



# **Parent Handbook**

## **2009-2010**

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**Dear Parents:**

**Welcome to an exciting year at Canoe Creek Charter Academy. We are thrilled to have the opportunity to work with you and your children to create an enriching learning environment.**

**This handbook is designed to assist you in understanding the policies and guidelines used at Canoe Creek Charter Academy. Please read the handbook and discuss appropriate items with your child. After reviewing the handbook, please complete the back page of the handbook and return it to your child's teacher. Please remember that you will be responsible for all information included in this handbook.**

**We look forward to working with you throughout the year. If you have any questions regarding the handbook, please contact anyone in the school office.**

## The School District of Osceola County, Florida

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# 2009-2010 SCHOOL CALENDAR

## CALENDAR TO FOLLOW FOR ALL SCHOOLS IN THE DISTRICT

<b>MONTH</b>	<b>DATE</b>	<b>DAY/ DAYS</b>	<b>HOLIDAYS</b>
AUGUST	17-21	MON-FRI	TEACHERS REPORT, PRE-PLANNING
	24	MON	FIRST DAY OF SCHOOL FOR STUDENTS
SEPTEMBER	7	MON	LABOR DAY - TEACHER/STUDENT
HOLIDAY			
OCTOBER	23	FRI	PROFESSIONAL STUDY DAY/STUDENT HOLIDAY <b>OR</b> 1st EMERGENCY MAKE-UP DAY
	29	THUR	END OF 1st GRADING PERIOD
	30	FRI	TEACHER WORK DAY/STUDENT HOLIDAY <b>OR</b> 2nd EMERGENCY MAKE-UP DAY
NOVEMBER	2	MON	FIRST DAY OF 2nd GRADING PERIOD
	11	WED	VETERANS DAY – TEACHER/STUDENT HOLIDAY
	23	MON	TEACHER NON-WORK DAY/STUDENT HOLIDAY <b>OR</b> 3rd EMERGENCY MAKE-UP DAY
	24	TUES	TEACHER NON-WORK DAY/STUDENT HOLIDAY <b>OR</b> 4th EMERGENCY MAKE-UP DAY
	25	WED	TEACHER NON-WORK DAY/STUDENT HOLIDAY
	26	THUR	THANKSGIVING – TEACHER/STUDENT HOLIDAY
	27	FRI	TEACHER NON-WORK DAY/STUDENT HOLIDAY
DECEMBER	18	FRI	LAST DAY OF CLASSES
	21-31	MON-THUR	WINTER BREAK - TEACHER/STUDENT HOLIDAY
JANUARY	1	FRI	WINTER BREAK - TEACHER/STUDENT HOLIDAY
	4	MON	CLASSES RESUME
	18	MON	MARTIN L. KING, JR. DAY - TEACHER/STUDENT HOLIDAY
	22	FRI	END OF 2nd GRADING PERIOD
	25	MON	TEACHER WORK DAY/STUDENT HOLIDAY
	26	TUES	FIRST DAY OF 3rd GRADING PERIOD
FEBRUARY	19	FRI	RODEO DAY TEACHER NON-WORK DAY/STUDENT HOLIDAY
MARCH			
APRIL	1	THUR	END OF 3rd GRADING PERIOD
	2	FRI	TEACHER WORK DAY/STUDENT HOLIDAY
	5-9	MON-FRI	SPRING BREAK – TEACHER/STUDENT HOLIDAY
	12	MON	CLASSES RESUME/FIRST DAY OF 4th GRADING PERIOD
MAY	31	MON	TEACHER NON WORK DAY/STUDENT HOLIDAY
JUNE	10	THURS	END OF 4th GRADING PERIOD – LAST STUDENT DAY
	11	FRI	POST PLANNING LAST DAY FOR TEACHERS

Rev. 11.19.08

**Dates when teacher/students are not in school:**

September	7	Labor Day
October	23	Student Holiday or Emergency Make Up day
October	30	Student Holiday or Emergency Make Up day
November	11	Veterans Day
November	23-30	EMERGENCY MAKE UP or Teacher no-work day/Student holiday Thanksgiving Vacation
December	21-1/1/10	Winter Break
January	18	Dr. Martin Luther King, Jr. Day
January	25	Student Holiday
February	19	Rodeo Day
April	2	Student Holiday
April	5-9	Spring Break
May	31	Teacher no-work day/Student holiday

**School begins on August 24<sup>th</sup>. School ends on June 10<sup>th</sup>**

Grading Periods:

First grading period ends	October	29
Second grading period ends	January	22
Third grading period ends	April	1
Fourth grading period ends	June	10

**EARLY DISMISSAL**

**School dismisses each Wednesday at: 2:00 K thru 8**

**Dates are subject to change. Please check the School Web Site every few weeks at [www.canoecreekcharteracademy.org](http://www.canoecreekcharteracademy.org).**

## **ABSENCES:**



Any time when a student returns to school after an absence, a note **MUST** be brought from home. Acceptable excuses for students' absences are illness, a death in the family, a school-sponsored event or activity that has been previously approved such as a religious holiday. Doctor's notes will **ONLY** be accepted by the student's homeroom teacher upon his/her return to school. Doctor's notes **will not** be accepted at the **END** of the school year for an absence that occurred previously in the year. If you need to take your child out of school before the end of the school day, come to the school office before 2:00 p.m. to sign him/her out and a school employee will send for your child.

**Students will not be dismissed from the classroom to the parent. Early dismissal after a field trip is not permitted. No early dismissals will be permitted after 2:00 p.m.**

**Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the administration. Notification must be made in writing at least two weeks in advance so teachers can have the appropriate work ready for each student. Absences due to vacations are not considered excused.**

**Students exceeding a combination of 20 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges.**

## **ACADEMIC IMPROVEMENT PLAN (AIP)**

An AIP is required by the state when a student is not progressing at the appropriate rate in academics and/or behavior. It is designed to help meet a child's individual needs and assist that child in reaching grade level standards.

