

Mt Hood Center Academy
Student and Family Handbook

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Mission and Vision:

At MHC Academy, our unique combination of academics and enrichments provides students with a distinctive learning experience. Beginning in kindergarten and continuing through middle school, students are engaged in an integrated curriculum that combines SEAM (Science, Engineering, Equine, Agriculture, Art and Math) with a

primary education based on Oregon state standards. We also incorporate additional enrichments that provide diverse opportunities for students to learn experientially as well as through instruction. Our mission is to inspire our students to be positive stewards of their community by taking an active role in their own learning. We share a goal to provide an inclusive and engaging learning environment for all potential students.

Section 1 : Rights and Responsibilities of MHC Academy Members

	<i>Rights</i>	<i>Responsibilities</i>
Students	<p>To be treated with respect and dignity;</p> <p>To receive the right to equal educational opportunity and freedom from discrimination on basis of race, religion or gender;</p> <p>The right to due process of law with respect to exclusion, suspension, expulsion;</p> <p>The right to free inquiry and expression;</p> <p>The right to privacy in respect to the student's records and academic progress;</p> <p>To be taught the behavior standards expected as well as the consequences of misbehavior;</p>	<p>Arrive on time with attitudes and items that support a positive learning environment for all;</p> <p>To understand the guidelines for student behavior expectations;</p> <p>To participate to the best of their ability;</p> <p>To resolve conflict in positive ways;</p> <p>To show respect for and cooperation with other students and adults.</p>

	<p>To have information shared with student in a language they understand.</p>	
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Instructors & Staff	<p>To experience a working environment that fosters shared responsibilities of learning and growth;</p> <p>To be treated as a professional;</p> <p>To know the supports available for interventions: instructional, emotional, behavioral, family support, and to access them with ease;</p> <p>To participate in professional development and growth activities.</p>	<p>To respect and welcome all students and families;</p> <p>To guide academic instruction to meet or exceed state expectations;</p> <p>To support the philosophy that all students can learn;</p> <p>To actively adjust academic practices to make learning and growth accessible to all students;</p> <p>To build relevant and meaningful relationships with students and their families;</p> <p>Communicate clear academic and behavioral expectations for students;</p> <p>Provide a safe, positive, and inclusive learning environment;</p> <p>To support racial equity and access for all.</p>
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Parents & Guardians	<p>To be involved and included in their child's educational experience;</p> <p>To receive regular official reports of the student's academic progress and attendance;</p> <p>To make recommendations and give input regarding educational planning;</p> <p>To receive information and prompt notification of any behaviors of concern or incidents that require discipline or consequences by school administration and/or staff;</p> <p>To receive timely responses via established channels of communication with MHCA and Mt. Hood Center personnel.</p>	<p>To be safe on our campus and at events;</p> <p>To follow guidelines for dates/days/hours of operation;</p> <p>To ensure students attend and arrive on time each day;</p> <p>To communicate and collaborate with instructors and other program staff to support student's learning;</p> <p>To support their student's adherence to MHCA guidelines and safety requirements.</p>
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Section 2: Program Overview

Weekly Schedule:

Mt Hood Center Academy schedule is Monday - Thursday from 8am to 3pm and Friday 8am to 1pm.

We believe having the early release on Friday's allows families to schedule appointments (doctor, dentist, therapy) or leave early for the weekend without the student losing any of the densely packed curriculum.

Balanced Calendar:

Mt Hood Center Academy will be following a balanced calendar model. This means that the students will have a shorter summer break between school years, but longer breaks during the course of the year. Our schedule is 2 terms, with the first term starting in late

August or early September of the academic year. Our five day a week program, in addition to the traditional literacy block, includes special activities, events and special guests in our Friday Assemblies.

The philosophy of the balanced calendar concept is to create a balance between time on campus and home. This helps mitigate the slide in skills that comes with long non-academic breaks.

We do not provide day care, after care or babysitting services. Our office manager can refer you to local programs that can meet those needs for our families during breaks and for extended day supervision.

We will have traditional breaks around winter holidays, and have offset our spring break from the traditional allowing families to travel during non-peak dates.

Enrichments:

Our program is an equine-skills based educational experience. We center our teaching and learning around a customized curriculum that meets or exceeds the Oregon state standards and equine/horsemanship education. Additionally, students are exposed to 50/50 Spanish bilingual education and many additional enrichment offerings including Farm to Table, Woodworking, Health and Wellness, Constitutional Study, World Cultures and much more.

Our goal is to provide many different opportunities for the students to learn and develop life skills that will serve them well beyond their time at our school.

Standards and Assessments:

In addition to abiding by Oregon State Educational Standards, we continually monitor our students' academic growth. The standards provide a road map to ensure that all students, regardless of their grade, are gaining skills needed to transition to higher education at the level expected by our state and local school districts.

Academic assessments will be implemented to gauge student knowledge and skill. All academic instructors will use the Dufour method of assessment bi-weekly. This will ensure continual monitoring of progress, strengths and challenges of their students. We also evaluate our teaching practice weekly, and support utilizing the most effective methods possible.

