

Christa McAuliffe Charter Elementary School Student/Parent Handbook 2019-2020





Dear Students and Parents,

Welcome to Christa McAuliffe Charter Elementary! This handbook was designed to give our families important information regarding our policies and procedures for the 2019-20 school year.

Our staff will do our best to create a safe and secure environment for your child, as well as a meaningful and fun learning environment.

Please review each page carefully and keep this booklet on hand should you need to know the proper way to call in absences and update pertinent contact information.

If you have any further questions regarding the operating procedures of our school, please do not hesitate to contact my secretary, Sharon Lee, to schedule an appointment. I look forward to another exciting and enriching school year.

Sincerely,

Kevin Brown
Principal

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School Staff Listing

Administrative Staff

Kevin Brown, Principal
Kelly Weeks, Assistant Principal
Sharon Lee, Secretary

Office Staff

Kelly Collier, Receptionist
Emely Torres, Information Specialist

Support Staff

Mallelin Rodriguez Bravo, Café Assistant
Mark Clark, IT Specialist
Jen Herzfeld, Clinic Assistant
Luz Llerena, Café Manager
Eric McAuley, Maintenance
Gene Raphael, SRO
Stephanie Somers, Café Assistant

Kindergarten Teachers

Deanna Arocho
Tiffany Chobrda
Jamie Jacobs
Dawn Leepper
Stephanie Lockhart
Joy Valente
Alicia Wallace

First Grade Teachers

Dawn Combs
Yesenia Cosimelli
Megan Pierce
Lee Ann Smith
Diane Sporney
Sue Stafford

Second Grade Teachers

Sherry Anderson
Jessica Andrews
Tiffany Lanzone
Nichole Moore
Gelsy Rodriguez
Cristina Ryan

Third Grade Teachers

Amy Cardwell
Melissa Downey
Amy Harrington
Amy Pawloski
Desiree Salmiery
Lea Vozzella

Fourth Grade Teachers

Carol Evenson
Shelley Jones
Jennifer Kennedy
Dena Kowalski
Christi Llanes

Fifth Grade Teachers

Trisha Bissler
Lisett Hernandez
Natalie Herrschaft
Matt Laubhan
Jennifer Williams
Kathryn Zarrillo

Specialty Teachers

Mary Adams, Speech Pathologist
Lisa Bologna, Reading Interventionist
Wendy Hearyman, P.E. Teacher
Kolby Baty, ESE Teacher
Carrie Freshour, Music Teacher
Michelle Ortolano, 1st Grade Floater
Kristi Troxell, Math Coach
Tanya Sykes, Math Coach
Amy Ursitti, Student Support Specialist
Christina Ziccardi, Reading Interventionist

Paraprofessionals

Joana Alves, ESOL
Jen Bowman, Art
Tiffany Fortini, Reading
Krystal Hale, Kindergarten & 1st
Dawn Oliver, Physical Education
Pam Welch, 2nd Grade
Katie Joachim, STEM
Ashley Toney, Media

General School Information

School Hours

6:15 – Before school program begins (Parks & Recreation)

7:45 – Students may enter building

8:05 – First Bell – Students enter classrooms

8:15 – Final Bell – Instruction begins

8:20 – Tardy Bell

3:00 – First Dismissal Bell – Bus Dismissal Begins

– Final Bell – Carline Dismissal Begins

– 6:00 – After school program in session (Parks & Recreation)

Office hours: 7:45 – 4:00. Students not picked up by 3:45 will be held in the office and **parents will be charged for this service** depending on circumstances.

Students needing supervision prior to 7:45 am or after 3:45 pm will be required to register with Parks and Recreation.

Fees are as follows:

\$20.00 Registration Fee

Before School drop-off (6:15 am – 7:45 am) \$6.00

Afterschool drop-off (3:00 pm – 6:00 pm) \$10.00

At no time are students permitted on campus without supervision.

Transportation

Parents are responsible to provide transportation for their children to and from school daily. Busing may be requested by filling out an application (available in the office or on our website) and turning it in to the front office. **Transportation forms must be submitted prior to the July 15th to receive bus transportation for the first day of school. Families submitting Transportation Request Forms after July 15th will not be assigned to a bus until approximately September 15th. After September 15th, routing requests can take approximately one week to process.**

We do offer limited bus service for our students. Stops in centrally located public areas are designed to provide equal access to all students assigned to the stop. Once a route has reached capacity, a waiting list will be created and students will be added by the receipt date of their application.