Students are required to have an AIP if:

- They receive a Level 1 or 2 in reading or math on the FCAT.
- Academic grades are a D or below.
- Behavior is negatively affecting academic achievement.



## **AGENDA BOOK:**

Each student will be required to purchase an agenda from the school. The agenda book will be used on a daily basis by teachers for communication to parents. Students will use the book to log in their home learning assignments. The agenda book may be purchased at the open house at the beginning of the school year or from the school's office. The agenda book must be **signed each night** by a parent to ensure that all communication has been seen. If a student misplaces an agenda book, he/she will be required to purchase another one from the Main Office in the morning. No other agenda books will be accepted, as the school has ordered books with specific items.

## **AFTER SCHOOL CARE:**

The After School Care (ASC) program is a service we provide for parents for a reasonable fee. The ASC program begins immediately after school ends until 6:00 p.m. Students are provided a snack and a drink. During an hour of ASC time, students are to work on their home learning and read a book. After home learning time is over, students have time for recess, games, and a variety of structured activities. Please see our web site for payment procedures and policies. **Students may not be picked up from ASC during dismissal time (2:00 p.m. to 3:45 pm). ASC Students will be not be dismissed until after 3:45 p.m.**

## **ARRIVAL:**

Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** All students must use the school driveway to be dropped off. Drop off is from 8:00 a.m. to 8:15 a.m., so that students are sitting in class by 8:00 a.m. There **is no supervision before 8:00 a.m.** for students who are **not** enrolled in the Before School Care Program. If students are dropped off prior to 8:00 a.m. they will be placed in Before School Care and the parent will be assessed a \$ 25.00 registration fee and the daily rate of \$5.00. Students are not permitted to be dropped off in the adjacent retail store parking lots. Anyone parked in the retail store parking lots may be towed at the discretion of retailer.

## **BEFORE SCHOOL CARE (BSC):**

Before care is a service the school provides for all parents for an additional monthly fee. Please see our web site for program policies & monthly payments due date. Students who will be attending the Before School Care (BSC) program are expected to report directly to the Multipurpose Room upon arrival and **parents must sign in their child on a daily basis.** Students in BSC will have time to review the previous day's assignment. Breakfast will be available from 7:00–7:45 a.m. only for an additional fee (please see payment schedule on the school web page).

***No students will be permitted to enter the building prior to 7:00 a.m for Before School Care.***

## **BIRTHDAY CELEBRATIONS:**



Students are welcome to celebrate their birthday at school in Kindergarten through grade. Individual snacks (cupcakes, cookies, etc.) and a drink may be brought to school to share with your child's homeroom. Arrangements must be made in advance with the classroom teacher. **No party bags, balloons, decorations, etc. are permitted. Siblings may not attend this celebration as it would be disruptive to another class**

## **CAFETERIA PROGRAM:**

**Lunch \$ 3.00 Per Day (includes milk)**

**Breakfast \$ 1.50 Per Day**

A standard menu will be used and is posted on our school website [www.canocreekcharter.org](http://www.canocreekcharter.org) . Breakfast and lunch will be served in the

Multi-purpose Room. Occasionally, students lose or forget their lunch; when this happens, the student will have cereal and milk. Students will not be permitted to call home. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas, candy or gum to school. **Since we are trying to promote healthy eating habits, we request that fast food not be brought to school. If you insist on bringing your child fast food, it must be placed in a regular lunch box or brown bag. The toys must be removed and remember, no sodas. Parents are encouraged to come eat with their children. Please note that this does not count towards service hours.**



### **Payment:**

Payments and order forms are due on **Wednesdays** only. Monthly order payments are due on the **LAST WEDNESDAY** of the previous month. For example, payment for October lunch is due on the last Wednesday in September. Weekly order payments are due the **WEDNESDAY** prior to the week you are ordering lunch. Payments will not be accepted on any other day unless the student was absent from school. Payments may be made in cash or check (payable to Canoe Creek Charter) Please note: there is a \$30.00 fee for returned checks & you may be required to pay in cash or money order for the remainder of the school year. Days missed due to absences or fieldtrips are **NOT** credited. A special fieldtrip lunch will be provided. Milk can be purchased for .50 cents everyday.

**Free/Reduced Price Lunches:** Applications for Free or Reduced Priced meals are available in the school office and cafeteria. Parents must apply for this benefit yearly. Applications should be completed and returned by Friday, August 31<sup>st</sup> for students starting school at the beginning of the school year. Students

who enroll after the school year has begun must return their free/reduced lunch applications with their registration packets. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for free/reduced lunch will be sent promptly. **Parents are responsible for providing lunch for their children until the application is approved; however, prior year lunch status is valid for the first two weeks of school only.**

**Behavior:** Conduct in the cafeteria reflects a student's home training. Students should eat in an atmosphere that is pleasant and conducive to good habits. Please discuss good cafeteria manners with your child. Students will receive a detention for improper cafeteria behavior.

**Students Will:**

Use low voices during lunch.

Not play with or throw food.

Raise their hand if they need something.

Remain seated during the lunch period at their assigned table.

**Service Hours during Lunch:**

Please see the front office for assignment and approval of service hours during lunch. Please note that just having lunch with your child during lunch is not considered service hours.

**COMMUNICATION:**

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times.

Parents will have access to their child's grades at all times by logging into the following website [www.canoecreek.org](http://www.canoecreek.org). **Parent User names and Passwords will be sent home during the first few weeks of school for new students. Returning students have same usernames and passwords from prior school year. Please don't call the front office for your Parent User names or Passwords. Contact your child's teacher via Student Agendas.**

In addition to the report cards and conferences, student work will be sent home along with a progress report from your child's teacher in a communication folder. The parent/guardian will be asked to sign and return the information the following day. This information will be sent home bi-weekly.

