

BOARD POLICIES AND STUDENT PROCEDURES

Grades K-5

2018-2019



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Our Primary Philosophy

- every child can learn
- student learning is cumulative
- earlier skills are foundational and requisite for later, more complex, higher level skills and knowledge.

The educational focus at our school is on promoting high standards and developing a strong academic program. Teachers explicitly teach topics and skills over a span of several grades. As students continue to study the topics, they acquire concepts and skills at higher levels with increasingly more challenging literature, textbooks, and instructional materials. In addition, we offer many opportunities for students to participate in instructional activities that reflect and support the Florida State Standards.

Our approach to teaching is based on current research and evidence of best practice. Instructional strategies and materials support our philosophy of engaging the whole child, and many subject areas are integrated into each thematic unit taught. We have designed child-centered classrooms that foster independent learning and address individual learning styles. Enter a classroom and you will see students engaged in the learning process, working cooperatively, communicating effectively, and thinking critically and creatively. This is particularly evident in our investigative approach to math and science. Both disciplines have an emphasis on problem solving, critical thinking, and the development of mathematical and scientific skills. Technology is used as a learning tool throughout the curriculum. It reinforces and enhances all aspects of attaining and applying knowledge. The utilization of computers assists students in the development of skills and in obtaining valuable information that supports instructional goals.

We believe that listening, speaking, reading, and writing should be developed simultaneously and integrated throughout the curriculum. To accomplish this, our language arts program is literature-based and is designed so that students are directly taught skills and strategies pertaining to oral language, reading, and writing. Language arts skills are integrated throughout all of the science and social studies units. This integration of curriculum helps our students become creative thinkers and make connections between key ideas. Learning is relevant and fun!

Our Belief

- All students are valuable and can make worthy contributions to society.
- All students must be responsible and accountable for their choices and decisions.
- In order to grow and thrive, students need caring relationships and a nurturing learning environment.
- A supportive family is the foundation for student success.
- High expectations lead to higher performance and students will rise to meet those expectations academically and behaviorally.
- Continuous learning is a lifelong process.

Handbook

As with all handbooks it is important to try to list every possible situation that might arise in a school. We have attempted to cover as many areas of concern as possible. Please consult with the administrative team should there be any questions regarding the expectations of the handbook.

Please read this handbook very carefully. We also require you to read the School District Student Code of Conduct via the district website. Students will be provided a page that requires the signature of the student and parent/guardian. The signed form must be returned to school for placement in the student file.

Students

- You are responsible for knowing the school wide expectations.
- Follow the pillars of character – Honesty, Integrity, Kindness, Respect, Responsibility, Fairness Cooperation.
- Believe in the pursuit of excellence.

- **Have a good work ethic.** The idea of a work ethic is that you should take pride in doing a job and doing it right.
- Do your best and earn A's and B's.
- **Always come to class prepared.** Basic tools for school are textbooks, notebooks, pens, and pencils. Bring them every day.
- **Organize your time.** Time management is a key skill needed for success; plan your time wisely.
- **Get your parents involved in what you are doing in school.** Ask them to come to the open house in the fall. Ask your teachers to call or email them when you do something outstanding. Encourage your parents to call or email teachers and communicate concerns.
- **Our goal is that "every student will graduate college ready". You are expected to work toward that goal.** Students pursuing this goal will strive to give their best academically and behaviorally. There will be consequences for misbehavior.
- Arrive at your scheduled class on time and plan to stay in class. When you leave the classroom you are missing out on valuable educational time that cannot be recaptured.
- An agenda must be used to leave class for any reason.
- All students are under the control and direction of the school principal, or designee and the immediate control and direction of the teacher or another member of the instructional staff or bus driver (as applicable) to whom such responsibility may be assigned by the Principal:
 - a) while they are being transported to or from school (if applicable by official school bus)
 - b) when they are attending school
 - c) when they are engaged in a school-sponsored activity on the school premises or away from school premises on a school sponsored event
 - d) during 20 minutes prior to the start of school or 20 minutes after the end of school when a student is on the premises for attendance **There is no supervision earlier than 20 minutes prior to the start of school or later than 20 minutes after dismissal. Students must be picked up within 20 minutes of dismissal unless they are involved in a supervised after school activity.**

Section 100 - Academic Success



100.1 Field Studies

Scheduled field studies will be educational in nature and considered part of the curriculum. They provide an experience not possible within the regular classroom, provide for cultural enrichment, and take advantage of the many excellent resources outside the classroom. Field studies have the potential for being valuable learning experiences for our youngsters.

Because field studies are designed to be a part of our curriculum, each trip is considered to be the lesson plan for the day. All children are expected to participate. Parents/guardians pay the cost of their child's transportation and any other costs, such as entrance fees and lunch. All funds for field studies must be paid on time. Money will not be accepted 24 hours prior to the trip. The school does not

encourage students to bring money on field studies. However, if a student brings money for gift shops and/or snacks, the school is not responsible for the lost money.

It is necessary for parental permission to be granted before any student can accompany his/her class on a field study. Written permission must be on file at the school before a student will be allowed to participate in a scheduled field study. If a parent/guardian chooses to restrict their child from participating on a scheduled field study then they must also realize that it is not possible for us to provide alternate plans for their child. If a child does not participate in the field study and comes to school, he/she will be placed in another classroom, generally at another grade level since classes at each grade usually attend field studies together. The child will be provided assignments to complete.

There is usually a fee required for students to attend the many venues available for field studies. Payment must be remitted or the student may not be able to attend the field study. Payment will not be accepted if not paid within the requested time frame prior to the trip.

Parents are encouraged to volunteer as field study chaperones. Please contact your child's classroom teacher for information regarding chaperone responsibilities. Chaperones will receive volunteer hours.

At the discretion of the Principal, students with an excessive number of disciplinary infractions in a given marking period may be denied the opportunity to participate in a field study.

100.2 Field Study Chaperones

At the discretion of the teacher; parents may be invited to act as chaperone for school field studies. As a chaperone, your participation is very important in order to make field studies educational, fun, and safe learning experiences.

100.3 Grade Reporting

Interim reports and report cards will be distributed in accordance with the District calendar

100.4 Homework Policy

Homework should be an extension of the activities begun in school by the students under the guidance of their teachers and practiced at home. Working together, the home and school can guide students as they discover knowledge and achieve independence. Growth and development is a gradual process that varies with each individual. Therefore, the amount of time each student may require to complete homework will vary from one project to another and will increase as students move through the grades. As a general rule, you may expect homework to be assigned Monday through Thursday as follows:

Kindergarten: 20 minutes of reading, conversation and review

- Grade 1: *20 minutes of reading and 10 minutes additional homework
- Grade 2: *20 minutes of reading and 15 minutes additional homework
- Grade 3: *20 minutes of reading and 25 minutes additional homework
- Grade 4: *20 minutes of reading and 30 minutes additional homework
- Grade 5: *20 minutes of reading and 45 minutes of additional homework

*Grades K-5

- These times include focused independent reading of self-selected or teacher-selected material and long term project work.
- Homework is not assigned on Fridays or over vacation periods unless there is a long term project that has previously been assigned.

Assignments vary during the week and some assignments will require more time than others. The range of times indicated above takes into consideration the variety of learning styles in each classroom. For example, in second grade, we expect the majority of children to complete the assignment in approximately 20 minutes. For those children who work more slowly, it is our recommendation that they spend no more than 45 minutes of focused work on assignments. After 45 minutes, the parent/guardian should sign the assignment and place a notation on the homework paper indicating to the teacher that the assignment presented some difficulty to the child.

If a KG-5th child is unable to do an assignment because he/she does not know how, please review the directions to make sure that they are understood and provide assistance with the directions as needed. If the child continues to have difficulty because he/she does not understand the concept, please attach a note to the assignment for the teacher. Although homework is intended to reinforce known skills, it also serves as a measure of how well the student understands the concept(s) previously taught. It may be that several students are having trouble with a new concept and more time must be allocated to teaching this concept in the classroom. If your child is consistently having a difficult time finishing homework assignments in the allocated time, then please notify your child's teacher. Homework may need to be modified for certain students. Teachers are very willing to modify assignments if they are made aware of the problem. A simple note on your child's homework paper is often sufficient.

Students should be reminded that their time must be planned for completing long-term assignments. The result of procrastination on a long-term assignment is that students become frustrated and often stressed when faced with an immediate deadline for a significant project. It is imperative that students learn the concept of time management and parents can help students budget their time accordingly.

Homework is expected to meet certain standards. On occasion a child may be asked to redo a poorly done assignment or one that does not meet the standard. Check with your child's teacher for the standards for that class.

