



Welcome Back 2021 - 2022 School Year

Dear Parents and Students:

Welcome to Central Charter School. The policies and procedures in this Handbook are designed to help our School run efficiently and effectively so that we will have a successful year. This information has been carefully prepared to acquaint you with the School's operational procedures as well as to help you become an integral part of the Central Charter School family. Please read this handbook carefully and completely. It is your guide. The student's right to learn, and the teacher's right to teach, form the basis for the regulations included in this handbook.

Your teachers are eager to assist you in building the foundation for a successful school year. Challenge yourself to make it your best year to date. We encourage participation in all our activities, which are designed to enhance and help you grow in more diverse ways. Students and parents benefit from school involvement. Your full participation, cooperation and dedication make for a successful student and a successful school.

If you still have questions after reading this Handbook, please do not hesitate to contact the School. The Student/Parent Handbook is updated annually. It is by no means to be interpreted as being a complete list of rules and regulations of the School. It should, however, help you to know your school better and navigate through the school year more successfully. Central Charter School can only be as good as we make it together!

Administration, Faculty, & Staff

CENTRAL CHARTER SCHOOL'S MISSION STATEMENT

The Mission of Central Charter School is to prepare our students to become independent learners with the desires, the skills, and the abilities necessary for lifelong learning.

THE FIRST DAY OF SCHOOL IS AUGUST 18, 2021.

8:00am - 3:00pm Elementary

8:00am - 3:00pm Middle School

THE FIRST DAY OF SCHOOL WILL BE A FULL DAY OF SCHOOL FOR ALL STUDENTS INCLUDING THOSE ENTERING THE KINDERGARTEN PROGRAM.

THE BREAKFAST & LUNCH PROGRAM WILL BEGIN OPERATION ON THE FIRST DAY OF SCHOOL.

ATTENDANCE

The standards based curriculum is designed to achieve state mandated educational goals within the number of school days provided by the Department of Education. Students are expected to attend school daily when school is in session. Regular attendance improves the opportunity for optimal student learning. Students who accumulate unexcused absences totaling **27 days** may not be promoted or advanced to the next grade level. Each absence must be documented within three days of the student's return to school by a written note from the student's parent or guardian or a doctor's note or similar documentary proof.

We ask that you send a note to the student services desk in your child's building if your child is absent from school. Your child is to bring this note on his/her first day back at school. Irregular school attendance hinders the student's progress and decreases the satisfaction of full participation in school experiences. A doctor's excuse must be obtained if a child is absent five (5) days or more. The school must have accurate telephone numbers on file at all times. An attendance letter is automatically sent out to parents after 6 unexcused absences.

State law 1003.24 indicates that any parent/guardian is responsible for their child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section.

Lawful absences are defined as:

- A. Illness
- B. Illness of an immediate family member
- C. Family death
- D. Religious holiday of student's own faith
- E. Required court appearance or subpoena
- F. Special Event; Examples of special events include important public functions, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need.
- G. Scheduled medical or dental appointment.
- H. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of five excused days absence for each infestation of head lice.
- I. Students on field trips and students who attend alternative to suspension programs or students in internal school suspension programs are not considered absent.
- J. Instances in which attendance could be hazardous as determined by Broward County School District.

A student receives an excused absence when absent from school for a religious holiday. Every effort will be made by the child's teacher to provide the child an opportunity to obtain instruction missed. No tests will be given on those days and no penalty will result from these absences. There must, however, be a written notification, **prior to the date**, if you intend to keep your child at home.

ACCIDENTS

Central Charter School's primary concern is the safety and welfare of all students. In spite of all precautions and supervision, accidents will occur. In case of an accident of any kind, the parent will be notified when possible. First aid will be given, if necessary. In cases of serious accidents, action will come at the direction of the parent if they can be contacted. You may designate on the registration form whether or not you delegate authority for the principal to take action to get child emergency aid should the occasion arise and you cannot be located. **For this reason, it is extremely important that the school be provided with correct, up-to-date telephone number(s), including emergency contact number.*

ACCIDENT INSURANCE

School accident insurance is optional and may be purchased at a nominal charge for the school term. This insurance will cover all accidents occurring at school or on the way to or from school.

