

The Children's Reading Center Charter School
Student/Family Handbook

SCHOOL HOURS –

8:30 a.m. – 2:45 p.m.

(Children may enter classroom at 8:15)

***Students should not arrive before 8:00 a.m.**

Breakfast will be served at **8:00 – 8:20 a.m.** **Parents should not expect students to eat breakfast if they arrive after 8:20 a.m.**

Lunch will begin to be served at **11:00.**

OFFICE HOURS

7:30 a.m. – 4:00 p.m.

ACADEMIC PROGRAM

The school year at CRCCS is divided into thematic units which are integrated across all academic and special subjects.

Students rotate through art, music, computer lab, science lab, and Spanish every week. In addition, recess and physical education are offered everyday. For students that need the extra help, intensive, small group reading instruction is offered in the afternoons focusing on phonics, fluency, and/or comprehension.

Report cards are distributed every nine weeks to students in 3rd – 5th grade. Students in Kg – 2nd grade receive progress reports at the completion of the 1st and 3rd nine week grading period, and receive report cards at the completion of the 2nd and 4th nine weeks. (Please see the attached calendar for report card dates.)

Core academic subjects (Language Arts, Reading, Math, Science, Social Studies) will be graded as follows:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

Specials, except for P.E., will not be graded.

Any student receiving an Unsatisfactory Conduct Grade in any subject will be excluded from the current nine week Honor Roll.

All parents/guardians are encouraged to complete a Skyward Parent Access Application to allow them access to their student's class assignments, grades, and other teacher communication. Applications are available in the school office. Only one application is needed per household.

PARENT/GUARDIAN PARTICIPATION

Parents/guardians are the single most important influence in a child's life. A child's success in school is benefited from parental participation.

We encourage you to help your child by doing the following:

- Speak with your child's teacher if you have any questions or concerns about his/her progress.
- Check and discuss school work every day.
- Ask for any notices that have been handed out at school.
- Encourage a daily homework time. Limit TV or video games usage.
- Support learning, but **do not do** the work for your child.

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- Attend school meetings (parent council meetings, conferences, school activities, etc.).
- Make sure your child is at school on time.
- Talk to your child about what he or she is learning at school.
- Take your child for regular visits to the public library.

(Please see the attached CRCCS's *Parent Involvement Policy*)

ATTENDANCE

Regular school attendance is required and is critical for student success. It is very important that students arrive at school ON TIME (8:30) and attend school EACH DAY. Reading well is the foundation for all other areas of learning. There is much to learn to become a successful student.

Attendance is required of all students for 180 days, except for absences due to illness or otherwise as provided by the law. Parents are responsible for the attendance of students.

When a student is absent from school he/she MUST bring a note from home explaining the absence. "Excused" or "unexcused" absences are determined by the administration only.

Excused absences shall include those absences which result from:

- Illness of the student
- Illness in the family requiring the student's presence in the home
- Death in the family
- Court appearances and/or legal matters
- Extraordinary circumstances approved by the Principal, in advance when possible

- Sickness or injury attested to by a licensed practicing physician
- Absence for religious instruction or holiday as provided for by F.S. 232.0225

IMPORTANT: Three consecutive absent days requires a "Doctor's Note", per School District Policy.

Per School District Attendance Policy 5.04:

- *The Principal shall require independent verification of the circumstance or condition resulting in extended, excused absences beyond five (5) days in a forty-five (45) day grading period (nine weeks).*
- *Unexcused absences or tardies*
 - *Shopping trips, pleasure trips, vacations, appointments, or other avoidable absences shall be deemed to be unexcused absences or tardies.*
 - *Any suspension from school shall be an unexcused absence unless the suspension was made in error or the principal directs that such absence be excused.*
- *Schools will give the students the number of days missed, but not the dates. It is the parents' responsibility to keep accurate records of absences.*
- *Exceptions to the attendance policy may be made due to extenuating circumstances. Parents must contact the principal who will make a decision.*

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- ***If a student misses 20 days of school or more he/she is deemed truant by law and may be at risk of being retained.***
- ***If a student is checked out of school and misses more than 25% of the school day (signed in after 10:00 AM or checked out prior to 1:00 PM) he/she will be deemed as absent on that day.***

Children who are tardy (arriving after 8:30a.m.) should report to the office with their parent to receive a tardy slip.