Parents/Guardians should support students by:

- providing the appropriate time for the completion of homework
- providing a quiet work space and tools for the student to complete assignments
- clarifying directions as needed
- encouraging independent work
- not doing the work but making sure that the child does the work.

Free homework assistance is available after school. Please contact your child's teacher.

100.5 Honor Roll

The following special awards will be issued each grading period to eligible students.

Principal's Honor Roll - Students who earn all "A" grades on their report cards in academic subject areas and **exemplary** conduct/effort grades will be eligible for the Principal's Honor Roll and will receive a special award at our awards assemblies.

Honor Roll- Students who earn A and B grades or all B grades on their report cards in academic subject areas and **satisfactory** (A or B) conduct grades will be eligible for the Honor Roll and will receive a special award at our awards assemblies.

Perfect Attendance- Students who have perfect attendance for the nine weeks grading period will be eligible for a special award that will be issued at our awards assemblies.

Kindergarten Honor Roll – Students who show mastery in the top 25% of the class will be recognized.

100.6 Promotion Requirements

Criteria for promotion are established by the State of Florida.

In response to the Elementary and Secondary Education Act (ESEA) formerly No Child Left Behind, Act the Florida Legislature passed Florida Statute 1008.25 regarding student progression, remedial instruction, and reporting requirements. It is the intent of this legislation to eliminate social promotion and ensure that students' promotion from one grade to another be determined, in part, upon proficiency in reading, writing, mathematics, and science and that each student and his/her parents be informed of that student's academic progress.

As part of that legislation, students must participate in the statewide assessment program. Students who do not meet specific levels of performance in reading, writing, science, and mathematics for each grade must be provided with additional diagnostic assessments to determine the nature of their difficulty and their areas of academic need. For each student with identified and diagnosed deficiencies, the teacher will develop a Progress Monitoring Plan (PMP) in consultation with the student's parent or guardian. In addition, as a method of communicating ongoing progress, a progress report will be sent home each grading period prior to report card distribution.

100.7 Study Skills

Taking education seriously is important to academic success. Here are a few tips on how to work towards academic achievement:

- ❖ Come to school prepared to work with all necessary supplies.
- ❖ Be sure that you understand all assignments given.
- ❖ Ask for help from school personnel if assignments need to be explained further.
- ❖ Have a specific quiet place at home to study, away from distractions such as television, radios, etc.
- ❖ Take home all necessary books needed for assignments.
- ❖ Review and proofread all assignments after completion.
- ❖ Normalize your bedtime and wake-up times so that you get enough rest.
- ❖ Be proud of yourself for putting forth your best effort and doing a job well!

100.8 Technology

Students have the privilege of using the computer/internet for academic purposes only.

Students may not bring any computer applications including games to school for any reason. School workstations may not be altered without direct administrative permission.

Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copyright violations, or attempted access to secured data will result in disciplinary action, which may include a requirement of restitution.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the school. Please be aware that questionable materials that are not appropriate for students in these grade levels may be available to inquisitive searchers. The school firmly believes that the valuable information and interaction available on the Internet outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Students and parents should be aware that as with any school property or activity, the inappropriate use of the Internet connection would subject the student to disciplinary action.

Examples of inappropriate behavior include accessing, downloading and distributing of inappropriate materials, vandalism, or any other use incompatible with district or individual school policies.

Acceptable Use

At school, I may use computers and the Internet to research and to learn. I agree to follow the rules of appropriate behavior while on the Internet. I will follow these rules:

- I will not copy material and say that I wrote it myself.
- I will only use web sites that are suitable for students at this school.

Privileges

Use of the Internet is a privilege, and my teachers and Principal are the decision makers when it comes to whether or not I may use it. If my behavior on the computer or Internet is not appropriate then I may lose this privilege.

Security

- I will only use the Internet in accordance with the school's technology policy.

Vandalism

- I will not cause any damage to computers or change how they are set up.
 - Passwords given to me are for my use only. I will not give them to anyone else.
- I will not use anyone else's password.

Any violation related to these Internet policies will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.

100.9 Textbooks

Textbooks are the property of the school and are issued for student use. The textbook becomes the responsibility of the student and/or parent and all textbooks assigned to the student must be returned at the end of the year in the same condition in which they were issued. Do not write or highlight in your textbook. Please provide a cover for the book but do not use contact paper as a protector. Any damaged or lost books must be paid for before another book is issued. **Any student who has not paid for a lost book will be restricted from participating in extra-curricular school activities.**

Section 200 - Attendance Procedure/Policy



Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term. After 5 unexcused absences or an excessive number of excused absences, a letter will be sent home to notify the parent/guardian of the severe consequences faced by the student for

frequent absenteeism. After 10 unexcused absences a second letter will be sent home to notify the parent/guardian. A conference will be called to meet with the student and/or parent/guardian to develop an attendance agreement.

If the unexcused absences continue, members of the staff will meet to review possible additional interventions. Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance. If the student's truancy persists and the student accrues fifteen (15) or more unexcused absences within a 90-day period, the school will make a referral to the school social worker and/or the school district.

The school has developed the following attendance policy to comply with state legislation entitled, Habitual Truancy Procedures, Section 232.19 F.S. We expect all students to attend school on a regular basis. Each day that a student attends school he/she has opportunities to develop personal, social, and academic skills. We encourage the commitment of students, parents, and staff to work together to ensure compliance with school attendance expectations. Students (Parents) are responsible to be on time to school, notify school when absent, make-up assignments missed and turn in work assigned on time. **Failure to comply with attendance expectations may result in disciplinary action. An Absence Notification Form is provided at the end of this handbook.**

200.1 School Calendar

The school will follow the School District's calendar for all student holidays and teacher work days, except early release days. Weather or Emergency Related Closings will also follow the school district recommendations published to the general public.

200.2 Procedures for reporting absences

- ❖ Our school's policy dictates that parents/guardians must report absences to the school on the day of the absence/absences. Please call by 9:00 AM. In addition, the school also requires a completed Absence Notification Form (from the Parent/Guardian) when the student returns, within two days of the absence.
- ❖ Parents must provide the school with accurate telephone contact numbers and email address and insure the information is correct if there are any changes during the school year.

200.3 Excused Absences

Students shall be counted in attendance if they are away from school or on campus on a school day and are engaged in an educational activity which constitutes a part of the school-approved instructional program for students. Otherwise, students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S. 1003.24(4), 1003.26)

- ***Illness of student:*** An Absence Notification Form signed by the parents/guardians MUST accompany the student on their return to school explaining the student's illness. An absence notification form must be received within two (2) days after the student returns. For long-term illness, a doctor's excuse WILL BE REQUIRED.
- ***An accident resulting in injury to the student:*** An Absence Notification Form signed by the parent/guardian must accompany the student upon their return to school.
- ***Death in family:*** An Absence Notification Form signed by the parents/guardians must accompany the student on their return to school.
- ***Subpoena- official summons to appear in court or immigration appointment:*** An Absence Notification Form signed by the parents/guardians must accompany the student on their return to school. A copy of the court subpoena must be presented upon return to school.
- ***Religious holiday (faith of student) recognized by Public Schools:*** A student shall be excused from attendance in school on a particular day or days or at a particular time of day and shall be given the opportunity to make up any examination, study or work assignment which has been missed for observation of a religious holiday. An Absence Notification Form signed by the parents/guardians must accompany the student on their return to school.

- **Student sent home with contagious disease:** An Absence Notification Form signed by the parents/guardians MUST accompany the student on their return to school explaining the student's illness. An Absence Notification Form must be received within two (2) days after the student returns. For long-term illness, a doctor's excuse WILL BE REQUIRED.
- **Participation in school or district-sponsored activities:** School sponsored activities must also be pre-arranged and APPROVED with the principal's office.
- **Doctor/dentist appointment:** Must present doctor's note with time and date of appointment. An Absence Notification Form must be completed.
- **Unusual emergency:** In the event of an unusual emergency, An Absence Notification Form signed by the parents/guardians MUST accompany the student on their return to school explaining the incident (i.e. house flood).
- Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies.

The school has a "No Nit" policy. If a child is identified as having head lice or nits, he/she will be excluded from school and will not be permitted to return until he/she is free from lice or nits. Parents are responsible to provide appropriate treatment to eliminate the lice and nits before the child returns to school. Upon return, the child must be accompanied by the parent to check for lice or nits. Students are allowed a maximum of two excused days of absence for each infestation of head lice.

The best prevention for lice is for parents to educate their child about not sharing combs, brushes, hair barrettes, and hats, etc.

