



2009—2010

Parent Student Handbook

8200 SW 17th Street
North Lauderdale, Florida 33068
954-718-2211 (Office)
954-718-2215 (Fax)
www.northbrowardcharter.org

Elementary School Hours: 8:45 am—2:45 pm

Middle School Hours: 8:30 am—3:00 pm

This agenda belongs to:

Name _____
Address _____
City _____ Zip Code _____
Phone _____
Current Grade Level _____

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Dear Parents and Students,

Welcome to the 2009-2010 school year at North Broward Academy of Excellence!
The school's student and parent handbook helps to better inform you and your child about the policies and procedures at NBAE.

Please read this handbook very carefully. As with all handbooks it is impossible to try to list every possible situation that might arise at our school, but we have attempted to cover most areas of concern. We also require you to read the Broward County Student Code of Conduct. Please note that students and parents are responsible to abide by the Broward County Codes of Conduct and the NBAE Student Handbook Addendum to the Broward County Code of Conduct.

Parents, please pay close attention to the school's uniform policy and the school's discipline plan as well as to the sections related to attendance and drop-off / pick-up procedures.

If you require any further information please do not hesitate to call the school's main number, 954-718-2211, so that you may be directed to the appropriate person to assist you further.

With your assistance in reading these documents we will have a safe and productive school year!

Sincerely,

David McKnight
Principal

**North Broward Academy of Excellence Elementary/Middle Charter School
PARENT CONTRACT 2009-2010**

I (We) the parent(s)/guardian(s) of _____ have read and agree to abide by the Code of Conduct and the Dress Code of North Broward Academy of Excellence Elementary Charter School (NBAEECS) and/or North Broward Academy of Excellence Middle Charter School (NBAEMCS).

I (We) understand that my (our) child is a Broward County Public School student.

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

WHEREAS, by choosing to enroll my (our) child at the North Broward Academy of Excellence Elementary/Middle Charter School is a decision of my (our) personal choice and not a privilege;

WHEREAS, my (our) desire to enroll my (our) child at North Broward Academy of Excellence Elementary/Middle Charter School 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 NBAEECS/NBAEMCS, 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 abide by and support all school rules and regulations stated in the Parent/Student Handbook. For example; morning and afternoon drop-off/pick-up procedures, parking procedures, entering and exiting the school building appropriately, students will not pick-up lunch, homework, school projects, etc. from the front office after the school day has begun. For more rules and regulations, please refer to the Parent/Student Handbook.
- C. To participate in the parenting workshops as provided by NBAEECS/NBAEMCS.
- D. To attend all conferences scheduled with any member of NBAEECS/NBAEMCS staff.
- E. To participate in the Parent Service Hours, including volunteering 20 hours for one child (or up to 30 hours for more than one child), at the rate that is sensitive to the needs of the school, and in all cases to be completed by Friday, May 21, 2010. Ten hours must be completed by January 22nd, 2010.
- F. To provide transportation to and from school for my (our) child. If my child is continually tardy/absent/released early, the attendance policies will be enforced and I (we) 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 (our) child.
- G. To purchase uniforms for my child from the designated vendor and ensure that my child is in uniform on a daily basis.
- H. To supply lunch each day to my (our) child, either from home or purchased from NBAEECS/NBAEMCS approved vendor.
- I. To be responsible for timely payment of any fees accrued at NBAEECS/NBAEMCS.
- J. To participate in the NBAEECS/NBAEMCS functions.
- K. To participate in the school fundraisers.
- L. To adhere to all school policies and procedures.

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 the 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 home learning.
- C. To limit television, video games, and phone usage during the week and allow more time for reading, studying and family time.
- D. To check my (our) child's home learning and sign the agenda nightly.

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 being withdrawn from the school at the sole discretion of the Principal as approved by the NBAEECS/NBAEMCS Governing Board.

Signature of Parent/Guardian _____

Date _____

Acknowledged by: _____

Date _____

2009-2010 SCHOOL CALENDAR

First Quarter

Monday, August 17, 2009—Friday, August 21, 2009	Employee Planning
Monday, August 24, 2009	Start 1st Quarter - (42 Days)
Monday, September 07, 2009	Holiday
Tuesday, September 22, 2009	Interim Reports Issued
Thursday, September 24, 2009	Early Release
Monday, September 28, 2009	Day Off
Thursday, October 22, 2009	Early Release
Thursday, October 22, 2009	End 1st 9 weeks
Friday, October 23, 2009	Employee Planning

Second Quarter

Monday, October 26, 2009	Start 2nd Quarter (47 Days)
Wednesday, November 11, 2009	Holiday
Thursday, November 12, 2009	Report Cards Issued for First Quarter
Thursday, November 26, 2009	Holiday
Friday, November 27, 2009	Day Off
Tuesday, December 01, 2009	Interim Reports Issued
Monday, December 21, 2009— Fri, January 01, 2010	Day Off
Friday, January 15, 2010	Early Release
Friday, January 15, 2010	End 2nd 9 weeks
Monday, January 18, 2010	Day Off
Tuesday, January 19, 2010	Employee Planning

Third Quarter

Wednesday, January 20, 2010	Start 3rd Quarter (46 Days)
Thursday, February 04, 2010	Report Cards Issued for Second Quarter
Monday, February 15, 2010	Holiday
Friday, February 19, 2010	Interim Reports Issued
Thursday, March 25, 2010	Early Release
Friday, March 26, 2010	Employee Planning
Monday, March 29, 2010—Monday, April 05, 2010	Day Off

Fourth Quarter

Tuesday, April 06, 2010	Start 4th Quarter (45 Days)
Tuesday, April 13, 2010	Report Cards Issued for Third Quarter
Thursday, April 22, 2010	Early Release (Take Our Children to Work Day)
Wednesday, May 05, 2010	Interim Reports Issued
Friday, May 28, 2010	Employee Planning
Monday, May 31, 2010	Holiday
Wednesday, June 09, 2010	Early Release (Last Day of School)
Thursday, June 10, 2010	Employee Planning (Last Day for Teachers)
Friday, June 25, 2010	Report Cards Issued for Fourth Quarter

AFTER CARE & BEFORE CARE:

North Broward Academy operates programs before and after school operating hours. Please visit our webpage at www.northbrowardcharter.org or visit the front office to pick up your application pamphlet. Students participate in homework assistance, arts/crafts, snacks/drinks, enrichment/remedial work, and games/activities. There is a separate charge for this program.

Hours of Operation:

Before Care: 7:00 am—8:00 am

After Care: 2:45 pm (Elementary) and 3:00 pm (Middle School) to 6:00 pm

Fees/Payment Schedule:

Registration Fee: \$25 (upon entry or re-entry into the program)

Before Care Monthly Rate: \$50

After Care Monthly Rate: \$160

Before and After Care Monthly Rate: \$200

Payment Dates: 08/24/09, 09/21/09, 10/19/09, 11/18/09, 01/04/10, 02/04/10, 03/08/10, 04/15/10, 05/13/10

Late Fee: \$25

Daily Before Care Rate: \$5 (must pay when student is dropped-off)

Daily After Care Rate: \$10 (must pay when student is picked-up)

Returned Check Fee: \$50 All repayments of returned checks must be made in cash and all future payments must be remitted in cash.

Payment can be made by cash, money order, or check.

