

**Christa McAuliffe Charter
Elementary School
Student/Parent
Handbook
2017-18**



“Partnering for Excellence”



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 2017-18 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
Nicole Kerns, Office Assistant
Emely Torres, Information Specialist

Support Staff

Maria Dowd, Night Custodian
Sandra Gudiel de Rosales, Café Assistant
Yari Gutierrez, Lead Custodian
Tony Iannacone, Information Technology
Luz Llerena, Café Manager
Humberto Margolles, Night Custodian
Vic Rachoza, Maintenance
Gene Raphael, SRO
Maria Thomas, Café Assistant
Susan Westran, Clinic Assistant

VPK Teacher

Deb Vlahakes

Kindergarten Teachers

Tiffany Chobrda
Joy Hoffmann
Stephanie Lockhart
Melissa Meehan
Gelsy Rodriguez
Alicia Wallace

First Grade Teachers

Dawn Combs
Jamie Jacobs
Yesenia Najarro
Megan Pierce
Lee Ann Smith
Sue Stafford

Second Grade Teachers

Jessica Andrews
Christine Hoerner
Tiffany Lanzone
Rhonda Long
Emilie Martineau
Nichole Moore

Third Grade Teachers

Amy Cardwell
Melissa Downey
Amy Harrington
Christi Llanes
Amy Pawloski
Desiree Salmieri
Lea Vozzella

Fourth Grade Teachers

Kelly Cook
Heather Crouse
Kathleen Dooley
Dena Kowalski
Dana Scippo

Fifth Grade Teachers

Carrie Abes
Matt Laubhan
Francheska Tablada
Jennifer Williams
Kathryn Zarrillo

Specialty Teachers

Katie Joachim, STEM Lab
Mary Adams, Speech Pathologist
Lisa Bologna, Reading Interventionist
Heather Fisher, Media/Technology
Wendy Hearyman, P.E. Teacher
Natalie Herrschaft, ESE Teacher
David Lanzone, Musical Theater
Michelle Ortolano, 1st Grade Floater
Tina Pink, Math Coach
Tanya Sykes, Math Coach
Amy Ursitti, Student Support Specialist
Christina Ziccardi, Reading Interventionist

Paraprofessionals

Joana Alves, ESOL
Jen Bowman, Art
Evelinn Cagigas, VPK
Tiffany Fortini, Reading
Jana Humenay, Kinder & 1st Grades
Marsha Olson, 3rd Grade
Dawn Russell, Physical Education
Pam Welch, 2nd Grade

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

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

Office hours: 7:45 – 4:00. Students not picked up by 4:00 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 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.

School Calendar 2017-2018

First & Last Student Day
No School Students
Early Dismissal (12:15 pm)
Hurricane Make-up Day

Early Dismissal Schedule:
Carline 12:15 pm
Buses 3 Hours Earlier
No Wrap Around Care
Parks N Rec will be Available

JULY 2017						
S	M	T	W	Th	F	S
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JANUARY 2018						
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28	29	30	31			

JANUARY
1-5 Winter Break
8 Hurricane Make-Up Day
15 Martin Luther King Jr. Day

AUGUST
10 Students' First Day

AUGUST 2017						
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FEBRUARY 2018						
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FEBRUARY
7 Early Dismissal (12:15pm)
19 Presidents' Day
20 Teacher In-Service Day

SEPTEMBER
4 Labor Day
13 Early Dismissal (12:15 pm)
21 Rosh Hashanah

SEPTEMBER 2017						
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MARCH 2018						
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MARCH
15 End of 3rd Quarter - 45 Days
16 Professional Duty Day
19-23 Spring Break
29 Early Dismissal (12:15 pm)
30 Good Friday

OCTOBER
11 Early Dismissal (12:15pm)
13 End of 1st Quarter - 45 Days
16 Professional Duty Day

OCTOBER 2017						
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APRIL 2018						
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29	30					

APRIL
1 Easter
2 Easter Monday

NOVEMBER
8 Early Dismissal (12:15 pm)
21 Early Dismissal (12:15 pm)
22-24 Thanksgiving Break

NOVEMBER 2017						
S	M	T	W	Th	F	S
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MAY 2018						
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MAY
28 Memorial Day
29-30 Early Dismissal (12:15 pm)
30 Last Day for Students
30 End of 4th Quarter - 45 Days
31 Professional Duty Day

DECEMBER
20-21 Early Dismissal (12:15 pm)
21 End of 2nd Quarter - 45 Days
22 Professional Duty Day
25-1/5 Winter Break

DECEMBER 2017						
S	M	T	W	Th	F	S
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JUNE 2018						
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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, 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 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.

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. ***Knee-high sneakers, boots, leggings and knee-high socks are not approved*** and cannot be worn with uniforms.

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 \$1.00. 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. Please LABEL!

Lunch Program

Our school participates in the National School Lunch Program. Hot lunches are served daily. Lunches are \$3.25 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. 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.

Due to limited seats, a lottery is held annually for Kindergarten. The lottery window for the 2016-17 school year is from June 1 – September 30. Siblings and VPK students have the opportunity to bypass the lottery using a Kindergarten Seat Preference Form which must be submitted prior to the September 30 cutoff.

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 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. **Siblings of current students who are not enrolled in our school are not allowed in the cafe, however, families with siblings may sit at the outside picnic benches for lunch. Siblings are not allowed in the classroom building as well.**

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 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 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-5th 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 your dashboard indicating your child's 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, they 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 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. 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.
- 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. 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 immediately.
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 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, 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 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, 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 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):
	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.
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

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

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 #1 or emailing Emely.Torres@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 assistant principal 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

UNEXCUSED ABSENCES:

1. Reported absences (by phone, email or written note) that do not include a reason for the absence
2. Court dates
3. Planned vacations

Truancy

Students are expected to arrive on time each day and remain for the full school day. Arriving to school after 8:20 am is considered tardy. Early dismissal from school (leaving before 3:15 pm) is also classified as tardy. **6 tardies = 1 absence**

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 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.

We will send out letters beginning in December to let you know where you are with your hours. Families in jeopardy of losing their seats for the upcoming school year will continue to receive notices until the student's seat is no longer in jeopardy. If you have any questions about your hours, please contact the front office.

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. 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** remove a child from the campus.

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 will be sold during open house for \$5.00. 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.

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 or during the teacher's planned snack time. **You must be a cleared volunteer in order to attend your child's classroom party.**

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