200.4 Unexcused Absences

Absences not excused as defined in the previous section, are considered unexcused.

- Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused. (F.S. 1003.22(1))
- **External Suspensions,**
- **Vacations, transportation issues, alarm clock failures, "parent's fault" and inclement weather, etc. are considered an unexcused absence.**

200.5 Make-up Work

All students are expected to make-up class work missed during an excused absence. For excused absences the student has **two days** to make up the work for each day the student is absent, **not including the day of return.**

Suspensions: Make-up work for a grade is allowed for all students, at the discretion of the teacher. It is the student's responsibility to get the missed work. All work is due on the day of return from the suspension. Student is NOT allowed to participate in any school activities during the suspension period.

Students who have an unexcused absence will receive a grade of zero, if, on the day of the unexcused absence, the teacher's instructional activities include work for which a grade is to be earned by the student (tests, classwork, etc.). This work may not be made up. Teachers WILL include these zeros when averaging grades for a marking period

200.6 Excessive Absence

Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term.

When a child accumulates five (5) unexcused absences during a grading period a letter will be sent to the parent notifying them of the absences - *Attendance Warning Letter*

When a student accumulates seven (7) unexcused absences (not including suspension) a second letter will be sent home with the requirement to attend a meeting with school personnel - *Attendance Follow-Up Warning Letter*

Excerpt from Florida Statute 1003.26 (1)(b)(c)(e) "The Principal shall . . . a meeting with the parent must be scheduled to identify potential remedies..."

If an initial meeting does not resolve the problem, the Attendance Review Committee will implement the following:

- Frequent attempts at communication between the teacher and family;
- Attendance contract

The Attendance Review Committee will consist of:

- Principal/Designee
- Classroom Teacher
- Administrative Assistant
- Grade Level/Department Chair
- Guidance Counselor, if applicable

Students who display a pattern of nonattendance may be required to present medical evidence. Students who are absent from class but not listed on the absentee bulletin shall be reported by the teacher to the appropriate school administrator.

When a student accumulates ten to fifteen (10-15) unexcused absences (not including suspension), a second letter will be sent home with the requirement to attend an Attendance Review Committee meeting with school personnel - Warning Letter for Excessive Absence.

200.7 Dismissal

A written request to have a student excused from school early must be sent with the child on the morning of the dismissal, including the time and reason for leaving. ***Students may not be dismissed from school during the last thirty minutes of the school day, except in cases of emergency.*** Early dismissal is discouraged, as important classroom activities take place at the end of each day. The school will not accept notes "after the fact". Phone calls will not be accepted to request early dismissals from school, unless there is an extreme emergency. Students will only be dismissed to persons who are listed on the Emergency card. A photo identification will be required.

As classroom time is highly valued, all medical appointments should be made outside of school hours, whenever possible. For purposes of safety, only adults who are listed on the Emergency Card on file at the school, as being authorized, will be permitted to remove the student from the school. ***There will be no exceptions (extreme emergencies may require the school to seek alternate authorization).*** The parent/guardian, or authorized person, MUST come to the office to sign out the child and have the student dismissed from the classroom. A photo ID must be shown.

A parent/guardian must come in person to add names to the emergency card. It is the responsibility of the parent/guardian to maintain updated information on the emergency card. A note sent with the student, a fax and/or a phone call from a parent/guardian will not be accepted for updating contact information. ***There are no exceptions!***

During school hours a principal or designee shall permit a child to leave school only in custody of one of the following adults:

- **parents of the student with photo ID;**
- **person listed on emergency contact card, with photo ID;**
- **law enforcement officer;**
- **authorized worker from the Department of Children and Families.**

At the end of the school day, students are released at a specified time and place and are expected to go directly home. Parents must notify the school office regarding any change in the student's normal transportation. Car riders should be picked up immediately in the school's designated area. If applicable: Students riding the school's approved buses are expected to unload from the bus at their designated stop. Students must enter and exit at their assigned bus stop; requests for changes will not be honored.

Kindergarten – grade two students must be met at the afternoon bus stop by a designated adult or parent or accompanied by an older sibling. If the adult or parent is not at the bus stop or the student is not accompanied by an older sibling, the kindergarten – grade two student will be returned to the school after the bus route is complete.

At no time is a teacher permitted to release a student from class for early dismissal. All students will be released via the school office. Students will not be released thirty minutes prior to the end of the school day.

200.8 Late Arrival

The tardy policy has been established to ensure minimum interruptions to the learning environment. Students late to school must obtain a late pass from the office. Only tardies for doctor/dentist appointment or unusual emergency will be excused. The student's late pass **will be** their pass to class. Students will not be permitted to enter the classroom without a tardy pass.

When arriving to school from the appointment the student must submit proof of the date/time of this appointment with a parent present. **Students must be signed-in by the parent/guardian.**

200.9 Tardy policy

The school understands that on occasion a student may be late to school. However tardiness is disruptive to the learning environment. Students who accrue three or more tardies during each quarter will receive a detention and will not be eligible for perfect attendance. For example:

- First tardy during the quarter – tardy pass
- Second tardy during the quarter – tardy pass
- Third tardy during the quarter – tardy pass and detention
- Fourth tardy and above – tardy pass and detention

At the end of the quarter the child will start over:

- First tardy during the quarter – tardy pass
- Second tardy during the quarter – tardy pass
- Third tardy during the quarter - tardy pass and detention
- Fourth tardy and above – tardy pass and detention

This pattern is repeated for each of the four quarters of a school year. Students with excessive tardies will receive further disciplinary action including "out of school suspension". Teachers will allow tardy students to enter the classroom only if they have a tardy pass. Students are considered tardy when arriving at school after classes have begun.

A student is tardy when the student arrives after the beginning of the school day or when the student is not in the assigned seat when the tardy bell rings. A student's tardiness shall be excused when the reason given is acceptable to the principal or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.

A student has the responsibility to be in class on time. A student failing to make an effort to attend class shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.

Students with an accumulated total of fifteen (15) tardies, absences or early dismissals are out of compliance with our attendance policy and may be subject to further disciplinary action.

200.10 Truancy/Cutting Class

Not attending school or leaving school without proper permission is considered unacceptable behavior that will lead to disciplinary action (i.e., parent contacted, parent conference, suspension, etc.)

200.11 Trespassing

Students are not to enter or remain on the school campus without proper authorization. Violators may be subject to suspension and/or arrest for criminal trespass. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. **There is no supervision earlier than 20 minutes prior to the start of school or later than 20 minutes after dismissal. Students who arrive early to school will be placed in the before care program. Students must be picked up within 20 minutes of dismissal unless they are involved in a supervised after school activity or attend the Before/After School Program. A referral to the police department and/or the Department of Children and Family Services will be made for any student on campus before 6:30 AM and after 6:30 PM.**

200.12 Rainy Days

It is important that parents remain patient during rainy day dismissals. Our goal is that all students are dismissed safely. Please remain in your car and have your parent pick up cards ready.

Please make definite plans for your child to go home on rainy days. No office phone calls for rainy weather plans will be permitted. Children will only be permitted to use the phone for emergencies.

200.13 Dismissal/Final Bell

Please remain in your car during dismissal. Please display the Parent Pick Up card with the student's name and grade on the right hand side of your dashboard. School staff will work efficiently to execute a safe and quick dismissal. An announcement will be made at the end of each day for students to exit the building, if they are not involved in a supervised after school activity.

200.14 Withdrawals from School

An enrolling parent who wishes to withdraw a student from school must report to the registrar's office for the student to receive a clearance to withdraw. The withdrawal form must be signed by all of the student's teachers and staff, to include cafeteria and before/after care. These signatures indicate that the student is clear with reference to textbooks, library books and any other school equipment that might have been in his or her possession and is cleared for payment of outstanding balances for school services such as lunch. Withdrawals will be processed no later than the day following the withdrawal date.

200.15 Custody Concerns

If your family has custody concerns, please provide the school with the original certified written court documents. Both birth parents who share equal custody will have access to students and their records unless we have a court document to the contrary. Please do not list non-custodial parents on the Emergency Card unless that person is permitted to pick the student up from school.

Section 300 - Before and After School Program



The Before and After School Program at our school is a service provided to those parents who require before and after school supervision of their students. Care is reserved for those students who attend the school.

300.1 Before School Program

The Before school Program will serve breakfast and will provide some time for children to review their assignments prior to the start of school. **This is not a supervised homework session.**

Please check your Information Sheet at the front of your handbook for hours of operation.

All students who come to school more than 15 minutes prior to the start of school are required to go to the Before School Program.