The City of Cape Coral Parks and Recreation also provides on-site before and after school care. You must contact their office directly at (239) 283-4511, ext 353 for additional details or to enroll your student.

After School Activities

Various after school activities are offered at our school during the year, including clubs and enrichment classes. Information will be sent home as these opportunities become available. It is very important that students are picked up from these activities on time, since the office will be closed when the activities end, and the sponsoring adult may not be able to contact you.

JUL 4 [Independence Day](#)

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2020						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Winter Break
6 Hurricane Makeup Day
7 Professional Duty
20 M.L. King, Jr Day

5, 8, 9 Teachers' First Days
6, 7 Teacher In-Service
12 Student's **FIRST DAY**

AUGUST 2019						
S	M	T	W	Th	F	S
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FEBRUARY 2020						
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23	24	25	26	27	28	29

10 Teacher In-Service
17 [Presidents' Day](#)

2 [Labor Day](#)
25 Early Release Day
29-30 Rosh Hashanah

SEPTEMBER 2019						
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29	30					

MARCH 2020						
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29	30	31				

4 Early Release Day
12 End of Quarter 3
13 Professional Duty
16-20 Spring Break

9 Yom Kippur
11 End of Quarter 1
14 Professional Duty
23 Early Release Day

OCTOBER 2019						
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APRIL 2020						
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19	20	21	22	23	24	25
26	27	28	29			

10 Good Friday
12 Easter Sunday
13 Easter Monday

11 [Veterans Day](#)
25-29 Thanksgiving Break

NOVEMBER 2019						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

20 End of 2nd Quarter
20 Early Dismissal Day
22-30 Hanukkah
23-JAN 3 Winter Break

DECEMBER 2019						
S	M	T	W	Th	F	S
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29	30	31				

MAY 2020

S	M	T	W	Th	F	S
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31						

25 [Memorial Day](#)

JUNE DATES

JUNE 2: Early Dismissal Day
JUNE 3: Student **LAST DAY** and Early Dismissal
JUNE 4: Professional Duty
JUNE 5, 8, 9: Hurricane Make-Up Days

JUNE 2020						
S	M	T	W	Th	F	S
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21	22	23	24	25	26	26
27	28	29	30			

	Teacher First Days
	PD Early Release
	Professional Duty Day
	Hurricane Make-up Day
	Teacher In-Service Day
	Early Dismissal
	Holiday—Schools Closed

Dress Code & Uniforms

Christa McAuliffe requires all students to wear school uniforms. It is our belief that clean, appropriate dress habits are helpful to the development of good citizenship and proper behavior. Students are asked to wear clean clothes. For reasons of health and respect, no hats or scarves are to be worn during the school day. For safety purposes, no dangling earrings or lengthy necklaces are allowed.

Hair must be a natural color. Hair styles that are distracting or inappropriate for school are not permitted (i.e. mohawk, bleached hair, artificially colored hair, color streaks, designs shaved in heads, etc.). Students will be permitted to wear nail polish as long as it is not a distraction. Jewelry should be limited to an appropriate necklace, single bracelet, rings, or earrings. Earrings should not be hoops. Students should not be wearing make-up or artificial nails. Bandanas, glitter, tattoos, colored hair gel, and silly bands are not acceptable.

Uniform shirts must be purchased and are available in navy, red or white. These polo style shirts have the school logo embroidered on the front. All uniforms must be ordered online through AppleStitch or Proamar. Please go to our school's website, CMECHARTER.net to find the link.

Your student's **uniform bottoms** can be purchased at any local store. Navy or khaki shorts, skorts, pants or capris are all acceptable. Solid color leggings can be worn during cooler months.

Sneakers are required for safety reasons. Students are not to wear any form of slip-on shoe or boots.

In addition, a plain colored (red, white, or navy) sweater, jacket, or sweatshirt is allowed for colder weather. CME logo sweatshirts can also be purchased through Applestitch.

