

**Christa McAuliffe Charter
Elementary School
Student/Parent
Handbook
2011-12**





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 2011-12 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, pick up and drop off students 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, Michelle Meginley, to schedule an appointment. I look forward to another exciting and enriching school year.

Sincerely,

Jacquelin Collins
Principal

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School Staff Listing

Administrative Staff

Jacquelin Collins, Principal
Michelle Meginley, Secretary

Office Staff

Michaela Carson, Information Specialist
Tony Iannacone, Information Technology
Luz Llerena, Café Assistant
Liz Lugo, Café Manager
Jennifer Newman, Clinic Assistant
Vic Rachoza, Maintenance
Marisol Rivera, Receptionist

Specialty Teachers

Wendy Hearyman, P.E. Teacher
Heather Fisher, Media Specialist
Jenny Powless, Guidance Counselor
Joe Pace, ESE Resource Teacher
Danielle Rivoli, Speech Pathologist
Chantel Smith, Music Teacher

Classroom Teachers

Donniel Henriquez, VPK

Kacey Crader, Kindergarten
Jessica Gleason, Kindergarten
Lisa Jackson, Kindergarten
Ragin Nigro, Kindergarten
Michele Smith, Kindergarten
Sue Stafford, Kindergarten

Theresa Beuerle, 1st Grade
Dawn Combs, 1st Grade
Nicole Erol, 1st Grade
Keri Litzler, 1st Grade
Lee Ann Smith, 1st Grade
Amy Ursitti, 1st Grade
Deborah Vlahakes, 1st Grade

Lauren Collins, 2nd Grade
Diane Fenton, 2nd Grade
Dena Kowalski, 2nd Grade
Christi Llanes, 2nd Grade

Classroom Teachers Cont.

Natalie Oakley, 2nd Grade
Kathy Rivadiniera, 2nd Grade

Carrie Abes, 3rd Grade
Judy Aviles, 3rd Grade
Sherri Dahl, 3rd Grade
Casey Erny, 3rd Grade
Amy Harrington, 3rd Grade
Paula Lubovich, 3rd Grade
Kristina Walls, 3rd Grade

Stacie DelaCuesta, 4th Grade
Melissa Downey, 4th Grade
Matt Halstead, 4th Grade
Tanya Sykes, 4th Grade

Tom Adornetto, 5th Grade
Susie Bisplinghoff, 5th Grade
Anisah Conway, 5th Grade
Barbara Kraemer, 5th Grade
Tina Pink, 5th Grade

Paraprofessionals

Jen Bowman, Art
Kathleen Brady, ESE
Evelinn Cagigas, VPK
Yesenia Conway, Spanish/ESOL
Penny Faulkner, Copy Room/CME News
Joanne Fiore, 1st Grade
Tiffany Fortini, Reading Specialist
Jana Humenay, Kindergarten
Kerstin Huntington, Physical Education
Kellie Kelly, Kindergarten
Nicole Moore, Reading Specialist
Caroline Pinney, 1st Grade
Amy Teblum, Reading Specialist
Pam Welch, 2nd Grade
Debbie Winstead, Front Office

General School Information

School Hours

6:15 – Before school program begins (Parks & Recreation)
7:50 – Students may enter building (no supervision prior to 7:50)
8:05 – First Bell – Students enter classrooms
8:15 – Final Bell – Instruction begins
8:20 – Tardy Bell

3:05 – First Dismissal Bell
3:15 – Final Bell
3:15 – 6:00 – After school program in session (Parks & Recreation)

Office hours: 7:45 – 4:15. Students not picked up by 4:15 will be held in the office and **parents will be charged for this service** depending on circumstances.

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.

We do offer limited bus service for those students who are eligible. Students that live within a 2-4 mile radius (not driving distance) from the school can request transportation. Students who live beyond the 4 mile radius may request transportation to qualify for a “depot stop”. These stops are in centrally located public areas and are designed to provide equal access to all students assigned to these stops. 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.

