



FAMILY HANDBOOK

2011-12 SCHOOL YEAR

Mountain Discovery Charter School
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MDCS STAFF 2011-12

Kg. teacher- Kristin Schrader	Kg. asst.- Jonathan Wertheim
1 st grade teacher- Becky Henritze	1 st asst.- Lisa Murphy
2 nd grade teacher- Gerry Murphy	2 nd asst.- Trisha Crockett
3 rd grade teacher- Kimberly Griffith	3 rd asst.- Anne Jeter
4 th grade teacher- Donna Holcombe	4 th asst.- Londa Murray
5 th grade teacher- Janet Smith	5 th asst.- Londa Murray
MS Lang. Arts/So. Studies- Randa Jobe	Music Teacher- Tammy Fisher
MS Math- Brook Stillman	Art teacher- Corky Ashcraft
MS Science- Jim Killebrew	Title I Coord.- Jennifer Pitney
Director of Instruction/EC Services - Jill Blake	EC assistant- Sarah Rave
EC Teacher/Asst. Coordinator - Lynn Varian	EC assistant- Lisa Murphy
Behavioral Support Specialist – Todd Niedfeldt	EC assistant- Anne Jeter
Office Manager-Crim Bassett	EC assistant- Trisha Crockett
Aftercare Coord.–Teresa Pindur	Assistant/Bus Driver- Faith Smith

Welcome

Welcome, Mountain Discovery Charter School Families!

We're happy you have made a commitment to our school. With your active involvement and support, MDCS will continue to grow and develop into the exceptional school it is intended to be.

To better participate in the MDCS community, it is important that you fully understand the school, its mission, its philosophy, and policies. This handbook is designed for that purpose. After reading this document, please feel free to contact the school with any questions. Your input is greatly appreciated.

INTRODUCTION

MDCS begins with the assumption that every child has not only the natural ability to learn, but also the propensity and desire to learn. The primary responsibility is not to teach students *how* to learn, but to recognize the ways in which they learn, and in turn, to give each one the opportunity to learn. It is the school's belief that in a school where different learning styles are addressed, children will readily achieve academically ambitious expectations.

MDCS MISSION

We believe that empowering our students empowers our community.

The students of Mountain Discovery Charter School are actively engaged in an experientially rich, hands-on course of study developed to maximize each child's potential to become a responsible citizen of the local and global communities. Parents, students, teachers and staff are dedicated to:

- Fostering individual learning styles to reach ambitious academic goals.
- Nurturing and facilitating our children's natural abilities to think creatively and critically.
- Promoting self-confidence through respect for self, others, and the environment.

MDCS EDUCATIONAL FOCUS

MDCS will create an educational environment where students are inspired to academic discovery and excellence through an emphasis on experiential learning designed to honor individuality and diversity, nurture respect for self, others, and the environment, and to foster a lifelong love of learning.

MDCS COMMON ANCHORS

Academic excellence - This will be the paramount expectation for every student. We expect students to develop a core body of shared knowledge providing a solid, coherent foundation of learning, while allowing flexibility to meet the varying needs of each individual.

A committed circle of educators - We will expect our teachers to commit every day to serving and challenging the whole child, emotionally, mentally, socially, and physically. Parents, who we acknowledge as a child's first and foremost teachers, will be expected to contribute life experience, knowledge, and talents. In addition, we intend to partner with the community to offer a network of technology and human services.

Provide opportunities for children to acquire not just knowledge, but a deep experience related to the world around them. Our instructional approach will provide real-life applications for newly-presented material, and place skills in context. In order to enhance and strengthen basic academic objectives, each child will be given the opportunity and strongly encouraged to learn three skills that will complement and strengthen his or her course of study. These will be to exhibit competency in a handicraft, communicate in a second language, and to play a musical instrument.