- Three tardies are equal to one unexcused absence. Three unexcused absences may result in a child's grade being lowered.
- As a result of excessive tardies and/or absences, you will be contacted by the school truancy officer.

Per School District requirement, after five days of absences (these do not have to be consecutive), parents/guardians must send in a doctor's note with their child.

Children who do not attend school regularly are handicapped in their education. Please help us to help your child.

SIGN-OUT OF STUDENTS

We strongly encourage you to schedule appointments for your child outside of school hours. If you must pick up your child early, please go to the office to sign out your child.

PARKING/ DROP-OFF/ PICK-UP

The parent drop-off and pick-up is only located on the western edge of the School Office. Buses will circle for drop-off and pick-up in the designated bus loop.

For the security of your child, if your child is being picked up by someone who does not usually pick him or her up, please send a note with your child, if possible. If your child is being picked up by another person, that person **MUST** be listed on the pupil information sheet.

- ❖ All pupils must have their parents/guardians fill out a *Pupil Information Sheet* for our files.
- ❖ **It is the parent/guardian responsibility to inform the school office when addresses, telephone or cell phone numbers change.**
- ❖ **It is vital that the school be able to contact a parent in the event of an emergency.**

If you choose to walk your child to the classroom or cafeteria, please park in the designated parking area and sign-in.

Visitor parking is located only along side parent pick-up (western edge of property). Employee parking is located in the front of the school. **Please do not use the Bus Loop for student drop-off and pick-up.**

NOTE: Adult supervision is not provided for students arriving early or leaving late from school. To ensure your child's safety, please observe the school's opening and closing times.

Students should not arrive before 8:00.

In an effort to provide a safe environment for your child, while at school, the following procedures were put in place during the 2012-2015 school year.

- All doors to the school, except the front office door, will remain locked at all times during the school day. All visitors, including parents desiring to eat breakfast with their children, must sign in at the front office, receive an identifying sticker, and sign out in the front office upon leaving. **No visitors are allowed to enter or exit via the cafeteria doors.**
- The security team shall revise our Code Red security procedures on a yearly basis. Your child will routinely be participating in Code Red security drills at the school. These drills are intended for students and staff to know how to automatically proceed in the event of an emergency in order to stay safe.
- The entrance to the school is locked on a daily basis, beginning at 8:45 a.m., allowing time for our school day to begin. The door lock can be opened from the office front desk by Ms. Thompson or Mrs. Rodriguez. An ID may be requested from individuals they may not recognize.

FOR THE SAFETY OF YOUR CHILD, WE MUST KNOW:

- WHO HAS YOUR PERMISSION TO PICK UP YOUR CHILD AFTER SCHOOL BY HAVING THEM LISTED ON THE PUPIL INFORMATION SHEET.
- WHO TO CONTACT IF YOU ARE OUT OF TOWN.
- PERSON AND PHONE NUMBER TO CONTACT IN CASE OF AN EMERGENCY.
- ANY CHANGE IN ADDRESS OR TELEPHONE NUMBER DURING THE SCHOOL YEAR.

VOLUNTEERS

We are delighted to have volunteers assist us at CRCCS. Please remember that all volunteers must undergo a yearly background check before being allowed to volunteer.

Applications for volunteers and chaperones are available in the front office.

All volunteers must sign in and out in the front office when they are on campus.

Please contact the school about volunteer procedures, and please understand that this can be a lengthy process.

MEALS

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Breakfast and lunch will be served by the Putnam County School District. Meals will be hot and nutritious, but children will not be given a choice of menus.

Both breakfast and lunch are served "FREE" to all students. Meals are supplied to CRCCS from another school district cafeteria where meals are prepared.

Breakfast will be served 8:00 – 8:20 A.M.

Lunch will be served beginning at 11:00 A.M.

Parents are welcome to come and eat lunch with their children at anytime during the school year, following these procedures:

- After signing in at the office, students will be called to the office to have lunch outside with parents.
- A few picnic tables are available outside for students to eat with their parents.
- Because parent/student lunches are eaten outside, we strongly suggest that parents schedule these lunches during nice weather. The size of our cafeteria will

not accommodate parent/student lunches any more.