Please feel free to consult with the office regarding any problems or questions that concern your child. However, it is imperative you make an appointment to speak with the child's teacher first for classroom issues. It is the desire of the administrators and the faculty to be of service to both parent and student, and every teacher welcomes a conference with any parent. At no time is it appropriate for a teacher to meet with parents while students are present, including the arrival time from 8:00 – 8:15 a.m.

Therefore, conferences need to be scheduled ahead of time, so the teacher and/or administrator will be available to meet with you.

It is the parents' responsibility to stay informed. We are also striving to become a paperless school. Our quarterly Parent Connection newsletter and additional information will be posted in SIS. If you don't have access to the internet, a copy of the information will be posted in school lobby. Also, please check your child's back packs daily for emergency notices, [www.canoecreekcharter.org](http://www.canoecreekcharter.org) and SIS frequently for new information.



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## **DISCIPLINE PROCEDURE:**

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a loving desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines.

### **The following list is not all-inclusive:**

1. Students are expected to respect the authority of school personnel which includes but is not limited to: administration, teachers, staff, substitutes, and fellow students.
2. Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on the school grounds.
4. Items such as water pistols, matches, radios, cassette players, skateboards, gameboys, toys, weapons of any sort, etc. are not permitted at school.
5. No notebooks, albums, magazines, lunch boxes, etc. will be permitted that carry pictures or slogans referring to the drug culture or alcohol. No profane, abusive or slang language is to be used.
6. **Cell phones or other personal electronic devices should not be brought to school and use is prohibited during school hours. School phones are available in case of emergency. Cell phones will be collected by school personnel before the school day begins, registered, and returned only at the end of the day. Possession of a cell phone or other personal electronic devices during the school day will result in the equipment being collected and only returned directly to the parent.**
7. Zero tolerance for aggression, drugs and alcohol. (Students that push, hit, bite, kick, harass, bully or use the internet in a negative way will be suspended)

The Oseola County School Board passed a Code of Student Conduct that lists violations and disciplinary actions that must be taken in order to deal with the misconduct. All students and their parents must read the Osceola County School Board Code of Student Conduct and can be viewed online at <http://www.osceola.k12.fl.us>.

**Detention Policy:**

<b>Kindergarten – 2nd Grade:</b>	<b>30 minutes (3:30 – 4:00)</b>
<b>3<sup>rd</sup> Grade - 8<sup>th</sup> Grade:</b>	<b>1 hour (3:30 – 4:30)</b>
<b>3<sup>rd</sup> Grade – 8<sup>th</sup> Grade:</b>	<b>Saturday School (8:00-11:00 a.m.)</b>

Detentions are served on Wednesdays for students receiving this consequence. Detentions are given by administration, teachers or school staff. Detentions will be given for the following infractions, but not limited to the list below:

**Missed Homework:** On the third homework assignment not turned in on time the teacher will assign a detention. For each occurrence after the third missed assignment, the child will receive an additional detention or Saturday School. Children with chronic homework infractions are referred to the school administration for possible suspension.

**Uniform:** The first time a student is out of uniform, a warning will be given to the parent and child. A warning will be written in the child’s daily agenda. The second time a student is out of uniform, a detention will be issued. After 3 detentions or more for uniform infractions, a Saturday School or suspension may be issued.

**Behavior:** The first time a child demonstrates improper behavior a warning will be given. A warning will be written in the child’s daily agenda. However, severe misbehavior may warrant a referral the school administration for disciplinary action which may result in suspension.

When the child receives the second strike, teachers will advise parents that the next infraction will result in a detention. Parents will receive this notification in their child’s agenda book. in a detention. Parents will receive this notification in their child’s agenda book.

Once the detention has been assigned, it is the child’s responsibility to return the signed detention notification form to the teacher. Failure to return the signed detention form will result in additional consequences.

## **SATURDAY SCHOOL: 8:00 a.m. - 11:00 a.m.**

After 2 detentions, students will receive a Saturday School. Also, a student may receive a Saturday School for extreme misbehavior. Saturday School will consist of providing service hours on school grounds. After 2 Saturday Schools, a student may be suspended for continued misconduct.

### **ELEMENTARY K- 5 ENTIRE SCHOOL YEAR**

- 1. DETENTION**
- 2. DETENTION**
- 3. SATURDAY SCHOOL**
- 4. SATURDAY SCHOOL**
- 5. SUSPENSION**

### **MIDDLE SCHOOL 6- 8 ENTIRE SCHOOL YEAR**

- 1. SATURDAY SCHOOL**
- 2. SATURDAY SCHOOL**
- 3. SUSPENSION**

**Students missing a detention on Wednesday will receive an additional detention day. Leaving a detention early will result in another day being assigned. Students that do not serve their assigned detention or bring their notice signed within 24 hours are subject to another detention or increased disciplinary actions.**

## **DISMISSAL:**

Please avoid calling the front office during dismissal (2:45 p.m. thru 3:45 p.m.) Students must leave the school grounds immediately after dismissal, unless enrolled in the After School Care Program or Enrichment Programs. Parents must wait for their children **outside** the school. **Students will not be dismissed after 2:00 p.m. on Monday, Tuesday, Thursday or Friday and 1:00 p.m. on Wednesdays. Also, After- School Care Students will not be dismissed during regular dismissal. After School Care students may be picked up after 3:45 p.m.**

Only individuals listed on the *EMERGENCY CONTACT CARD* will be allowed to pick-up students from the school. Please update information whenever changes occur. A valid photo identification will be required of all individuals' picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will **not** be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents, which indicate who has legal access to the child and his/her records during

school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate to be permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Students not picked up on time will be placed in the After Care Program and be charged according to the Late Fee Schedule below:

### **Late Fee Schedule**

#### **K - 8**

3:31 - 3:45	\$15.00
3:46 - 4:00	\$20.00
4:01- 4:15	\$25.00
4:16 - 6:00	\$30.00

\*Any child picked up after 6:00 pm will be charged the late fee and an additional \$2.00 per minute.