Integrate maximum use of our geographic location. The neighboring Great Smoky Mountains National Park, Nantahala National Forest and Qualla Boundary of the Cherokee Indian Nation offer unparalleled opportunities for learning experiences that integrate our comprehensive curriculum and promote our community circle. At MDCS we intend to make full use of our natural history, southern Appalachian heritage, and multi-cultural resources.

Add value not only to our students' own lives but also to the lives of others. By developing and modeling a fundamental respect for diversity by teaching tolerance and appreciation for our differences, and by seeking knowledge through these differences, our students, parents, teachers and community will foster an all-inclusive learning environment. Through our curriculum and instructional approach we will offer many opportunities for our school community to contribute to the welfare of the larger community.

Foster a sense of pride in accomplishment. If children are to become productive, active citizens, they need the confidence and the capability to take risks and meet the increasingly difficult challenges of our world. Our instructional approach is designed to meet this goal.

The MDCS Board of Directors

By law, Mountain Discovery Charter School operates independently of Swain County Schools. The MDCS Board of Directors is the governing body of the school. Its primary role and responsibility is to ensure the financial and legal stability of MDCS. The board employs the school director to manage school operations. Board members serve on a volunteer basis. New board members are voted onto the board at its annual meeting in September of each year. Officers are also elected at this time. We will post the board election results to the website.

The MDCS board meets on the third Thursday of each month at 6:30 pm on the school grounds. Board meeting minutes are available in the lobby of the school. Meetings are open to the public and are announced in the weekly "Happenings" newsletter and posted in the school lobby. Parents or other members of the school community wishing to place an item on a board meeting agenda should place a written request in the board mailbox (located in the school office) at least 10 days before the date of the meeting. The board chair will make the final decision regarding agenda items. Parents with questions about board policies and procedures should contact the PEP chair.

To view the entire MDCS Charter Application, please see the notebook in the lobby area of the school.

Frequently Asked Questions

To whom does MDCS answer?

MDCS operates independently of the local Board of Education. The MDCS Board of Directors is the school's governing body. This board, in turn, is accountable to the North Carolina State Board of Education.

Do MDCS students take the End of Grade (EOG) tests?

All North Carolina public schools participate in EOG testing, as required by the state. However, we are not a test-driven school. The MDCS philosophy is that effective teaching will naturally result in high test scores.

What is the MDCS curriculum?

MDCS has adopted the North Carolina Standard Course of Study (NCSCS) as its curriculum foundation. We use experiential learning as our instructional approach.

Experiential learning:

- Promotes hands on learning
- Includes high-level, critical thinking skills
- Promotes local and global community service
- Embraces thematic and integrated instruction
- Integrates the Arts into all areas of curriculum
- Includes curriculum-related field expeditions on a regular basis.

Parents and guardians will have several opportunities to learn more about experiential learning throughout the year.

Does MDCS offer Exceptional Children's Services?

The Director of EC Services/teacher, EC Assistant Coordinator/teacher, three EC assistants and a behavioral support specialist serve our EC students in both resource and inclusion settings.

Parent/Guardian Involvement

Parent-Educator Partnership

The Mountain Discovery Charter School program is designed to nourish and facilitate the natural and individual abilities of each child in reaching ambitious academic goals in a multifaceted hands-on course of study. For that design to succeed, it must extend beyond the classroom walls to recognize and incorporate the home and family as vital parts of the process. Mountain Discovery Charter School recognizes that:

1. Parent and family participation maximizes student learning
2. Early involvement of parents in their child's education is essential and establishes patterns and practices that will last a lifetime

3. Home and community are vital extensions of the learning environment
4. Families bring culture, language and values that connect home and school
5. Parents are empowered when involved as full partners in ongoing relationships with teachers
6. Partnerships between schools and families benefit the child, the family, and the school

Correspondingly, parents are asked to sign the PEP Agreement. The Parent-Educator Partnership Agreement is designed to promote full partnership between families and school for the benefit of our children. It cements the family-school connection.

