

The school will provide current information by way of regular emails, the online grade book (Jupiter Ed.) and the school **website: [markwestcharter.org](http://markwestcharter.org)**. It is the parent's responsibility to take the time to read emails, check the website and online grade book to be well informed about the school and your teen's progress on a regular basis.

**Quarter Report cards will be given** four times per year.

**\*Parents should check student progress in core classes at [jupitergrades.com](http://jupitergrades.com).** Parent accounts are created based on the information provided during data confirmation. The current work is our teachers top priority; late work will be entered as soon as possible. Late and missing work is one consequence of falling behind. **Parent/teacher/student conferences are held** in the fall. They may also request conferences as needed. Please be respectful of the teachers' time by calling the school in advance to schedule appointments. It is important to choose a mutually convenient time to conference with teachers.

## **RESOLVING PROBLEMS**

From time to time problems may arise. Parents should contact the child's teacher as soon as possible and inform the teacher of the concern so that a solution may be reached. A solution may be reached if teachers are contacted quickly when a problem arises and all involved have a positive, solution oriented approach. If the parent or student is not satisfied with the solution, they should ask to see the Principal. Appointments may be made by calling 524-2741 or emailing Ms. Franci at [mfranci@mwusd.org](mailto:mfranci@mwusd.org). Again, please call/email in advance for appointments. Do call/email us right away if you have any concerns. Communication is very important!

## **COMMUNITY SERVICE**

Students at Mark West Charter School are taught to demonstrate concern and respect for all people. Students will serve the community in a variety of ways. A Community Service log will be sent home at the beginning of each quarter. Six hours of community service is required for the first quarter and eight hours for the second, third and fourth quarters. Students are encouraged to participate in **service projects on and off campus**. Time is set aside every **Wednesday from 1:20 – 3:10 PM** for this purpose. Currently most colleges are very interested in students' community service records for applications and scholarships. Please keep the log updated. Community service grades will be reflected on report cards each quarter.

## **PHYSICAL EDUCATION**

All students will take at least one quarter of physical education per year. On their elective PE day students will need to bring or wear athletic shoes and clothes in which they are able to move easily. Active participation is expected with rare exceptions requiring a note from a doctor.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for proper care and use of school property and supplies. Destroying or damaging school property is an offense for which students can be suspended or even expelled. Replacement or repair of property may be the family's financial responsibility.

Students will have access to Chromebooks while enrolled at Mark West Charter School. Students must use them as a tool for learning and handle them carefully. Technology is an integral component of our curriculum. A technology agreement will be signed stating that the parent is responsible for the loss or damage of any computer and its peripherals. While we are aware that some things break from use, we are able to recognize damage due to abuse or neglect. This is a serious responsibility for students.

**Signature below indicates that you've read and agree to uphold the guidelines in this handbook:**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Student Name: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff member check (initials) \_\_\_\_\_