*No student is permitted on campus before or after school hours without being placed immediately in our after/before care program for the safety and security of the student and a fee will be assessed. All students must be signed in and out by parent(s) or approved adult on file. Please see the separate After/Before Care Registration Packet for more details about the program and payment options.

AGENDA BOOKS:

Kindergarten—2nd grade students will maintain and keep a student homework/communication folder. **A parent must sign and return the daily behavior report.** These folders will have a “Take Home” and “Bring Back” section for daily behavior reports, parent communication, and home learning items.

3rd-8th Grades are required to maintain and keep a student agenda book. This is an important form of communication for behavior, work assignments, and class/school events. **A parent must sign the Agenda Book daily.** NBAE provides the first agenda book for free. Parents/students can purchase replacement agenda books from the front office for \$5.

ARRIVAL:

Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** There is **no supervision before 8:00 am** for students who are not enrolled in the Before Care program. Students eating breakfast may arrive at 8:00 am. Instruction begins promptly at 8:30 am (Middle School) and 8:45 am (Elementary). It is suggested that students arrive between 8:00 am to 8:25 am. **PLEASE DO NOT DROP YOUR CHILD OFF IN THE PUBLIX PARKING LOT OR ANYWHERE ON S.W. 17TH STREET.** This is a safety hazard for your child. K-2nd grade students are not permitted to walk alone to or from campus without an older sibling or adult supervision. As a courtesy to our neighbors, please do not send your child to Publix unattended or allow them to walk through the parking lot as this is dangerous.

Morning Hours:

7:00 am-8:00 am Before Care (fee applies)

8:00 am-8:25 am Middle School Breakfast (free adult supervision)

8:00 am-8:40 am Elementary School Breakfast (free adult supervision)

8:30 am Middle School Begins

8:45 am Elementary School Begins

Student Drop-Off/Pick-Up Traffic Pattern

There is a new configuration for student drop-off and pick-up for the 2009-2010 school year. Please follow these directions to ensure the safest and quickest process.

Drop-Off: All traffic will turn onto SW 82nd Avenue (the road between the school and new condos) and turn right into the school's parking lot. Traffic will loop around the parking lot and students can be dropped off in front of the school. Parents are not allowed to drop students off on SW 17th Street: this area will be enforced by B.S.O.

Pick-Up: All vehicles are expected to comply with this pattern. All traffic needs to turn off of McNab Road onto SW 83rd Ave (next to Hess gas station). Traffic flow will pass around Pinewood Elementary and onto SW 17th Street. Traffic will then turn right on SW 82nd Ave and turn right into school parking lot. Your **Pick-Up Placard** needs to be displayed in your front window. A staff member will call for your student to come out for pick-up after they have read the student placard. Proceed around the parking lot and your child will be picked up by you by the front door. Students are not permitted to walk or ride through the parking lot. Do not leave your car unattended in the car pool lane during pick up and dismissal. Please refrain from conferences with your child's teacher during these times. Parents must not use their cell phones while driving in the parking lot and music must be turned off. As a courtesy to our neighbors, students are asked to not walk through the Publix parking lot as this is a safety issue and students are asked to be accompanied by an adult if they come into the store.

The safety of your children is our first priority. Please follow drop-off and pick-up procedures very carefully to keep all of our children safe.

ATTENDANCE:

ABSENCES:

1. Your children must be in school everyday as mandated by state law.
2. Parents will call the office to notify the school if the student is going to be absent. Parents only have two days to excuse the absence, failure to do so will result in the absent being unexcused.
3. When absences become a concern (5 or more unexcused absences in a calendar month/10 or more unexcused absences during 90 day period), the attendance clerk will double check for medical excuses for absences turned in and recorded.
4. The attendance clerk will contact the parent regarding excessive absences and may refer student to CPST or principal (5 or more unexcused absences in a calendar month/10 or more unexcused absences during 90 day period) or early dismissals via phone conference, email, teacher/parent conference or letter.
5. If absences continue (5 or more unexcused absences in a calendar month/10 or more unexcused absences during 90 day period), a formal referral for attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral.
6. If absences (5 or more unexcused absences in a calendar month/10 or more unexcused absences during 90 day period) or early dismissals continue to exceed specified days then the case will be referred to the school's assigned social worker.
7. If absences continue (15 or more constitutes habitual tardiness within 90 calendar days) after referral and visit by social worker, case will be referred to the State Attorney's Office per Broward County School Board Policy.

Anytime a student returns to school after an absence, a note **MUST** be brought from home.

Students must be in school unless the absence has been permitted or excused for one of the following reasons (please note that vacations are considered unexcused absences):

1. Illness of student
2. Illness of immediate family member
3. Death in the family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena by a law enforcement agency.
6. Special Event (public functions, competitions, exceptional cases of family need)
7. Scheduled medical or dental appointments
8. Students who have, or are suspected of having a communicable disease.

Students who have 15 or more unexcused absences within a 90 calendar day period risk the possibility of retention and not being invited back the next year.

TARDY POLICY:

A child is tardy when he/she is not in their classroom (8:30 am Middle School and 8:45 am Elementary School). All late students must enter the front office and be issued a tardy pass.

Excused Tardies

A student will be considered as excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason (See Broward County Code of Conduct). The reasons for excused tardies are as follows: doctor's appointments with notes from the doctor/orthodontist or extreme emergencies approved by administration. Excused tardies will not count toward the student's tardy record.

Unexcused Tardies

A student will be considered as unexcused because of last minute vacations, alarm clock failures, "parent's fault", car trouble, and inclement weather conditions. Unexcused tardies will count toward the student's record.

Your children must be in school and ON TIME by state law.

The procedures for abiding by state law are as follows:

1. At 5 tardies, the attendance clerk will double check for medical excuses for tardies turned in and recorded.
2. At 5 tardies, the attendance clerk will contact the parent regarding excessive tardies or early dismissals via phone conference, email, teacher/parent conference or letter.
3. After 5 tardies an hour long detention will be issued, and given to administration with supporting documentation of parent contact and non-medical tardies stapled to the referral. If 10 tardies or early dismissals occur without doctor's note), the student will receive a Saturday detention. If tardies continue (15+) to exceed specified days then the case will be referred to the school's assigned Social Worker.
4. If tardies continue after referral and visit by social worker, case will be referred to the State Attorney's Office per Broward County School Board Policy.

After 15 tardies or early dismissals per semester, a child can lose their seat to North Broward Academy of Excellence the following school year.

BOOK BAGS/FOLDERS/PERSONAL ITEMS:

Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflect negatively on NBAE. Failure to comply will constitute a uniform violation and be subject to detention and parental notification.

BUS TRANSPORTATION:

North Broward Academy does **not** provide bus transportation. Therefore, parents are encouraged to car pool and make sure that students are dropped-off and picked-up during the posted school hours.

CARE OF SCHOOL PROPERTY:

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. **Marking or defacing school property is a serious offense leading to suspension and possible expulsion.** Any student who damages/vandalizes school property will be required to make full restitution for damages. **Chewing gum in the school building is forbidden.** All food must be consumed in the cafeteria or area designated by the administration. Students are not permitted to play in the bathrooms. Any student who disregards this rule will receive Disciplinary Action.