The **Parent-Educator Partnership** is an agreement between the school and parents for the benefit of children. If at any time either party believes the other to be falling short of its responsibility, a conference may be called. The purposes of this conference will be to ease misunderstandings and promote successful interaction between parent and school. It is Mountain Discovery's goal to empower parents in empowering their children.

“Parent involvement is the key to unlocking the potential of students and schools; when parents, students and teachers sit down together the learning curve rises and education becomes part of the student’s whole life.”

Peter W. Cookson, Center for Educational Outreach and Innovation

The Family-School Connection

The Mountain Discovery Charter School program is designed to nourish and facilitate the natural and individual abilities of each child. For that design to succeed, it must extend beyond the classroom walls to recognize and incorporate the home and family as vital parts of the process. By virtue of enrolling a child in MDCS, parents automatically become a part of the Parent-Educator Partnership.

Mountain Discovery Charter School’s Pledge to Parents

- Provide a program of academic excellence that fulfills the goals expressed in our mission statement.
- Provide a safe and supportive environment for learning.
- Communicate regularly with parents regarding their child’s progress and needs.
- Assist parents in meeting their obligation to their child’s educational needs and their responsibilities to the school.
- Continually reflect on, evaluate and develop the learning environment.

Students agree to:

- Attend school as scheduled and arrive on time.
- Provide a note from parent or guardian upon return in the event of absence.
- Obey the rules and regulations of the school.
- Be courteous, obedient, and respectful to school staff and personnel.
- Be respectful and considerate of classmates.
-

Parents’ Pledge to the School

- Read, understand, and support the mission of Mountain Discovery Charter School.
- Support school improvement initiatives.
- Provide a home environment that nurtures a love of learning.

- Ensure your child is at school on time with appropriate materials.
- Send notes in the day following any absence.
- Provide a nutritious lunch each day for my child.
- Attend parent/teacher/student conferences, and be available for contact with staff on a regular basis.
- Participate with my child in regular at-home learning activities as either directed by my child’s teacher, my child, or myself.
- Encourage reading every day.
- Support the school’s expectations of my child.
- Volunteer 6 hours per quarter, in whatever way possible.

Suggestions for Meeting the Parent Volunteer Commitment:

- | | |
|---|--|
| • Offer clerical assistance | • Serve as parental involvement coordinator |
| • Participate in family workdays | • Serve as community volunteer coordinator |
| • Help maintain grounds | • Tutor students |
| • Bring special talents to the classroom (music, art, sports, foreign language, etc.) | • Coordinate/support fundraising efforts |
| • Assist with transportation & fieldtrips | • Volunteer in the classroom |
| • Organize recycling program | • Support your child’s community service efforts |

Parent/Guardian Volunteers/Visitors in the Classroom

We greatly appreciate assistance in the classrooms. The following procedures exist to ensure that all volunteers understand our guidelines for helping in the classrooms. To ensure a safe environment, all parents, guardians, or guests who visit our campus must wear a “visitor/volunteer” badge at all times. To obtain a badge, please check in with the receptionist at the office.

Volunteers/Visitors will:

- **Schedule volunteer and teacher conference time in advance so that the teacher can plan accordingly.**
- Sign in at the office prior to going to a classroom.
- Wear a “volunteer” badge at all times when at school.
- Become acquainted with classroom rules, expectations, and consequences.
- Adhere to MDCS dress code and conduct policies.
- Refrain from having parent/teacher conferences during volunteer time.
- Record volunteer hours in the log kept in the office.

Parent/Guardian Volunteers on Field Trips

Due to the fact that MDCS staff are ultimately responsible for the safety of our students at all times, parents are requested to follow the direction of the classroom teacher when volunteering on field trips. In addition to the volunteer guidelines listed above, we ask that you:

- Abide by state law regarding children riding in vehicles.
- If you are a volunteer driver, submit a copy of your driver’s license to the office.
- Stay with class as directed by classroom teacher.
- Not consume any alcohol or illegal drugs prior to or during the volunteer activity.
- Refrain from smoking around our students.
- Not leave any child unattended.
- Wear an orange or blue MDCS t-shirt (can be purchased in the school office).