We will provide supervision for those students. Students who arrive early will be placed in the Before School Program and parents will be assessed the appropriate fee. Failure to comply will result in no supervision for the student and the appropriate authorities will be notified.

300.2 After School Program

All students who remain on the premises more than 20 minutes after dismissal will be escorted to attend the After School Program. Parents will be assessed the appropriate fees. Failure to comply will result in no supervision for the students and the appropriate authorities will be notified.

The After School Program is designed to provide supervised care for those students who must remain after school. A snack will be provided and personnel will assist students with their homework assignments. Recreational activities will also be provided.

Introduction

Our After Care & Extended Learning Programs will focus on meeting the needs of individual students, by providing a safe, fun, and enriching environment. This will be a time for students to experience challenges, growth and success.

Program

The After Care & Extended Learning Programs at our school provides a variety of meaningful activities. The daily program provides a quiet period of supervised homework, snacks, outdoor play and structured indoor activities. In addition, students participate in special activities such as arts and crafts, visits to the library, and the opportunity to enhance their computer skills on a weekly basis.

Staff

All staff members have been screened according to our school's guidelines. All activity leaders are at least 18 years old. The Program Director is responsible for the supervision of the After Care & Extended Learning Program.

Snacks

Daily snacks are provided for all participants. If your child has an allergy or special needs, please contact the Director of the After Care & Extended Learning Programs. Information regarding your child's special needs must be kept in your child's file. In these cases, the parent is responsible for providing the child with a nutritious snack.

Fees

Fees must be paid in advance utilizing EZ-Care Invoices. There is no partial payment for partial use of services. **No child will be allowed to begin a service period for which payment has not been made in advance.**

Late Pick-up Fee

It is important to establish a back-up plan to ensure that your child will be picked up on time from the After School programs. A late fee of \$10.00 per child per minute will be charged after 6:30 PM.

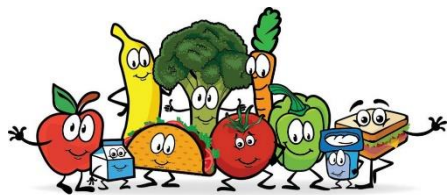
Repeated late pick-ups will result in the withdrawal of your child from the program.

300.3 Registration

Registration will be considered complete when the following requirements have been met:

- Parent Acknowledgment Form and registration form must be completely filled out and signed.
- Registration form must contain two emergency contacts. These contacts must be local, reliable and available to pick up your child in case you are unavoidably detained.
- All fees must be paid in advance. **REGISTRATION FEES ARE NON-REFUNDABLE!!**

Section 400 - Cafeteria



400.1 Cafeteria: Time to Eat!

You must eat lunch every day. When you arrive at the cafeteria, you must go directly to the kitchen line if you are buying lunch or milk, and then sit at any table and enjoy lunch with your friends.

- Feel free to talk, but in a quiet voice, and only to people at your table.
- You should not save seats or places in line for your friends.
- Walk at all times. No running is allowed!
- As always, show respect for other people's rights by keeping hands, feet and objects to yourself. Feet belong on the floor, not on the chairs.
- Use proper table manners (food should be eaten and not played with).
- Stay at your table until you are finished. Do not walk around while eating.
- Be sure your table is clear of trash and ready for the next person before you leave.
- Do not leave the cafeteria during lunch for any reason without first obtaining permission from a lunchroom monitor.

Each student is expected to demonstrate proper manners, courtesy and consideration of others in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food; there is no passing of money to students ahead in line. Containers are provided for the disposal of trash and each student is should dispose of trash from the top of his/her table and the area surrounding it before the lunch period is over, or immediately upon the request of the moderator. No student is allowed to leave the dining area during the lunch period without a written pass.

General lunchroom rules are as follows:

1. Speak in conversational voices.
2. Follow rules of good manners and politeness.
3. Clean up your space after eating.
4. Follow directions of lunchroom monitors and staff.

400.2 Lunch Services

Lunch is served each school day. If a student wishes to bring a bag lunch from home, a carton of milk or juice may be purchased separately. Lunch menus can be found on the school website or as posted in the front office. Students are encouraged to eat a healthy lunch each day as provided by the cafeteria staff. Please do not provide candy or sodas as part of your child's lunch. Instead please send assorted fruits, fruit juices or other healthy items.

The school participates in the National School Lunch Program. **Applications for free and reduced lunch will be sent home on the first day of school.** Students may bring their lunch to school from home. Parents who drop off a "forgotten" lunch must do so prior to 9:30 a.m. Lunches will not be delivered after this time. Students who purchase lunch in the school cafeteria must pay for lunch weekly. Students with outstanding lunch balances will not be permitted to participate in extra-curricular activities, i.e. dances, field days, etc. until the balance is paid in full.

Although the school understands that at times payments may be overlooked or late, the school cannot carry outstanding balances. Parents are expected to pay for services rendered. Students who have outstanding balances may be restricted from participating in extra-curricular activities until the money owed is paid in full. Any money collected for the activity will be applied to the outstanding balance.

The school will not allow a student to go without lunch. However, the parent will be charged the full lunch price for all lunches served.

400.3 Unpaid Meal Policy

Any student in grades K-12 who wants to purchase a student meal but does not have money in-hand or sufficient funds in his or her prepaid account, will be allowed to charge the meal on a temporary credit basis. Repayment is expected within two (2) school days. A maximum of three (3) meals may be charged on a temporary credit basis. Only reimbursable meals may be charged on temporary credit. Students shall not be permitted to charge a la carte items (including milk), snacks, drinks or extra entrees. Staff members and adults may not charge their meals.

400.4 Alternative Meals

Once a student has charged a maximum of three meals with no repayment, the student will be subject to the provisions of the school's Alternative Lunch policy. An Alternate Lunch is different than the daily reimbursable meal, and is provided to students who have exceeded the established maximum negative balance and do not bring a lunch from home or money to purchase lunch. An Alternative Lunch shall consist of a cheese sandwich, fruit or vegetable, and a milk. It meets the USDA nutritional guidelines and may be claimed as a reimbursable meal. The Alternative Lunch replacement is available during lunch meal times only. There is no alternative meal substitution for breakfast.

400.5 Collecting Unpaid Balances

The school's cafeteria manager will send "Negative Balance Letters" to parents when a student overdraws his or her lunch account, and a "Cut-Off Letter" to parents after the student has charged three meals. A written notification must be provided to parents before an Alternative Lunch is provided to the student. If a student repeatedly comes to school with no lunch, and no lunch money, the cafeteria manager will report this to the Principal.

**Outside food such as McDonald's, Burger King, etc. is discouraged at school.
Parents are not permitted to bring lunch for other students.**

Parents are not permitted to eat lunch with their child in the cafeteria. An alternative spot will be provided for parent lunch dates.

Students may not reheat their lunches at school.

Section 500 - Communication



Communication with parents/guardians is an integral part of a student's program. A mutually beneficial rapport between home and school is important to us all. When calling the school for any reason, please inform the receptionist of the nature of the call and you will be directed to the appropriate person(s) who will provide you with the assistance you need. Teachers are expected to return your phone call within two working days.

You may also check your child's agenda book for communications and assignment or contact the teacher via email.

Official school information will only be provided via the school's website, the school's official Facebook page, call outs made from school personnel or the student agenda book. Unauthorized Facebook pages and other forms of communication that is not sponsored by the school should not be relied upon as accurate or as a representation of official school information. If you have a questions regarding events at the school, please contact the school administrative team.

500.1 Power School

Parents have instant access to detailed grade and attendance reports for all of their students via Power Schools. During the first weeks of school you will be provided a password for access to your child's information. Students can access homework assignments, class assignments, projects, etc. via the Power Schools student portal. Access information will be provided in the first day packet and at orientation.

500.2 Website

The school's website is where all official information may be found regarding school activities.

500.3 Parent Conferences

Conferences may be scheduled at the request of the school or at the request of the parent. Parents requesting conferences with school personnel should make their request in writing or by emailing the teacher directly using the school email address. School personnel will get in touch with the parent and arrange a mutually agreed upon time for the conference. Conferences requested by the school will give a specific time and date for the meeting. **All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before proceeding to any classroom.** Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing students.

Parent conferences will not be held during the school day, unless authorized by the teacher. Conferences held during the school day will be scheduled during the teacher's planning time. All other conferences will be held before school or after school ends.