Section 3: Admission and Attendance

Admission:

Our admission process is developed to ensure our program is the best fit for your student and family. Our goal is to ensure the success of all students while recognizing that appropriate placement is a key component to success.

The enrollment process includes a tour of the facility prior to enrollment with an opportunity to have any questions answered that arise. The application includes a request for release of records and review of any Individual Education Plans (IEP's) or 504's to ensure our program can accommodate the student's individual learning needs. Our goal is to get to know your family and your child's educational needs and provide you with a deeper understanding of our program.

Attendance:

Oregon law requires that all children between the ages of seven and eighteen years of age be in attendance at school (with certain exemptions). Compliance with those laws is the mutual responsibility of parents/legal guardians and MHCA. Students are expected to be punctual in reporting to classes and to attend regularly.

The following guidelines will direct the enforcement of this policy:

- The student's parents or guardians should send a text or email to the teacher to explain why their student was absent or tardy.
- Students who are late for school are required to report to the school office.
- Students are not to leave school early unless they are ill, have an unavoidable medical appointment or have had a death in their family.
- If students are to leave school early, their parent or guardian must come into the school office and sign them out for the remainder of the day.
- Students who have been absent or tardy may (at the homeroom teacher's discretion) be required to complete work that they have missed.

Regular daily attendance is required by State law, as well as by MHCA. The only excused absences are for illness or death in the immediate family.

MHCA discourages parents from planning vacations and/or other activities which will take children out of school. Such absences can be disruptive to the educational process of the student and cause the student to miss classroom activities

which cannot be made up. However, should such an absence be anticipated the parent must make arrangements with the office and the teacher at least a week in advance. The classroom teacher may provide assignments where appropriate for students absent for no more than five consecutive days. If a student is habitually tardy to class, the homeroom teacher may require the parents to meet together with the principal to develop a plan for improvement.

Section 4: Medication and Immunization Policy and Practices

Mt Hood Center Academy recognizes that administration of medication to students may be necessary during the day. All requests to administer medication to a student shall be made by the parent in writing, including written dosage instructions from the physician who prescribed the medication. Medication provided must be accompanied with the original bottle/medicine package. "Nonprescription medication" means only commercially prepared, non-alcohol-based medication to be taken at the center that is necessary for the student to remain in the program. This shall be limited to eye, nose and cough drops, OTC allergy medications and antacids that do not require written or oral instructions from a physician. Self-medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access during a medical emergency.

Illness Policy:

- Notify your teacher if your child has any contagious illnesses or head lice.
- Do not send your child with a rash, fever or any cold or flu symptoms.
- Your child must be fever free, as well as free of all vomiting and diarrhea for a minimum of 24 hours.
- If you have multiple enrolled students in your household, be mindful of contagious illnesses and the potential of siblings getting ill. Please use your best judgement before sending siblings in.

Wellness Practices During Covid-19:

- Temperatures are taken at drop off each morning and mid-day if the student reports any feelings of illness or if a teacher suspects the onset of an illness.
- Families will be immediately notified of any indicated fevers or illness symptoms.
- Hands are washed / sanitized upon arrival and during all transitions and before meals
- Shared spaces such as classrooms are sanitized multiple times a day, including snack, lunch and at the end of the day.

- Masks, gators or shields are worn by students and staff while inside the classroom or building.
- Desks are spaced intentionally through the room so each student is provided with as much individual space as the classroom allows.

Immunizations and Oregon Law:

Oregon law requires that students have a current school immunization record or an exemption at school. Students not in compliance with the immunization requirements or provide an exemption letter may not attend the Academy.

Section 5: Safe Learning Environment and Philosophy of inclusion

Mt Hood Center Academy expects, encourages, and trusts our students to make safe decisions regarding their behavior. When students make poor decisions, there will be interventions and responses to those actions that are age appropriate, consider the student's developmental level, and use appropriate intervention strategies that align with the Positive Behavior Intervention Supports (PBIS) philosophy.

Student Code of Conduct:

The Code of Conduct outlined in this handbook applies to students at all times while they are on Mt. Hood Center property, at all MHCA activities, including, but not limited to field trips, and while traveling to and from class and at all Mt Hood Center Academy sponsored events. Mt Hood Center Academy shall enforce consistently, fairly, and without bias, all student conduct policies, administrative regulations, and program rules.

Successful disciplinary practices have the following characteristics:

1. They are taught explicitly to students and understanding is monitored.
2. They include a variety of prevention and intervention measures.
3. They provide the opportunity for family and student participation.
4. They respond to individual differences among students with insight and sensitivity.
5. They increase awareness of the impact of challenging behavior and provide an opportunity to make restitution and/or apology to the group.
6. They build a sense of community while maintaining a positive school culture.

Dress Code:

Students are to wear safe clothing for the varied activities of the MHCA. This includes riding boots and helmet, athletic shoes for PE and outside activities, and slippers or softer shoes for classroom wear.