Parent/Teacher Conferences

Conferences should be scheduled at any time the need arises. Please don't hesitate to contact your child's teacher if you feel the need to meet with them for any reason.

Parent/Guardian/Student Concerns

Anyone who has a concern regarding the school in general should contact the school director to set up a meeting in order to resolve the problem. If the concern involves an individual staff member or specific class, the staff member(s) or the classroom teacher should be contacted directly. If after this meeting, the grievant does not consider the problem solved, the involved parties should bring it to the attention of the school director. In the event that grievant is still unsatisfied, she can follow the MDCS grievance policy as outlined in the MDCS Policy and Procedure Manual, located in the front office.

School Safety

The safety of students, staff, and the public is paramount in all school operations. All MDCS employees are responsible for school safety and will report or correct unsafe conditions when and if they exist. Safety will not be sacrificed in the interest of time or money.

Student Attendance

Students must attend school in order to receive an education. Chronic absences and tardiness are undeniably linked to poor academic performance. NC Compulsory Attendance Law requires that we notify all parties potentially responsible for a child's attendance at 3, 6, and 10 unexcused absences. Students will be allowed no more than 10 unexcused absences per academic year. Any days over this limit will have to be reported to the district attorney in order to comply with the Compulsory Attendance Law for N.C. (115C-378).

Student Absences

Definitions of excused absences and tardies are listed below.

Excused absences are defined as:

- Illnesses or injuries
- Quarantine
- Death of immediate family member
- Inclement weather
- Medical or dental appointments
- Court or administrative proceedings
- Religious holidays or observances
- Valid educational opportunities with school director's prior approval.

Please send a note explaining the absence on the **first** day your child returns to school. **Absences will be recorded as unexcused if you do not send a note.** The demands placed on office staff by state attendance reporting policy dictate that we make no exceptions to this policy.

Educational Absences

We acknowledge the fact that educational opportunities, usually centered around travel, arise for families during the school year. We encourage you to take advantage of these opportunities. However, you must receive approval two weeks prior to the absence. The application form is available at the school office. We do require that you communicate with the classroom teacher in order to assure that

you cover any material your child may miss. Usually teachers ask students to present a report on the trip to the class when they return, but may also have class work to make up as well.

Student Tardies

Students are expected to arrive at school between 8:00-8:20 a.m. Students who are tardy must be signed in at the office by a parent or guardian.

Excused tardies include:

- Court or administrative proceedings
- Inclement weather
- Dental or doctor's appointments
- Car problems

Chronic tardiness negatively affects the entire school community. Teachers are forced to retrace their steps in order to accommodate late students; which compromises the learning experience of the entire class. Students who are chronically tardy will be refused access to their first period class. Please make every effort to get your child to school on time. Three **unexcused** tardies will equal one **unexcused** absence.

Early Leave Procedures

When checking a child out of school early, the parent or guardian **must come into the office** and sign the student out. Just as multiple tardies negatively affect the school's learning environment, so do continuous incidents of checking students out of school prior to dismissal. While it is understood that these are unavoidable at times, we expect that students will be in attendance for the entire school day, 8:20-3:00, on a regular basis.

Student Dress Code

Students are expected to wear clothing that is modest, clean and appropriate. The nature of our school requires our students to be outside on a regular basis. Please dress children accordingly and ensure that they wear shoes suitable for outdoor activities. Students who do not adhere to the dress code will be required to wear an MDCS shirt over his/her inappropriate clothing or parents may be called to bring appropriate clothing for their child.

The hem of shorts and skirts should be in line with the student's finger tips when her/his arms are **hanging naturally** at his/her side. Parents will be called to bring in appropriate clothing in the event that their child attends school wearing clothing that is shorter.