Tips for making the most of school conferences:

- Talk with your child ahead of time. Let him/her know that you and the teacher are having this meeting to ensure a positive and productive year. Talk about academic and social issues. Knowing how things are going during recess is as much of a concern as his/her favorite subject in the classroom.
- If you have concerns or questions about your child's performance in a specific area, bring some of your child's work to the conference. It is beneficial to both parties to have samples of schoolwork to examine together. Concrete examples reduce the need for guesswork.
- Due to the number of scheduled conferences, meeting time is limited. To make the most of your time, let the teacher know in advance about specific concerns or points you wish to discuss. This will enable him/her to gather student work and any other pertinent information prior to the meeting
- Please be prompt.
- Keep the focus on your child. Compare his/her work month to month instead of comparing it to other students. Understand that teachers evaluate students against expectations for individual progress and grade level standards. It wouldn't be appropriate for teachers to comment on how your child compares with his/her classmates.
- Remember that you are in a partnership with the teacher and that you both want what is best for the student. When devising an action plan do not hesitate to make suggestions as well as listen to them. Share the plan with your child. It's important for him/her to see you and the teacher as part of the same team.

- Leave the conference on a positive note. If you feel more time is needed to discuss an issue, schedule another appointment.
- Be prepared to report plenty of positive feedback as well as new goals to your child.

500.4 Grievance Procedures

In some circumstances there may be a disagreement between parents, students and staff at our school. If such a disagreement occurs please follow the guidelines listed below so the situation might be satisfactorily resolved.

Think carefully about the situation; talk with your child to make sure you have all of the important information. Please remember there are two sides to every story.

- ❑ **Please seek to resolve the situation with the teacher. He/she should be your first line of communication. Keep those lines open and friendly.**
- ❑ **If the situation cannot be resolved with the teacher, please contact the principal.**
- ❑ **If the situation is not resolved satisfactorily with the principal and the teacher, parents may approach the Director for the School. The contact information will be provided.**
- ❑ **In the event the situation is still not resolved the parent/guardian may make a formal, written request to appear at a regularly scheduled Governing Board meeting.**

Please follow the procedures listed above for a timely response to a concern. The school's governing board will usually refer the case back to the school and the Director. The school staff will make every effort to communicate with parents to avoid unpleasant situations. In the event a grievance is necessary, please remember to remain calm and rational. We understand that your child's welfare is extremely important to you, as it is for us. We are a team working together to ensure academic success for each student. If the situation cannot be resolved by the teacher please schedule a meeting with the Assistant Principal.

500.5 Telephone Use

Students are not permitted to use the office telephone unless it is an emergency and the use has been approved by an administrator. Calls originating from the school will be strictly supervised.

No student will be called to the office to receive personal calls. An administrator or counselor will deliver emergency messages to the student. An emergency is an illness or death in the family. Transportation changes, changes in scheduled appointments, etc. are not considered to be emergencies. No flower or balloon messages will be delivered to students at school.

Students are prohibited from using cell phones during the school day. Cell phones must be turned off and out of sight during the school day.

500.6 Parent Visitation During the School Day

During the school day impromptu parent visitations will not be permitted, unless there is an extreme emergency. These visits are generally disruptive to the learning environment and therefore discouraged.

500.7 Up-to-Date Contact Information

We must be able to contact you (or your designated substitute) during the day. Parents/guardians are expected to notify the school office whenever there is a change in home, work, or cell phone numbers or other emergency contact information. This includes changes to a student's medical history or any other condition that affects the student's participation in school programs.

500.8 Balance owed for lunch, Lost Textbooks, Before/After Care

Although the school understands that at times payments may be overlooked or late, the school cannot carry outstanding balances. Parents are expected to pay for services rendered. Students who have outstanding balances may be restricted from participating in extra-curricular activities until the money owed is paid in full. Any money collected for the activity will be applied to the outstanding balance.

Section 600 - Dress Code



We believe that a uniform dress code is an important part of a safe, orderly school environment where the focus is on student learning. A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. **The Administrative Team reserves the right to interpret appropriate school attire.** Students are expected to follow these guidelines. Every student in attendance will wear a school uniform. Uniform shirts are available only through the school's vendor; uniform bottoms may be purchased at local stores that carry uniform style clothing. Failure to wear any part of the school uniform will result in disciplinary action – detention, notice of concern, parent notification, etc.

600.1 Hair

Hair must be neat and clean with no “unnatural” colors, i.e. bright colors, Mohawks, fro-hawks, blowouts, spiked looks, shaved designs or any other unnatural cuts or excessive attachments. All headgear (hats, scarves, bandanas etc.) is forbidden on school property (except for religious practices that are documented with the school administration). Braided hair must be neatly braided down. Hair must not cover the face or eyes. The administration will send students home whose hair is unacceptable in condition or length.

600.2 Shoes

Only closed-toe shoes are permitted. Shoes shall be worn at all times while at school, be securely fastened to the feet and have a low heel height. Footwear must be suitable for outdoor physical education classes and unsafe shoes are not allowed. Students must wear closed shoes at all times, no “mules”, slippers or “slides”. **No** heavy military type boots, shoes with metal tips or steel toes may be worn. No backless shoes, cleats, Crocs, house slippers, sandals or shoes with wheels. Tennis shoes are preferred. *Heelys are strictly prohibited.*

600.3 Socks

Socks should be worn to avoid blistering of the heels and feet. Fishnet stockings, gang-related colors or other inappropriate leg wear is not acceptable

600.4 Shirts

Students may only wear school purchased shirts. All shirts must be tucked in at the waist (front and back) and must have two of the buttons fastened. Uniform shirts must be of the type and color designated by the school. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. No tube tops, spaghetti straps, see-through blouses, low backs, midriffs, or sleeveless shirts.

Only school approved uniform T-shirts or plain white T-shirts can be worn underneath polo shirts. A shirt that is worn underneath the polo shirt must not extend beyond the sleeve or the bottom of the polo shirt. The school-approved logo must be worn at school and while attending school-approved activities and field studies. These are the only shirts permitted to be worn in school.

600.5 Jackets

Solid color (no writing or print is permitted) jackets may be worn in cool weather. Hooded jackets with a zippered front are permitted. Sweatshirts, sweaters, and jackets must be in compliance with uniform colors. Hoodie style sweatshirts and trench coats are not permitted.

600.6 Uniform Bottoms

All uniform-style bottom attire must be worn at the natural waist (if applicable), be in good repair and be of appropriate size. Bottoms requiring a belt must be worn with a belt (no designs or studs) through the belt loops. All pants/shorts/skorts shall be secured at the waist. Shorts/skorts must reach the top of the knee. The pant must extend to the top of the shoe. School approved pants/shorts/skorts must be worn at school and while attending school-approved activities and field studies.

Underwear may not be visible. No leggings, athletic wear, pajama pants or other non-approved apparel. Overly large, overly long, tight fitting attire is not acceptable. Mini-skirts, mini-dresses and short shorts are not permitted. No cargo pants, Capri slacks or baggy pants are permitted. **No jeans of any color or style.** Pant legs may not drag on the floor. Shorts/pants may not have embellishments, embroidery, patches or holes. No skinny-style pants are permitted.

600.7 Jewelry

Jewelry is limited to one (1) watch, one (1) ring, and one (1) small chain. Chains must be worn inside of shirts and may not be visible except at the front of the neck. Girls may wear two pair of stud-type or one pair small hoop

earrings approximately ¼ inch diameter; boys may wear one pair of stud-type approximately ¼ inch diameter earrings. Earlobe plugs are not permitted. No other body piercing or cartilage piercing is permitted.

600.8 The Following are Not Permitted:

In addition to the above, students **may not:**

- Have any visible body piercing or tattoos
- Have facial hair
- Wear any additional jewelry or clothing except as specified above
- Wear heavy make-up. Make up that is found to be in students' possession in school will be confiscated.
- Wear apparel that is a safety hazard
- Wear or bring items to school that contain offensive slogans and/or pictures
- Wear sunglasses during the school day
- Wear oversized neck chains or chains attached to clothing
- Bring hairspray or other hair products to school
- Be in possession of permanent markers
- Be in possession of gambling devices including playing cards

600.9 In General

Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which provoke violence or disruption in the school, are not permitted. Wallet chains are not permitted.

At no time are students permitted to wear anything offensive, immodest, or deemed inappropriate by the administration. No gang attire, "Gothic" look attire, dog collars, spiked jewelry, etc. or any other accessories deemed inappropriate by the administration are permitted. Only a watch, one bracelet and thin necklace may be worn, if tucked inside the collar.

600.10 D Badge

Students must wear their ID badge at all times. The badge should be visible around the neck on a break-away lanyard. The lanyard cannot have any offensive writing and must be age appropriate. Only the school ID may be hung around the lanyard. If lost, the ID badge must be replaced for a cost of \$7.00. The ID badge is an essential part of the school uniform.