If making changes in your child's dismissal plan, please fax information with a copy of your Florida Driver's License and signature to the school **before 2:00 p.m.** No phone calls will be accepted.

Examples of changes to child's dismissal plan:

- A bus student going home through "parent-pick-up" instead of on the bus.
- An After School Care Student going home in "parent-pick-up" instead of going to the After School Care Program.
- Requesting that a student be placed in After School Care for the day instead of going to "parent-pick-up".

No phone calls will be accepted for the above examples.

**Please make sure that if you need to sign your child out early for an appointment you do it before 2:00 p.m. No early dismissals will be permitted after 2:00 p.m.**

All parents must remain inside your cars during dismissal. Teachers will bring the students to the designated area for pick- up or for bus transportation. Please follow our procedures for dismissal to ensure the safety of students. Please follow our procedures for dismissal to ensure the safety of students and to demonstrate positive citizenship in our school's neighborhood.

Parents picking up students for dismissal may not form a line in the driveway until 2:40 p.m. so that the "Fire Lane" is free from obstruction and the area can be utilized for Physical Education activities. Arriving early tends to increase wait time in the parent car loop. Parent pick up in the car loop is continuously available until 3:30 p.m. and may be more efficient if your arrival is planned at any time within this window (3:00-3:30 p.m.).

Parents are **not permitted** to use the bus loop at any time.

## **DRESS CODE:**



A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school uniform during normal school days. The school reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance shall wear the official school uniform from Step Ahead Uniform Company.

**Hair:** Hair must be neat and clean with no "unnatural" colors, i.e. fluorescent, bright green, etc. Hair must be combed down without spikes. Students may not have hair hanging in their face that obstructs their eyes. Boy's hair must not touch shirt collar. Hairstyles disruptive to the learning environment will not be permitted. No hats or bandanas may be worn. Headbands may only be worn if holding hair back and may not be worn across the forehead.



**Shoes:** Students must wear closed shoes at all times. No heavy military type boots or shoes with metal tips may be worn. No roller skate shoes or light-up sneakers are permitted. All shoes must be brown, blue, black without patterns. No slip on type shoes. Athletic shoes can be worn but must be simple with laces or Velcro. The school recommends that students wear athletic shoes (tennis shoes, sneakers, etc.) with non-marking soles.

**Shirts:** All shirts must be tucked in and must have the school logo that are purchased from the school's uniform vendor. Only plain white undershirts may be worn under the uniform shirt.

**Slacks/Shorts:** All uniform slacks/shorts must be worn with a solid brown or black belt and be in good repair. Shorts may not be shorter than a finger length above the knee. All uniform bottoms must have the CSUSA Logo and be purchased from the school's uniform vendor.

**Skorts:** All skorts must be no shorter than a finger length above the knee.

**Jackets:** Jackets should have the school logo and be purchased from the school's uniform vendor. Improper jackets will result in a uniform violation and student may not wear it inside the school building. **Students may not wear hoods inside the school building.** Sweaters, long sleeve shirts, and jackets are available for purchase from Step Ahead Uniform Company if your child tends to feel cold inside of the school. Students may not wear long sleeve layers under a short sleeve uniform shirt.

**Jewelry:** No body piercing other than earrings. Earrings should be stud style only for safety purposes – No hoops or hanging earrings. Students may wear a watch and one thin chain that is tucked into the shirt. No names or medallions should be worn on the thin chain. No rings or bracelets will be worn to school. Earrings,

necklaces, bracelets and rings as discussed above will be collected by the faculty if worn.

**General:** No hats or sports bands (wrist, head or ankle) may be worn at school. At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty.

**Uniform:** The first time a student is out of uniform, a warning will be given to the parent and child. A warning will be written in the child's daily agenda. The second time a student is out of uniform a violation will be issued and a detention assigned. After 3 detentions for uniform infractions, a suspension will be issued.

**All uniforms must be purchased through the uniform vendor and embroidered with proper school logos. Uniforms that are altered for length (other than pant legs), belt loops, etc. will be considered a uniform violation. The approved school vendor is Step Ahead Uniform Company.**

### **EARLY DISMISSAL:**

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record.

**Excused early dismissals are given for doctor's appointments with notes from the doctor. To receive an excused early dismissal, a doctor's note must be brought to school the next day. No doctor's notes will be accepted late.**

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child.

**Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office.**

**No early dismissals will be permitted after 2:00 p.m.**

**Students exceeding a combination of 20 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges.**

## **EMERGENCIES:**

**Illness:** The importance of regular attendance cannot be over-emphasized, but **students should not be sent to school when they are ill.** Students will be sent home if they have a temperature of 99 degrees or above. **In order for a child to return to school, he/she must be fever-free, diarrhea, vomit-free for a minimum of 24 hours.** If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency. Please update Emergency Contact Information whenever changes occur.

Students will not be permitted to take calls from parents to see how they are feeling. If the school has not contacted you, your child is feeling fine.

## **EMERGENCY EVACUATION:**

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdowns, and extreme weather procedures to prepare us for the possibility. Under extreme circumstances should we need to evacuate the building the local police will assist in determining the location the students would be held. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. For information during such an emergency you may contact CSUSA @ 954-202-3500 or our school web page. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well.

**Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.**

## **ENRICHMENTS:**

The enrichment program functions independently from the After School Care program; therefore, it is not a requisite to be enrolled in the After School Care program to participate in enrichment activities. Students have several opportunities to participate in extra curricular activities for an additional fee. An enrichment guide will be posted on our website which will include the activities offered, the days, time and cost. Fees are due monthly at the front office or in an envelope with student's name, enrichment registration form (recscharter.org) and homeroom teacher's name. If paying by check, please print student name and enrichment name on the check memo section.

## **FAMILY RIGHTS AND PRIVACY ACT:**

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

## **FIELD TRIPS:**

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children (non students) accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours (3 official chaperones per class). The official chaperones will be rotated and selected through a lottery of chaperones. The Guidelines for Chaperones form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines.