Students are not permitted to wear the following:

- Shoes with wheels, high heels, or flip flops
- Midriff, tube, or halter tops
- Tank tops
- Clothing with inappropriate messages on them (including but not limited to: drug or alcohol messages, messages or pictures that promote violence, messages or pictures with sexual connotations)
- Any other clothing deemed immodest or inappropriate by MDCS staff.

On field trips, all students are REQUIRED to wear an orange or blue MDCS shirt, available for purchase at the school office. Teachers will communicate additional clothing requirements for specific trips if needed.

Student Conduct

All students are required to follow classroom and school-wide rules. Students who violate these rules are subject to consequences determined by the teacher or school director.

Infractions that could result in suspension or expulsions may include, but are not limited to:

- Defacing school property
- Engaging in a physical altercation with another student
- Threatening an employee of the school, a parent volunteer, or another student
- Possession of a weapon on school campus
- Leaving a classroom or school grounds without permission
- Swearing at a teacher or another student
- Stealing
- Cheating (including plagiarism)
- Sexual harassment or inappropriate touching of another person

Students Receiving Medication

When your child needs to receive medication during the school day, you must have your physician complete a **Request for Medication Form, (please find form attached at end of Handbook)**. We cannot give your child medication without your physician's signature on this form. The same policy applies to over the counter medication. You may obtain additional forms in the front office.

Communication from the School

Parents/Guardians should expect to receive information from the School in the following ways:

Written Form:

- Weekly: "HAPPENINGS" are posted to the website, www.mountaindiscovery.org on Friday afternoons. Email notification with a link to the newsletter are sent to parents with addresses on file at the school office.
- Report Cards will be sent home at the end of each quarter.
- Classroom teachers will send home newsletters and/or assignment sheets and post them to the website.

By Phone:

- Inclement weather school closings or delays once school is in session
- Certain upcoming events
- Individual or group meetings

In Person:

- PEP meetings
- Exhibition and/or Production Night Events
- Other school community functions

Daily Drop-Off and Pick-Up Procedures:

MDCS drop-off and pick-up procedures are intended to ensure the safety of our students and prevent traffic congestion. We greatly appreciate your cooperation regarding these procedures.

Morning Drop-Off Procedure (8:00 – 8:20 a.m.)

When dropping off your child in the morning, please follow this procedure:

- Please do not allow your child to get out of the vehicle until you are adjacent to the school entrance.
- If you wish to accompany your child to their classroom, please park on the right hand side of the road as you start **down** the driveway.
- Do not attempt to pass other cars as children are getting out of the car.

Students arriving after 8:30 a.m. will be considered tardy and must be accompanied by the parent/guardian to the school office. (Please see section on Tardy Procedures).

Dismissal Procedure (3:00 – 3:15 p.m.)

Students will remain in their classrooms with their teacher while awaiting dismissal. If there is someone whom you do not wish to pick up your child, you must inform the school office. Any changes in your child's afterschool plan for the day must be communicated to the school office **prior to 2:00 p.m.** To ensure a safe, smooth and quick dismissal, please follow our dismissal procedures listed below.

When picking up your child at the end of the day:

- Remain in a single line of traffic as you approach the school entrance.
- Once adjacent to the school entrance, please stay in your car. An MDCS employee will bring your child to you.

If you prefer to pick up your child from the classroom:

- Park in the gravel lot behind the art and music or on the right hand side of the road as you start **down** the driveway.
- Proceed to the office to obtain a checkout slip or to have your child called to the office by an office staff member. Teachers will not release your child without a checkout slip.
- Once you have received your child, they must remain in your care. Please do not allow your children to roam free on the campus.

School Schedule (Fridays are shortened days, dismissed at 1:30 pm.)

Standard school hours are as follows:

Monday- Thursday

- 7:15 am to 8:00 am Before School Program (fee-based)
- 8:00 am to 8:20 am Student arrival time
- 8:30 am School begins

- 3:00 pm to 3:15 pm School dismissal
- 3:00 pm to 5:30 pm After School Program (fee-based)

Bus Schedule (All times are VST (Verizon Standard Time)).