Students and Parents must wear jeans any time they are riding a horse or in the Equine Area inside the center. No one will be permitted to ride or enter the Equine Area wearing shorts, sweatpants, leggings or pants that are not made of denim.

We believe that there are no bad weather days, just poorly planned clothing. The arena and barn area are quite a bit colder than the classroom areas and the Pacific Northwest weather can be unpredictable and often wet. We encourage dressing in layers, being prepared for changing weather and ready for outdoor activities at all times.

Students are not permitted to wear apparel that is inappropriate, offensive or disrespectful to others. This may include clothing or accessories that advocate hate speech, drug/alcohol use, gang identification or violence.

Behavioral Concerns and Disciplinary Interventions:

Making mistakes is part of learning. We understand that all of us, children and adults alike, will sometimes make choices that are not well received by others. We do not believe in punishment, but there may be times that it is necessary to provide structure and discipline for the safety and learning of others. Interventions are chosen to provide guidance with behavior and to enable the student to demonstrate respectful and responsible practices towards our community and materials.

Level 1 Behaviors (Low Level Concerns):

Examples of potential behaviors may include, but are not limited to the following -
Interrupting or disrupting class , distracting a peer by being off task, misuse of classroom materials , being disrespectful to peers or staff, not following facility safety rules.

Level 1 Interventions and Responses

1. Verbal reminders, correction and redirection to a different activity
2. Seat change
3. Family contact
4. Possible loss/limitations of classroom choices

Level 2 Behaviors (Moderate Concern):

Examples of potential behaviors may include, but are not limited to the following -

A pattern of disrespectful behavior, repeated refusal of support or redirection of staff, leaving the designated learning space without notification and permission or other disruptive or unsafe behaviors.

Level 2 Interventions and Responses

1. A telephone or in person conversation with parent/family
2. A written incident report and behavioral agreement
3. Family/Staff conference to create a support plan for the student
4. Possible loss/limitations of classroom choices

Level 3 (Behaviors of Significant Concern):

Examples of potential behaviors may include, but are not limited to the following -

A pattern of disrespectful verbal and physical behavior that is unsafe and/or unhealthy for peers, staff and the student themselves. This behavior also includes physical aggression, threats of physical harm, fighting, bullying, intimidation and threatening behavior either in person or virtually is not allowed.

Level 3 Interventions and Responses

1. Problem solving conference to include family representative, student, teacher and administrator or designee
2. Creation and implementation of support plan to be implemented for a minimum of 10 school days
3. Re-entry/Restorative Conference will be held to terminate the behavior plan and welcome the student fully into our educational program.

In the rare event that all options have been exhausted, MHCA staff may need to rescind enrollment of the student. This will be done during a conference with the student, staff and family, as well as an Administrative designee.

Prohibited Substances:

Non-prescription drugs, illegal or controlled substances, alcohol and drug paraphernalia and/or look-alike drugs are not allowed on the Collective property. This includes electronic cigarettes and vape pens.

Where reasonable suspicion exists, a locker, person, backpack, or property (while on MHCA property or at a sponsored activity) are subject to search and seizure by administrators.

Electronic Devices:

Our program is designed to be hands-on and interactive. We have very little need for handheld electronics, phones or tablets during the school day. If a family needs to reach a student immediately, please contact the classroom teacher directly. If a phone or electronic device is brought to school, students will be required to leave the item in their backpack or locker on silent. Parents should not text or call students during school hours.

Cost Share and Fee Structure for 2021- 2022 academic year

Families will be given the option to sign a 1 year contract or to have their child attend on a month-to-month basis as enrollment in Mt Hood Center Academy.

If the one year contract is chosen, the cost share = \$10,000 tuition + \$1,000 enrichment fee + \$50 supply fee per year payable upon registration.

If the one year contract option is chosen, pay monthly (no interest financing of \$1,000 tuition + \$100 enrichment fee +\$50 supply fee) for a total of \$1150 per month, divided into 10 equal monthly payments due on the *1st of each month beginning September 2021 for the 2021-22 year.*

If month-to-month without the yearly contract is chosen, the cost share= \$1,250 + \$100 enrichment per month + \$50 supply fee

30 day notice required prior to withdrawal from the MHCA.

Other fees to be implemented regardless of enrollment basis:

1. \$500 non-refundable Seat-Hold Deposit per child for 2021 to 2022 academic year (includes current families and new families)
2. This fee will be applied to the first month's cost share.
3. 40 hours of Annual Volunteer Hours will also be required. Hours are divided equally into 4 Hours a month for 10 months. If you would like cash out of your volunteer commitment, please talk to Facility Director or Director of Operations.
4. You will be charged a 3% fee to all invoices paid by credit card. This surcharge will be automatically itemized on invoices generated to families and added to the total due for the month. If the family decides to pay by check please write a check to Magdala, LLC or cash is also accepted._M

Mt Hood Center Academy does not provide daycare or extended day care. If you are in need of childcare outside of school hours, we can provide you with information about local providers.