CHILD ABUSE:

State law requires that teachers, administrators and other school personnel must report suspected cases of abuse, abandonment, or neglect to the **DCF Hotline at 1 800 96-ABUSE.**

Reporting Procedures

1. The staff member will determine if the abuse is physical, emotional, sexual or neglect per the indicator guide (Child Abuse and Neglect Form 4002B).
2. If further consultation is needed before a decision is made to report, they will refer to the following:
 - a. Child Abuse/Neglect Designee
 - b. Guidance Counselor
 - c. School Social Worker and Attendance Office, Child Abuse Services (754 321-2492).
 - d. School Psychologist
 - e. Health Services
 - f. School Resource Officer
3. The report will be made by the person who has the most first hand knowledge of the situation. After the call is made to the HOTLINE, the child abuse designee must be notified.
4. A verbal report to the statewide toll-free hotline must be made. In making this report, the Child Abuse and Neglect Form (4002B) will be used as a guide.

COMMUNICATIONS:

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. Teachers will communicate with parents on behavior and academics daily through the agenda/folder. However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff in their folder. An End of the Year Survey will be conducted and your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

In addition to the report cards and conferences, work will be sent home in a folder on Fridays. The parent/guardian will be asked to sign and return the folder by the following Monday. Progress Reports will be sent home once during the middle of each grading period. Parents may also view their child's current academic status through Parent/Student Information System (SIS) at <http://parents.northbrowardcharter.org>. Username and passwords will be sent home at the beginning of the school year or you can call the front office. Also, visit our school's web page at www.northbrowardcharter.org. Pertinent information about school functions and events will appear on this page. The PTO maintains a website with info regarding fundraisers, school events, meeting information, and leadership at www.northbrowardcharter-pt.org. A weekly memo will be sent to households as well as ParentLink phone system will be utilized to give timely information to each household.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parents and student, and every teacher welcomes a conference with any parent. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient before or after-school hour. **Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.** Impromptu conferences with teachers at the classroom door before or after school are not permitted. This distracts the teacher from supervision of the students during a crucial time of movement.

DINING ROOM PROCEDURES:

Preferred Meal Systems provides all breakfast and lunches for NBAE. A standard menu will be used and the monthly menu can be picked up or viewed on-line. Breakfast and lunch will be served in the dining room. Students who bring lunch from home are able to purchase milk. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas to school. **Since we are trying to promote healthy eating habits, we request that fast food not be brought to school when a child forgets his/her lunch. In addition, we discourage sugary foods, candy, cookies, gum, and foods heavy in red dye. These foods can lead to hyperactivity and interfere with the learning process. Beverages from the vending machines may be purchased during lunch times and after school. North Broward Academy is not responsible for any lost monies as a result of the usage of the vending machines.**

Cafeteria Behavior: Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food, to keep communication noise levels low, and to stay seated unless raising their hands and given permission. Containers are provided for the disposal of trash and each student is required to

dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over (or immediately upon the request of the monitors). No student is allowed to leave the dining area during the lunch period without a written pass to some other area of the school. **A student is not allowed to leave the school grounds during the lunch period. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREA AT ANYTIME.** The cafeteria rules are posted and all students are expected to follow them at all times. Food or objects are not allowed to be thrown at any time while in the cafeteria as this poses a safety concern; such acts will result in a suspension from school.

PRO-ACTIVE DISCIPLINE PLAN

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior; 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 true 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. NBAE follows the Broward County Code of Student Conduct and utilizes the Matrix of Behavioral Consequences as normal policy. These two items are given to every student, parent, and teacher at the beginning of the year (or at the time of enrollment) or can be viewed on the district website: <http://www.browardschools.com>.

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 teachers. All teachers and staff have authority over all 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 or use of markers/pens/pencils on walls/fixings is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in any of the school buildings or on the school grounds.
4. Items such as water pistols, matches, radios, CD players, skateboards, toys, collectable trading cards, electronic handheld games, lighters, weapons of any sort, etc. are not permitted at school and will be confiscated as well as the appropriate consequence issued per the Broward County Matrix.
5. No notebooks, albums, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to the drugs, alcohol, gangs or violence.
6. No profane, abusive or slang language is to be used.
7. Zero tolerance for bullying or aggression-either verbal or physical.
8. Teachers will encourage a sense of community and inclusiveness that is apparent through the involvement of all children in all class activities.

LEVELS OF DISCIPLINARY ACTION

There are three (3) levels of disciplinary action and the levels are determined by the seriousness of the act.

Level I Actions- In order to resolve Level I discipline problems, the following options are available:

- Conference with teacher
- Parent Contact
- Conference with teacher and parent(s)
- Conference with Principal or designee
- Conference with counselor
- Behavioral Contract
- Detention (lunch)

Level II Actions- In order to resolve a Level II offense, more formal disciplinary actions shall be used. Formal actions include, but are not limited to:

- Detention (after school administrative)
- Detention (after school teacher)
- Time Out
- In school suspension

- Conference with Principal or designee
- Saturday School
- Out of school suspension if repeated offense
- Alternative to External Suspension (AES) at Cypress Run

Level III Actions- In order to resolve Level III offenses, the options available are:

- Out of school suspension
- Dismissal from school
- Administrative review and reassignment

TIME OUT: Time out is a disciplinary action that allows the students time to reflect and refocus. The child is given time to sit quietly, to calm down and to refocus on the expected behaviors before returning to group instruction. It can be given in the classroom, in the office or in another classroom. Middle school students may be assigned a consequence that is more age-appropriate. If a student's behaviors do not change, they will be assigned an after school detention.

AFTER SCHOOL DETENTION: An administrator or teacher will complete the After School Detention form which includes the date/time/location of the detention, description of why the detention was given, and what attempts were made to contact parent/guardian. If a student misbehaves or is late to After School Detention, they will be assigned one day of Saturday Detention.

SATURDAY DETENTION: Saturday Detention will be assigned to those students whose behavior is consistently inappropriate. Those students who are assigned detention on Saturday must attend or they will be suspended. Saturday Detention will be from 9:00 am-11:00 am. Students must come to Saturday Detention in their school uniform and must complete homework/seatwork. There is zero tolerance for misbehavior. If a student misses Saturday Detention, unless a doctor's note is provided or family emergency, they will be suspended for one day.

SUSPENSION: Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time not to exceed ten (10) school days. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions, or incidents involving serious misconduct. A student will receive a grade of zero for assignments/work that occurs during an External School Suspension. Alternative to External Suspension is a program where a student will attend a designated Broward County school to serve their suspension time, have appropriate supervision, guidance counseling options, and an opportunity to complete class work without receiving zeroes. If after a suspension, a student continues the behavior, they will be recommended for a longer suspension, expulsion or permanent dismissal from NBAE. Students who are suspended during the 2nd Semester (Quarters 3 and 4), will not be permitted to attend the end of the year field trip and events.

PERMANENT DISMISSAL: The Principal may recommend to the Board of Directors and North Central Area Office of the Broward County School Board to dismiss a student for any of the following:

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.

Suspendable offenses include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking on school grounds.
3. Being under the influence or having alcoholic beverages and/or drugs on school grounds.
4. Possession, and/or use of a weapon or any object that can be used as a weapon, including but not limited to: knife, brass knuckles, Chinese stars, chains, mace, etc.

5. Defacing or vandalism of school property.
6. Igniting any flammable substance.

DISMISSAL:

Walker and biker students must leave the school grounds immediately after dismissal unless enrolled in After Care or an after-school activity supervised by a staff member (such as FCAT tutoring or sports program). **Parents must pick up their K-5th Grade student(s) by 3:05 pm and/or 6th-8th Grade student(s) by 3:20 pm.** Students are not allowed to leave the school grounds and return back to school grounds unless of a safety concern or accompanied by a parent/legal guardian. Parents can not park nor pull-over on SW 17th Street to pick up child. If student chooses to behave inappropriately or place their safety in jeopardy while on the sidewalk in front of the school, the parents and/or BSO will be notified.

Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick-up students from the school. 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.

Parents, Car Pool Cars and Vans will place the Pick-Up Placard with child's /children's name(s) and grade(s) written in large, clear print, last name included. Placard should be placed on the driver's side window so that staff can clearly read the name. Students will not be released to individuals who do not have the placard showing in the dash. If individuals picking up students are not listed on the emergency contact card, they will have to park, go to the office, and present a photo identification card.

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 emergency contact card and custodial parents. Friends and strangers will be denied access to a student in the absence of verified parental consent. Dismissal begins at 2:45 pm (Elementary) and 3:00 pm (Middle).

K-5th Grade student(s) not picked up by 3:05 pm or 6th-8th Grade student(s) by 3:20 pm will be sent to after care by school personnel and the parent will be assessed \$10 for one-day drop-off fee. Students may not wait in the parking lot unsupervised after school and will be brought back to After Care and parent must pay the \$10 fee.

PLEASE DO NOT TALK ON YOUR CELL PHONE WHILE IN THE PICK-UP LINES OR PLAY LOUD MUSIC. IT ENDANGERS THE STAFF AND STUDENTS.

All parents must remain outside the school at dismissal time. Students will not be permitted early dismissal after 2:00 pm. Students will be called out of the school building as you pull into the dismissal lane. Vehicles are required to display the Name Placard in the window to speed the process and to follow the traffic pattern as outlined by the school. Safety of every student, not speed, is the goal of dismissal.

PLEASE OBSERVE THE PICK UP PROCEDURES

The safety of your children is our first priority. Please follow pick up procedures very carefully to keep all of our children safe. Students are called by walkie talkie, so it is essential that parents utilize their Name Placard.

2:45-3:00 pm	Kindergarten—5 th Grade
3:00-3:20 pm	6 th -8 th Grade, Younger Siblings, and Van/Bus riders

- Kindergarten—2nd grade students will wait in the cafeteria to be called out for dismissal.
- 3rd Grade students will sit in their designated spot in front of the school.
- 4th Grade students will wait by the bike rack.
- 5th Grade students will wait at the end of the sidewalk next to the flag poles.
- Van/Bus Riders will stay seated in the “Bus Station” and wait to be called out to their after care vehicle.
- Bike Rider/Walker students will sign out inside the school before being allowed to leave.

Student Walker/Bike Rider Procedures:

Kindergarten, 1st, and 2nd Grade students can only walk home if an adult or older sibling walks with them. A Walker Permission Form, giving parental permission, must be completed for all elementary students in grades K-5. If a parent wants a student to walk home, the written permission form must be submitted to NBAE and the student must sign out on a daily basis. Crossing guards are provided for safe crossings of SW 82nd Ave/SW 17th St and McNab Rd/81st Ave. Students will listen to and obey these trained professionals who have your student's safety as their only priority. Bicycles need to be parked in the designated area only and need to be walked on and off campus. Please note that NBAE is not responsible for bicycles that are damaged or stolen while parked on school property at any time. Students must use designated sidewalk for dismissal and may not run or go through the parking lot or street. Students are asked to walk around Publix, not through it. Students who act inappropriately on their property can/will face legal authority.

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 dress during normal school days for every student. North Broward Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. If a student comes to school without the proper uniform, they will be kept/sent to the front office and stay there until a parent/guardian brings the proper uniform for the student.

Hair & Make-up Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, bright green, mohawks, spikes, head symbol shavings, etc. This is left to the administration's discretion. Blonde highlights are allowed. Hair that is distracting to the educational setting will not be allowed. No hats, hoodies, headbands, scarves, or bandanas may be worn. No make-up will be worn in school. If a student wears make-up to school they will be asked to remove it in the front office.

Shoes: Students must wear closed shoes at all times. No heavy military type boots or shoes with metal tips may be worn. No stacked or pumped shoes may be worn. We recommend sneakers or flat dress shoes. No "Heelys" (wheeled sneakers), bedroom/other slippers, pointed/cowboy boots, all shoes must have a closed toe and back. Students should not wear black sole shoes as they do scuff the classroom and dining room floors.

Socks: Socks must be worn daily and must be white or dark colored. Fishnet stockings or other inappropriate leg wear is not acceptable. Socks should be worn no higher than lower calf height.

Shirts: All shirts must be tucked in and purchased from the North Broward Academy of Excellence vendor with the school's logo.

Elementary students' colors are navy blue or light blue. Elementary students' are required to wear polo shirts bearing the school logo. These shirts must be worn every day to school (with the exception of Dress-Down Days). Middle school students' colors are red or royal blue. There are two types of shirt styles, polo or button-down pinstriped Oxford (please note that the t-shirts are not allowed as normal school day wear anymore). Only one solid white, gray, or black t-shirt may be worn underneath the polo/oxford shirts. T-shirts may not be visible below the shirt hem or cuff. The polo/oxford shirt must be worn every day to school (excluding Dress-Down Friday).

All uniforms must be purchased from the following vendor (no other shirt or pant bottom will be permitted):

All Uniform Wear 4379 W. Sunrise Boulevard, located between 441 and Turnpike. (954) 587-7723

PE Shirts: Students participating in PE or an after school sporting function may wear the approved Heather Gray PE shirt provided by **All Uniform Wear**. These shirts must be worn underneath the normal school uniform and are not allowed to be the only shirt worn to school. They may be worn all day on Dress Down Days only.

Slacks/Shorts/ /Skorts: All slacks, shorts, and skorts must be worn **at the natural waist (at the top of your hip bone)** with a belt and may not be worn rolled up on the leg. Skorts can only be worn in grades K-3. Slacks, shorts, skorts and jumpers are to be **navy blue or khaki** and preferably be purchased through the school endorsed uniform company. Jeans are not permitted for any reason outside of Dress-Down Fridays. Jumpers, carpenter pants, sweat pants and Capri pants are not allowed. Students are not allowed to tuck their pants into their socks.

The following Slacks/Shorts/Skirts/Skorts are acceptable for the 2009-2010 school year:

Boys Flat Front Shorts 54-362, 562, 062

Girls Flat Front Pants 63-305, 505, 005

Boys Flat Front Flex Waist Shorts KR123
Girls Flat Front Flex Waist Shorts KR311
Girls Classic Shorts KR511
Girls Classic Shorts (JR sizes) KR711
Boys Adult Size Pleated Flat Front Pants 16-262
Boys Flat Front Pants 56-362, 562, 062
Boys Flat Front Flex Waist Pants KP123

Girl Flat Front Flex Waist Pants KP312
Girls Fox Wrap Skort KT512
Girls Fox Wrap Skort (JR sizes) KT712
Kids Eisenhower Jacket JTK38
Kids V-Neck Cardigan Sweater 4151

Belts: A belt must be worn at all times with any article of clothing as belt loops are essential. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts must be plain khaki, brown, black or navy (not white or bright-colored). Belts can not have dangling items, large buckles, or logo/written items.

