

**Charter Schools of Excellence
Parent and Student
Handbook
2016-2017**



**THE CHARTER SCHOOLS
OF EXCELLENCE**

Revised August 8, 2016

Charter Schools of Excellence

VISION STATEMENT

We will assist the Florida public schools in setting the standard for educational quality. The core values of honesty, respect, tolerance, fairness, self-discipline, integrity, responsibility, citizenship, work ethic, and trust will be the foundation upon which our schools will be built.

Students will take pride in their school and will respect the dedicated teachers and staff who commit their lives to education. Students will hold themselves to high standards of achievement and academic excellence. They will be grateful for the privilege of receiving an education and they will strive, to the best of their ability, to accomplish their educational goals. All students will have an equal opportunity to receive a quality education.

Parents will have the right to participate and will be encouraged and expected to get involved in their school, including the governance of their school. Parents will support the teachers and the administration of the school and will follow through at home to make certain their children live up to their school commitments and obligations. Our school will respect the diverse cultures and faiths of parents and students and our school will be a place of tolerance and understanding.

Academic standards will be high and all students will have a personal education and goal plan to ensure direction and encouragement along a path that allows them to become the best they can be. All students will be proficient in the common core essentials of learning and will be prepared to be successful in their continuing education, in their chosen careers, and as productive citizens of the United States.

The faculty and staff of our school will be competent and caring professionals who will work as teams to teach, coach and motivate students to learn. They will continuously strive to increase their skills, to be proficient in the latest educational technologies and to be outstanding role models for students. The faculty and staff will be mentors and advisors to students and parents. They will be aware of the personal educational needs of each of their students. They will bear the responsibilities and live up to the high expectations of their profession and will take an active role in their communities and in their school.

The future of our country and our American way of life depends on the education of our children. In Florida, we must rise to the challenge and rebuild our public education system into a responsive institution that serves our students, our State and our Country with pride and distinction.

The Charter Schools of Excellence, Inc. serves students in Kindergarten through fifth grade residing in Broward County.

Parents will complete an application and sign a contract with the school. The parent contract will specify a time each day the parent will spend with their child in studies and homework. The contract will also obligate the parent for a number of volunteer hours each year for field trips, room parenting and staffing during the drop off and pick-up periods before and after school. We will receive students beginning at 7:30 a.m. to accommodate working hours and expect them to be picked up by 6:00 p.m. Our school instruction day will be 8:30 a.m. to 2:45 p.m. Parents will also provide uniforms for their children as well as lunch money or bagged lunches and snacks.

The Charter Schools of Excellence follow the Florida Standards to ensure that our students are well equipped to advance to the next grade and be successful in life after graduation. These standards were created by a national and state initiative involving teacher, parents and community leaders. They outline for each grade level the core knowledge and skills that students need to be successful.

Our intent is to concentrate on teaching the students responsibility, ethics, morals, respect, good manners, citizenship, work ethic, and pride in the democratic process by which we live. They will learn to listen, comprehend, and to communicate verbally and in writing. It is our belief that the ability to be an effective communicator is the foundation for a successful and a productive life.

The Charter Schools of Excellence is a non-profit corporation dedicated to creating better public schools for Florida residents. We have a vision for Florida, based on our belief that we all want the same thing; outstanding schools. By empowering parents and teachers and by working together, we can make our schools into what we know they can be.

SCHOOL HOURS

Morning Care.....	7:30a.m.-8:15a.m.
Master Teachers.....	8:00a.m.-3:30p.m.
Special Area Teachers.....	8:45a.m -4:45p.m.
Teacher Interns (8 hour day; schedules vary).....	7:30a.m.-6:00p.m.
ESE/Academy Teacher.....	8:45a.m.-4:45p.m.
Teacher Associates (8 hour day; schedules vary).....	7:30a.m.-6:00p.m.
Students.....	8:30a.m.-2:45p.m.
Dismissal for Kindergarten Students.....	2:30p.m.-3:00p.m.
Dismissal for First – Fifth Grade Students.....	2:45 p.m.–3:00p.m.
STAR/Tutoring Program.....	2:45p.m.-5:15p.m.
Aftercare.....	5:15p.m.-6:00p.m

SCHEDULE

8:00 a.m. - 8:30 a.m.....	Students Arrive
8:30 a.m.	School Begins (after this time students are considered tardy)
10:45 a.m. - 1:10 p.m.....	Lunch
2:30 p.m. - 3:00 p.m.	Kindergarten Dismissal
2:45 p.m. - 3:00 p.m.	1 st through 5 th grades Dismissal
2:45 p.m. - 5:15 p.m.	STAR Program
5:15 p.m. - 6:00 p.m.	After Care

*Please call the campus office number for the aftercare phone number.

PARENT/SCHOOL CONTRACT

The parent(s)/guardian(s) of _____ have read and agree to abide by the following:

WHEREAS, the undersigned parent(s)/guardian(s) has made a personal decision to enroll my child(ren) at the Charter Schools of Excellence in order to provide my child with a unique educational opportunity;

WHEREAS, my desire and decision to enroll my child at the Charter Schools of Excellence is based upon my desire to become an active partner in the education of my child; and

WHEREAS, I recognize that the Charter Schools of Excellence is a public charter school of choice not entitlement;

NOW THEREFORE, in consideration of the foregoing;

1. As a parent of a student at the Charter Schools of Excellence, my commitment is to abide by the following rules and regulations adopted by the Board of Directors:
 - A. To recognize and embrace my role as having primary responsibility for the education of my child.
 - B. To attend all conferences scheduled with any member of the Charter Schools of Excellence staff.
 - C. To participate in the Parent Volunteer Program, including volunteering 20 hours for one child and 30 hours for two or more children, at a capacity that is sensitive to the needs of the School.
 - D. To provide transportation to and from school for my child. If I am late picking up my child, I understand that I will be charged for after-school care at whatever rate is in existence at that time. If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to attend a school that is more accessible for my child.
 - E. To purchase uniforms for my child from the Charter Schools of Excellence Board approved supplier and ensure my child abides by the Dress Code of the Charter Schools of Excellence.
 - F. To supply a healthy lunch and a snack, either brown bagged or purchased from the Charter Schools of Excellence Board-approved vendor, each school day for my child.