**All parent chaperones must be cleared through Osceola School District prior to the field trip with fingerprints and background checks. Teachers must submit the chaperone list to the office three weeks prior to the field trip.**

Participation in field trips is a **privilege**. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to academics, behavior/conduct and/or attendance.

Students with fees owed to the school for Before Care Program/After Care Program, lost books, etc. will not be permitted to attend field trips until these fees are paid.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to the field trip date. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the student will be not be permitted to take part in the field trip. Students not paying by the designated deadline will not be permitted to attend the field trip.

- **All field trip money will be collected by the classroom teacher.**
- **Field trips must be paid in cash only.**
- **Money will not be accepted at the front office.**

## **GRADING SCALE:**

### **Kindergarten thru 1st**

E	90-100	Excellent
S	75-89	Satisfactory
N	65-74	Needs Improvement
U	0-64	Unacceptable
N/C	---	Not Covered
CNA	---	Covered Not Assessed
I	I	Incomplete

### **Grades 2 thru 8**

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## **GRIEVANCE PROCEDURE:**

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable, through appointment.
4. If you believe the problem is not resolved, meet with school administration.
5. If left unresolved, you should contact School Support, CSUSA @ 954-202-3500.
6. If still unresolved, you should contact the Canoe Creek Governing Board. Please call the school for contact information.

## **HOME LEARNING POLICY:**

The purpose of home learning is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand his/her assignment after trying to do it at home, please send a note to the teacher indicating the problem.

Teachers use the following time schedule as a guide when assigning home learning:

<b>Home learning</b>		<b>Reading and Log</b>
Grade K	10 minutes	10 minutes
Grade 1	20 minutes	10 minutes
Grade 2	20 minutes	20 minutes
Grade 3	30 minutes	30 minutes
Grade 4	45 minutes	30 minutes
Grade 5	45 minutes	30 minutes
Grade 6-8	60 minutes	30 minutes

These times are a guide and are based on the average child's ability and on

concentrated, undistracted time for doing home learning. Some days' home learning assignment may take less time or may take slightly more time on any given day. A child who does not complete class work in class may have to complete class work in addition to home learning. Reading Log requirements will be sent home by the Language Arts teacher.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. Teachers keep daily records of home learning assignments which are used in determining quarterly grades. If a child fails to complete home learning, there may be consequences in the classroom. If a child continually fails to complete home learning, consequences may include detention or suspension. **It is important to note that home learning is the student's responsibility.**

All students will be required to write their assignments in their school agenda. Parents are required to **sign the agenda each night** to ensure effective communication. **Parents not signing the agenda will result in student receiving a disciplinary warning or corrective action.**

The parent's responsibility is to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

**Students will not be permitted to return to a classroom after dismissal to get home learning assignments and projects. This also includes the students participating in the after care program. Assignments will not be accepted at the office from parents.**

## **HONOR ROLL AND AWARDS REQUIREMENTS:**



### **Quarterly Awards**

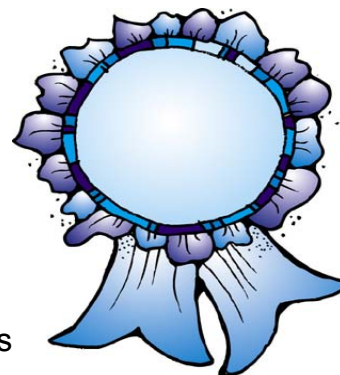
#### **Third - Eighth Grades**

High Academic Honors - All 90's in academic subjects.

Honors - All 80's and 90's in academic subjects.

#### **All Grades**

Perfect Attendance - No more than one tardy and/or early dismiss



### **End of Year Awards**

#### **Second- Eighth Grades**

Principal's Award - All 90's all year in academic subjects.

Academic Achievement - All 80's and 90's all year in academic subjects.

#### **First Grade**

Academic Achievement - No more than 5 S's all year in academic subjects.

#### **All Grades**

Perfect Attendance - No more than 4 tardies and/or early dismissals all year.

Citizenship - One outstanding citizen per class.

Art Achievement - One student per class.

Technology Achievement - One student per class.

Music Achievement - One student per class.

Spanish for Native Speakers Achievement - One student per class.

Spanish for Non-Native Speakers Achievement - One student per class.

Physical Education Achievement - One student per class in Kindergarten.

Presidential and National Fitness Awards grades 1- 6

Canoe Creek Excellence Award - One student per grade level for outstanding achievement in academics, citizenship and effort.

*Middle School students will also receive awards for their elective courses.*

## **STRIVE CHARACTER STUDENT OF THE MONTH:**

Each month students have the opportunity to become a STRIVE CHARACTER Student of the Month. Students must demonstrate the following qualities:

- They make good choices when reacting to or handling a problem.
- They are in control of themselves at all times including special area classes, lunch recess and before/after school care.
- They show concern for other people, for their own personal property and for school property.
- They accept both negative and positive consequences and act responsibly.
- They arrive to school on time (no more than 2 unexcused tardies per quarter)

- and/or early dismissal per quarter)
- They turn home learning in complete and on time.
- They have no detentions, suspensions, etc.

Students will be nominated by their classroom teachers who will also take into account behavior in special classes, lunch, recess, and Before/After Care Programs.

## **HALLWAY BEHAVIOR:**

Students should travel through the hallways quietly to avoid interrupting ongoing classes. Students should always arrive to class on time. Students are NOT allowed to show “Public Display of Affection”. For safety reasons students should walk on the right side of the hallway and keep their hands, feet and other objects off the corridor walls.

**INJURY:** An accident report will be completed and filed for everyday accidents.

The procedures listed below will be followed for an injured student:

- 1) Teachers will send the student to the office if the injury is minor. Teachers will notify the office if the student is unable to be moved.
- 2) School personnel will administer basic first aid.
- 3) The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.
- 4) The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

## **INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES:**

All textbooks needed by students for school and homework assignments are furnished by the school from tax dollars. The school is also able to provide the materials and equipment requested by teachers for classroom instruction.