Jewelry: Boys and girls may not wear body piercing other than earrings in the ear lobe. One earring per ear may be worn. Either a stud or a tiny hoop earring can be worn for safety purposes. (Tiny hoops can be no larger than an adult pinky finger.) Limited jewelry can be worn such as a watch, small bracelet, and thin necklace/chain. Necklace/chain should be worn inside of school uniform, NOT on top for safety purposes. Bracelets need to be limited to one per wrist to eliminate unnecessary noise and distractions. Rubberbands are not allowed to be worn.

General: At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. **ALL CLOTHING SHOULD BE LABELED WITH THE STUDENTS NAME.** Parents of students in Kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in the classroom throughout the year for emergencies.

Navy Blue school authorized jackets and school authorized zippered sweatshirts **without hoodies** are the only outerwear permitted at NBAE. Parents may purchase the school's navy blue jacket or sweatshirt from **ALL UNIFORM WEAR** that provides the rest of the school uniform. Absolutely no jeans will be allowed on any day (no matter the temperature) unless the student chooses to participate with Dress-Down Friday and pay the \$1 fee.

Dress Down Fridays: Students may only participate in dress down day on the **last day of the week**. Students pay **\$1.00** to participate in this program which allows a student to wear jeans, with a belt and normal uniform top (or a school sanctioned alternative top), on this day only. This is a voluntary program and the proceeds benefit the school's educational mission. Those students who do not participate must wear a complete uniform to school. Any student out of uniform will be made to call home for a change of clothing.

Uniform Consequences:

Students out of uniform will result in the student being sent to the front office and a phone call being made home. If appropriate uniform clothing cannot be brought to the school in a timely manner, the student will be sent to class with a detention for the infraction.

EARLY DISMISSAL:

Excused early dismissals are given for doctor's appointments with notes from the doctor and extreme emergencies.

If you need to take your child out of school before the end of the school day, come to the front desk, sign him/her out, and a school employee will call for your child, as long as it is before 2:00 pm. We can not dismiss children after these times due to our dismissal process beginning. Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Early dismissal from a field trip site is not permitted.

If excessive early dismissals continue throughout the year, the State Attorney's Office will be notified per Broward County School Board Policy and state law.

1. Your children must be in school everyday by state law.
2. When early dismissals become a concern (5 or more), the teacher will double check for medical excuses turned in and recorded.
3. The teacher will contact the parent regarding excessive early dismissals (5 or more) via phone conference, email, teacher/parent conference or letter.
4. If early dismissals continue (10 or more), a formal referral for attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral.

5. If early dismissals (15 or more) continue to exceed specified days then the case will be referred to the school's assigned Social Worker.
6. If early dismissals continue after referral (15 or more) and visit by social worker, case will be referred to the State Attorney's Office per Broward County School Board Policy.

No child will be dismissed from the classroom after 2:00 pm.
Parents must wait until the dismissal time.

ELECTRONICS/CELL PHONES:

The use of electronic devices by a student when school is in session is not allowed. Handheld games, headphones, and the like should not be brought to school. Students who bring handheld games and headphones to school will have them confiscated, unless authorized by administration. If these items are brought to school, and then lost or stolen, the school is not responsible for the loss.

According to the Broward County School Board's Code of Conduct, "the possession of a cellular telephone which disrupts the educational process; the use of a cellular telephone during school hours... and the possession or use of a cellular telephone which disrupts or interferes with safety-to-life issues would be a violation of the Code of Student Conduct, subjecting violators to progressive discipline. (Note: If student possess a cellular telephone, it should be kept out of sight inside a pocket, book bag, or similar container, and it may not be allowed to emit any ring tone or other noise on school grounds during school hours.)" Consequences are as following:

First Offense: The cell phone will be returned to the parent/guardian of the student after signing the cellular telephone policy form.

Second Offense: The cell phone will be returned to the parent/guardian of the student after signing the cellular telephone policy form and student receives a detention.

Third Offense: Parent must sign paperwork that acknowledges that the cell phone will be returned at the end of the academic year.

Failure to surrender items will result in a disciplinary consequence.

ELEVATOR:

Use of the elevator is for teachers, maintenance, visitors, and parents. Students may only use the elevator with an elevator pass authorized by administration. **Elevator passes are only issued with doctor notes.** Students with elevator passes must be accompanied by an elevator buddy chosen by the homeroom teacher. Any unauthorized students caught using the elevator will receive a consequence.

EMERGENCIES:

Illness: The importance of regular attendance cannot be over-emphasized, but **students should not be sent to school when they are ill. Children should be free of fever, vomiting and diarrhea for 24 hours before returning to school after being ill.** 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 KEEP YOUR CHILD'S EMERGENCY CARD UPDATED. Students who do not return an Emergency Card will not be permitted to participate in any extracurricular activity (field trips, sports, dances, etc).**

SEE SECTION ON MEDICATION

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

1. Teachers will send the student to the office with an incident report form if the injury is minor.
2. Teachers will notify the office if the student is unable to be moved.
3. Trained personnel will administer basic first aid (give ice or bandaid).

4. The parent(s) will be called and the injury described. For a minor injury, the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached. It is expected that sick students will be picked up in a timely manner.
5. The Emergency Rescue Squad will be called for critical or serious injuries that require the type of care that school personnel cannot offer and the parent or emergency contact will be notified.
6. An incident report will be completed and filed for every accident.

ACCIDENTS/INJURIES: The procedures for dealing with anyone who has an injury are as follows:

1. Teachers will send the student to the office if the injury is minor.
2. Teachers will notify the office if the child is unable to move. Trained personnel will be contacted to administer first aid.
3. Parents will be called and the injury will be described. If the injury is minor then the parent may determine whether the child should remain in school. If the parent cannot be reached then the Emergency Contact Person will be notified.
4. The Emergency Rescue Squad will be called for serious injuries that require the type of care that school personnel cannot offer, and the parent will be notified.
5. An incident report will be completed for every accident.
6. Parents must realize that we do not have trained nurses or medical assistance at the school and therefore the cooperation of parents or Emergency Contact Persons is essential for the safety of the children.

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 in writing 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 accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. 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.

Parents accompanying students on overnight field trips, must be fingerprinted and background checked per the Jessica Lunsford Act, in effect since September 2005.

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 behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and also while at the site. Failure to follow instructions will be given an appropriate consequence upon return to school. If a student is suspended during the first semester, they will be excluded from participating in any field trips or dances during the first semester. If a student is suspended during the second semester, they will be excluded from participating in any field trips or dances during the second semester.

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 each field trip. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the student will not be permitted to take part in the field trip without a completed signed permission slip. Students are to wear their North Broward Academy oxford or polo on field trips for security reasons (unless authorized otherwise by administration). All open balances owed to the school must be remitted prior to the student attending the field trip i.e., before/after care, lost books, volunteer hours.

Early dismissal from a field trip site is not permitted.

GRADING SCALE:

Grades K-1

E- Excellent
S- Satisfactory
N- Needs Improvement
U- Unsatisfactory

Grades 2-8

90-100% = A (Outstanding Performance)
80-89% = B (Above Average Progress)
70-79% = C (Average Progress)
60-69% = D (Unsatisfactory Progress)
0-59% = F (Failure)

Parents can utilize SIS to stay current with their child's grades in every subject, view benchmark results, see state standard performance, view homework, communicate with teachers, check attendance, etc.

GRIEVANCE PROCEDURE:

The Renaissance Charter School, Inc. Board of Directors:

Ken Haiko, Chairman
Dennis Clark, Vice Chairman
Tom Wheeler, Treasurer
Clarence McKee, Secretary

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

1. Carefully analyze the problem - 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.
4. If there is no solution, meet with the School Administration.