- G. To be responsible for timely payment of any fees accrued to my account at the Charter Schools of Excellence.
- H. To participate in the Charter Schools of Excellence SIT/SAC meetings which are scheduled monthly throughout the school year.
- I. To encourage my child to abide by Broward County Public Schools Code of Conduct, supplemented by the Cheetah Code of Conduct.

2. In order to enhance my child’s academic growth, I agree to do the following:

- A. To read and use information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for thirty minutes of reading daily.
- D. To limit television and video games during the week and allow more time for reading, studying and family time.
- E. To check my child’s homework folder nightly.
- F. To encourage my child to reach his or her academic level with deep commitment and enthusiasm for learning.
- G. I agree to have my child here on time each and every day.
- H. I agree to pick my child up each and every day on time.

I (We) understand that by not fulfilling my contractual obligations to the School and to my child, this will result in my child being suspended or withdrawn and referred to a regular Public School or a private school of the parent’s choice as approved by the Charter Schools of Excellence Board of Directors.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

Acknowledged by: _____ Date: _____

Principal

CHEETAH CODE OF CONDUCT CHARTER SCHOOLS OF EXCELLENCE

The Charter Schools of Excellence Cheetah Code

- | | | |
|-----------------|--------------------|-----------------------|
| 1. Be Attentive | 7. Be Orderly | 13. Take Initiative |
| 2. Be Obedient | 8. Be Forgiving | 14. Have Self-Control |
| 3. Be Truthful | 9. Be Sincere | 15. Be Punctual |
| 4. Be Grateful | 10. Be Virtuous | 16. Be Resourceful |
| 5. Be Generous | 11. Be Responsible | 17. Have Discretion |
| 6. Be Creative | 12. Be Tolerant | 18. Be Patient |

If a Student Does Not Follow Our Cheetah Code:

Consequences

- | | |
|-----------------------------------|---|
| 1st consequence | Verbal warning - If negative behavior proceeds, refer child to guidance. |
| 2nd consequence | Time out / loss of privilege. |
| 3rd consequence | Parent contacted and a referral / letter sent home - a referral / letter is sent home to make the parent aware that negative behavior has escalated past loss of privilege. |
| 4th consequence | Child is sent to the Administration and the parent is called to schedule a conference regarding positive solutions to negative behavior. |
| 5th consequence | In School Suspension- ISS - /disciplinary hearing with the CSE Board Representatives / referral sent home and filed with the School Board of Broward County. |
| 6th consequence | Out of school suspension / disciplinary hearing with the CSE Board Representative / referral sent home and filed with the Broward County School Board. |
| SEVERE CLAUSE | Fighting, Profanity, Disrespect or Disruptive behavior <u>may</u> result in <u>immediate</u> suspension from school (OSS). Parent will be contacted and may be called to pick up the student. |

Charter Schools of Excellence

2016-2017

VOLUNTEER SECTION

Thank you for your commitment to your child's education at The Charter Schools of Excellence! This section is designed to help you complete your volunteer hours with us.

The best way to ensure that you complete your hours is to start right away. The first step to completion of your hours is to write a note to your child's teacher as soon as possible to find out what he/she needs done in his/her room. We do realize that many of you work; therefore you might also want to ask your child's teacher what you can do at home to help the class.

You may also contact the Principal to discuss creative options for volunteering. Please let us know if you have a particular talent or skill that you would like to utilize. Volunteer opportunities will also be included in "Cheetah Chatter" our school's monthly newsletter. Be sure to check the website and read the newsletter on a regular basis. Hard copies are available upon request. Once an event is announced, there may be a limited number of volunteers required. Please be sure to sign up ahead of time in the front office to volunteer for an event. Please do not show up to volunteer for an event if you have not previously signed up and been called to confirm. We are always willing to work with you to make your volunteer hours as enjoyable and beneficial as possible. Please remember that in order for your child to be re-enrolled in CSE for the following school year, you must have all of your volunteer hours completed before the last day of school.

The entire Charter Schools of Excellence Staff looks forward to working with each and every one of you as we continue the journey

through our student' s education.

Guidelines for Volunteers

1. The safety and education of students must be the main concern of volunteers while engaged in school activities.
2. Individual student' s grades, records and abilities are personal and confidential information. Students have a right to confidentiality under Florida Statute 228.093 that covers:

academic work completed	family background information
standardized test scores	attendance records
health data	grades
interest inventory reports	teacher or counselor ratings and observations
reports of serious or recurrent behavior patterns	
3. Students may not be given medication by volunteers.
4. Volunteers will not contact parents regarding student performance or behavior.
5. Classroom supervision and student discipline are the responsibilities of the teacher and school.
6. Permission for a student to leave the classroom must always be given by the teacher.
7. Volunteers are required to sign in and out.
8. For identification, volunteers are required to wear a name badge when helping with school activities.
9. Volunteers will be assigned only to staff members requesting assistance.
10. Punctuality and reliability are expected since teachers plan for volunteer assistance.
11. Comparing and criticizing teachers and students is not acceptable volunteer behavior.
12. Volunteers should be in good physical and mental health.
13. Volunteers are expected to be well-groomed and dressed appropriately.
14. Volunteers should set a good example for students by their manner, appearance, and behavior.
15. Volunteers should receive a receipt reflecting the amount of hours as well as a description

of the work performed prior to leaving the office.