ACADEMIC RECOGNITION

Students are recognized for academic achievement throughout the year. Special awards are given at the end of each the first semester for the previous quarters and at the end of the year for achievements accomplished throughout the year. These awards include placement on the Honor Roll and Academic Recognition list, perfect attendance, good citizenship, etc.

ADDRESS CHANGES

In case of a change of home address, provide one (1) proof of residency for your new address (Copy of mortgage or rental agreement or utility bill.

ARRIVAL ON CAMPUS

Parents driving their children to school or allowing their children to walk to school, should not drop your child off or allow your child to report to school before 7:30 a.m. The school *cannot* be responsible for your child's safety until 7:30 a.m. Before Care is available from 6:30am – 7:30 am. (Monthly fees apply.)

AWARDS PROGRAM

1. Central Charter School will have at least one awards program each semester. Eligibility for awards listed below will be determined as follows:
2. **HONOR ROLL**
All A's, and S's
Satisfactory grades in conduct (includes P.E., Art, Music, Technology, and Conduct) with no suspensions or expulsions
3. **ACADEMIC RECOGNITION AWARD**
All A's, B's, or S's Conduct grades are not included.
4. **PERFECT ATTENDANCE AWARD**
5. **CITIZENSHIP AWARD**

CELL PHONES & OTHER ELECTRONIC DEVICES

Students are not allowed to use cell phones and other electronic devices except for instructional purposes as directed by the classroom teacher. Failure to use these devices for instructional purposes **ONLY** is grounds for confiscation of said device and will be returned to the parent. In the event that a cell phone or any of the above items are misplaced, lost, or stolen, **the school will not be held responsible**. Cell phones must be kept **out of sight**. Talking on the cell phone, text messaging, and using the video/camera phone is not allowed during the school day. Violation of the cell phone rules will result in the cell phone being confiscated and returned only to the parent/guardian. Additionally, the use of cell phones is outlined in the Student Code of Conduct along with the consequences of said violation.

CARE/USE OF TEXTBOOKS, EQUIPMENT, and EDUCATIONAL MATERIALS

Each child is charged with the proper and careful use of textbooks and educational materials. Inventory of the condition of the books is made at the end of the school year. Children should be encouraged to keep all textbooks covered. Fines may be charged when there is evidence of more than normal wear shown. Individuals must pay for lost books prior to receiving their final report card.

CLASSROOM RULES:

All students will:

1. Follow directions
2. Stay on task.
3. Raise their hand to speak.
4. Keep hands, feet, and other objects to themselves.
5. Remain seated unless otherwise instructed.
6. Bring needed supplies to class.
7. Complete classroom work to the best of their ability.
8. Turn in all assignments on time.
9. Leave gum, candy, and toys at home

CLEANLINESS OF THE SCHOOL BUILDING

The school is a part of the community. Each child is expected to maintain cleanliness in the classrooms, cafeteria, halls, restrooms, and playground. **There will be no candy or gum in the building at anytime.** Teachers will be allowed to give out healthy snacks and treats.

COMMUNICATING WITH PARENTS WHOSE CHILDREN MAY RECEIVE "D", "F", OR "U" ON GRADE REPORTS

The progress of students will be evaluated and discussed with parents frequently by the teacher. A progress report will be issued every quarter. Supplemental information may be given by additional communication(s). When a student's work is unsatisfactory, it is suggested that the teacher, parent, and student formulate a plan to improve academic performance. It is the responsibility of the student to implement the plan and to request assistance from the teacher. Deficiencies must be given to students a minimum of three (3) weeks before the end of the grading period.

CONDUCT

Conduct is usually defined as behavior considered satisfactory, needs improvement, or unsatisfactory. All students must be able to behave in an orderly manner and follow all school and classroom rules.

A conduct grade usually reflects the type of behavior, which has been consistent during the quarter.

CONFERENCES

Parents and teachers need to establish a cooperative relationship, which is favorable to a child's progress. Conferences are arranged by the teacher or parent liaison, Ms. Griffin at (954) 735-6295. At such conferences, the teacher and parent may review the child's learning experiences and explore ways to improve them. Conferences should be initiated by teachers and/or parents and requires advance notice of 24 hours.