Students without Badge

1st time- warning, 2nd time- detention, 3rd time- detention, 4th time- suspension

600.11 "Dress Down Days"

From time to time the school may permit students to refrain from wearing their school uniform all or in part. These times may be during school spirit weeks, holidays or other times designated by the school. Students are expected to comply with the same guidelines as expected during uniform days. Spaghetti straps: tank tops, low cut blouses, clothing with offensive symbols or writings and clothes with holes or tears etc. are not permitted. No skinny pants.

600.12 Consequences for dress code violation

Blatant violations of the dress code will result in immediate contact with the student's parent to bring a change of clothes or to remove the student from school to go home to change.

First offense consequences are:

- conference with student;
- notification of parent or guardian, through the use of dress code violation form or phone call
- change of inappropriate attire

Second offense consequences are:

- conference with student;
- notification of parent or guardian, through the use of dress code violation form or phone call
- change of inappropriate attire;
- detention or "other consequence" determined by the principal/designee.

Third offense consequences are:

- conference with student;
- notification of parent or guardian, through the use of dress code violation form or phone call
- change of inappropriate attire;

- The fourth and subsequent offenses are:***

- ## Section 700 - Health

700.2 Medications

- All medication should be brought to the Office at the beginning of the day, **by a responsible adult**, accompanied by a signed and dated Medication form provided by the school, giving the school permission to administer the medication.
Send only a **30-day supply** (30 school days)
- **The medication must be in the original container, with a prescription label** that includes the following information: child's full name, name of medication, prescription number, dosage, and time to be administered. It is not safe for children to deliver medicine to the school. IF medication requires equipment for administration (cup, spoon, etc.) the parent must provide these items.
- Emergency medication will be administered when ordered by the family physician.
- Please notify the school of any medication changes. A nurse or trained staff member as designated by the principal distributes medication in all circumstances.
- Students are not permitted to bring non-prescription medications to school. Students are not permitted to take Tylenol, aspirin, etc. during the school day.
- Parents must notify the school of any allergies or restrictions on non-prescription medications.

700.3 Accidents

700.4 Student Illness

All students who participate in an after school sports or club activity must purchase student insurance. There are no exceptions!

700.5 Physical Education

All students are expected to participate in physical education activities during the school day. If a student is unable to participate they must provide a written statement from a physician stating the reason the student cannot participate and the time frame regarding non-participation.

If a student is ill or has been ill and cannot participate in physical education activities, please provide a note to the teacher and the student will be temporarily excused from participation.

700.6 Vaccination Requirements

Before entering or attending school in Florida (kindergarten through twelfth grade), each child must provide a Florida Certification of Immunization (DH 680 form), documenting the following vaccinations: Public/Private Schools Kindergarten through Twelfth Grade:

- Four or five doses of diphtheria-tetanus pertussis (DTaP) vaccine
- Three doses of hepatitis B (Hep B) vaccine
- Three, four or five doses of polio (IPV) vaccine*
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella vaccine for kindergarten and grades one through nine
- One dose of varicella vaccine for grades ten through twelve

Seventh Grade: In addition to kindergarten through twelfth grade vaccines, students entering or attending seventh grade need the following vaccinations:

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through twelve

An updated DH 680 form to include Tdap, must be obtained for submission to the school.

Section 800 - Parent Expectations



The education of your child is a team effort to ensure success. Listed below are the school's expectations for parental participation, as parents are the student's first teacher.

800.1 What we need you to do

- Provide your child with a good breakfast before they leave for school and make sure they are appropriately dressed for school.
- Bring your child to school on time and pick them up promptly. Please avoid picking your child up early during the school day (interrupting the classroom) and avoid taking family vacations during school time.
- Read all information sent home by the school. School communications will assist you in knowing what is "going on" at school.
- Make every effort to attend all school events related to your child – Open House, Teacher/Parent Conferences, Parent meetings, classroom events, art and science fairs, etc.
- Volunteer for important events such as field studies, special school meetings, etc.
- Check your child's homework on a regular basis. Please do not do your child's homework for them but monitor the time set aside for them to do it.
- Please verbally support our teachers as you discuss school matters at home. If you are concerned about a teacher's actions, you should discuss these matters with him/her directly rather than stating your criticisms in front of your child.
- We strongly encourage you to communicate with your child's teachers on a regular basis.

800.2 Chain of Command / How to Effectively Communicate with School Officials

Parents are often discouraged when they attempt to communicate with central office administrators and are sent back to building based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "Chain of Command", or where to begin the communication sequence regarding their child's problem.

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is by email. A phone call would be the next preferable way to communicate.

On Matters Involving Instruction:

1. Classroom teacher
2. Assistant Principal
3. Principal
4. Area Director
5. Charter School Associates

On Matters Involving Athletics or Extra-curricular Activity:

1. Club Advisor or Coach
2. Assistant Principal
3. Principal

On Matters Involving Student Discipline:

1. Classroom Teacher
2. Assistant Principal
3. Principal
4. Area Director
5. Charter School Associates

800.3 Volunteering

Parents with students attending the charter school are asked to volunteer for a total of ten (10) hours each year per family. Research shows that children whose parents pitch in at school have a better attitude and higher academic achievement. Teachers who have classroom support do their job better. And parents who participate in the classroom are better equipped to support their child's schoolwork.

Parents must log in to Raptor to create a volunteer log. Each time they volunteer they should log in at the front desk to input their hours and log out when completed for the day.

We believe that parental involvement is of the utmost importance. Please complete the form provided in the first day packet and return it to the school. Volunteers will be provided the Parent/Student Involvement Activities.

1. When you volunteer at school and on school-sponsored events, you are a representative of our school. Please put the health and safety of our students first. Please abide by all instructions and directions given by the teacher in charge. If you ever have a question, please ask the teacher in charge.
2. As the school's representative, you have both the authority and responsibility to assist when a situation arises. If a disciplinary situation requires more than a verbal intervention, please bring the incident to the attention of the teacher in charge.
3. Volunteer opportunities include copying materials for teachers, preparing bulletin boards, typing, making certificates, outdoor activities, mailings, etc. There are numerous opportunities to assist in making your child's experience at our school positive and memorable. Your child enjoys seeing you at their school.

Please note: All food that is donated for parties or other activities must be prepackaged and purchased from the store bakery. Homemade goods are not permitted.

800.4 Birthday Celebrations

Children's birthdays will be recognized during the morning announcements. Please consider having your child's birthday acknowledged with a book donated to our library. A special decal will be placed inside the book's cover.

Please check with the principal of the school regarding the distribution of cupcakes, cookies etc. All items must be store-bought and may not be home made. Please ask the teacher regarding students who may have allergies to food items. Students are not permitted to eat in the classroom.

Invitations to birthday parties will not be distributed at school unless all students are invited. Balloons and flowers will not be delivered during the school day.

Section 900 - Personal and School Property



The school is not responsible for loss or damage to a student's personal items. (Please label all clothing with the student's first and last name.) Therefore it is necessary that those items not required for educational purposes be left at home. Electronic devices, games, phones, I-pods, footballs/basketballs, toys etc. are not allowed in school unless special permission has been granted by an authorized staff member. Any items deemed to be unsafe or inappropriate for school will be confiscated and held in the office until the decision is made for parents to retrieve the item. Unclaimed items placed in the "lost and found" bin will be discarded at the end of each month.

900.1 Bicycles

Students who bring a bicycle to school are expected to park and lock them in the designated bicycle area before school begins and leave them there until school is dismissed. The school accepts no responsibility for loss or damage.

900.2 Book Bags/Folders/Personal Items

Book bags, backpacks, folders or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs or any other item that would be deemed inappropriate, offensive or reflect negatively on the school. Students will be provided a space in their classrooms for book bags.

For safety reasons, rolling book bags are not permitted.

900.3 Care of the School Property

Students are expected to respect school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. **Marking or defacing school property is a serious offense resulting in an out-of-school suspension or possible arrest.** Any student who misuses school property will be required to make full restitution for damages. **Chewing gum or candy in the school building is forbidden.** All food must be consumed in the cafeteria or area designated by the administration. A student who disregards this rule may incur a disciplinary consequence.

900.4 Cell Phones/ /Electronic Equipment

Cameras, I-Pods, etc. are prohibited on school grounds and will be confiscated by any member of the faculty or administration (the only exception are those authorized by the school).