- Students may bring a lunch from home. Our lunch facility is not equipped with a microwave.
- Please send lunches that do not require heating.
- Students may bring water, juice or sport-type drinks with lunches from home, to be consumed in the cafeteria.
- **PLEASE DO NOT SEND SODAS OR CANDY AS PART OF YOUR CHILD'S LUNCH.**
- Toys disrupt lunch and should not be brought to the cafeteria
- Only water will be allowed in the classrooms, unless a doctor's note has been provided.

LICE

Each year cases of head lice are found in schools. The following is for your information:

- CRCCS maintains a NO NIT policy, following the PCSD Policy on head lice (see below).
- Students will be checked for head lice periodically throughout the school year, especially after vacations and long weekends. Infected students will be sent home.
- Parents should treat the hair directly with head-lice shampoo. **NITS AND EGGS MUST BE REMOVED FROM THE HAIR.**
- Child's clothing, linen, and stuffed animals should be

disinfected and carpets should be vacuumed. It may be wise to treat other children in the house too.

- Upon returning to school, each student will be checked in the office before being sent back to class.
- Students may receive up to two days of excused absences while lice are being removed.

PCSD Policy, Chapter 5, states the following: A student who is found to have pediculosis (live head lice) and/or nits will be excluded from school and school buses until cleared. A determination must be made by the school nurse, district Health Coordinator or approved School Board personnel that the student is no longer contagious before they are allowed to return to school or to ride a school bus. Upon returning to school after treatment, parents will be required to accompany the student to school for clearance.

A student sent home for having live head lice and/or nits will be granted two (2) full days of excused absences for corrective measures taken. In the event a student had lice and/or nits more than twice during any school year or the parent(s) do not accompany the student to school and obtain

clearance, all absences after the second day will be considered unexcused.

Children repeatedly removed from school due to this policy are to be referred to the Family Support/Child Study Team for assistance.

Students are allowed three school days to make up missed school work from absences due to this policy.

MEDICATION

If necessary, medication can be administered at school. Only personnel trained by the Health Department will administer medication in the school office.

The following procedure **MUST** be followed:

- Parent/guardian must bring medicine and doctor's authorization to front office.
- Parent/guardian must complete necessary forms and "check-in" medicine with health room personnel.
- The medicine must be in an up-to-date container.
- The medicine will be locked up and refrigerated if need be.
- Students are not allowed to have medication in their possession.
- **Students are not allowed to have cough**

drops in their possession.

- **Students who take medication at school must have a parent accompany them on a field trip to administer any medication needed.**

STUDENT DRESS

No sandals, open-toed shoes, boots, or heeled shoes are to be worn by students. These shoes are not part of the CRCCS School Uniform guidelines. Shoes are to be black.

SCHOOL UNIFORMS

School uniforms are required for all students. Uniforms are to be worn each school day. Uniform guidelines have been made a part of this handbook. Please make sure your child's clothing fits properly and that a belt is worn when appropriate. **Shirts must be worn tucked in for both girls and boys.**

- **Students not wearing a correct uniform will be sent to the office to call home to have a uniform brought to school.**
- **Jackets worn inside the classroom must be navy.**
- **Heavy jackets that are worn outside in cool weather are not required to be navy.**
- **Students are not allowed to wear jewelry, particularly neck.**
- **Jewelry includes necklaces and dangling earrings.**

- **Jewelry worn to school will be taken from students and may be picked up from the office by a parent/guardian.**

The principal will perform periodic uniform checks.

VISITORS

Visitors are welcome at CRCCS! We encourage your participation and interest. Please sign-in on the visitor's log in the school office and receive a visitor's pass before going to the classroom or any other area of the school.

LOST OR STOLEN ITEMS

TO REDUCE THE RISK OF CONFUSION, PLEASE CLEARLY MARK THOSE ITEMS THAT YOUR CHILD BRINGS TO SCHOOL, ESPECIALLY JACKETS AND SWEATERS.

A lost and found container is located in the Front Office.

The focus at CRCCS is learning.

Electric equipment like

- **Cell Phones**

- **Game Boys**
- **CD players**
- **MP3 players or headphones are not allowed at school.**

Students are always welcome to come to the office to telephone parents. **Cell phones brought to school will be confiscated, and parents will be required to pick them up from the front office.**

Toys or trading cards should not be brought to school.

The school district has determined that pocket knives are weapons. They are not allowed at school.

Please have your child leave such items at home.

BUS STUDENTS

Many of our students are transported to school by bus. If you want your child to be picked up by you or another family member rather than ride the bus, you must send a written note to the Front Office with your child on the day of the change.