After meeting with the principal, if you feel that the issue needs further attention, you should contact Charter Schools USA, (954) 202-3500, and file a parent complaint.

HALLWAY BEHAVIOR:

Students should travel through the hallways quietly to avoid interrupting ongoing classes and will follow staff directions to proper procedures. At no time will students be allowed to run or yell in the hallway. Elementary students will line-up in number order, refrain from touching the walls, and use the staircase handrails.

Middle School/Back Section

In the case of severe weather, students will be held in their classrooms due to our open-air hallways. All classroom doors are locked throughout the day for security reasons.

Middle school students are not allowed up stairs before 8:25 am or after 3:10 pm unless accompanied by a staff member or parent. Because of safety concerns, students are asked to use the hallway restroom only with a hall pass (student agenda book) signed by the classroom teacher. **Middle school students must be in possession of their agenda books at all times while in the hallways.**

"HOMELEARNING" POLICY:

PURPOSE AND REASONING:

NBAE recognizes the important role that homework plays in the enhancement of a child's overall education. The following list identifies some of the main benefits of homework:

1. Practice and review of lessons learned in class;
2. Teaches the use of resources, such as the internet, reference materials, and the library;
3. Can provide an opportunity for the educator to present lessons in a more creative and interesting way than time permits in class;
4. Can be tailored to meet an individual's specific needs. For example, making the homework material harder or easier depending on the child's academic level. This benefit also meets the goals of NBAE to create a curriculum that meets each child's individual needs;

5. Helps provide children an opportunity to manage time, encourages good study habits, independence and self discipline;
6. Works as a bridge between the school and the parents in requiring parental involvement, and provides the parent a clear understanding of what the child is working on in class;
7. Allows further exploration of a subject than time allows in class;
8. Ensures that reading skills are being practiced, as well as other concepts, such as multiplication and division, that need to be reviewed over and over until mastered; and
9. Homework has the ability, when properly administered, to show a child the real life connection between the lessons or skills he or she is learning in class and the world in which they live.

NBAE also recognizes that these benefits must be weighed against legitimate family concerns and desires to have their children participate in after school activities, religious and family events, as well as much needed leisure and downtime. Studies have shown that any activity, no matter how rewarding, can only be rewarding for a limited time. If a child spends too much time on academics, both in or out of school, they will become bored, frustrated, and the benefits of homework will be lost. Therefore, the NBAE homework policy strives to create a balance between the need to give homework and the needs of the family. For these reasons, homework shall not be excessive, and the teacher shall take into account the overall amount of homework given each week, as well as whether the in-class lessons are particularly challenging or difficult.

DEFINITION OF HOMEWORK:

Homework is defined as specific tasks assigned by teachers to be completed during non-school hours. Homework assignments should be clearly connected to classroom lessons or calculated to enhance a specific skill designed to show the student a connection between the work taught in the classroom and real life situations. Homework should be age appropriate and, whenever possible, creative, so as to avoid boredom and to enhance the benefits listed above. In keeping with the NBAE goal to tailor a curriculum that meets each child's specific needs, teachers are encouraged to vary homework assignments in degrees of difficulty and the specific tasks involved, in accordance with a child's level within the class.

EXAMPLES OF HOMEWORK ASSIGNMENTS:

Homework assignments can and should be varied and creative. Homework assignments can include:

1. Reading a book either independently or with a family member;
2. Reading a newspaper or specific magazine;
3. Looking something up on the computer or in a reference book;
4. Writing a book report, paragraph, poem or creative story with spelling words;
5. Math handouts and problem practices;
6. Flash cards;
7. Or any specific skill the teacher feels the child or class needs to practice.

HOMEWORK GUIDELINES:

Teachers shall be given broad latitude in designing homework keeping in mind that each assignment should attempt to enhance one or more of the benefits listed above to achieve maximum results. In addition, the NBAE homework policy expects and encourages parental involvement in the homework process. However, it is expected that the child will do their own work. Finally, homework has been found to be most beneficial to the learning process when checked and returned to the student. Therefore, homework shall be checked and returned regularly. The following suggested guidelines are offered:

KINDERGARTEN AND FIRST GRADE

K-1 Homework assignments should not exceed 15 minutes a day and may consist of the following:

- Reading with a family member or guardian;
- Handout of numbers, letters, sounds, or other class assignments;

- Math practice
- Review of papers done in class for correction, reinforcement and practice, and sent home for parent or guardian review.

2nd—8th GRADES

In the second grade, and in order to foster independence and teach the skill of time management, whenever possible, weekly homework packets shall be sent home.

Packets may or may not be appropriate at the third through seventh grade level. Packets should be sent home on Fridays, but no later than Mondays, and should be due on the following Friday. At a minimum these packets should contain the spelling words for the week, and the spelling or reading assignments for the week. Any writing assignments known about in advance should also be included. It is contemplated that the packet may contain some material not yet covered in class, leaving the family unit free to decide whether to expose the child to the new material early, or wait until the material is taught in class. In addition, it is also contemplated that not all children will have identical homework assignments, as the assignment should be tailored to meet the needs of the child at that particular time. To that end, other homework assignments may be given out during the course of the week as needed. At all times, however, the child should be given a reasonable amount of time within which to return the assignment to the teacher, preferably, with the packet on Friday. Homework should not be given out on weekends, holidays, or during periods of state, benchmark or other standardized testing. Teachers may provide “retention” packets for completion and practice over extended breaks; however these packets will not be counted for grades. At all times any homework assignment should follow these recommended time guidelines, including time for reading:

Grades 2-3	30-45 minutes per day
Grades 4-5	45-60 minutes per day
Grades 6-8	60-75 minutes per day

These guidelines may be altered or changed to take into account any special projects, book reports, research papers or other special assignment or event.

FAMILY PARTICIPATION:

Studies have shown that homework is most beneficial overall when families are involved in the homework process. The NBAE homework policy contemplates parental involvement in the process. Parents should be required to initial the homework packet prior to the child turning it in, in order to ensure parental involvement in the homework process, as well as to inform the parent about what lessons the child is working on in class. In addition, parents are encouraged to review homework with the child that has been checked by the teacher in order to note any corrected answers. Finally, parents are expected and encouraged to read to their children regularly, or have their older children read an age appropriate book as part of their daily homework routine.

The family unit is also expected to create and enforce a homework routine for their child. Children should be provided a desk, writing utensils, and a place to work that has few distractions. Parents and guardians should be on hand to answer questions, review the work, and provide support. If the parent or guardian notices a problem with the homework process, or has an idea for improvement or any other concern about the child’s performance, it is important that the parent or guardian immediately contact the teacher to discuss the situation and any remedies. If all parties work together, the benefits of homework can be achieved.

HONOR ROLL REQUIREMENT:

Gold Honor Roll - All A's in all subjects. No N's or U's at all (includes electives).

Merit Honor Roll - All A's and B's in all subjects. No N's or U's at all (includes electives).

Students will be recognized at our quarterly Honor Roll Assembly. Invitations for parents/guardians will be sent home and posted on the website, newsletters, and marquee sign.

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES:

All textbooks and library books needed by students for school and homework assignments are furnished by the school. The school also provides 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, unless they are consumables. Charges will be made for damaged or lost books and/or materials. The cost for a student/parent/guardian to replace a lost/damaged textbook is \$75.00. Students must learn to be responsible for the care of personal and school materials. Book checks will be conducted every nine weeks and letters will be sent home for reimbursement of lost/damaged books.