Cell phones and SMART watches are permitted at school but the phone must be turned off and out of sight during the school day. Cell phones and SMART watches must be kept in the back pack or in student lockers (where applicable). Cell phones and SMART watches are a disruption to the learning environment.

Cell phones with camera capability are a violation of student privacy. Cell phones and cell phone watches that are on SILENT or VIBRATION mode or are visible to school staff are subject to being confiscated. If the student refuses to turn the item over, the teacher will not attempt to take it but will include "defiance of authority" on the referral and the student will face additional disciplinary action. The administrator will confiscate and tag the item for storage. The items will be returned only to the parent.

Cell phones and Smart watches are a violation of state mandated assessment protocol. Students are not permitted to have any electronic devices, including but not limited to cell phones, smartphones, and smartwatches at any time during testing. If a student is found with an electronic device in his or her possession during testing or during a break within a test session, his or her test will be invalidated. Best practice is for students to leave devices at home or in their lockers

Students can turn their cell phones and SMART watches ON after school hours.

For the first infraction, confiscated electronic equipment will only be returned to the student's parent. If an item is confiscated a second time, it will be held until the end of the school year. No exceptions!

At no time is the School responsible for loss, theft, or damage of any electronic devices, including cell phones and SMART watches. These devices are not needed in school. It is the student's responsibility to secure any devices that they bring on campus.

900.5 Personal Property

Electronic devices, Fidget Spinners, game balls, toys, computer games, large sums of money, etc., are prohibited on school grounds. If they are brought to school, and subsequently lost or stolen, the school is not responsible for the loss. If items of this nature are discovered, school personnel will turn them into the office, and the parent/guardian must claim these items from the school office.

Money and all other valuable property should be left at home. The school assumes no responsibility for loss or theft of such articles.

IF YOU ARE IN DOUBT, DO NOT BRING THESE ITEMS TO SCHOOL!

900.6 Roller Blades and Scooters and Skateboards

Because of our concern for student safety and a lack of storage space, please leave all roller blades and skateboards at home. Tennis shoes with integrated skates are not permitted.

900.7 Search of Person or Property

When there is reasonable suspicion that a student is in possession of items considered harmful or dangerous, the student will be given an opportunity to surrender those items voluntarily. If this does not occur, the student, the student's locker and/or the student's personal items such as purses, backpacks, etc. will be searched by an administrator.

Section 10 -Drop-Off and Pick-Up Procedures for All Parent and Car-Pool Traffic



Please read the following information carefully. This information is important for the safety and wellbeing of your student.

1000.1 Morning Drop-Off

Students arriving with their parent(s) prior to the start of school must be escorted to the Before School Program reception area. If a student is observed on campus more than 20 minutes prior to start of school and is not enrolled in the Before School

Program, he/she will be placed in the Before School Program and the parent will be charged the daily rate for that day.

Students may not be dropped off at the school more than 20 minutes prior to the start of school unless they are enrolled in the Before School Program (no exceptions).

1000.2 Walkers and Bike Riders

Walkers and Bike Riders may leave the school premises upon dismissal for the student's grade level. Kindergarten through second grade students will only be permitted to walk or ride a bike home if accompanied by an adult or sibling enrolled in grades 3-5. Parents must provide written consent for their child to walk or ride a bike.

Parents who permit their student to walk or ride a bike to school should accompany their student on one or more trips to the school to ensure that the student is familiar with the appropriate route he/she should follow when traveling to the school. All walkers and bike riders must observe appropriate traffic and pedestrian rules and traffic laws. A bike rack is available. The school will not be responsible for student's property left on the school premises.

1000.3 All Other Students

Students may arrive at campus no earlier than 15 minutes prior to the start of school. All students must be in class at the start of school. **Students arriving after school begins will be considered tardy and the student's parent/guardian must enter the school with the student to obtain a late admission pass to class.** Teachers will not accept students after school begins without an authorized pass from the school administrative office. **Students must be dropped off in the designated areas where supervision is available.**

1000.4 After-School Dismissal

Upon dismissal, students enrolled in the After School Program will be escorted to the appropriate program area by school personnel. **Parents must park and enter the school to pick up a student enrolled in the After School Program.** Check out procedures will be distributed at the time of Before/After School Program registration. **Students who remain on campus longer than 20 minutes after school is dismissed will be placed in the After Care Program. Parents will be charged the daily rate for that day.**

Parent Pick Up and Carpools - Parents are encouraged to form and join carpools to reduce traffic during afternoon pick up times.

Parents are reminded to observe the following when waiting to enter or exit the school grounds

- Please follow the school's protocol for arrival and dismissal
- Please remain in your car during arrival and dismissal
- Exercise caution at all times and be alert for pedestrians and bike riders. Yield to pedestrians and bike riders at all times.
- Students are not permitted to cross parking areas or to meet parents on the road to be picked up. **All student pickups will occur in the designated traffic loop.**
- Do not leave car unattended while in pick up loop.
- Students must enter/exit from passenger side only.
- Drivers will move forward as cars exit the pickup loop to fill gaps between cars.
- Please be courteous of other drivers, school personnel and property owners. Do not pull off of street on to landscaped areas. You will be responsible for any damage to landscape materials or irrigation systems.
- Do not block driveways or entrances to neighborhoods.
- Do not pick your student up on a busy street corner. Please pick the student up on school premises as requested.
- Do not text or use cell phone while in carline

Private Buses – The School does not regulate, condone or authorize the use of private transportation providers for student transportation to and from school. Any use of services by private bus companies is a strict agreement between the parent/guardian and the transportation provider and is in no way condoned or authorized by the school. The use of private bus providers is solely at the parent's/guardian's risk.

Parents/Guardians must complete the Transportation Form to inform the school of their child's mode of transportation to and from school. This form will be kept on file in the school office. Changes to the form must be done in person by the parent/guardian.

Section 1100 - Safety and Security



1100.1 Bullying/Harassment

There is a no tolerance policy for bullying. This includes electronically transmitted acts of bullying.

We prohibit all acts of harassment or bullying. The school has determined that a safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property while under the supervision of school employees, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the pupil,
- is so severe, pervasive, and objectively offensive as to have this effect; and,

- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Bullying”

Dan Olweus, creator of the *Olweus Bullying Prevention Program*, defines bullying in his book, *Bullying at School: What We Know and What We Can Do*:

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Types of Bullying

Bullying can take on many forms. As part of the *Olweus Bullying Questionnaire*, students are asked if they have been bullied in any of these nine ways:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

Bullying is Not Teasing

It might be hard to tell the difference between playful teasing and bullying. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Often they tease each other equally, but it never involves physical or emotional abuse.

“Sexting” the use of a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another, any photograph or video of any person, which depicts nudity as defined in F.S. 847.0141(1)(a).

“Cyberstalking” as defined in F.S. 784.048(d) means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

“Cyberbullying” is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, sexting, instant messaging, or video voyeurism.

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or recommendation for expulsion, as set forth in the approved code of student conduct.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Disciplinary sanctions may be imposed when the alleged bullying, cyberbullying, harassment or discrimination takes place off campus provided that a nexus exists between the off campus conduct and conduct at a school or during a school sponsored event. This is determined on a case-by-case basis after reviewing the facts and circumstances unique to each situation. If a sufficient nexus exists, appropriate discipline shall be issued in accordance with district/school policy and as provided for in current law.

Students must notify the appropriate school personnel when harassment or bullying occurs.

1100.2 Emergency Procedures

In the event that school should be closed or dismissed at an unscheduled time due to an unforeseen emergency, we will follow District guidelines for all emergencies and/or closings. To assist the school in the event of an emergency, each parent/guardian should complete the Emergency Card indicating who can pick up the student.

School emergency procedures will not be shared with parents or others who are not employed by the school.

1100.3 Fire Drills, Evacuations, School Lockdowns

In accordance with district/state guidelines, the school will conduct regular fire drills, evacuations and lockdowns. Specific signals and procedures have been established for all types of drills and safety areas have been designated. Teachers are equipped with instructions and all drills will be practiced with students on a regular basis. Parents are not permitted to enter the building or remove a student during a drill. We apologize, in advance, for any inconvenience.

1100.4 Gang Symbolism

Student behavior, dress, signing or symbolism intended to represent gang affiliation **will not be tolerated** on school grounds or at school-sponsored events. Violation of this policy may result in discipline, suspension, or recommendation to the district for expulsion.

1100.5 Halls/Corridors

Students should be in the hallways/corridors only at the beginning and close of the school and while moving from one class to another, unless a teacher, administrator or staff person has given permission. There is to be no more than one- two students out of class at a time. **Students must be in possession of their signed agenda books at all times in the hallways.**

1100.6 Inclement Weather

The school will follow the guidelines set forth by your District Public Schools in the event of severe weather. Please listen to the local television news or radio for continuous updates.