Students need to realize that books and materials are expensive and that they should be cared for properly. **Students are required to cover all books that are issued to them.** A brown grocery bag makes an excellent book cover. At the beginning of the school year, some businesses offer free book covers to the students. Students should print their names and room number on the front of each book cover. Books must not be written in or on. Charges will be made for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.

Students will not be granted transfers prior to returning all books and paying any fees owed to the school. Students must turn in the textbooks on the day of each individual Final Exam.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

### **LABELS:**

Please have your child's name on all personal property such as: lunch boxes, sweaters, raincoats, etc.

### **LOST AND FOUND:**

Throughout the school year, items which have been lost are turned into the multipurpose room. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go to the "Lost and Found" in the multipurpose room to claim it. There are many items lost and never claimed each year. These items are donated monthly to various charitable institutions. Therefore, please label your child's personal belongings.

Sweaters, jackets, and uniforms not labeled and in good condition will be washed and resold for \$5.00 each after 30 days.

### **MEDICATION:**

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of the school without specific written authorization by the physician & parents of the student is forbidden. **If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer medication personally.** Physician's Form may be obtained from the school office or website. The medication will be kept in the office and will be administered by office personnel. **Students are not allowed to have any medication (not even over the counter medication) in their possession. Parents must pick up and drop off medicine in the office. Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.**

## **PARENT TEACHER ORGANIZATION (PTO):**

A great portion of each child's day is spent at school; therefore, his/her growth and development becomes a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the Parent Teacher Organization (PTO).

The faculty, staff and administration hope that all of the parents will become active members supporting the school and organization. Officers will be elected yearly according to the PTO's bylaws.

The PTO will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase items voted on by the PTO members. According to the parent contract, you must participate in one school activity.

PTO board meetings are held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTO meetings.

## **PARENT SERVICE HOURS:**

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available through out the school year events. Other opportunities are announced throughout the school year.

Parents are required to volunteer a minimum of 20 service hours per family each school year (or prorated to two hours a month for students enrolling after the school year has begun). Ten service hours must be completed by **January 23<sup>rd</sup>**. Students whose parents have not completed these hours by January 17<sup>th</sup> will lose automatic re-enrollment and be placed back in the lottery. Students whose parents have not completed the 20 hours by **May 22<sup>nd</sup>** will also lose automatic re-enrollment and be placed on the waiting list.

To volunteer in classrooms, please make prior arrangement with the teacher so that instructional time is not lost.

**Please be sure to log in your own volunteer hours in the Student Information System on the Internet at [www.canoecreekcharter.org](http://www.canoecreekcharter.org) with your user name and password so that your hours can be accounted for each quarter.**

It is suggested that a minimum of 2 hours of volunteer service be spent working on school fundraisers and special activities.

Parents will receive volunteer time for attending workshops and general parent meetings conducted in the school.

## Volunteers:

Parents are **required** to volunteer 20 hours for the child attending and 10 for each additional child. Parents are required to log the volunteer hours in the volunteer binders in the lobby and enter anytime in SIS **only after the hours have been completed**. All OASIS applications **must** be filled out online at [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us) click on parent resources and then volunteer opportunities. This must be done before they volunteer. After doing this they will be able to log their volunteer hours directly into the Osceola County website and SIS. These MUST be logged in by the parent after each volunteer occurrence not all at one time. Teachers must check and initial their class log the first Friday of each month. Parents are responsible for logging all hours in the SIS System and Osceola County internet site if you do not do so your hours will not be counted. As previously written this must be done as they are completed not all at once.

**No parent may grade a child's work nor file any students work.**



## PEDICULOSIS (HEAD LICE) and Eye Infections

Students will be checked periodically for head lice. Students will be sent home immediately if school personnel suspect lice in his/her hair.

The students MAY NOT return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and shampoo frequently.

Any eye conditions that do appear to be infectious must be cleared by a doctor in order for the student to return to school. This is for the protection of the student and their classmates.

## RETURNED CHECKS:

Returned checks to the school are charged a \$35.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a reminder from the school. **Payment for the returned check must be made in cash or money order.** The returned check and \$35.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything else at school. Students whose families do not submit payment for returned checks will lose privileges of field trips, special events and may lose automatic enrollment status for the following school year.

## **SCHOOL ADVISORY COUNCIL:**

This group meets several times a year to discuss school wide goals within the School Improvement Plan.

## **SCHOOL HOURS:**



Before School Care	7:00 – 8:00 a.m.
Student Arrival	8:00 – 8:15a.m.
Student Dismissal	K-2 <sup>nd</sup> 3:00 p.m. 3 <sup>rd</sup> -8 <sup>th</sup> 3:15 p. pm.
After School Care	All grades 3:30 - 6:00 p.m.
Wednesday Dismissal	K-8 <sup>th</sup> 2:00 p. m.

## **SCREENINGS:**

All Kindergarten students are screened for speech, hearing, and vision to rule out any difficulties in these areas.

## **Student of the Month**

There will be one student per homeroom class to be selected as student of the month. Student of the Month will be based on CSUSA's "STRIVE" for excellence in education program. Each month will emphasize a different characteristic:

### Moral Character

Respect  
Integrity  
Caring  
Courage  
Justice

### Performance Character

Perseverance  
Responsibility  
Industriousness  
Self Control

### Active Citizenship

Service/Community Involvement  
Respect for Authority  
Change Agent  
Cooperation  
Patriotism

Student of the Month will be announced the last Wednesday of each month during morning announcements. The homeroom teacher will notify parents so that they may see their child receive a certificate. Morning announcements begin promptly at 8:00 in the morning.

## **STUDENT PROGRESSION PLAN**

The school will follow the Osceola's School's Student Progression Plan requirements and procedures for K – 8<sup>th</sup> grade students.