School Calendar

AUGUST 2011				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER 2011				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 2011				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER 2011				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 2011				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

IMPORTANT DATES

Aug 1 Professional Duty Day
 Aug 2 In-Service Day
 Aug 3 In-Service Day
 Aug 4 Professional Duty Day
 Aug 5 Professional Duty Day

1st Quarter (47) Student Days

Aug 8 First Student Day
 Sep 5 Labor Day (no school)
 Sep 29-30 Rosh Hashanah *
 Sep 30 Hurricane Make Up Day
 Oct 8 Yom Kippur (no school)
 Oct 10-14 FTE Week
 Oct 14 End of 1st Quarter

2nd Quarter (43) Student Days

Oct 17 Professional Duty Day
 Oct 18 First Day of second quarter
 Oct 18-21 Parent/Teacher Conferences
 Nov 11 Veterans' Day (no school)
 Nov 22 Early Dismissal
 Nov 23-25 Thanksgiving Break (no school)
 Dec 20, 21 Early Dismissal
 Dec 21 End of second quarter
 Dec 21-28 Hanukkah *
 Dec 22-Jan 2 Winter Break (no school)

Jan 3 Hurricane Make Up Day
 Jan 4 Professional Duty Day

3rd Quarter (43) Student Days

Jan 5 First Day of third quarter
 Jan 16 MLK Day (no school)
 Feb 13-17 FTE Week
 Feb 20 President's Day (no school)
 Feb 21 In-Service Day
 Feb 28- Mar 1 FCAT Writing (4th Grade)
 Mar 8 End of third quarter
 Mar 9 Professional Duty Day
 Mar 12-16 Spring Break (no school)

4th Quarter (47) Student Days

Mar 19 First day of fourth quarter
 Apr 6 Good Friday (no school)
 Apr 8 Easter
 Apr 9 School's Closed
 Apr 7-14 Passover
 Apr 16-27 FCAT Testing Dates (3rd-5th)
 May 22, 23, 24 Early Dismissal
 May 24 Last day for students
 May 25 Professional Duty Day
 May 28 Memorial Day

JANUARY 2012				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY 2012				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

MARCH 2012				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL 2012				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MAY 2012				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- Schools Closed
- Early Dismissal—Students
- Hurricane Make-Up Day
- In-Service Day/Professional Duty Day - Non-Student Day

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 with shirts buttoned. For reasons of health and respect, no hats nor 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. mohawks, bleached hair, artificially colored hair, color streaks, 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 bandz are not acceptable.

Uniform shirts are purchased through our PTO at \$10 each and are available in navy, red or white. These polo style shirts have the school logo imprinted on the front.

Your student's ***uniform bottoms*** can be purchased at any local store that carries school uniforms. Target, Wal-mart, JC Penney's and Beall's all carry uniforms. Navy or khaki shorts, skorts, pants or capris are all acceptable. Cargo pants, pants with zippered pockets on the side, baggy pants and bottoms purchased outside of the uniform department are not permitted.

Sneakers are required for safety reasons. Students are not to wear any form of slip-on shoe since they have recess daily and PE twice a week. Absolutely no shoes with wheels or lights are allowed.

In addition, a plain colored (red, white, or navy) sweater, jacket, or sweatshirt is allowed for colder weather. Our PTO sells CME logo sweatshirts. If you'd like to purchase one, order forms are available in the front office.

Once each month we have school Spirit Days. On the first Friday of each month, students can wear jeans if they pay the fee of \$1.00. This money is collected to help fund special community projects. All other Fridays, spirit shirts can be worn for fun (with uniform bottoms) and there is no charge.

\$1.00 Jeans Days

Friday, Aug 12 th	Friday, Nov 4 th	Friday, Feb 3 rd	Friday May 4 th
Friday, Sept 2 nd	Friday, Dec 2 nd	Friday, Mar 2 nd	
Friday, Oct 7 th	Friday, Jan 6 th	Friday, Apr 13 th	

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. Please LABEL!

Lunch Program

Our school participates in the National School Lunch Program. Hot lunches are served daily. Lunches are \$3.00 each and should 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. 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 can not be provided.

Enrollment & Withdrawal Information

Enrollment

Enrollment is processed on a first come, first served basis. When our school is at capacity, waiting lists are formed and preference is given in the following order: 1) siblings of current students 2) current VPK students 3) students transferring from Oasis Elementary.