Supplies lists will be provided for all students. These lists can be found on our school's webpage, SIS, or through the front office. Students will be expected to provide all of these basic supplies. Please provide your receipts for classroom purchases to your homeroom teacher so that Volunteer Hours can be credited. 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, school jackets, backpacks, etc.

LIBRARY BOOKS:

Library books must be returned within two weeks from the date of check out. Any books returned late will result in a fine of .10 cents a day. Charges will be made for lost or damaged books at replacement cost. Parents may earn Parent Volunteer Hours by donating approved books to the school's library (please contact the Media Teacher or Reading Specialist for book approval).

LOST AND FOUND:

Throughout the school year, items that have been lost are turned into the school office. 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 front office to claim it. There are many items lost and never claimed each year. These items are donated quarterly to various charitable institutions. Therefore, please label your child's personal belongings making them easier to return to the student.

MAKE-UP WORK:

All students are expected to make up class work missed during an excused absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the student has **TWO days** to make up the work for each day the student is absent, **not including the day of return**.

Students who have an unexcused absence will receive a grade of zero, if, on the day of the unexcused absence, the teacher's instructional activities include work for which a grade is given. This work may not be made up. Teachers **WILL** include these zeros when averaging grades for a marking period.

MEALS:

Preferred Meal System is the provider for breakfast and lunch. Cost: Breakfast = \$1.50 and Lunch = \$2.85
Reduced Cost: Breakfast = \$0.30 and Lunch = \$0.40.

Payment: All parents are encouraged to pre-pay for lunches on Friday or monthly so that money is always available for student purchases. All payments will need to be made to your child's homeroom teacher. Checks should be made out to **North Broward Academy of Excellence** and include the **child's name** as well as **lunch number**. It is

imperative that you pay for lunch on time. Students should not have to wait for a parent to bring money or a lunch to school. Students with no money will be provided a cheese sandwich and a drink.

Free/Reduced Price Lunches: An application for Free or Reduced Price meals will be sent home with students the first day of school and will be available on the school's website. Parents must apply for this benefit yearly (application is separate from Broward County). It should be completed and returned to the office as soon as possible. The application process takes 10 school days. Notification pertaining to qualification for free/reduced lunch will be sent directly to the home by Charter Schools USA. Students who had free and reduced lunch during the last school year will receive their benefits for the first 30 days of school. Students new to Broward County will have to pay full price until their application is processed.

MEDICATION:

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of **North Broward Academy of Excellence** without specific written authorization by a medical doctor of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the medical doctor must sign an authorization form. Please obtain this form from the school office. The medication will be kept in the main office and will be administered by certified office personnel. No student can bring medications on campus and self-medicate. The medicine log must be completed and no medicines will be left overnight on campus.

PARENT CONFERENCES:

Conferences can be set up at the request of the school or the request of the parent. A conference with a teacher or multiple teachers should be set up through the student's homeroom teacher by email or calling at 954-718-2211. School personnel will get in touch with the parent and arrange a mutually agreed upon time for the conference. Conferences *requested by the school* will give a specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing children.

PARENT TEACHER ORGANIZATION (PTO):

Smyrne Sarrazin, PTO President
Joy Adkins, Vice-President
Secretary
Bari Lotts and Lori Lawrence, Treasurer
Elizabeth Garcia-Beckford, Parent Representative
Victoria Belle, Volunteer Coordinator of Events
Christi Garrison, Volunteer Coordinator of Hours
Meagan Connolly, Teacher Representative
Tanya Perez, Teacher Representative

A great portion of each child's day is spent at school; therefore, his/her growth and development become a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the PTO. The faculty, staff and administration encourage all parents to become active members supporting the school and the organization. Officers will be elected yearly according to the school's bylaws and district/state guidelines. Bylaws can be found on the school website. Officers are expected to work for the good of the school and students, in accordance with their job descriptions.

- The PTO will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase materials and equipment for the students.

PTO board meetings will be 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. Parents receive 2 volunteer hours for attending meetings. Please remember that PTO meetings are not the forum to voice complaints about teachers.

PAYMENT POLICY:

Please pay with cash, check, or money order for all school purchases.

PUPIL PROGRESSION:

North Broward Academy will follow the Broward County School’s Pupil Progression requirements and procedures for K – 8 students. For further information please contact the school registrar.

REPORT CARD DISTRIBUTION:

Report cards will be sent home with the student for Quarters 1, 2, and 3 (see the school calendar for report card issue dates). Report cards for Quarter 4 will be mailed home in mid-June.

SCHOOL ADVISORY COUNCIL (SAC):

A School Advisory Council works with the Principal and/or Administration Team on issues related to the overall operation of the school and implementing the School Improvement Plan. This council meets once a month and represents all grade levels with-in the school. Any parents, teachers, or middle school students wishing to participate should contact Mr. McKnight. Attendance at SAC meetings will earn the family 2 volunteer hours.

SCHOOL HOURS:

Before Care (Fee Applies)	7:00 – 8:00 am
Breakfast Hours (middle school)	8:00 – 8:25 am
(elementary)	8:00 – 8:40 am
Middle Student Arrival	8:00 – 8:20 am
School Begins	8:30 am
Elementary Student Arrival	8:20-8:40 am
School Begins	8:45 am
Student Dismissal	
Elementary	2:45 pm
Middle	3:00 pm
After School Care	2:45 pm (Elementary)—6:00 pm
	3:00 pm (Middle)—6:00 pm

SCREENINGS:

<u>Types of screening</u>	<u>Grades</u>
Vision	K, 1, 7, ESES and new to county K-8
Height/Weight	K, 1, 2, 3, and all new to county K-8
Hearing	K, 1, 7, and all new to county K-8
Scoliosis	6 and all new to county 7 and 8

SUSPECTED HEALTH CONCERNS:

Students will be checked periodically for head lice and ringworm. Students will be sent home if school personnel detect lice and/or nits (lice eggs) in his/her hair or ringworm on the skin. The entire class will be checked for any head lice if it is detected on a student in the class. A notification letter will be sent home should a classmate be suspected of having ringworm. The effected students MAY NOT return to school until treatments have been administered and a doctor’s note must be provided upon return. Upon return, the student and parent must report to the office and the student will be checked to determine if any nits are still present before being re-admitted.

STUDENT ID BADGES:

The school issues identification badges for all students. Middle School students must wear these every day and have them around their necks before entering the school. Elementary School students will leave their ID Badges in the classroom each afternoon and pick them up from their teacher at the beginning of the day. The ID Badges may be needed for admission to various school activities. Students are required to wear their ID badges around their necks at all times. (The first badge will be provided at no charge to the students. ID Badges should not be de-faced or cut apart. Replacement ID badges will cost \$5.00 and can be purchased in the front office.)

STUDENT INFORMATION SYSTEM:

All parents will have access to the Parent Student Information System (SIS) via any internet computer. User names and passwords are available through the front office. Parents can get up to date grades, attendance, and tardy records while also having access to email teachers, view school calendar, and see how your student is faring with the Sunshine State Standards in each class and benchmark test. It is very important that you keep phone numbers, addresses, and contact information updated on SIS.

STUDENT RECORDS:

Student records and grades cannot be released until property and textbooks have been returned or paid for. All accounts must be brought up to date from the library, cafeteria, textbooks, fundraisers, and aftercare program, etc. prior to any records being released. The final report card will be held until all account balances are cleared.