What School Volunteers Do

School volunteers work with teachers who request them to:

EXTEND the teacher' s teaching time-

- read stories
- assist in labs
- answer questions
- check student work
- create learning centers
- tutor in math and reading
- use audio-visual equipment
- find materials for classroom use
- help older children with research
- reinforce skills by providing extra drill
- work with non-English-speaking children
- play spelling, phonics language, math games
- assist child with make-up work and missed tests

ENRICH the learning environment-

- dramatize stories
- assist with art projects
- make educational games
- help children choose books
- assist with creative writing
- tape record children' s stories
- help children use video camera
- type and reproduce class newspapers
- record books for students who have reading difficulties

EXPAND the resources of the school-

- display special collections
- explore career opportunities
- add expert resources in special classes
- give performances or demonstrations in the arts
- show slides and comment on experiences in other cultures

ENLIST the community as partner with the school-

- provide a two-way bridge between school and community
- enable taxpayers to know school problems and successes
- stimulate understanding and support of all school programs

ANSWERS TO SOME QUESTIONS REGARDING CSE VOLUNTEER HOURS

1. **Do I have to do all of my hours?** Yes, you do. If all of your hours are not complete, you will be asked to meet with the administration and/or Board prior to enrolling your child for the following school year.
2. **By when must my hours be complete?** Your hours must be completed by the last day of school. Half of your volunteer hours should be completed by winter break. Volunteer hours completed over the summer will count for the next school year.
3. **Who can complete my volunteer hours for me?** Anyone with the following relation to a CSE student may complete the 20 hours of service for that child: Mother, Father, Sister, Brother, Aunt, Uncle, or Grandparent. Please Note: Siblings volunteering must be 18 years or older and not currently attending a public school. Whoever is volunteering must make sure that the appropriate paperwork is filled out and signed in order to get credit.
4. **Do I have to take time off of work to come in during school hours and volunteer?** No, you do not. There are many activities that count as volunteer time that can be done at home or after school hours. Please contact your child's teacher or the principal for suggestions.
5. **What does count for volunteer time?** If you ever have a question, please call the campus office. The following activities have been approved for volunteer hours:
 - * Working at a Festival
 - * Making phone calls for teachers
 - * Helping out with before and/or after care
 - * Chaperoning field trips
 - * Attending SIT/SAC meetings
 - * Helping out in classrooms
 - * Helping out in the front office
 - * Cafeteria duty (Always Needed!!)
 - * Setting up for special events (i.e. Fall Festival, Kindergarten Graduation, Field Day, International Festival, etc.)
 - * Classroom preparation (i.e. cutting things out, organizing materials)
 - * Reading to a large or small group of children
 - * Speaking to a group of children (i.e. on Career Day)
 - * Helping out with the STAR Program
 - * Helping out with the Morning Care Program
 - * Helping out with the After Care Program
 - * Copying materials for teachers

Please read newsletters and notes sent home throughout the year for announcements of special volunteer times, such as festivals, field day and graduation.

6. **Is there any time that I spend at school that does not count as volunteer hours?** Yes, the following activities do not count as volunteer time:
 - * Having a birthday party for your child
 - * Eating lunch with your child
 - * Parent/Teacher conference
 - * Attending a CSE festival, but not working
 - * Donating food items for classroom celebrations.

7. **If I am an employee of the Charter Schools of Excellence, do I still have to complete my volunteer hours?** Yes, you do! Although your child knows that you are at his/her school on a daily basis, he/she does not interact with you daily as you have a specific job to do.

8. **Can I do something that was not requested (i.e. create material for class) and then get volunteer time for it?** No, you must get approval before doing volunteer hours. If there is something that you would like to do for a class and feel that it is worthy of volunteer time, simply ask your child's teacher if it will count. Remember, let us know if you have a particular skill or capability to help out (Example: If you have a truck you may be able to help us transport items).

9. **If I have already volunteered for my 20 or 30 hours, can I still volunteer?**
By all means, please do! We encourage volunteerism throughout the year and hope that all of our families spend countless hours with their children in the classroom. The hours, however, do not carry over to the following year.

10. **May I bring my other children with me when I do my volunteer hours?** For safety and practical reasons, we request that you not bring any other children with you while you are doing your volunteer hours. Please make your child care arrangements accordingly before your scheduled volunteer time.

11. **How do I prove that I have completed my volunteer hours?** Upon completion of a volunteer activity, make sure you receive the yellow copy of the volunteer hour receipt signed by an employee. If you are working on campus during school hours, you must sign in and out in the office and have hours approved and signed off by the teacher whom you assisted.

Pursuant to the Parent and Student Handbook, and the Parent/School Contract received at Orientation:

- Parents are required to participate in the Parent Volunteer Program and volunteer a minimum of twenty hours for one child and thirty hours for two or more children. The Parent and Student Handbook offers multiple opportunities for families to earn their required hours and the school office sends out mid-year reminders.
- The Charter Schools of Excellence policy is clearly outlined in the Parent Contract and the Parent and Student Handbook.
- In order for your child to be re-enrolled in CSE for the following school year, you must have completed all of your volunteer hours before the last day of school.

Parents who have not met their hours have the following options:

- Donate items for the classroom or office;
- Provide copies for the office, if needed;
- Roll over hours to the next year. **Rollover hours must be met by mid-year, or the child will be withdrawn;**
- The remaining hours must be met before the last day of school.

WHAT TO DO IF.....

A Child is Injured:

If a child should receive an injury while under your care, do not attempt to administer any type of aid. No matter how minor the injury is, you should immediately notify the teacher or a staff member.

A Child Becomes Ill:

If a child complains of not feeling well, you should notify the teacher immediately. You should never administer any form of medicine to the child.

You Are Injured:

Should you become injured while performing the duties of your job, notify the school office immediately. The office staff will assist you and ask you to fill out the proper accident forms.

You Are Asked to Take the Class Alone:

Because you are not a paid CSE employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room, arrangements should be made to have a paid staff member present.

Someone Asks to See a Child:

If a person who is not a member of the school staff should ask to speak to or take a child, you must direct that individual to the teacher. Under no circumstances should you grant such a request.

Someone Asks You How a Child is Doing:

As it becomes known that you are working in the school, you will likely be asked questions concerning specific children. If a parent or friend inquires about the child's progress, you should say, "I enjoy working with your child and I'm sure if you schedule an appointment, the teacher would be happy to talk with you."

Working Parents Can Help Too!

These suggestions are only a beginning. More volunteer roles for working parents will develop as teachers and volunteers work together.

- * Serve on a weekend beautification project; painting, landscaping, etc.
- * Write thank you notes to teachers and administrators during American Education Week.
- * Research and write articles for the school newsletter.
- * Assemble articles for school newsletter using desktop publishing on a home computer.
- * Cut out items for bulletin board, or class activities.
- * Help prepare school grounds for special events.
- * Develop learning centers which teachers can use in the classrooms.
- * Make flash cards for individualized learning.
- * Take responsibility for one of our bulletin boards.
- * Copy materials for our teachers.
- * Transfer items with your truck.