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 and phone numbers ***and listing 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 guidance counselor by calling the office. During the conference the counselor 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 visitors pass.**

All school visits to a classroom to meet with a teacher must be arranged ahead of time by calling the teacher. ALL visits to our campus will be logged as parent involvement hours; therefore it is important to sign out at the office when you leave. If you don't sign out, you will not receive credit for your time spent at school. You are welcome to have lunch with your child on any school day. **Please remember that children who are not enrolled in our school are not allowed on school property during school hours.**

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.

F.A.Q.

Q: Can I come into the classroom for a birthday party without having my background clearance done?

A: No. Anyone entering the classroom building must be a cleared volunteer.

Q: Can I attend an event in the cafeteria (i.e. honor roll ceremony or play) as a visitor without a background clearance?

A: Yes. A visitor without a completed background clearance can attend events that are held in the cafeteria. They must first stop in the office to have their driver's license scanned.

Q: Do I have to have to be a cleared volunteer to go on a field trip with my child?

A: Yes. Parents act as chaperones on field trips and are responsible for supervising students. Therefore, a background clearance is a prerequisite.

Q: If I volunteer to help out with field day or an outside event – do I need to be cleared?

A: Yes. If you are working with students – you must be cleared.

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** (entrance on 29th street). 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 and VPK students during the first week of school ONLY.**

Students will not be allowed into the classroom building until 7:50 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 tardies. 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. Use the 29th St. entrance and form a DOUBLE line. VPK parents must use the line closest to the curb. Please stay in your cars and your child will come to you. Dismissal begins at 3:15. **You MUST display our yellow dismissal card on your dashboard indicating your child's name. If you do not have your yellow card your child will not be**

released to you. You will need to go to the front office to request another card and then return to the car line. **ANY requests for altering this procedure** must be submitted in writing (forms available in the front office) and approved in advance by the principal.

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 verification of caller must be provided. 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 can not remain in school. Children who report to the clinic with less than 100 degree temperature will be observed then sent back to class if no other symptoms are present.

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. These include 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. In some cases, use of tweezers on each hair shaft is the only effective means of removing nits. 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.
- 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, and 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. Use inside voices.
2. Use your manners at the table.
3. Clean up your area when you are finished.
4. If something falls on the floor, please pick it up and throw it away.
5. Please do not share food, or bother another person to give you their food. Your lunch is your lunch only.
6. When you are done, throw your trash away in the garbage can that comes to your table, including any items on the floor that have dropped.
7. Please line up when you are told and wait quietly in line for your teacher to pick up your class.

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.
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.
12. Do not leave the playground by yourself for any reason.

Bus – Busing is a service provided to help families with transportation issues. 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.

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, counselor or the principal. 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.

LOVE AND LOGIC 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.
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, or 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 11-12):

- | | |
|--------------------------------|--|
| 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 Thursday after-school detention |
| Additional infractions: | (according to the principal's discretion, see below): |
| | In-school suspension |
| | Out of school suspension |
| | Expulsion |

Definition of a Severe Disruption (student immediately moves to 4th infraction)

1. A child inflicts physical 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:

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.

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 pages 12-13):

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 Thursday after-school detention
Fifth infraction:	bus suspension
Additional infractions:	(according to the principal's discretion, see below): In-school suspension Out of school suspension Expulsion

No Homework

Our school has a no homework policy. However, this does not mean that students will not have work to complete at home on occasion. Students will be given class time to complete all assignments. Some at-home work may include: studying for tests, reviewing spelling words, Guided Reading, etc. In addition, students who are unable to complete assignments in the class time provided will need to complete their work at home.

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

Policy

Every student is expected to be on time and present each day school is open during the school year. Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Parents are solely responsible for their children's regular school attendance.

If a student is absent from school, it is the student's responsibility to make up 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 must be given a full day to prepare missing assignment packets. Same day requests may not be honored.** For making up work, students will have the same number of days they missed plus one day for completion. (i.e. if a student is absent three days, he/she will have four school days to complete the work.)

Reporting Absences

When a child is going to be absent, you must promptly report the absence to the school either by calling (239) 283-4511 or emailing Jennifer.Newman@capecharterschools.org. **Your message must 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 email, 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 more than 3 days in a row will need a doctor's excuse.