Every Friday we have school Spirit Days. Each Friday, students may wear jeans if they pay the fee of \$25.00 at the beginning of the school year. The money collected will fund special student activities throughout the year. Spirit shirts can be worn for fun (with uniform bottoms) and there is no charge.

We have become large donators to Goodwill! Please label your children's personal belongings, including sweatshirts, sweaters, jackets, lunchboxes, and backpacks with your student's **FIRST AND LAST NAME**. All items found with a name will be returned. All unlabeled items go into the Lost and Found for a period of time. The school is not responsible for lost and found items after a reasonable amount of time.

Lunch Program

Our school participates in the National School Lunch Program. Hot lunches are served daily. Lunches are \$3.50 each and preferably be pre-paid. Each month a menu will be sent home. Limited breakfast items are available as well; breakfast information is included with the monthly menu. Families may pay on-line for school meals by going to www.myschoolbucks.com. If your family is experiencing financial hardship, you may apply for a free or reduced lunch price. Please contact the front office for the appropriate forms or you can refer to our school website for an on-line application.

When sending in lunch orders throughout the year, please place the order form and payment (cash or check) **in a sealed envelope with your child's first AND last name** and the teacher's name. If paying with check, please make it payable to "Christa McAuliffe Elementary" and if you are paying with cash, please provide the exact amount; change cannot be provided.

Enrollment & Withdrawal Information

Enrollment

Enrollment is processed on a first come, first served basis unless a lottery system is needed. When our school is at capacity, waiting lists are formed and preference is given in the following order:

- Siblings of Current Students
- Wait List Number Order

Withdrawals

When a student moves to another school, a minimum of 48 hours advance notice is requested which enables us to process the withdrawal as quickly as possible. Before a withdrawal can be processed and records released:

- Parents must complete a withdrawal form

- All school supplied materials (classroom texts, library books, etc.) must be returned
- Lunch accounts must be up to date

Emergency Contacts

All parents are required to sign their Emergency Contact Form each year, verifying your address, phone numbers **and list of all persons allowed to pick up your child from school. Parents must complete an Emergency Contact Update Form if there is a change in address, phone numbers or contacts.** Up-to-date numbers are essential in case of emergency.

When submitting a change of address, proof of residency must be provided. This must be an electric or water bill or a signed lease agreement. If you are residing with someone who is not the parent/guardian of your student and your name does not appear on the utility bills, a notarized letter from the primary bill payer, must accompany the utility bill. This notarized letter should include your name, your student's name and the address where you are residing.

Student Records

Parents have the right to view their child's records. If you would like to see these, you may set up an appointment with the Support Specialist, Amy Ursitti by calling the office. During the conference the Support Specialist may interpret various entries and test information. The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen years of age certain rights with respect to student's educational records:

- 1 The right to inspect and copy the student's education record within a reasonable time of the day the school receives a request for access.
- 2 The right to request the amendment of the student's education records that the parent/guardian believes are misleading, irrelevant, or improper.
- 3 The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
- 4 The right to a copy of any school student record proposed to be destroyed or deleted.
- 5 The right to prohibit the release of directory information concerning the parent's/guardian's child.
- 6 The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Policies & Procedures

Visitors:

For the safety and security of our students and staff, we insist that everyone who enters the school property go directly to the office to sign in. You will be asked to present a driver's license for scanning purposes, and will receive a visitor's pass. **This pass is dated and must be worn at all times on campus. Visitors are not allowed to be unescorted on campus. You may not enter the classroom building for an event with a visitor pass.**

All school visits to a classroom to meet with a teacher must be arranged ahead of time by calling the teacher. Until additional security measures are in place, parents are not permitted to have lunch with their student(s).

Volunteers:

Parents who have completed their full criminal background check will be issued a volunteer pass upon signing in. **This pass must be worn at all times on campus. Volunteers are authorized to be unescorted on campus and may attend classroom events.** For further information on volunteer hour requirements, please refer to the parent involvement section of this handbook.

Security and Safety:

Child Custody – If a parent is divorced or separated, or a non-parent adult is a child's legal guardian, copies of agreements, court orders, and other documents relating to custody or contact with the non-custodial parent **MUST be on file** with the principal. Such agreements, court orders, or other documents must be updated regularly. This policy is for the safety of the child, and the respect of the court and all parties involved.