Please remember to get approval in advance for any undertaking for which you would like volunteer hours.

Volunteer Roles at the Elementary Level

These suggestions are only a beginning. You will think of other ways that volunteers can help.

1. Listen to children read/ read to children.
2. Conduct flash card drills.
3. Reproduce materials.
4. Play games at recess.
5. Assist with vision test.
6. Correct student worksheets.
7. Prepare bulletin boards.
8. Help with book fairs.
9. Demonstrate gardening skills.
10. Tell stories with puppets or drawings.
11. Assist with field trips.
12. Assist with lessons in photography, dramatics, knitting or square dancing.
13. Set up a "pretend" grocery store to practice math skills.
14. Practice vocabulary with non-English speaking students.
15. Discuss careers or hobbies.
16. Assist with sing-alongs.
17. Make puppets.
18. Discuss care and training of pets.
19. Help children select library books.
20. Help with handwriting practice.
21. Drill spelling words.
22. Help with cooking projects.
23. Gather resource materials.
24. Help children with arts and crafts.
25. Help children learn to type.
26. Help arrange assembly programs.
27. Help children practice walking on a balance beam, jumping rope or skipping.
28. Share information about local history.
29. Help children learn a foreign language.
30. Listen to a child - be a friend.
31. Attend school-related meetings.
32. Proctor students taking tests.
33. Make and play instructional games.
36. Reinforce sight/vocabulary words.
37. Set up science experiments.

MORNING CARE PROGRAM

The Morning Care Program will be located in a designated area at each campus. Breakfast is available to students during this hour. Teacher Interns on staff will be supervising this program. Parents are to use the designated gate drop off area to enter this program and sign their child in with the security guard. There is a \$95.00 per month charge or a \$15.00, drop-in, daily charge. Please complete the STAR and Morning Care Registration Forms in the packet provided if your child will be participating on a monthly basis.

DROP OFF PROCEDURES

Parents are to drop off their child at the designated gate entrance. Please do not drop your child off before 8:00 and leave them unattended. For the safety of your child, unattended children will be placed in our before care program and you will be billed. The designated gate will remain open until 8:30 a.m. Students arriving after 8:30 a.m. will be marked tardy by the teacher. Students who arrive after 8:30 a.m. must be brought to the office and signed in late **by the parent!** Please do not drop off your child in the front parking lot and allow them to enter the building unattended-**they must be escorted in and signed in by an adult!**

PICK UP PROCEDURES

Dismissal is at 2:30 p.m. for Kindergarten and 2:45 p.m. for grades 1-5.

1. Please use the **designated** entrance to pick up your **kindergarten child and any siblings.**
2. Please use the **designated** entrance to pick up **1st – 5th grade** students.

*Note: Each campus has specific gates for drop off and pick up. Please refer to Attachment A for drop off and pick up procedures.

These gates will remain open until 3:00 p.m. If your child will not be participating in the STAR Program we request that they be picked up no later than 3:15 p.m. **All children not picked up by 3:15 p.m. who are not enrolled in the STAR Program will go into one class together and you will be charged \$25.00.**

A late fee of \$25 plus an additional \$1.00 per minute will be charged for students picked up after 6:00 p.m. Children not picked up by 6:30 p.m. must be reported to the Police in accordance with state law.

Please Note: Rainy day procedures will be determined by campus. Please see Attachment A.

On early release days, (November 22, 2016; December 23, 2016; April 7, 2017; June 8, 2017) an additional \$25.00 will be charged after 1:00 p.m. plus an additional \$1 per minute.

ATTENDANCE POLICY

When your child will be absent from school, please call the school office and leave a message that morning to report the absence and reason for absence. If you do not call in to report the absence within 48 hours, your child will receive an "unexcused absence". You must call in each day your child is out. You will receive a letter once your child receives 3 unexcused absences. Please note five tardies will equal one unexcused absence. A child will be considered tardy if he comes to school after 8:30 a.m. Research has shown that there is a strong correlation between attendance and achievement in school. Therefore, our attendance policy will be strictly enforced in accordance with Broward County Truancy Regulations. Please do your best to get your child to school on time every day!

STAR (Supplemental Tutoring and Reading) PROGRAM

Students who will be staying on campus after dismissal at 2:45 p.m. will be participating in the STAR Program. The fee for this program is \$165.00 per month or a \$25.00, drop-in, daily fee. **The STAR registration pack must be complete PRIOR to your participating.**

EARLY DISMISSAL

If you need to pick up your child during school hours, you must do so through the office. You will be required to sign an Early Dismissal Log at which time we will call your child to come to the office. We encourage parents to schedule doctor appointments after school hours in order to minimize disruption to the classroom. **You may not sign your child out after 2:00 p.m.**

COMMITTEES

CSE encourages parents to participate in the different committees that are available to them. In order to participate, parents have to apply to be on the committee and then attend the meetings. There are two committees on which parents may sit:

- * **School Improvement Team (SIT)/School Advisory Council (SAC)** - This committee meets once a month and is responsible for assisting the Principal in making various decisions regarding different aspects of the school's functioning. It is also in charge of long-range academic and capital planning.

ASSESSMENT

Your child is assessed in a variety of ways as he/she progresses through CSE. One form of assessment is standardized tests. We test twice a year. The first time is in the fall to get a baseline score. Then we test in the spring so that we can assess your child's growth and progress. All students in our school are tested. We also administer all county and state standardized tests.

Another form of assessment is reading inventories. We give each child in our school a reading inventory to see what level he/she is reading at. This helps us assign them to the correct level of reading group as well as to tailor the curriculum to meet their needs.

Portfolios are a collection of student's work and assessment. Each student in CSE has a portfolio which consists of work accumulated throughout the year. Portfolios are sent home with the final report card. Please see your child's Teacher, Testing Facilitator or the Principal if you ever have any questions or concerns regarding assessment. Pearson Technology's Computer Curriculum also assesses your child on a daily basis. These reports are sent home with your child's portfolios at the end of each quarter.

STUDENT AWARDS

Additionally, at the end of each quarter CSE will hold an Honor Roll Assembly. At the end of the year we hold our CSE Award Ceremony at which time each student receives a personalized award from his/her teacher. There may also be special awards given out such as art and music awards. Grades 3 - 5 will be placed on the honor roll if they receive "A's" in academic areas and "1's" in social and study skills, and grades K-2 will receive honor roll status if they receive all 1's.