To assist you in conducting a productive conference, the following guide is available for your use.

Before the Conference:

1. Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Discuss concerns with your spouse. Ideally, both parents should attend the conference. To make certain all concerns are addressed, parents are encouraged to bring personal notes relating to the conference, if desired. Try to get the facts about a school situation before reacting to it.
2. Determine what you can tell your teacher about your child. The teacher sees only one side of your child. There may be things you know about the child that could help the teacher better understand him/her.
3. Be on time. Write down the time of your appointment and arrive promptly. The teacher may have other appointments after yours.

PROGRESS REPORT

Progress reports are another means of communicating to the parents. They are to inform the parents of their child's progress academically and behaviorally. These reports will be sent home quarterly during each grading period. This allows ample time for the implementation of teacher/parent/student strategies, if needed, to correct the problem and help the student positively progress and achieve to the expected levels.

DISCIPLINE

Central Charter School follows the Broward County School District's Discipline Code of Conduct and is committed to creating a wholesome and safe environment conducive to positive growth, development, and learning. We believe in encouraging our students; however, we believe that our students are responsible for their own behavior and academic success. It is our duty to help students become more responsible for their behavior. We believe rules, regulations, policies, and procedures are established in the school and classrooms in order to ensure that all students conduct themselves in an appropriate manner within an educational setting.

We believe that the parent/legal guardian ultimately and primarily has the responsibility of insuring the proper behavior of their child in the school. Sometimes an occasion arises where you as a parent need to be informed of your child's misbehavior, please understand that we are asking for your help in resolving the situation. The teachers are here for the primary purpose of instructing. They recognize that good conduct is a necessary part of learning. Students cannot learn if other students are misbehaving. For this reason, students will not be allowed to disrupt class.

RULES AND REGULATIONS:

1. No student will be allowed to leave the classroom and go to other parts of the building without permission.
2. Running in the hallways is prohibited.
3. Students will walk on the right side of the halls, and respect all "*Quiet Zone*" areas.

4. Throwing rocks or sticks at anyone, near anyone, or the building is prohibited.
5. ***Absolutely no fighting, wrestling, pushing, kicking, hitting, etc.***
6. Do not bring weapons (guns, knives, metal objects, etc.) to school.
7. Do not waste towels or tissue or throw them on the restroom floors, walls or ceilings. Flush toilets after use. Do not flush paper towels down the toilet. Help keep your restrooms clean. Do not write on the walls, in the restrooms, or other parts of the building. Do not climb on restroom fixtures.
8. ***If you damage school property, you will pay for it. BE CAREFUL!!***

DISMISSAL CHANGES

Any change in regular dismissal must be sent in writing to your child's teacher prior to the start of the school day. In case of emergency, dismissal changes by phone will be taken until 2:30 pm. You may designate an alternate to pick up your child from school. Please send notice in writing to your child's teacher. Designee should be prepared to provide photo identification to the Main Administrative Office in Building 10. Students who are bus riders may not ride a bus to which they are not assigned without approval from the Principal. In addition, students not eligible to ride a bus may not ride to or from school on a bus to which they are not assigned.

DRESS CODE

Central Charter School has adopted a uniform dress code designed to ensure safety and promote positive growth and development. The uniform standards are as follows:

- Boys' Uniforms – Includes black, navy, and khaki pants/knee length shorts; Canary Yellow, Kiwi Green, Navy, Light Blue, and Grey polo style shirts with school logo.
- Girls' Uniforms – Includes black, navy and khaki pants, knee length shorts, jumpers, or skorts; Canary Yellow, Kiwi Green, Navy, and Light Blue Peter Pan or polo style shirts with school logo.
- Girls and Boys – Includes closed-toe shoes and sneakers. .
- **Face Covering and Student IDs are mandatory and should be wore every day. (Replacement IDs will cost \$10)**

In keeping with respectable educational setting décor, no student will be allowed to wear articles of clothing that displays inappropriate designs that advocate the use of alcohol, drugs, tobacco, illegal paraphernalia, or disrespectful language. All students are expected to wear shoes. Students inappropriately dressed will be required to call home for a change of clothes.