Student Drop Off and Pick Up: For the **safety and security** of our students, the following policy will be enforced at our school regarding drop-off and pick-up procedures:

Morning drop-off – **ALL students must be dropped off using the car line** (please see updated map due to construction). The only exceptions will be for the before school program (up until 7:30 A.M.), and for parents having conferences with staff or office business who need to park in the front lot. This is for SAFETY purposes. **You will not be allowed to escort your child to class, except for Kindergarten students during the first two days of school ONLY.**

Students will not be allowed into the classroom building until 7:45 AM. When students arrive on campus they should go directly into the building and wait in the hallways by their classrooms. Hallway behavior is monitored by both school staff and safety patrol members.

Points to remember: The tardy bell rings at 8:20am.

- **If you are still waiting in the car line after 8:20, your child will NOT be marked tardy.**
- **If the car line has ended, then parents need to bring their child to the front office to drop off students who are late.** The parents MUST come into the office to sign the student in and provide a reason for the tardiness. Please check first to see if the car line is still running to avoid attendance issues.
- **Students who arrive late by bus will not be marked tardy.**
- Parents needing to pick up their child during the school day for an appointment must also come into the office and sign the student out. Advance notice of early dismissals is required. Early dismissals do count as a tardy. Please see the attendance policy section of this handbook for more details.

Afternoon pick-up – ALL students must be picked up in the car line. 1st grade parents must use the 29th Street entrance and form a DOUBLE line. Afternoon VPK & Kindergarten parents must use the carline at the front of the building. A carline map was provided in your parent packet. Please stay in your cars and your child will come to you. Carline dismissal begins at 3:15. **You MUST display our yellow/blue dismissal card on dashboard including student name. If you do not have your card, your child will not be released to you.** You will need to pull forward as far as possible and park your car. Then go to the front office to request another card. In the meanwhile, your child will be

brought to your car. **ANY requests for altering this procedure** must be submitted in writing (forms available in the front office) and approved in advance by the principal.

If your student is not picked up by 3:45 pm, he or she will be placed in Parks and Rec aftercare (for a fee).

Carpooling – Additional dismissal cards may be requested in the front office if your family utilizes a carpooling system.

Changes in Transportation

If a student needs to be picked up before dismissal, a written note must be sent to the teacher or office in advance. If there is a change in the way your child goes home, a written note must be sent to the teacher. Otherwise, your child will go home in the normal way. **We will not change a student's transportation unless we have a parent note. We will accept emergency phone calls but you must call before 2:30pm.** Students will NOT go home with a friend by car. Students are not allowed to go home by bus with a friend for any reason.

Clinic Information

Our school clinic is a comfortable spot for a sick child until he/she recovers or is taken home. It is supervised by a trained and understanding clinic assistant. The assistant relies on information from parents to keep the files updated. A Student Health Information form must be completed and updated for every student. For a child's safety, the school should always know how to contact parents or friends in case of a child's illness or emergency. Please see the emergency contacts section of this handbook for additional information.

Returning to School after Illness – If your child has been ill, the following guidelines apply. Before returning to school, your student must be:

- fever free for 24 hours without the use of medication
- vomit free/diarrhea free for 24 hours without the use of medication

Fevers – Your child will be sent home from school if his/her temperature is 100 degrees or higher. Children with this temperature are considered contagious and cannot remain in school.

Vomiting/Diarrhea – If a student has vomited or has had multiple episodes of diarrhea during school hours, a parent/guardian will be called to come pick up the student. Children should be vomit free/diarrhea free without the use of medication for 24 hours before returning to school.

Rash – Students with rash or hives will be sent home. Parents/guardians will be expected to pick up students. A doctor note is required upon returning to school.

Injuries – If your child is returning to school with an injury requiring a cast or crutches **your child must return with a doctor note explaining:**

- that the child is wearing a cast/needs the use of crutches
- limitations such as PE class and the use of playground equipment Special permission for elevator use can be granted for use of crutches.

Pink Eye – if your student has a suspected case of pink eye, you will be required to pick up your student and a doctor's note will be required before your student can return to class.