RETENTION

At the end of the school year, the decision may be made for a child to be retained for the following year. This decision is made by the Principal, Superintendent, Teacher and any other relevant parties. The parents are always informed of the decision in the form of a formal conference. Please refer to CSE's Pupil Progression Plan. A copy is provided in the Parent Folder, on the website and at the school.

SCHOOL PICTURES AND YEARBOOKS

School pictures are taken at least twice a year. Information is sent home for you to fill out and return if you wish to order the pictures. In the spring, we also take class pictures which can also be ordered. Yearbooks are sold in the spring. Information will be sent home regarding yearbook sales.

SAFETY PATROLS

Safety Patrols are students in third grade or above who have been chosen to help enforce the procedures of CSE. The Safety Patrols are supervised by the Safety Patrol Committee, which is comprised of the Principal, select Teachers and Security Guards. Students must have good attendance, perform well academically and behaviorally and have permission from his/her parents in order to qualify for becoming a safety patrol.

LOST AND FOUND

In order to avoid problems before they occur, we ask that you label everything that belongs to your child. We also request that you do not send valuable items (e.g. jewelry, family heirlooms) to school with your child. Please write a note to your child's teacher first and then to the front office if your child is missing something.

SCHOOL LUNCHES

CSE is a National School Lunch Sponsor. Applications are available online or hard copy allowing families to apply for free or reduced priced meals. Children may bring their lunch from home or purchase a school lunch daily. If you would like to eat lunch with your child, you are encouraged to do so, simply sign in at the front office to receive a visitor's tag. Students may not be removed from the campus for lunch. We encourage healthy eating habits, so please limit the sugar intake in your child's lunch. There are to be no cans of soda, no carbonated drinks and no glass bottles in school. School lunches will be provided and can be purchased weekly or monthly. If a student forgets his/her lunch, we will notify the parent and request that a lunch be provided. If needed, we will allow the student to charge a hot lunch. The student will not be allowed another charge until the previous charge has been paid. Students in this situation will be provided with a lunch for a fee of \$4.00. **No child will be denied a lunch.**

DAILY COST:

Breakfast (including milk)	\$ 3.00
Lunch (including milk)	\$ 4.00
Milk only	\$.50
Reduced Breakfast	\$.30
Reduced Lunch	\$.40
Reduced Milk	\$.25

Breakfast or lunch money may be collected daily at the register, or it can be paid in advance weekly or monthly using the credit card authorization service by completing the credit card authorization form included in the Parent Folder (also available from the school office).

FEES

Any fees accrued **must** be paid to the front office. Accepted forms of payment are: credit card, cash, or checks made out to The Charter Schools of Excellence. Please indicate what the fee is for in the memo portion of the check. If you ever have any questions about your account, please call the front office.

SCHOOL SUPPLIES

Each teacher will distribute a list of the necessary school supplies for the class. The list can also be found on the web site; www.charterschool.com. Some items will be used for the entire community and some may be for your particular child. Please make sure that your child is prepared for class each day with several sharpened pencils, crayons and anything else requested by the teacher.

TEACHER CONFERENCES

All parents should meet with their child's teacher 3 times during the school year, September, November and April. We encourage you to have conferences more often as effective communication is one of the cornerstones of education.

COMMUNITY AGENCIES

We have formed partnerships with the following community agencies:

- * **Nova Southeastern** provides Speech/Language Therapy for our students. Contact the campus office for more information.
- * **Women in Distress** provides various types of counseling services for those families whom we refer. They also work with us on parenting workshops. If you are in need of their services and do not want to go through the CSE office, they can be contacted directly at 761-1133.
- * **Family Central** provides families with assistance with morning care and STAR (aftercare) fees. Please refer to the Family Central Support Services Form located in the Parent Folder. A hard copy may be requested at the school office.

COMMUNICATION

You can contact the Main Office during the hours of 8:00 a.m.-4:30 p.m. Our Voice Mail system can be reached before or after school hours. Through this system, you can call your child in absent, contact the after-care program; leave a message for anyone on our staff including your child's teacher. Please feel free to use this number whenever you feel it is necessary as teachers and other staff members check their messages regularly. Another great communication tool is the Cheetah

Chatter monthly newsletter posted to the website with upcoming events and announcements. **Please remember to check your child's backpack, Student Agenda, and the website daily for letters and bulletins announcing upcoming events.**

IMMUNIZATIONS

Please make sure that all of your child's immunizations are kept up to date. Children entering Kindergarten - 2nd grade must have their Hepatitis B immunization upon entering school. Keep in mind that even if your child is not in Kindergarten this year, he/she must have his/her Hepatitis B immunization by seventh grade.

HOMEWORK POLICY

This is a general outline (by grade) of the time and days suggested for homework. In addition to this, unfinished class work will also be sent home for completion.

Kindergarten: There will be daily homework assignments to reinforce the day's lessons. You may also suggest that parents assist their child by reviewing classroom activities and reading to him/her each night.

First Grade: Students should be given reading vocabulary words and spelling words to practice. Math will be assigned nightly. Students should be reading nightly for a minimum of fifteen minutes. Social Studies or Science activities may also be assigned. Homework should take about 15-20 minutes nightly, not including reading.

Second Grade: Students should be given reading vocabulary words and spelling words to practice. Math will be assigned nightly. Students should be reading nightly for a minimum of fifteen minutes. Social Studies or Science activities may also be assigned. Homework should take about 20-30 minutes nightly, not including reading.

Third, Fourth and Fifth Grades: Students should have 30-45 minutes of homework daily. Math will be assigned nightly. Student may receive spelling, writing prompt and vocabulary homework. Students should be reading nightly for a minimum of fifteen minutes.

STUDENT ACCIDENTS

Any student injured at school will be sent to the office. The parents will be contacted by the teacher or staff member in charge. All student accidents will be reported to the Principal and a STUDENT ACCIDENT REPORT completed.