MORNING (Mon. – Fri.)

Bus will leave at:

- 7:20 Sylva (public parking lot behind Moody’s Funeral Home)
- 7:30 BP(Exit 81)-Park on the left rear side of the store. Do not block the fuel pumps or customer parking.
- 7:45 Qualla (Moore Ins. Parking Lot across from the Budget Inn on Hwy. 441)
- 7:50 Whittier Methodist Church

AFTERNOON (Mon. – Thurs.)

Bus will arrive at:

- 3:15 Whittier Methodist Church
- 3:25 Qualla (Moore Ins. Parking Lot across from the Budget Inn on Hwy. 441)
- 3:40 BP (Exit 81) – SEE ABOVE PICK-UP LOCATION
- 3:50 Sylva (public parking lot behind Moody’s Funeral Home)

FRIDAY AFTERNOON

- 1:50 Whittier Methodist Church
- 1:55 Qualla (Moore Ins. Parking Lot across from the Budget Inn on Hwy. 441)
- 2:10 BP (Exit 81) – SEE ABOVE PICK-UP LOCATION
- 2:20 Sylva (public parking lot behind Moody’s Funeral Home)

Before and After School Options

Morning care runs from 7:15 to 8:00 a.m. and costs \$1 per morning per child.

The Afternoon Care is available from 3:00-5:30 p.m. Cost is \$5 per day and \$2.50 for each additional child. Parents/Guardians who consistently pick up their child(ren) after 5:30 p.m. are subject to additional fees.

Inclement Weather and School Closure Announcements and Procedures

Students come to Mountain Discovery from an area with a radius of forty miles and an elevation range of 2000 to 3500 feet above sea level. The school director makes decisions regarding closings or delayed openings due to inclement weather based on input from several reliable sources. However, there is no way to know exactly what the conditions are in your little mountain microclimate. If you have **any** concerns about your ability to get your child to and from school safely, please keep your children home, even if school is open. If weather should set in during the school day and you have the same concerns, please pick your children up from school. **All tardies and absences due to inclement weather are excused if you send in a written excuse.**

VERY IMPORTANT: Please note that MDCS does not follow Jackson, Graham, Swain, Haywood or Macon Counties' decisions regarding school closings.

MDCS Inclement Weather Process

Early Morning Decisions: All decisions regarding school closing or delayed opening are phoned to you via our automated calling service, posted on our home page at www.mountaindiscovery.org, and announced on the outgoing phone message at school. Every attempt is made to decide before 6:15 a.m.

Decisions regarding the school schedule will be one of the following:

- School will open on a regular schedule (no announcement made).
- School will be closed (announced).
- School will be open on a delayed schedule (announced).

Early Dismissal: If a decision is made to dismiss early, the office will notify parent/guardian by automated phone messaging when closing.

Please wait to receive your phone call; do not call the school.

When an early dismissal happens, all parents and guardians must be reachable. We must have a reliable phone number or other means of contacting you. Remember, if your information changes during the school year, you are required to notify the office.

Inclement Weather Make-Up Days

Due to the combination of current weather trends and our adventuresome approach to inclement weather, there are no snow days built into the 2010-11 school year. If we should have to close school, we will add days to the end of the school calendar. Parents/Guardians will receive notice well in advance informing them of these make-up days. Make-up days are considered school days and do affect your child's attendance record. Hours on make-up days will be from 8:30-11:30 a.m. In order to be counted as present your child must arrive on time and remain in attendance until 11:30 a.m.

Lunch

MDCS does not offer a lunch program. Parents/Guardians are responsible for providing a PEPked lunch each day for their children. Lunch should be nutritious and well balanced. Parents are encouraged to PEPk fruits and vegetables rather than fried or sugary products. Please do not send soda or candy. These items will be confiscated by the staff.

Due to varying schedules and time constraints, each classroom teacher will decide whether or not they will allow children to heat lunch items in the microwave and will inform parents in their individual classroom newsletters.