Head Lice – Head lice infestation is considered a communicable disease. Therefore any student having a case of head lice will be considered contagious and will be excluded from school until treated. Our school follows the recommendations of the National Pediculosis Association in dealing with exclusion and readmission of students with head lice. This includes a NO NIT policy, which says that all nits (eggs) must be removed from the hair before your child will be readmitted to school. If it is discovered that your child has head lice, you will be called. If we cannot reach you, we will attempt to reach one of your emergency contacts. Your child will be sent home with a letter of explanation and recommendation for treatment. Your child's siblings and classmates will also be examined for lice. Upon return to school, you must accompany your child to the clinic and the clinic assistant will reexamine your student. If the student still has nits, you will have to take him/her home until adequate treatment is rendered. Classes that have had a case of lice will all be checked and parents notified.

Medication in School – Medication should be given by the parents and taken at home if possible. Medication may be taken at school only if failure to take it could jeopardize the child's health. The medication must be in its original container from the pharmacist, kept in the clinic, and taken under the supervision of school personnel. The parent must provide the school with a **parent permission form** and a **physician permission form**. Both of these forms are available from the Clinic Assistant. No over the counter medicine will be given without written permission from a doctor. Cough drops should not be brought to school by students.

Code of Conduct/General School Rules

The purpose of discipline is to create a safe learning environment, and help students develop self-control and responsible behavior. Students at Christa McAuliffe are expected to conduct themselves in a manner that will bring credit to themselves, their parents/guardians, and their school. Please review these basic school rules with your child:

- Please walk to all classes – running is never allowed in school unless for P.E. or recess.
- It is your responsibility to get all school work completed and prepare for tests.
- Treat each other the way you want to be treated. Hitting, or any behavior which is harmful to others will not be tolerated and will have immediate consequences.
- Leave candy, gum and toys (electronic games, iPods, CD players) at home.
- No cell phones or other communication devices. The school reserves the right to confiscate devices. You are expected to take home all flyers and notes to your parents in your folders.
- Harmful object should NEVER be brought to school. Doing so may result in immediate suspension. Textbooks, AR books, and library books are on loan to you. If you lose them, you must replace them. You will be respected by adults and we will be respected by you.
- School is a place for learning and inside voices in the halls and rooms are expected.
- There will be no use of foul language nor any words that are hurtful to others at this school.
- There is a no tolerance policy for bullying. Bullying is defined at CME as unwanted and **repeated** verbal or physical behavior that creates an intimidating, hostile or offensive educational environment.
- Many people work hard to keep the school clean; your assistance is appreciated.
- Parents are encouraged to work with the school in matters of discipline. The School District of Lee County Code of Conduct is available at www.leeschools.net in the student services section. Please discuss this with your child and return the signed form to the school.
- If you wish to bring an animal to school for a class viewing, **please arrange the visit with the classroom teacher**. Usually large animals will be shared outside the classroom building. All animals must either be on secure leashes or in secure cages.

Alcohol, Drugs, Tobacco – The use, possession, or sale of alcohol, drugs, and tobacco will not be tolerated at school. Any student violating this rule will be referred to the proper authorities for legal

prosecution. They will also be referred to school authorities and/or the City of Cape Coral Charter School Governing Board for suspension and/or expulsion.

Weapons – No one at Christa McAuliffe shall possess, use, or store a weapon (this includes a look-a-like weapon or an item that has been modified to use as a weapon) in or on school property, school vehicles, or at school-related activities. Any student violating this policy will have consequences previously stated in this section.

Cafeteria – Our cafeteria will be a comfortable place to eat if all students act appropriately. When entering the cafeteria, students bringing their lunch may walk directly to their table. Students buying lunch will check in with the cashier, walk into the kitchen, wait politely in line, receive their food, and walk to their table. If everyone follows the rules listed, the cafeteria will be an enjoyable place for everyone's lunchtime.

- 1 Keep hands and feet to yourself.
- 2 Stay seated unless given permission to use the restroom.
- 3 Use good table manners and clean up after yourself.
- 4 Always be kinds and helpful to those around you.
- 5 Immediately report a problem to teacher on duty.
- 6 Use indoor voice.
- 7 No saving seats.
- 8 Do not share food.
- 9 Do not take food items left behind.