MAKE-UP WORK

The student and the teacher shall work together to make up any missed assignments, tests, homework, etc., whether for excused or unexcused absences, up to the specified absence limit. Immediately upon return to school from an absence, the student shall be given the number of days missed plus one additional day to submit the make-up work for full credit.

FIELD TRIPS

The CSE Board believes that field trips, both in and out of the county, can be an integral part of the learning process in many areas of education. For purposes of this policy, a field trip shall be defined as an approved trip away from a school site.

WITHDRAWALS

A Withdrawal Slip is necessary when a child leaves school during the school year. It will be signed by the classroom teacher and the Principal. The teacher will put the reading and math levels on the withdrawal form. Be sure that all school property has been turned in by the child before he or she leaves the school.

REPORT CARDS

Report cards will go home every quarter. The chief purposes of this report are:

- * to help parents understand the child's progress in relation to the school's objectives;
- * to help parents share in planning for future progress; and
- * to help the child grow through an evaluation of his habits, attitudes, and achievements.

BIRTHDAY CELEBRATIONS

Birthday celebrations must be approved by the Principal and will only be allowed at 2:00pm. **Only cupcakes may be served.** This means low in sugar and chemicals. No soda may be served in school at any time. Only juice boxes, water and milk are acceptable drinks. As per Federal regulations, any party must be held **within the last hour of the school day and no homemade food may be served.**

Birthday parties are welcome, but must adhere to the above guidelines. Each class may have a celebration at the following times of the year: before winter break, and the End of the Year. Other celebrations may be approved on a case-by-case basis. Teachers will send home a list of approved items for each child to donate. This helps prevent food overages and waste. Non approved items will be sent home with the child.

ILL CHILDREN

Sick children belong at home so they can recuperate and not spread their illness to others!

Children who become ill or injured will be escorted to the office. A pass must be filled out properly each time a child is sent to the office. The student will bring two copies back to class; one for their file and one to go home with them. Children are allowed to lie down in the office for fifteen (15) minutes. **If a longer rest period is necessary, the parents will be called to pick up the child.**

MEDICATIONS

All medications, including over the counter and Band-Aids, must be administered through the office. The proper paperwork must be completed and the office is responsible to schedule and administer all medications. Neither aspirin nor non-aspirin pain reliever are not allowed without a doctor's note. **We do not supply any non-prescription medication.** If your child needs to take any medication during school hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to our office to be placed in your child's health folder. All prescription containers must be current and match the authorized prescription. No over the counter drugs can be administered by anyone on staff.

PLAYGROUND PROCEDURES

NO MORE THAN ONE GRADE AT A TIME MAY USE THE PLAYGROUND

At least two adult supervisors must accompany each class (1-30 children). The supervisor's responsibility is to enforce these procedures and ensure the safety of the class.

1. Slide down the sliding board, sitting, facing forward **one at a time**.
2. Walk up the slide ladder **NOT** the slide.
3. Stay away from the buildings.
4. No throwing of sand, rocks or tire chips.
5. No running

RECESS OPPORTUNITIES ARE TIED IN WITH EDUCATIONAL ACTIVITIES, such as painting number facts on the sidewalk with water, practicing spelling with chalk, or looking for nature objects as part of a science lesson. **Please take a moment to review playground safety procedures with your child.**

EMERGENCY PLAN

We ask that you please take a moment to review the seriousness of these drills with your child.

Fire Drill (Specific Campus Plan, Appendix B)

During a fire drill, all classes will take the primary route indicated on the room Evacuation Chart. Students will walk silently in a single file line out of the room and at least sixty feet (30 steps) away from the building.

Under ordinary circumstances, all doors and windows should be closed by the last one to leave the room. Do not lock your doors so that the fire crews have access. The lights and **air conditioning should be turned off**. In case of an emergency, the teacher may use his/her discretion as to whether the lights may be turned off.

Fire drills are required by State Law at least once each quarter. CSE feels that the students and staff need to be prepared, so our drills are practiced monthly. Students and staff **MUST** exit the building upon a fire alarm signal, with the exception of the Administrative staff. No student or staff member should return to the building until the all clear signal is given. All students and staff should re-enter the building without talking in case of verbal directions are needed to exit the building again.

Bomb Threat/Serious Threat or Endangerment

Turn off radios! No exceptions. **Radio transmissions can activate devices.** Upon receipt of a bomb threat or other threatening situation requiring evacuation of the school building, and evacuation signal will be issued. The signal will be the fire alarm signal. All students and staff members, with the exception of the Administrative staff, **MUST** evacuate the building immediately using the Fire Drill Plan unless otherwise specified over the walkie-talkie system. Upon leaving the classroom, please scan the room for any objects that are out of the ordinary. Do not touch or rearrange anything in the classroom, especially suspicious items such as bags or packages. 911 will be called by the Administrative staff and the Bomb Squad will be sent to investigate. The Principal or site designee will meet in the office to begin the search pattern. A staff member may volunteer to assist with the search, but is not required to do so. If no foreign object is found, students and staff will remain outside the building until the Bomb Squad permits access back into the building. No student or staff member should re-enter the building until the all clear signal is given.

Tornado (Hurricane) Drill

A tornado warning will be given verbally over the walkie-talkie system or by a message carrier. All students and teachers are to enter the designated area and crouch on the floor with their arms covering their heads. If there is imminent danger, the teacher should instruct the pupils to lie face down, draw their knees up under their body and cover the back of their heads with their hands or a book. The pupils should take protective cover under a desk and away from windows or glass if at all possible. Those who cannot get under their desk will crouch at an interior wall with their heads covered.

Serious Incident

Should a situation occur where student/staff safety is concerned, an announcement will be made over the walkie-talkie. Make sure you are on channel one. The announcement will say, “We are in Lock-Down Mode, remain inside until further notice.”

At that time, all staff should remain in the rooms where they are located and the teacher should immediately lock all classroom doors. All students and personnel should crouch on the floor away from all windows. When there is no longer an emergency, the following announcement will be made over the intercom system, “Teachers and Students, the emergency situation at our school has been taken care of and you may resume your normal routine.”

Bio-hazardous Threat

In the event that there is danger concerning our school where bio-hazardous material is concerned, all students are to evacuate their classrooms and go to a designated area (Appendix C). All air conditioning units are to be turned off immediately. In the event that the danger is imminent, remain in classrooms, ensuring that all doors are sealed shut as well as all windows.