### **STUDENTS' RIGHTS:**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, detention, suspension or expulsion or other disciplinary action.

**Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the Administration. At no time may parents approach the student or their parent directly.**

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated. Police will be called when necessary.

### **SUSPENSION AND EXPULSION:**

The Principal may recommend to the Governing Board and the Superintendent of Schools to expel a student for any of the following in accordance with the Osceola County School Code of Conduct:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.
6. Harassment of any kind towards another student or faculty member whether face to face by telephone, or via the internet.
7. Any other conduct that warrants expulsion based on the Code of Conduct.

Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct. Offenses include but are not limited to the following:

1. **Fighting or other dangerous and/or disruptive behavior (hitting, kicking, harassing, pushing or biting).**
2. **Possession or use of drugs and tobacco.**
3. **Being under the influence or having alcoholic beverages on school grounds.**
4. **Defacing or vandalism of school property.**
5. **Igniting any flammable substance.**
6. **Continual disruption of class.**
7. **Emotional outburst**
8. **Profanity**
9. **Insubordination**
10. **Disrespect**
11. **Peer Conflict**

### **TARDY POLICY:**

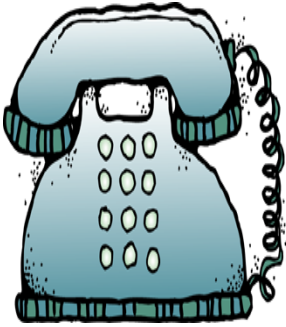
A child is tardy when he/she is not in the classroom at **8:20 a.m.** A student that enters a classroom with a late pass is considered tardy. A student that enters the building before 8:20 but reports to the classroom after 8:25 without a pass will be marked tardy by the classroom teacher and will be logged by the school office personnel.

**Excused tardies are given for doctor's appointments with notes from the doctor. A doctor's note must be presented at the time of arrival to receive an excused tardy. No late doctor's notes will be accepted.**

**Students exceeding a combination of 20 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges.**

## **TELEPHONE:**

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not make or receive calls at any time. This means students may not call home for lunch, field trip money or any other reason.



**Cell phones or other personal electronic devices should not be brought to school and use is prohibited during school hours. School phones are available in case of emergency. Cell phones will be collected by school personnel before the school day begins, registered, and returned only at the end of the day. Possession of a cell phone or other personal electronic devices during the school day will result in the equipment being collected and only returned directly to the parent.**

If an emergency arises, school personnel will contact parents or guardian.

## **SEVERE WEATHER INFORMATION:**

The school will follow the same instructions as **Osceola County Public Schools** in case of severe weather emergencies. Parents should watch the local news for information about school closings.



## **VISITORS:**

Visitors, **INCLUDING PARENTS**, are **NOT** permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Florida Drivers License which will be processed through the *Raptor Screening System*. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

# Student Information System

The Student Information System (SIS) is a web based tool to assist in your daily interaction with your child's school life. This tool can be accessed from any computer with Internet access. All that is required is that you have the correct web site address and a valid username and password.

Using SIS, you will be able to view your child's absences, communicate with the teachers through message boards, and view assignments the teachers have assigned to your child.

## Login

To access the system, go to System (SIS) [www.canoecreekcharteracademy.org](http://www.canoecreekcharteracademy.org). From that page, enter your username and password and select "Submit".

## Full Instruction Manual

A full set of instructions on how to use SIS can be found by selecting the "HELP" link from any page. Selecting this link will take you to the page below where you can download the full instruction manual. The Adobe Acrobat Reader is required to view the manual and if you do not already have it installed on your computer, you can download it and install it for free by selecting "Get Adobe Acrobat Reader: image."



## PARENT CONTRACT 2009-2010

I (We) the parent(s)/guardian(s) of \_\_\_\_\_, Grade \_\_\_\_\_ agree that:  
(Please print)

**WHEREAS**, in order to provide my (our) child with a unique educational opportunity;

**WHEREAS**, by choosing to enroll my (our) child at the Canoe Creek Charter Academy is a decision of my (our) personal choice and not a privilege;

**WHEREAS**, my (our) desire to enroll my (our) child at the Canoe Creek Charter Academy is premised upon my (our) desire to become an active partner in the education of my (our) child;

**NOW THEREFORE**, in consideration of the foregoing:

1. As a parent of a student at the Canoe Creek Charter Academy, my (our) commitment is to abide by the following resolutions:
  - A. To recognize and embrace my role as the primary educator of my child.
  - B. To participate in the parenting workshops as provided by the School.
  - C. To attend all conferences scheduled with any member of the Canoe Creek Charter Academy staff.
  - D. To participate in the Parent Volunteer Program for 20 hours for the first child and 10 hours for each additional child. Recording of volunteer hours will be done on SIS by the parent for credit. ½ of the hours must be completed before Winter Break and the second ½ by May 1<sup>st</sup>.
  - E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, Canoe Creek Charter Academy is not responsible for my child's safety. If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to transfer to a school that is more accessible for my child.
  - F. To purchase uniforms for my child from the Canoe Creek Charter Academy approved supplier and ensure that my child is wearing the approved uniform daily.
  - G. To supply a lunch, either brown bagged or purchased from the Canoe Creek approved vendor, each school day for my child.
  - H. To be responsible for timely payment of any fees accrued to my account at the Canoe Creek Charter Academy
  - I. To participate in at least one of the many parent groups i.e. PTO, School's Improvement Committee, Fundraising Committee, etc.
  - J. To purchase an Agenda Book and Weekly Folder from the approved supplier and sign book nightly.
2. To do the following things to enhance my (our) child's academic growth I (we) 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 at least 60 minutes of homework daily.
  - D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
  - E. To check my child's homework nightly.

I (we) understand that my child can be dismissed from the school if the information provided on the application or registration materials is false.