Playground – Recess is a privilege, not a right. As long as you are making good choices, you will be allowed to attend recess and play. The following rules will help make sure that recess on the playground is safe:

1. Stay on the playground with your class.
2. Act in a way that does not create a problem for you or your classmates.
3. Play games fairly. You may be left out of a game if you don't follow rules.
4. No fighting, play fighting, wrestling, or any other contact is permitted.
5. Talk to others with nice language – profanity is not tolerated.
6. Use equipment safely and properly. **(Do Not Destroy)**
7. Slide down the slides – do not climb up. Don't go down head first.
8. Include others in your games and make sure no one is left out.
9. Remember to bring in all jackets, sweatshirts, and sweaters.
10. Have fun and treat others like you would like to be treated.
11. If you have a problem, tell an adult immediately.
12. Do not leave the playground by yourself for any reason.

Bus – Busing is a service provided to help families with transportation issues. Please remember that it is a privilege to run a school bus and the same rule apply on the bus as they do in school. In order for students to have a safe experience on the bus, the following guidelines should be followed:

1. Obey the bus driver's requests.
2. Stay in your seat at all times.
3. Keep your hands inside the vehicle at all times.
4. Talk only in a quiet voice, no yelling.
5. Don't bother others.
6. Never throw anything off of the bus.
7. No food or candy on the bus.

Siblings of Students – Children who are not enrolled in our School System are not allowed to be on school grounds during school hours with the exception of lunch time visits in the café or events held in the cafeteria.

Harassment

Everyone who works and learns in the City of Cape Coral Charter School System has a right to feel respected and safe. A harasser may be a student or an adult. Sexual harassment and discrimination based on race, color and national origin is against the law. Please refer to the Lee County School District's Code of Conduct for more detailed information.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, staff member or administration. You may also make a written report and give it to a teacher, counselor or the principal. Your right to privacy will be respected as much as possible. We take seriously all reports of harassment and will take all appropriate action to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct. The school will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

Discipline – **Core Beliefs That Guide Enforcement of School Rules and Expectations** Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences. Our school staff dedicates itself to following a set of **Core Beliefs** that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences. Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

CORE BELIEFS FOR OUR SCHOOL

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher or staff member.

2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students/parents may request a discussion with the teacher if the consequences appear to be unfair.
7. School problems will be handled by school personnel.

If a student's behavior is inappropriate, parents will be contacted either by use of the student planner/folder, by phone, or email. Your concern and assistance in resolving the problem is requested if the student cannot solve the problem. Open communication between parents and staff is necessary if we are to be successful in correcting small problems before they become big ones. If your child comes home and tells you of an issue at school that upsets you, please give us the courtesy of calling the appropriate staff member to voice the concern and listen to the other side of the story before being judgmental. **Teachers should always be called first to resolve issues before contacting the principal.** We are interested in working through problems and getting down to the truth in every matter.

The severity and recurrence of a rule infraction will determine which of the consequences will be given. Attention to each child's previous discipline issues will be carefully considered.

Please refer to the Lee County Code of Conduct for clarity on the levels of disciplinary actions. Any discrepancies between the Code of Conduct for Students and the School Parent/Teacher Handbook will be resolved in favor of the penalties outlined in the Code of Conduct for Students.

We have a systematic school wide discipline policy. The list below defines the consequences for breaking classroom/school rules (see pages 12-13):

First infraction: verbal warning given to student

Second infraction: verbal warning given (also written in planner) plus time out

Third infraction: phone call home to parent with additional time out

Fourth infraction: principal conference and mandatory detention

Additional infractions: (according to the principal's discretion, see below):

Detention

In-school suspension (ex: lunch, recess)

Out of school suspension

Expulsion

Definition of a Severe Disruption (student immediately moves to 4th infraction) – includes the following but is not limited to:

1. A child inflicts physical or mental harm on another person.
2. A child destroys property.
3. A child repeatedly refuses to obey a teacher or staff member.
4. A child uses profanity.