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

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

TEACHER CONFERENCES:

All parents of elementary school students will meet with their child's teacher at least once during the school year. Middle school parents can request a conference by contacting their student's homeroom teacher. We encourage you to have conferences more often as effective communication is one of the cornerstones of education. Conferences are scheduled after 1st quarter.

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 use the telephone without permission and only for emergencies. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.

SEVERE WEATHER INFORMATION:

North Broward Academy of Excellence will follow the same instructions as Broward County Public Schools in case of severe weather emergencies. Parents should watch the local news for information about school closings. The campus is equipped with early warning devices. In the case of extreme weather conditions, students will not be allowed into the open-air hallways in the back section of the school.

VISITORS:

VISITORS, INCLUDING PARENTS, ARE **NOT** PERMITTED TO GO TO THEIR CHILD'S CLASS UNANNOUNCED DURING SCHOOL HOURS BECAUSE THIS DISRUPTS THE NORMAL ROUTINE AND INSTRUCTION. **For the safety and protection of all students, visitors (including parents) must sign in and out**

with the front desk, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Per the Jessica Lunsford Act, all visitors must have photo identification and will be scanned using the Raptor system linked to the FDLE database. Cooperation will enable the school to provide a safe and orderly learning environment for all students. If you wish to meet with a teacher, please make arrangements for a conference with the teacher via the front office or through email (all email addresses are listed on Parent SIS and through the school's website).

VOLUNTEER HOURS:

Parents have many opportunities to volunteer their time both at school and at home. Volunteer opportunities will be available throughout the school year, based on the school's needs. Parents are required to log the volunteer hours in the volunteer sheet that will be given to them at the beginning of the school year. After the sheet is filled, the parent can give the sheet to any PTO board member, or front office staff. Name badges will be given out at the front desk in order to volunteer in a designated location.

Volunteer opportunities are listed on the school website. Parents earn 2 volunteer hours for attending each PTO or SAC meeting. Please be sure to enter your volunteer hours so they can be accounted for each quarter. A statement of hours completed will be sent home quarterly so that parents know how many hours they have completed. Parents are required to volunteer 20 hours for the first child 30 hours total for two or more.

- PTO will disseminate information regarding volunteer opportunities.
- **Half of all volunteer hours should be completed by January 22nd, 2010.**
- **10 volunteer hours must be completed prior to the re-enrollment period, for your child to be eligible for re-enrollment.**
- All volunteer hours must be completed by the last day of the school year OR this will result in the possibility that your child will not receive placement for the next school year.
- Parents may opt to buy parent volunteer hours at the cost of \$10 per hour or purchase supplies for the school and submit receipt with their volunteer form

VOLUNTEER GUIDELINES:

- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Individual student's grade records and abilities are personal and confidential information. Students have the right to confidentiality under Florida Statutes 1002.22 that covers academic work completed, standardized test scores, health data, interest inventory reports, reports of serious or recurrent behavior patterns, family background information, attendance records, grades and teacher or counselor rating and observations.
- Students may not be given medication by volunteers.
- Volunteers will not contact parents regarding student performance or behavior.
- Classroom supervision and student discipline are the responsibilities of the teacher and school.
- Permission for a student to leave the classroom must always be given by the teacher.
- Volunteers are required to sign in and out. The office will determine where and when a volunteer is needed within the school.
- For i.d., volunteers are required to wear a visible name badge when helping with school activities.
- **Volunteers will be assigned only to staff members requesting assistance.**
- Punctuality and reliability are expected since teachers plan for volunteer assistance.
- **Comparing and criticizing teachers and students is not acceptable volunteer behavior.**
- Volunteers should be in good physical and mental health.
- Volunteers are expected to be well groomed and dressed appropriately.
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Volunteers will be allowed in the classrooms during instructional time ONLY when scheduled by the teacher in writing at the front office.

GUIDELINES AND FREQUENTLY ASKED QUESTIONS REGARDING VOLUNTEER HOURS.

- One volunteer hour is given for PTO memberships purchased on or before the first PTO meeting. Memberships purchased after the date shows school support and ensures your voting privilege, but does not earn a volunteer hour.
- When sign-in sheets are used at a function, **it is your responsibility to sign in.** If you forget to sign in, please do not expect the coordinator of hours, the teachers or other parents to recall and vouch for your attendance.
- The only way to get a volunteer hour for an event is to sign in on a sign-in sheet at the event. Hours will not be given afterwards, even if a board member or teacher remembers you being there.
- One hour is given per family **not per person** for attendance at functions. Examples: PTO meeting, CC's pizza, honor roll, FCAT prep, etc.
- If you volunteer at an event, you do not lose your attendance hour, you will receive one hour for attending and one additional hour for every hour you work.
- One hour is given per family, regardless of how many children are in that family, per function. Please don't misinterpret and expect an hour for each of your students when you attend a function.
- Two volunteer hours are given for bringing all required supplies to your child's teacher, per child, regardless of the cost of all the combined items. It would be greatly appreciated to contribute your supplies at least by the end of the first week of school.
- Teachers can sign volunteer hour sheets when you give them supplies directly or when you volunteer for them directly. **Receipts must be attached to your volunteer hour sheet when it is submitted.** You can keep your own copies of your receipts for your records.
- Teachers are not authorized to sign volunteer hour sheets for events, with the exception of a classroom event such as a class party that you volunteered to assist with.
- You can earn additional hours above and beyond the requirement. You can, if you choose to, give those hours to another parent.
- When you are part of a subcommittee, **all the time** you spend counts. Example: emailing, preparing a flyer, phone or internet research, meeting with other parents etc. Keep track of your hours on a weekly basis and the board member in charge of that subcommittee will be the person signing your volunteer log.
- Treat your volunteer hour sheet like cash. If you lose your form, you lose the hours. You will need a new volunteer hour sheet to record any new hours.
- Hour sheets can be submitted before they are completely full, or before all your required hours are completed. Submit your volunteer sheet to the Front Office. **MAKE A COPY FOR YOURSELF.**
- You can expect your volunteer hours to be recorded within 30 days of submission of a sheet and within three weeks of an event.
- For supplies given to teachers, the teacher can record and sign, with the receipt stapled to the back of the form. For supplies brought to the office, office personnel can sign with the receipt attached. (The only exception is for copy paper, you receive 3 hours for each case of paper. You do not need a receipt for copy paper) A standard case has 5000 to 6000 sheets.
- \$10.00 worth of box tops are worth one volunteer hour, **each box top is worth 10 cents.** Teachers are not permitted to give box top hours. Only those in charge of receiving them.
- Print legibly on sign in sheets for events such as PTO meetings. If your name cannot be read, you lose the hour.
- If you do not complete your hours before the end of the year, you can pay for them at the rate of \$10.00 per uncompleted hour.
- Parents who officially serve on SAC or the PTO Board are exempt from hours and do not have to sign in or submit volunteer hour sheets.
- You must keep a copy of your volunteer hour sheet for your own records. Please copy it before turning it in to the school.
- Do not expect to see volunteer hours in SIS that are recorded on your volunteer hour sheet if you have not yet turned in your sheet to the school.

WITHDRAWAL PROCEDURES:

Parents/Guardians must complete a withdrawal form with the registrar when a child leaves the school during the school year. Be sure that the child has turned in all school property before he/she leaves the school. All obligations and debts must be paid prior to records being released.