MDCS' Instructional Goals for Cursive Handwriting

The Mountain Discovery Charter School staff supports following premises:

- It is imperative for cursive handwriting instruction to begin at an early age for students to develop the skill.
- Research supports the theory that a person's ideas flow more easily to the page when cursive writing is implemented.
- Handwriting instruction must be consistent in order for students to develop the skill.
- The teacher for each grade will determine the amount of time to be spent each day on the development of handwriting.
- MDCS will incorporate the instructional approach outlined in the D'Nealian Handwriting Program for cursive writing.
- Teachers with students with handwriting goals on their IEP's shall adhere to the IEP expectations.

Handwriting Instruction will be carried out beginning in the 2011-12 school year as follows:

Kg.: Forming letters in *print* will be the initial approach which will transition to an introduction to *cursive* later in the year. Both models will be posted in the classroom.

1st, 2nd, and 3rd grades: Cursive will be introduced and reinforced daily beginning in August to set the expectation for all students in these grades to begin mastery of cursive handwriting.

4th & 5th grades: Teachers will begin the school year with an intensive review of cursive letter formation and set daily expectations for students to utilize cursive in their subsequent lessons.

Middle School: Teachers will begin the year with a daily review of cursive letter formation following the morning announcements. Assignments are expected to be completed using cursive handwriting.

Report Cards

Report Cards will go home with students at the end of the first three quarters. The 4th and final report card will be mailed to the home. **Parent conferences may be scheduled at any point in the school year.** Please do not hesitate to contact us about any concern you might have. Parents are asked to notify the teacher in order to schedule a time that is convenient for both parties.

Exhibition and Production Nights

Our Exhibition and Production Nights are an opportunity for parents and the general public to experience what students have learned. All students are expected to participate in these activities, so please plan to attend these important events.

Student Records

MDCS adheres to NC procedures regarding the safe keeping and confidentiality of all student records. No individual or organization other than the legal guardian or school personnel working directly with the student is allowed access to a student's record without specific written consent of the parent or guardian except in limited instances as specified by the state regulations governing student records. Student records include, but may not be limited to a student's school transcript, health record (including immunizations), emergency contact information, approved driver transportation information, EOG testing information (if applicable), Discipline Referrals and Suspension Notices, retention letters, and attendance information. A student's parent or guardian has the right to inspect all portions of the student record upon request to the school director. The record must be made available to the legal guardian or

eligible student no later than two consecutive workdays after the request is made, unless the parent or guardian consents to a delay. The legal guardian may request copies of any part of the record. A fee may be charged for the cost of copying.

MDCS Smoke-Free Campus

Mountain Discovery is committed to providing a healthy, comfortable, and productive environment for the students, staff, and families of our school community. MDCS recognizes its duty to protect the health of all our community members by providing smoke-free environments. Furthermore, MDCS recognizes its social responsibility to provide smoke-free role models for our students. Therefore, we provide a smoke-free campus by adhering to the following rules.

1. Smoking is prohibited on all school grounds; MDCS-owned or leased properties, or leased or rented vehicles. This includes but is not limited to all school sidewalks, parking lots, landscaped areas and recreational areas; at lectures, conferences, meetings and social/cultural events held on school property; in vehicles owned and/or operated by MDCS. Smoking is also prohibited in the interior of all buildings, school residences, including dormitories, fraternity and sorority houses located on the school property.
2. Smoking materials must be extinguished and disposed of prior to entering MDCS property or exiting your vehicle. Improper disposal includes but is not limited to:
 - a. Littering (i.e., discarding cigarette butts anywhere on campus.)
 - b. Anything that creates fire hazards
3. This policy applies to all faculty, staff, students, clients, contractors and visitors. The policy is in effect twenty-four hours a day, seven days a week.
4. For the purposes of this policy, smoking is defined as inhaling, exhaling, burning or carrying any lighted tobacco product including, but not limited to, cigarettes (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, and pipes.