When making last minute, emergency changes in your routine, please call the front office **no later than 2:15 p.m.**

FIELD TRIPS

Whenever possible, we try to provide CRCCS students with the opportunity to attend enriching field trips. Because we believe family involvement is important, we strongly encourage parents to join us

whenever they can. The following are the guidelines for field trips at CRCCS:

Uniforms:

- School uniforms are required for all students on all field trips in order for (1) students to be easily identified in a crowd, and (2) to build a sense of team spirit.

Chaperones:

- Chaperones are adult family members who have volunteered to attend a field trip and help supervise children.
- **Chaperones may not bring other, non-CRCCS children (including younger siblings) with them on the field trip.**
- Chaperones will be expected to remain on duty for the duration of the field trip.
- The same rules apply to chaperones on a field trip that would apply to any adult volunteer on the CRCCS campus (i.e., volunteers should dress appropriately and refrain from smoking or using profanity).
- ***Applications for volunteers and chaperones are available in the front office.***
- All chaperones must have completed the necessary paperwork, which includes a background check, before attending a field trip. **Please refer to the section entitled**

“Volunteers” on page 4 of this handbook.

Transportation:

- All CRCCS students will be transported on District school buses unless checked-out by their parents/guardians to ride in a private car.

LIBRARY

Every student at CRCCS is given the opportunity to visit our School Library and check out books to be read in the classroom or at home. Here are a few guidelines for taking care of our library books.

- ✓ Keep them in a “safe place” at home, like a bookshelf, where pets or very small children can't reach.
- ✓ Turn the pages from the corners (**no pinching**).
- ✓ Use a bookmark to hold your place.
- ✓ Hold books with two hands in a “V” position, like a valley instead of a mountain.

PLEASE DO NOT:

- Tear Pages
- Dog-ear pages to hold your place
- Curl the front part of a paperback behind the back
- Get the book wet or dirty, especially with food or milk products.

Students are responsible for books checked out in

their name....it is best not to loan them to other students.

Library fines will be assessed as follows:

- Lost books – full replacement cost
- Damaged beyond repair – full replacement cost
- Wet or moldy – full replacement cost
- Wet, dries to warped, but usable - \$4.00 fine
- Repaired torn pages – 1st time at no charge
- Repaired torn pages - \$2.00 each additional occurrence
- Dirty, pencil stain, pen, paint, marker – fine will vary according to level of damage from \$1.00 to full replacement cost
- Broken spine – fine could be full replacement cost if book cannot be used

Students that receive “overdue” notices from the school library, classroom library, or have not returned a textbook, will not

receive their end of the year report card until the book has been Returned or the replacement fee has been paid.

PARENT REQUESTS FOR TEACHERS

Effective with the 2016-17 school year, the school will not be accepting parent requests for classroom teachers.

INTERNET SAFETY

With access to computers and people all over the world also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. Efforts have been made to direct participants to educationally related material. However, on a global network it is impossible to control all materials. The Children's Reading Center Charter School has content filters to block inappropriate sites but students are also responsible for avoiding unacceptable sites that might not be filtered. Students are required to sign a Student Network Responsibility Contract prior to having access to the internet while at school. Parents/guardians are also required to sign an Internet Permission slip for their student.

SCHOOL CONDUCT PLAN

GENERAL

Reading well is the most important academic skill your child can acquire and serves as the foundation for all other learning. 10

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The staff at CRCCS believes that a safe, disciplined, and caring environment is the first requirement for a good learning environment. To create that environment, students will be expected to follow these basic guidelines:

- **Work to the best of their ability**
- **Demonstrate respect, courtesy, and kindness for others**
- **Respect school and personal property**
- **Act responsibly and safely**

Based on these guidelines, each teacher at CRCCS has developed a classroom student conduct plan that will be shared with all students and parents/guardians. If, however, a student commits a serious offense that disrupts the classroom learning environment or endangers others, or if a student repeatedly misbehaves, the student will receive a referral to the Principal’s office. The following will result:

Warning	Teacher requests that the student have a conversation with the Principal. Principal administers a verbal warning and gives counseling for improved behavior. Student is returned to class.
1 st referral	Teacher sends student to Principal’s office. Parent/guardian is contacted. Student is placed in In-School Suspension. At the end of ISS, student is returned to class.
2 nd referral	Teacher sends student to Principal’s office. Parent/guardian is contacted. Student may be suspended for the rest of the day plus another day, at the discretion of Administration.
3 rd referral	Teacher sends student to Principal’s office. Parent/guardian is called to pick up child. Child may not return to school until a parent/teacher/principal conference has been held to discuss the future of the student at CRCCS.