Emergency Evacuation

In the event that we are faced with a dangerous situation that requires students and personnel to be removed from campus, an evacuation route is in place. A walkie-talkie announcement will be made by Administration stating that there is an incident threatening our school, and to immediately follow emergency evacuation procedures. ALL students and faculty will leave their classrooms, and proceed in an orderly fashion toward the designated location. This event is not practiced, so it’s imperative that all students are aware of procedures.

Responsibilities for ALL Staff Members During Emergency Drills/Situations

All staff members,

It is imperative that all personnel is prepared should an emergency situation occur. Be aware of all drill and evacuation procedures! Know contingency plan! Please review the attached addendum to our handbook.

Master Teachers

Have available at all times a pile/bag consisting of grade-book, emergency contact phone numbers, class list, radio, report cards, personal belongings, and any other essential documents. Make sure that if your class is in a special area that you immediately go to your students and escort them to the appropriate place. Cell phones will be a necessity!

Teacher Interns/Teacher Associates

If you have any students, escort them to the rest of the class. Follow safety procedures and make sure that all students are safely conducting themselves to their evacuation route. Stay near a radio and grab all personal belongings.

Special Area Teachers

After the teacher relieves you from their class, assist all students to the appropriate evacuation site. (Staff will be assigned at each campus.) Ensure that you have your radios and grade books. Grab all personal belongings.

Office Staff

Everyone will have a responsibility. Staff will be assigned to assist with the following items: Green boxes of Emergency Contact Forms, all important staff information such as emergency contact numbers, ensure that all files are locked, air is off, and doors are shut/locked depending on situation. Also, make sure that all radios are taken with you. Don't forget to take all of your personal belongings.

Security

Ensure that ALL gates are unlocked and unobstructed. Make sure that there are no cars or service vehicles parked so that walking traffic cannot get by. Go around to all classrooms, turn off air conditioning systems, lock all doors, and turn off lights. Make sure that the fire alarm is activated and working properly.

GRIEVANCE PROCEDURES FOR PARENTS

If parents disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.

If a situation occurs when parents believe that a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The parent may discontinue the procedure at any step.

- * Parent presents problem to the Principal, in writing, within 5 school days after incident occurs. If the Principal is unavailable or the parent believes it would be inappropriate to contact the Principal, parent may present problem to the Superintendent or designee, or any other member of the Board.**
- * Principal responds to problem during discussion or within 5 school days, after consulting with appropriate management when necessary. Principal documents decision.**
- * Parent presents problem to the Superintendent or designee of CSE, in writing, within 5 school days, if problem is unresolved.**
- * The Superintendent or designee reviews and considers problem. The Superintendent or designee and Principal decide whether the problem can be resolved at the school level or requires a Board decision. The Superintendent or designee informs parent of decision within 5 school days.**

Parents may also, at any time, request to have an item placed on the Board agenda. This is done by putting the request in writing to the Superintendent at least 24 hours before a Board meeting.

Not every problem can be resolved to everyone's total satisfaction, but only through discussion and understanding of mutual problems can parents and educators develop confidence in each other. This confidence is important to keep the home-school partnership strong.

GLOSSARY/DEFINITIONS

(To help you with parent-teacher conferences)

1. **Discipline** - A set of rules that develops self-control and orderliness in students by providing logical consequences for both appropriate and inappropriate behavior; the goal being a safe and orderly education for **ALL STUDENTS**.
2. **ESE** - Exceptional Student Education. ESE has its own large sub-dialect of terms, including EH (emotionally handicapped), SLD (Specific Learning Disability) and gifted.
3. **ESOL** – English Speakers of Other Languages or **ELL** (English Language Learners)
4. **FTE** - Full-time equivalence (one student, or several parts of students that add up to one whole student, used to determine how much money the state gives a school district.)
5. **IEP** - Individualized Education Plan. Under federal law, all ESE students are entitled to an IEP.
6. **RESPECT** - To be courteous to those around you, to show consideration.*
7. **STAKEHOLDER** - A person who has a vital interest in something; one of the people who provides input to the input-rich process.
8. **CONSEQUENCES** - A result of one's actions.

THE CHARTER SCHOOLS OF EXCELLENCE SCHOOL UNIFORM POLICY

DRESS AND GROOMING FOR GRADES K-5

Benefits of School Uniforms

The Charter Schools of Excellence requires mandatory uniforms for all elementary school students. There are many positive reasons for uniforms, including:

- Uniforms encourage students to express their individuality through personality and academic achievements, not outward appearances;
- Uniforms put the focus on academics, not fashion, because students project a neat, serious, business-like image;
- Uniforms create a school environment conducive with fewer discipline problems because students are not distracted;
- Uniforms can be less expensive;
- Uniforms minimize the visible socio-economic differences between children;
- Uniforms eliminate pressure to wear brand name clothing, “gang colors,” etc.
- Uniforms create a sense of school pride and belonging.

Listing of Acceptable Clothing

Traditional (non-winter) Uniforms

Uniforms do not allow for clothing with colored trim, stripes, embroidery, decoration, etc. They also do not provide for overalls (with pants or shorts), sweat pants, knit pants/skirts, leggings etc.

Bottoms: Navy, (solid colored)

- Walking shorts, slacks, skorts, skirts, skirted jumper
- Must be plain, solid-color twill

Tops: White or green with collar (solid colored)

- Must have short or long sleeves
- Knit polo-type, Oxford or woven dress shirts, blouses
- School T-shirts are acceptable (available through school office)

Other rules for appropriate dress:

- A belt is required if the garment has belt loops
- Shirts (including T-shirts) must be tucked in
- Shorts/skirts must be mid-thigh or longer
- Shoes must be safe and appropriate (black or white sneakers or black dress shoes)
- Clothes must be appropriate size, with waist of garment worn at student’s waist
- Clothing that is too tight or too loose is not appropriate for school
- **School administrators will determine if clothing is appropriate for school and complies with district rules.** For more specific information on the student dress code, please refer to the Code of Student Conduct.

Winter/Cold Weather:

On very cold days, students may need to wear sweatpants, etc. over their school clothes on their way to/from school. However, any clothing that doesn't meet dress code requirements must be removed before school begins.