FIELD TRIPS

Field trips are an integral part of the planned instructional program for a specific grade and subject. **All students must have on file, a written permission form from a parent/guardian**

to go on a field trip.

HEALTH & IMMUNIZATIONS

The health and safety of students is Central Charter's primary concern. ***Each student who is enrolled in a Florida school must have an up-to-date Florida Certificate of Immunization.*** This form (Form DH 680) can be obtained from your family physician or the Florida Department of Health. Any student entering Florida Schools for the first time, (Pre-K, Kindergarten, 1st Grade, or from out of State) must have the completed eye, ear, and dental screening form in their folder. In addition to compliance with all other immunization requirements, children entering, attending, or transferring to the seventh grade in Florida schools must complete One tetanus-diphtheria- pertussis (Tdap). The school's **registrar** will work with you to see that your child has proper immunization.

HOMEWORK

Homework is a vital element of Central Charter's instructional program and will be required (Monday- Thursday) to encourage independent work and good study habits. It is a means by which families can spend quality time together and support the school in improving student achievement. It is a carry-over of the classroom program by exposing the child to worthwhile experiences in the skill and content areas of the curriculum. These experiences might include reading, listening, writing, figuring, observing, memorizing, investigating, organizing and locating information and materials. The type of assignments, as well as the time to complete them, will vary according to the student's present level and abilities. **We strongly recommend that your child read at home at least 30 minutes per day.**

When a child is absent and needs homework assignments, please request these through your child's teacher. If you want a child from another class to pick up an assignment for your child, please send a note requesting the teacher to deliver the assignment to the designated student.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the daily school schedule may be modified. It is the parent's responsibility to monitor news reports on television and the radio. Announcements are normally broadcasted between (6:00-6:15 am.). Central Charter participates in the Broward County School District closings or early dismissals.

If, in the parent's judgment, weather conditions represent a threat to the child's safety, the parent will keep the child at home. In case of a tornado, all students will remain at the school until the danger has passed.

INJURY AND SICKNESS

If a child is too ill to remain in the classroom, health and safety issues mandate that we must call the parent or guardian to take the child home. ***For this reason, it is important that the school be provided with all current telephone numbers.*** You will be called whenever there is a question concerning your child's health. Please have an alternative means of transportation available in case of such a situation.

While first aid may be rendered to small cuts and abrasions, the school is not equipped or

allowed by law to treat any significant injury or sickness.

LOST AND FOUND

Parents, please label your child's clothing, particularly jackets, coats, sweaters, etc., by writing the child's name and grade on the inside collar of the garment if possible. Lost and found items will be kept in a designated area of the cafeteria, and if items are not claimed after a reasonable length of time, clothing will be given to charity.

MEALS - BREAKFAST/LUNCH

Our cafeteria serves breakfast and lunch. **Breakfast and lunch are offered free of charge to all students.** Breakfast will be served from 7:30 until 8:00 for all students each morning. **The breakfast and lunch program will begin operation the first day of school.**

Parents are allowed to eat lunch with their child. A menu will be posted on the school's website to assist you and your child in making breakfast and lunch decisions.

MEDICATION

Whenever possible, parents should arrange with the family physician for medication to be given outside of school hours. If, however the family physician deems it necessary that the student take medication during school hours, the following written information is required from the physician on the Broward School District Consent Form: (1) name of student, (2) date, (3) dosage, (4) time medication is to be administered, (5) possible side effects, (6) duration, and (7) signature of physician. The completed form and medication in a prescription bottle labeled with the name, date and content must be presented to the school nurse before medication will be administered during school hours. No child may carry and/or administer his or her own medication.

Children who have symptoms of a communicable disease should remain home until fully recovered. Children with a suspicion of head lice, pinkeye, impetigo, ringworm or any rash of an unknown nature may not come to school until the condition is clear or until a doctor's certificate is presented stating the condition is not contagious.