1100.7 Solicitation

Solicitation of or by any student or parent on school property for any reason except those authorized by the school administration is strictly prohibited.

1100.8 Visitors

To ensure a safe and secure learning environment for our students all visitors are required to sign-in at the front office and to wear a visitor's pass. A driver's license or other form of ID must be surrendered in order to receive a visitor's pass. The driver's license will be returned upon departure from the school campus. Faculty and staff will escort anyone without a pass directly to the office for identification.

Section 1200 - Discipline Policy



1200.1 Parent Contract/Student Contract

Included in each student's registration packet are a Parent Contract and a Student Contract. A parent/guardian must sign the Parental Contract agreeing to the terms written. Each student is required to sign the Student Contract also agreeing to the terms written, including the District Code of Conduct, the School's Student Handbook and Dress Code Policy.

Failure to comply with the terms of the Student Contract may result in one or more of the following:

- ◆ After School Detention

- ◆ In School Suspension
- ◆ Out of School Suspension
- ◆ Alternative Behavior Contract
- ◆ Recommendation to the School District for Expulsion

1200.2 Policy Statement

The code of conduct exists to protect the rights of all students and adults and to establish a safe, well-ordered environment where students and teachers can focus on quality teaching and learning. The school administration and staff intend to protect these rights, even if it means we may have to resort to suspension, expulsion or exclusion of students from school activities. **Mutual respect, good manners, and positive behavior are essential elements of the daily life at school.**

While we recognize that most students and parents neither condone nor participate in misbehavior, we ask your cooperation in making certain that your son/daughter understands the need for responsible behavior. We know that you share our desire for the school to be a safe place where each student can be involved in meaningful learning experiences.

School authorities will hold students and parents strictly accountable for any action that interferes with the learning process, good order, and/or the day-to-day operations at our school.

The school has a Zero Tolerance Policy for bullying, gang affiliation, fighting and disrespect for school personnel. In the event of one of these infractions, the parent/guardian will be contacted regarding immediate disciplinary action.

We must have proof that every student and parent/guardian has had a chance to read the School District Code of Student Conduct and the School's Student Handbook. **All parents/guardians must return the acknowledgement page provided the first week of school, which requires a signature.**

Discipline is progressive in nature and is designed to modify the unacceptable behaviors students may exhibit. Parents are an integral part of the school's discipline policy. Prepared, Attitude, Respect, Responsibility =PARR is based on the Positive Behavior Support Plan designed by the Florida Department of Education.

The discipline policy is implemented school-wide and is designed to deter unwanted behaviors. Rules are posted in each classroom, the cafeteria, etc. anyplace where students must behave within a structured environment. The teacher is responsible for minor disciplinary infractions that may occur in the classroom. If the behavior of the child does not improve, then the parents are notified and a conference may be requested. If misbehavior continues to occur, the administrative staff is asked to become involved. All students must follow the school-wide discipline plan as posted in each teacher's classroom. All students must follow the rules as posted in each teacher's classroom.

1200.3 After-School Detention (Disciplinary Detention)

After school detention will be held at the times designated on the notice of infraction. The student must bring his/her copy of the detention slip, signed by a parent, to the after-school detention session. Those students who miss an after school detention due to a medical appointment will be permitted to serve their obligation on the following day. A note from the medical provider, including the time/date of appointment will be required.

Failure to serve a Disciplinary Detention after ONE rescheduled detention will result in further disciplinary action. In the event of an absence on the day of a detention, the detention will be rescheduled. If a student is consistently absent on the day of his/her detention the administrator will determine an appropriate consequence for the student. **Being late to any detention** constitutes the same penalty as a missed detention.

1200.4 In-School Suspension

As an alternative to Out of School Suspension, the Administrative Team may choose to provide an In-School Suspension. Students will be expected to complete all work assigned by their teacher(s) during the school day and may be assigned additional work as a disciplinary measure to be completed prior to the end of the school day. Students on In-school Suspension are expected to abide by all guidelines established by the Principal.

1200.5 Out of School Suspension

Students will receive Out of School Suspension if the administration determines that such action is appropriate as a consequence for a student infraction. Parents will be notified via phone call and letter.

1200.6 Expulsion

Severe infractions of the School's Handbook/ "District Code of Student Conduct may result in a recommendation for expulsion. Only the District School Board may expel a student from the school system.

1200.7 Assemblies

Respect for people and property is expected during school assemblies. At all times, the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, boisterousness and talking during a program. All food and drink must remain outside. Take the time to listen to instructions and show respect for speakers and/or performers.

1200.8 Expectations for Classroom Behavior

The classroom is the primary area of learning within the school. Your teachers will expect that your behavior and attitude in the classroom will reflect the importance learning has as your primary purpose. Classroom teachers will expect that you:

- Arrive to class on time.
- Are prepared for class with all materials necessary for class that day.
- Are attentive to the assigned task until dismissed by the teacher.
- Show respect and consideration for others.
- Demonstrate care and consideration for school property and the property of others.

1200.9 False Alarms

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled or transmitted or caused or permitted to be given, signaled or transmitted in any manner. **Under the law, false alarms are misdemeanors subject to a fine.** Such action or involvement by a student will result in disciplinary action, which includes detention, suspension, or expulsion or arrest. **Bomb threats are considered felonies.**

1200.10 Misrepresentation

Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, forgery or using false identification is considered a serious offense. The penalty for the violation of any of the above mentioned will result in one day of in-school or out-of-school suspension.

1200.11 Public Display of Affection

Public displays of affection are not appropriate at school. This includes hand-holding, kissing, hugging, etc. Students are expected to refrain from this type of activity or risk disciplinary action.

1200.12 Referrals

Administrators and faculty will use a referral for those students whose action disrupts the school community. Examples of referrals to be issued are for infractions such as, but not limited to: profanity, destruction of property, misrepresentation, stealing, disrespect, insubordination, fighting, being under the influence or possession of alcohol or drugs. If a student receives a referral the administration will assign the proper disciplinary consequence and contact the parents.

1200.13 Theft

Theft may result in suspension from school for a period up to (10) ten school days. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

1200.14 Tobacco/smoking Regulations

Our school promotes and maintains a smoke-free environment; therefore, students are prohibited from smoking or using tobacco products or having tobacco in their possession including chewing tobacco, any nicotine alternative to cigarettes, Vapor cigarettes, E-Cigarettes, etc. at any time during the school day or at any school-sponsored activities, including on the school bus or at bus stops. Before and after school, students are not to use products of this type on the school grounds. Violations will result in the following actions:

After school detention

Out of school suspension

Notification to proper authorities

Parents and teachers are prohibited from smoking on school property. No exceptions!

1200.15 Use or Possession of Drugs, Weapons or Firearms

Our school is a Drug Free Zone. The use or possession of drugs on school property, school buses (as applicable) or at school sponsored activities will not be tolerated. Violation of this policy will result in immediate notification of the proper authorities and violators will be prosecuted to the fullest extent of the law.

A student shall not possess, handle or transport weapons. Students violating this policy are subject to suspension, expulsion and/or arrest. Weapons: guns, knives, razor blades, tear gas or any mixture of chemicals used as a weapon or anything that resembles or could be considered a weapon on school grounds, on buses (where applicable) at school bus stops (where applicable) or at school related activities.

The school prohibits any visitor (except law enforcement officers as defined in Chapter 943, Florida Statutes) from bringing a firearm or weapon on school grounds. This includes, but is not limited to, possessing or carrying a firearm or weapon on his/her person, in a vehicle, container or other conveyance.

Absence Notification Form

Directions for Parents:

Please complete the Absence Notification Form within 2 days of the student's return to school to help school officials determine the excused/unexcused status of the absence(s). Students will receive a readmit to class the following morning certifying the status. Please keep the readmit for your records. The Attendance Review Committee may request it if a student has accumulated 3 or more absences in a semester course or 10 or more absences in an annual course.

Attach any necessary documentation to this form. Three or more consecutive absences require a doctor's note or other documentation. In an effort to standardize attendance procedures to review school absences, no other letters/forms will be accepted.

Student's Name: _____ ID#: _____ Grade: _____
Last First

Date(s) of absence(s): _____ / _____ / _____ to _____ / _____ / _____

Parent's Signature: _____ Print Name: _____

Parent Contact Information: Home Phone: _____ Cell Phone: _____

Reason for absence(s) (Use the back of this form if necessary):