I (we) understand that by not fulfilling my contractual obligation to the School and to my (our) child, this may result in my (our) child requested to stay after school, be suspended, lose the opportunity to recommit for placement for the following school year or withdrawn and sent to a regular Public School at the sole discretion of the Principal as approved by the Canoe Creek Charter Academy Governing Board.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Acknowledged by: \_\_\_\_\_ Date \_\_\_\_\_



## Handbook Acknowledgement

Dear Parent,

Please complete the bottom portion of this page and return it to your child's homeroom teacher by Friday, August 28th.

Thank you,

Principal

---

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Acceptable Internet Use Policy

---

Student's Last Name

Student's First Name

---

Grade

---

Home Phone Number

## **Introduction**

The Internet links thousands of computer networks around the world, giving Canoe Creek Charter Academy students access to a wide variety of computer and information resources.

Canoe Creek Charter Academy does not have control of the information on the internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-8 setting. Canoe Creek Charter Academy and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges.

Canoe Creek Charter Academy specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Your child will learn Internet communication skills including the following; email safety, downloading, files, WWW, keyword searches, etc.

## **Student Guidelines**

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of Canoe Creek Charter Academy facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Canoe Creek Charter Academy network.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use of the Internet at Canoe Creek Charter Academy or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.
4. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

### **Violating the Acceptance Use Policy may result in:**

- Restricted network access
- Loss of Network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

## **Student Access Contract**

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, Canoe Creek Charter Academy, Osceola County School District and Charter Schools USA.

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at Canoe Creek Charter Academy

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **Parent Agreement**

**A parent must also read and sign this agreement.**

We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed this policy with your son/daughter.

If you would like more information about the Canoe Creek Charter Academy Internet accounts, please phone\_\_\_\_\_.

As the parent of this student I have read the Acceptable Use Policy for the Internet for Canoe Creek Charter Academy. I hereby give my permission for my child to use the Internet through classroom curriculum projects.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Work Phone Number

# CANOE CREEK CHARTER ACADEMY POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

## I. Policy Against Discrimination

- A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.
- B. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
- C. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

## II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- A. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
- B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.

## III. Definition of Sexual Harassment

- A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
  - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
  - 2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
  - 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.
  - 4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.

B. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:

1. Graphic verbal comments about an individual's body or appearance.
2. Sexual jokes, notes, stories, drawings, pictures or gestures.
3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
7. Cornering or blocking normal movements.
8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

#### IV. Definition of Other Forms of Prohibited Harassment

A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:

1. Has the purpose or affect of creating an intimidating, hostile or offensive work or academic environment;
2. Has the purpose or effect of interfering with an individual's work or academic performance; or
3. Otherwise, adversely affects an individual's employment or academic performance.

B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

1. Epithets, slurs or negative stereotyping;
2. Threatening, intimidating or hostile acts, such as stalking; or
3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

#### V. Retaliation Prohibited

A. Any act of retaliation against an individual who files a complaint alleging a violation of the School's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.

B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

## VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

### A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the school should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.
2. The complaint should be filed with the school Principal. Complaints filed with the Principal must be forwarded to the Equity Officer within five (5) days of the filing of the complaint. If the complaint is against the principal, the complaint may be filed directly with the Equity Officer.
3. If the complaint is against the Equity Officer, the VP of Education, or other member of the School's Board, the complaint may be filed with the School Attorney.

### B. Procedures for Processing Complaints

1. Complaints filed against persons other than the VP of Education or member of the School's Board:
  - a. Upon receipt of the written complaint by the Equity Officer, the Equity Officer shall investigate or appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the Equity Officer as to whether there is reasonable cause to believe a violation of the School's anti-discrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the Equity Officer along with the summary and recommendation.
  - b. If the complaint is against the Equity Officer, the School Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a. (above).
  - c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the Equity Officer within thirty (30) days, or to the School Attorney within thirty (30) days, if the complaint is against the Equity Officer. The Equity Officer, or School Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
  - d. If the Equity Officer or School Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The Equity Officer or School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the VP of Education.

- e. If the Equity Officer or School Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.
- f. The complainant may request a no reasonable cause finding by the Equity Officer or School Attorney be reviewed by the VP of Education within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the VP of Education and Equity Officer/School Attorney to present his or her position. The VP of Education and Equity Officer/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The VP of Education shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
- g. If review by the VP of Education is not timely requested, the Equity Officer or School Attorney's determination of no reasonable cause shall be final.
- h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the VP of Education. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the VP of Education and the Equity Officer/School Attorney to present his or her position. The VP of Education and Equity Officer/School Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
- i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (above), the VP of Education shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant and the Chairman of the School's Board, and a copy of will be filed with and maintained in the office of Charter Schools USA Senior Director of Human Resources.

2. Complaints against School Board Members.

- a. Complaints against the School's Board Members shall be filed with the School Attorney. The School Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
- b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School

Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.

- c. If reasonable cause is recommended by the investigator against a School's Board Member the recommendation shall within twenty (20) days be forwarded to the Chairman of the Osceola County School Board to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Osceola County School Board will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official.
  - d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Attorney, shall be final and a copy will be forwarded to the Chairman of the Osceola County School Board. In compliance with Florida Statute, the investigation file shall become public record and School's Board Member shall answer to their constituency.
3. Penalties for confirmed Discrimination or Harassment
    - a. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
    - b. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.
  4. Limited Exemption from Public Records Act and Notification of Parents of Minors
    - a. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The School's obligation to investigate and take corrective action may supersede an individual's right to privacy.
    - b. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

Canoe Creek Charter Academy shall conspicuously post its Notice of Non-Discrimination and Non-Harassment and the name and telephone number of the employee responsible for compliance with such policies at its facilities subject to its discretion regarding placement.

**Equity Officer**

Diane Ratcliff  
Charter Schools USA  
6245 N Federal Highway, 5th Floor  
Ft. Lauderdale, FL 33308  
(954) 202-3500 ext 1243



## **Canoe Creek Charter Academy**

Serving Grades PreK - 8

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