Jackets, sweaters, coats, etc.:

- Any kind of jacket/coat/cardigan is permitted if it meets regular dress code rules
- May not be disruptive, distracting, display offensive language/symbols, etc.
- Any pullover garment that is worn all day (sweater, sweater vest, or sweatshirt) should:
 - have a collar or be worn with a collared uniform shirt or official school T-shirt underneath
 - must be solid navy or the school's additional solid shirt color (school sweatshirts with no hoods are allowed)
 - must not have any colored trim, stripes, decorations, etc. (small logos are acceptable, however mottos or slogans are prohibited)

Exceptions to the Uniform Dress Code Shall be Permitted When:

- A student's parent requests reasonable accommodations to address the student's disability or medical condition. Such request shall be provided in writing and submitted to the Principal for approval, or
- The wearing of clothing in compliance with the uniform dress code violated a student's sincerely held religious belief. Such students and the student's parents shall submit a signed affidavit setting forth the religious issues and the requested exemption to the policy.

Green for Jeans

On certain days specified by the Principal, students may opt out of wearing their school uniforms and wear jeans. The jeans must be plain and to the ankles. Jean shorts, skirts and skorts are **not** acceptable. Uniform shirts **must** be worn with the jeans as well as uniform shoes. If you choose not to participate in the greens for Jeans and it is held on a Thursday or Friday or the day before a holiday/teacher planning day, the Friday uniform **must** be worn. Any student who participates in Greens for Jeans must bring in the \$1.00 cash, IOU's will not be accepted.

THE CHARTER SCHOOLS OF EXCELLENCE
REGISTRATION FOR MORNING CARE PROGRAM

My child will be participating in the Morning Care Program at a cost of \$855.00 annually. Breakfast is included in this fee. I understand that I will be automatically billed \$95.00 monthly regardless of the number of days used in that particular week. If I no longer wish to be on the program, I understand I must send written notice to the office of the Charter Schools of Excellence requesting removal from the program. If I am no longer on the program, I understand I will be billed a \$15.00 drop off fee for each day my child participates in the morning care program thereafter.

There is a \$5.00 registration fee to participate in program

I choose the following payment plan:

_____ Plan I: Lump sum payment of \$769.50 in full due by September 2, 2016
(This includes a 10% discount)

_____ Plan II: Monthly installment payments of \$95.00 due by the first of each
month (September 2, 2016 through May 5 2017).

Under Plan II there will be a \$25.00 late fee for installments received after the 5th of each month. **If your account is more than thirty (30) days past due your child may not participate in the program until your account had been brought up to date.** There is a \$20.00 fee for all returned checks. After two (2) returned checks you will be required to pay tuition in cash or with money order. Payments may also be made by credit card (Visa, MasterCard, American Express and Discover).

Student's Name _____ Grade _____

I have read the foregoing and agree to be bound as acknowledged by my signature hereunder.

Parent/Guardian Signature _____ Date _____

THE CHARTER SCHOOLS OF EXCELLENCE
REGISTRATION FOR STAR (Supplemental Tutoring and Reading)

STAR hours: 3:00 p.m. to 6:00 p.m.

My child will be participating in the STAR Program at a cost of \$1,485.00 annually. Afternoon snack is included in this fee. **I understand that I will be automatically billed \$165.00 monthly regardless of the number of days used in that particular week.** If I no longer wish to be on the program, I understand I must send written notice to the office of the Charter Schools of Excellence requesting removal from the program. If I am no longer on the program, I understand I will be billed a \$25.00 drop off fee for each day my child participates in the STAR program thereafter.

There is no STAR on early release days. All students must be picked at the published dismissal time. On early release days (November 22, 2016, December 23, 2016, April 7, 2017, June 8, 2017) there will be an additional \$25.00 charge if students are not picked up on time. I further understand that if I do not pick up my child by 6:00pm, on regularly scheduled STAR days, I will be charged \$25 for the first minute after 6:00pm and \$1 for each additional minute.

****There is a \$10.00 registration fee to participate in program****

I choose the following payment plan:

_____ Plan I: Lump sum payment of \$1336.50 in full due by September 2, 2016 (This includes a 10% discount)

_____ Plan II: Monthly installment payments of \$165.00 due by the first of each month (September 2, 2016 through May 5, 2017).

Under Plan II there will be a \$25.00 late fee for installments received after the 5th of each month. **If your account is more than thirty (30) days past due your child may not participate in the program until your account had been brought up to date.** There is a \$20.00 fee for all returned checks. After two (2) returned checks you will be required to pay tuition in cash or with money order. Payments may also be made by credit card (Visa, MasterCard, American Express and Discover) using the credit card authorization form.

Student's Name _____ Grade _____

I have read the foregoing and agree to be bound as acknowledged by my signature hereunder.

Parent/Guardian Signature _____ Date _____

CURRICULUM

- **Journeys is a comprehensive reading program with rigorous instructional design that integrates reading, phonics, grammar, spelling, technology, and test-taking skills. The program consists of cutting-edge digital learning tools, including mobile apps and interactive whiteboard lessons to help teachers maximize their effectiveness.**
- **Go Math! is a K-6 program aligned with the Florida Standards. The program emphasizes Big Ideas and depth of understanding through interactive lessons, research based instructional approaches, best practices from around the world, and different instructional resources to ensure success for all students.**
- **Science Fusion is a state of the art program designed to build inquiry-based lessons and optimize learning in the classroom, at home, on a computer, or using the science text book.**
- **Think Central is an online resource link for students, parents and teachers to support the reading, math and science curriculum.**
- **Character Education teaches students the characteristics that they need to become responsible and productive citizens in our society.**
- **Zaner-Bloser handwriting is taught daily with K-2 students learning manuscript and Grades 3-5 learning and improving upon cursive skills.**
- **Pearson Technology is an accelerated computer curriculum for reading and math. It addresses the learning needs of students at their level as they work at their own pace. This computer curriculum has improved test scores, increased self-confidence, and improved learning gains.**
- **The 6 +1 Writing Trait model is an analytic assessment, a method of looking at the main characteristics of writing and assessing them independent of one another. This model provides classroom teachers with a tool for communication about writing performance.**

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