SEVERE BEHAVIOR CLAUSE

- ❖ Any severe student behavior that results in injury to a fellow student or staff member, or results in damage to school property, **may** result in immediate suspension.

SCHOOL CONDUCT PLAN Continued

BUS ACTIVITY

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The staff at CRCCS believes that riding the bus to school is a privilege. Students are expected to behave, at all times, in a way that is safe and that is respectful towards the driver and other passengers. Misbehavior on the bus will result in the following:

Parent Letter	Sent by Bus Driver directly to parent by the student regarding misconduct on the bus
1 st referral	Principal administers a verbal warning and gives counseling for improved behavior
2 nd referral	Principal contacts parent/guardian; Student may be suspended from bus at the discretion of Administration
3 rd referral	Child is suspended from bus for a length of time to be determined by Administration

SCHOOL CALENDAR
2017-2018 School Year

August 3, 2017	Staff Development Day
August 4, 7, 8, 9, 2017	Pre-Planning
August 10, 2017	First Day for Students

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September 4, 2017	Labor Day, Student/Teacher Holiday
October 12, 2017	End of First Nine Weeks
October 16, 2017	Planning Day, Student Holiday
November 10, 2017	Veterans Day, Student/Teacher Holiday
November 22, 23, 24, 25, 2017	Thanksgiving Holidays, Student/Teacher
December 22, 2017	End of First Semester
December 22, 2017	Last Day before Winter Holidays
December 23 – January 7, 2018	Winter Holidays, Student/Teacher
January 8, 2018	Staff Development Days/Student Holiday
January 9, 2018	Planning Day, Student Holiday
January 10, 2018	School Resumes
January 15, 2018	Martin Luther King's Day, Student/ Teacher Holiday
February 19, 2018	President's Day, Student/Teacher Holiday
March 15, 2018	End of Third Nine Weeks
March 16, 2018	Planning Day, Student Holiday
March 23 – April 1, 2018	Good Friday Holiday/Spring Break
April 2, 2018	Students Return
May 24, 25, 2018	Early Dismissal Days
May 25, 2018	Last Day for Students/Teachers
May 29, 30, 2018	Post-Planning for Teachers

PARENT INVOLVEMENT POLICY

(As required by Section 1118(b)B, ESEA)

Parent involvement means the participation of parents and guardians in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring

- ❖ that parents/guardians play an integral role in assisting their child's learning;

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- ❖ that parents/guardians are encouraged to be actively involved in their child's education at school;
- ❖ that parents/guardians are encouraged to volunteer at CRCCS during the school day, assisting in classrooms, library, cafeteria, or special events;
- ❖ that parents/guardians are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

CRCCS will put into operation programs, activities and procedures for the involvement of parents/guardians in its school which will be planned and operated with meaningful consultation of those parents/guardians of participating children. Programs, activities, and procedures will include, but not be limited to, the following:

- ❖ An annual meeting to inform parents/guardians of the Title I status of the school
- ❖ Regular PTO meetings where timely information about various program offerings are shared
- ❖ Opportunities for teachers to explain to parents the school's curriculum, the assessment tools used, and the proficiency levels expected
- ❖ Opportunities for regular meetings with staff to formulate suggestions in decisions relating to the education of their child
- ❖ Representation on the School Advisory Council which meets regularly for the purpose of discussing academic and nonacademic school programs
- ❖ Representation on the Board of Directors of the Children's Reading Center, Inc.

CRCCS, to the extent possible, will provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in an understandable format.

CRCCS will involve the parents of children served in their Title I school in decisions about the 1 percent of the federal funds reserved for parental involvement is spent, and will ensure that not less than 95% of the one percent comes directly to the school.

CRCCS will provide materials and training to help parents/guardians work with their children to improve their children's academic achievement through parent conferences and *Math and Literacy Nights* or *Make-It, Take-It* workshops.

CRCCS staff believes that parents/guardians are the single most important influence in a child's life. A child's success in school benefits from parental participation. We are committed to being full partners with parents and guardians to help *our* children be successful at *our* school.