Immediate Grounds for Out-of-School Suspension. Includes the following, but is not limited to:

- 1 A child strikes a staff member.
- 2 A child brings any object that could be used as a weapon to harm or threaten another child.
- 3 Consistent insubordination as documented by the principal.
- 4 Any infraction that warrants out of school suspension due to the Lee County Code of Conduct.

Teachers use various in-class behavior management programs, and they will be explained to you during the annual open house.

The list below defines the consequences for breaking **bus rules** (see page 14):

First infraction: verbal warning given to student by bus driver

Second infraction: seat change or other immediate consequence

Third infraction: verbal notice to principal and parent phone call

Fourth infraction: written referral and mandatory detention

Fifth infraction: bus suspension

Additional infractions: (according to the principal's discretion, see below):

In-school suspension

Out of school suspension

Expulsion

*These infractions are subject to change as deemed necessary by administration

Homework

Students will be given class time to complete all assignments. Students who are unable to complete assignments in the class time provided will need to complete their work at home. Additional at-home work may include: studying for tests, reviewing spelling words, reading AR books, practicing math facts, etc.

Work sent home by the classroom teacher may receive a lower grade if it is not turned in completed the following school day. This is to ensure that students do not fall behind in their class work.

Any questions regarding work sent home should be addressed with the classroom teacher.

ATTENDANCE

Cape Coral Charter Schools Basic Attendance Policy Every student is expected to be on time and present each school day. Regular attendance is essential for a student is to make use of the educational opportunities we provide. Parents are solely responsible for their children's regular school attendance. If a student is absent from school, it is their responsibility to make up the work missed during this time period. If a student misses more than one day, the parent may contact the school to collect information about assignments missed. Teachers should be given a full day to prepare missing assignment packets. Same day request may not be honored. For making up work, students will have the same number of days missed plus one day for completion.

Reporting Absences

When a child is going to be absent, please promptly report the absence to the school by phone call or e-mailing the teacher. Your message should include the child's full name, the date of the absence, and the reason for the absence. If you are unable to notify the school by phone or e-mail, a written excuse including the same information with a parent signature will be accepted upon the child's return to school. Students who miss school for more than three (3) days in a row will need a doctor's excuse. Excused & Unexcused Absences: Only the school principal or designee is authorized to excuse an absence, and these may include:

Excused Absences

1. Illness of the Student
2. Illness of an immediate family member
3. Death in the immediate family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena
6. Scheduled medical or dental appointment
7. Students having, or suspected of having, a communicable disease 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—24 hours fever free.

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. Students transferring to Lee County who are considered homeless, children of a military family or are under the care of the Division of Children and Families, have a 30 day waiver of both health examination and immunization requirements. Make up Work: Make-up work for credit and grade is allowed for all excused absences. Immediately upon return to school, the student will be given the number of days absent plus one additional day to make up all work missed.

Tardiness

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.
2. Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
3. Tardiness to any class without documentation may be considered unexcused.
4. Habitual tardiness is defined as six (6) or more tardies to school or to an individual class per quarter. For enforcement of compulsory school attendance, (3) unexcused tardies or unexcused sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.
5. Principal has the discretion to excuse tardiness for extenuating circumstances.
6. Unless excused under the provisions of this policy, accumulated tardiness can be recorded as unexcused absences.

Early Sign-Outs

Early sign-outs are defined as a parent or guardian signing out a child before the end of the school day.

1. No student shall be released within **the final 30 minutes of the school day** unless the principal/designee determines it is an emergency.
2. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of nonattendance.
3. For enforcement of compulsory school attendance, (3) unexcused tardies or unexcused sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.

Habitual Truancy

Whenever any student has a total of fifteen (15) unexcused absences from school within ninety (90) calendar days, with or without the knowledge or consent of the parent, s/he will be considered habitually truant. The Board authorizes the Superintendent to inform the student and his/her parents of the record of excessive absences as well as the Authority's intent to notify the Department of Highway Safety and Motor Vehicles, if appropriate. The Superintendent is authorized to file a truancy petition under F.S. 984.151 if a student has accrued at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) calendar day period or has had more than fifteen (15) unexcused absences in a ninety (90) calendar day.