Excused & Unexcused Absences

Only the school principal, the guidance counselor or the information specialist are authorized to excuse an absence.

EXCUSED ABSENCES:

1. Religious instruction, religious holidays or holy days
2. Sickness, injury, death in the family or long-term illness – a physician's note may be requested
3. Off-campus student meetings that are scheduled by school personnel
4. Court dates
5. Planned vacations – vacations longer than 5 school days **must be approved by the school principal or her designee**

UNEXCUSED ABSENCES:

1. Any absences that are not pre-arranged and approved by the principal or her designee and are not defined as excused in this policy
2. Reported absences (by phone, email or written note) that do not include a reason for the absence

Truancy

Students are expected to arrive on time each day and remain for the full school day.. Arriving to school after 8:20am is considered tardy. Early dismissals from school (leaving before 3:15 pm) are also classified as tardies.

Excessive Tardiness

An accumulation of daily tardiness or early sign-outs that equal 6 times within a quarter is considered excessive (defined as "habitual tardiness").

Excessive Absences

The term "habitual truant" applies to a student who has 15 or more daily absences within a 90 day period. As a result, the principal may request documentation for subsequent absences (a written statement from a physician verifying the illness). In addition, the child will be referred to a Child Study Team to develop an intervention plan to improve the student's attendance. The Child Study Team will schedule a meeting with the parents or legal guardian and the assigned school social worker. If appropriate, a contract will be developed and signed by the participating parties.

Where a student is at-risk academically, all excused and unexcused absences shall be considered when determining excessive absences. Retention will be considered.

Parent Involvement Information

Parent Involvement Requirement

Parent/Guardian Involvement 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 30 Parent/Guardian Involvement 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.

If your family is unable to meet this criteria and you would like your student to continue in our system, you **MUST** complete a minimum of 20 hours of family involvement PLUS a monetary value of \$10.00 per hour for the remaining 10 hours. The 10 hours are the maximum amount of hours that can be purchased.

If you have not completed at least 20 hours by Feb. 15th you will receive a "Letter of Jeopardy" from the school. This letter will state that you have not shown good faith in your commitment and explain what options are available to you. You will then have time to apply with Lee County for a school choice assignment and may choose a school that does not require parent involvement.

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. We strongly recommend each parent complete an application so no one misses out on classroom parties, awards, or activities.

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 a "pink 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** remove a child from the campus.

Assignment Planners/Progress Reports

Planners will be required for all students in Grades 1-5. The purpose of planners is to teach responsibility and organization skills to students. Planners will be sold during open house for \$4.00. 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. The PTO also has a program for pre-ordering school supplies for the upcoming year.

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 the 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. **You must be a cleared volunteer in order to attend your child's classroom party.** Private party invitations of any kind should not be distributed during school hours.

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. Studies have shown that students do better in school when they are convinced that school is important to their parents. 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

Parent Report Card

This report card reflects the combined efforts of the family unit working towards the above named student's academic success.

Scale of Parent Performance:

1 = consistently

2 = most of the time

3 = sometimes

4 = seldom

5 = never

6 = n/a

Grading Period

Attendance	Semester 1	Semester 2
Parent/Guardian assures that child attends school regularly.		
Parent/Guardian notifies school of absences.		
Parent/Guardian assures that child arrives to school on time.		
Parent/Guardian assures that child is picked up on time.		
Parent/Guardian assures that child follows hygiene and dress codes.		
Parent/Guardian attends conferences and meetings and returns phone calls.		

School Work	Semester 1	Semester 2
Parent/Guardian assures that student regularly completes school assignments.		
Parent/Guardian signs planner on a regular basis.		
Parent/Guardian reads school information that is sent home and is aware of classroom activities and requirements.		

Discipline	Semester 1	Semester 2
Parent/Guardian works with and supports classroom teacher and principal if problems arise.		
Parent/Guardian assures that student is disciplined, well behaved and observes school rules.		
Parent/Guardian teaches child basic manners and politeness, supports character education and the code of conduct.		

Parent Involvement	Semester 1	Semester 2
Parent/Guardian is actively attempting to fulfill the parent involvement requirement of 30 hrs per school year, per family.		