PARENT-TEACHER ASSOCIATION

The Central Charter School Parent-Teacher Association is an integral part of our institution's community. It represents the partnership between the school and the home on behalf of our boys and girls. In addition to the fund raising activities, many programs and events are sponsored by the PTA. Please consider becoming a member of this most supportive organization. Your child will benefit. The PTA accepts membership throughout the school year at a nominal cost of \$5.00 per month.

PERFECT ATTENDANCE

Perfect attendance can be obtained if a child is *present*, daily. A student is marked tardy until the designated time of 10:00 a.m. *After 10:00 am, a student is officially recognized as being absent.*

Recognition will be given to those students with perfect attendance.

PERMANENT RECORDS

According to the Family Right and Privacy Act of 1974, the parent/guardian of a student less than 18 years of age, is permitted by law to inspect and review educational materials relating to that student.

PHYSICAL EDUCATION

The State requires that each child acquire 60 clock hours of physical education per year. This averages to approximately 30 minutes per day. Therefore, each child is expected to participate. Students are required to wear sneakers or other acceptable shoes. Sandals and soft shoes, which restrict movement are not permitted. Exceptions will be made when children are wearing corrective shoes.

If a child cannot participate, please send a signed note to your child's teacher on the day that the child cannot engage in the class. **If your child cannot participate *beyond three days, a doctor's statement is required.***

PROHIBITED ITEMS

School safety is the collective responsibility of everyone on our campus. Vigilance, quick response and alertness to all that happens around you are very important. Certain items are prohibited. Students are not to have the following items at school at any time. They will be taken away if they are brought to school. They will be returned only when a parent comes to retrieve them. Prohibited items are as follows:

- Laser Points
- Stuffed Animals
- Electronic Games
- Toys
- Trading Cards
- CD Players
- Metal Picks
- Yo-Yo's
- Comic Books
- iPods/MP3 players
- Pillows
- Wallets w/chains
- Playing cards
- Gold/Silver Tooth Grilles
- Pants w/chains
- Blankets
- Drugs or alcohol
- Firearms or weapons
- Firecrackers, smoke or stink bombs
- Food items or drinks during class time
- Skateboards, scooters, skates, roller blades
- Tobacco products
- Video cameras
- Walkie-Talkies
- Water bottles during class time
- Water guns, cap guns, or caps

PROTECTION FOR CHILDREN AND PETS

For the safety of all, we ask everyone to cooperate in keeping pets away from the school.

SAFETY

Safety is a major concern of the school, but building proper safety habits involves cooperation by home and school. Parents may help their children by urging them to:

1. Prepare for school early enough to arrive before the tardy bell.
2. Students are encouraged to walk to and from school with friend(s).
3. Walk on the sidewalk and cross the street only at the intersection or where a crossing guard is present.
4. Obey and respect the safety patrols.
5. Be courteous and quiet on the school bus.
6. Look both ways when getting on and off the school bus, as well as crossing the street.

SCHOOL EMERGENCIES

In case of an emergency that prevents Central Charter School from following the regular schedule, it is necessary to notify, as rapidly as possible, school personnel, parents and students. This will be done through our parentlink communication system, especially if it involves the closing of school for the school day.

In case of a tornado, all students will remain at the school until the danger is over. Parents are requested to listen to the local radio and television stations concerning the operation of a particular school.

SCHOOL SUPPLIES

In the effort to assist you, the parent, in providing your child's school supplies, a supply list has been provided to you. Please note the grade level, and the requested list of items that will be utilized, respectively. **Parents are responsible for ensuring that your child has proper school supplies.**

SMOKING

Smoking and alcohol is prohibited in school at all times. All drugs must be at least 100 yards from the school grounds.

SPECIAL SERVICES/PROGRAMS

Programs are available for the physically handicapped, mentally challenged, emotionally disturbed, and children with specific learning disabilities. Referrals are made by teachers to trained personnel. If a student is absent more than (30) days, the student may be eligible for a homebound teacher. Please consult with the school's Principal for further information regarding special services/programs.

TARDINESS

If your child is tardy for school, please sign your child in through the administrative office. **All students are marked tardy after 8:00 am.** The habit of punctuality should be encouraged. Students may not report directly to the classroom without a Student Services Tardy Slip.