Parent Volunteer Information

Parent Volunteer Requirement **Parent/Guardian Volunteer Hours are a requirement for all families in our school system.** Your student's success will greatly improve with your participation. **Each family must participate in a minimum of 12 Parent/Guardian Volunteer Hours each school year in order to keep your child's seat in our system.** If your children are enrolled in multiple schools in our system, you may split your time as you see fit.

Each volunteer must have a background clearance on file at one of the City of Cape Charter Schools.

An updated application must be completed each year to renew your clearance. PLEASE
NOTE: You will not receive credit for any involvement until your background clearance is complete. Parents will not be allowed in the classroom building if their clearance is not complete. No siblings are allowed to accompany parent volunteers while on school campus.

Once you are approved, you must check in and out at the front office each time you come on campus. If you do not check out properly you will not receive credit for that time. **It is your responsibility to ensure your time is accurate by signing in and out in the front office.** If you are helping "off-site" or "after-hours", please fill out an "Off-Site Hours Report form" (available in the front office) and return it. Your form must have an authorized signature for you to receive credit.

Our school policy allows for parents to volunteer up to one hour per week in your own child's classroom. If you have multiple children, you may be in each classroom up to one hour.

Guidelines for School Involvement:

1. Be dependable & reliable.
2. Remember that you are acting as a role model.
3. Dress appropriately.
4. Keep every student's school work & behavior in confidence.
5. Don't be disappointed if your child's teacher doesn't need help.
6. Check with your Parent Involvement Coordinators to find the job that suits you.
7. **NEVER** allow children to walk around campus unescorted.
8. **NEVER** administer corporal punishment or determine punishment.
9. **NEVER** contact parents regarding performance or behavior of a student or students.
10. **NEVER** take a student off of campus without signing out with the front office.

Assignment Planners/Progress Reports

Planners will be required for all students in Grades 2-5. The purpose of planners is to teach responsibility and organization skills to students. Planners are free. It is each student's responsibility to use the planner for assignments. Parents and teachers will use the planner to communicate necessary information with each other. In addition, the school will provide newsletters and other types of communication (classroom websites, etc.). We will be responsible to communicate everything necessary to parents, and we ask that parents read all of our information and **sign your child's planner each night.**

Please keep in mind that the teacher does not give the student a grade; rather the student earns the grade. The teacher evaluates the student's progress. Interim progress reports will be sent home in the middle of grading periods. Report cards will be issued every 9 weeks of school, and parents may conference at any time with a teacher regarding student progress. We will establish conference times after the 1st quarter grades, and additional conferences may be scheduled by parent or teacher request. We encourage 100% participation at conferences for the sake of the children. Honor roll award ceremonies will be held each quarter for recognition of students earning all A's or all A's and B's on their report card. Students showing good effort will receive merit awards at the ceremony.

School Supplies

It is the parents and students responsibility to be prepared for class each day. This includes supplies such as paper, pencils, markers, etc. The classroom teachers will offer a list of the supplies required for each grade level, and this list will be distributed prior to the coming school year, and will be available at local retailers.

Classroom Parties

Teachers recognize holidays as they appear during the school year and draw attention to their cultural significance and history in our country. A classroom party may be organized for Halloween, the Christmas season, and Valentine's Day. Parents may request to the teacher or principal that their children not participate in these events and these requests will be honored with an alternate activity provided for students.

Birthday treats may be given to the child's classroom after first receiving permission from the child's teacher. Birthday celebrations will only be scheduled at the end of the day 2:30 – 3:00pm or during the teacher's planned snack time. **Please drop off treats in the front office and we will deliver to the classrooms.**

Parent-Teacher Organization (PTO)

All parents and teachers are members of the PTO, and are invited to meet each month for the purpose of promoting the general welfare of the students and school. Helping with some of the PTO sponsored activities is one way to show your desire to be involved with your child's education. These hours count towards the parent involvement hour requirement for our school.

School Advisory Council (SAC)

The School Advisory Council consists of members representing parents, teachers, support staff, community members, and administration. Please notify the principal if you are interested in serving on the SAC.

- The council serves as a resource to the principal and assists with the following: Develops, implements, monitors, and evaluates the annual School Improvement Plan
- Advises the principal on matters pertaining to the school program
- Initiates activities or programs to promote student welfare