TELEPHONE USE

The telephone should be used wisely. Students must have a telephone pass from their teacher in order to use the telephone. Calls should be placed only for critical or emergency purposes.

Except in cases of extreme emergency, please do not ask us to deliver notes and messages to your child during instructional time. After-school plans should be finalized at home before sending the child to school. This inconvenience can be very time-consuming, and is an interruption to the instructional program.

TRANSFERS/WITHDRAWALS

Parents planning to transfer their children to other schools should immediately contact the main office to sign information release forms. Academic information will be forwarded to the receiving schools, upon request.

TRANSPORTATION

BUSES - All students must ride their assigned bus to and from school unless the principal has written permission from the parent or guardian for the student not to ride the bus. **All changes in transportation must be done in writing.**

Please advise your child of the following safety rules before riding the bus:

1. Be on time at the designated bus stop (at least 15 minutes prior to bus arrival).
2. Never stand in the roadway while waiting for the bus.
3. Bus riders shall conduct themselves in a safe and courteous manner while waiting. Do not move toward the bus at the loading zone until the bus has come to a complete stop. Do not destroy or damage surrounding property while waiting for the bus. Bus stops may be discontinued for such action.
4. Avoid crowding and pushing in getting on or off the bus.

On the Bus

Please see that your child adheres to the following bus safety guidelines:

1. Go to seat and remain there until the bus reaches the school. Do not stand or walk around during the trip.
2. Keep arms or other parts of the body inside at all times after entering and until leaving the bus.
3. Obey the driver promptly and cheerfully.
4. A student may be excluded from the bus for disciplinary reasons by the principal. Parents shall provide for transportation to and from school during the period of exclusion.
5. Loud talking or undue confusion tends to divert the driver's attention. Do not talk to the driver while the bus is in motion.
6. Do not damage or tamper with bus equipment. Offenders must pay for damage.
7. Do not open or close windows without permission of the driver.
8. Do not throw articles from bus windows. Keep aisles clear.

CAR RIDERS

- Drop off times: 7:30 – 7:55 am for all students. Drop off after 8:00 am is at the administrative building. Parents must go to the administrative building to sign-in their child. Before Care is available from 6:30am -7:30 am. (Monthly fees apply.) Students who arrive prior to 7:30 am and are not enrolled in Before Care will be assigned to Before Care and their parents will be charged \$25.00 per day.
- Afternoon car pick up: 3:15 – 3:30 pm (Elementary and Middle). Please pick up your child by 3:30 pm. After Care is available from 3:30pm - 7:00pm. (Monthly fees apply.)
- Vehicular Traffic: In the interest of our children's safety, please refer to the following guidelines:
 - Abide by the appropriate traffic patterns.
 - Cars should not enter the bus pick up area (front of the school during dismissal time)
 - Do not leave your cars in the arrival/dismissal car lines, and do not pass on the left.

WALKERS

“Walkers” will be dismissed along with car riders. All “walkers” must meet the required age designation and parents must complete the Permission Form before your student is

allowed to walk home. Please note, for the safety of all children, students who are designated as “walkers” are expected to walk directly to and from and should not enter any vehicle before arriving safely home. Any parent wishing to pick their child up by vehicle should follow the CCS Parent Pick-up procedures.

Important Points –

- Upon dismissal and exiting CCS, student walkers are expected to walk straight home.
- Students are NOT supervised once they exit the CCS Exit.
- Student walkers are NOT expected to get into any vehicle before arriving safely home.

VISITORS

For the protection of our staff and students, parent visitations will not be allowed during to the pandemic. All exterior doors remain locked during the school day. Please refrain from entering any area of the school.

We are looking forward to a great school year!!

**Central Charter School
Parent/Student Handbook
2021-2022
Signature Receipt**

The Administration of Central Charter School reserves the right to establish policy not covered by this Handbook.

I, _____, parent/guardian of _____, certify that I have read the parent/student handbook and have had an opportunity to ask questions regarding any part I do not understand.

Parent/Guardian Signature

Date

Please remove, sign and return to your child's first period teacher.