



**Parent Handbook**  
**2011-2012**



August 2011

Dear Parents:

Welcome to an exciting year at Four Corners Charter School (FCCS). We are thrilled to have the opportunity to work with you and your children to create an enriching learning environment.

This handbook is designed to assist you in understanding the policies and guidelines used at Four Corners Charter School. Please read the handbook and discuss appropriate items with your child. Please remember that you will be responsible for all information included in this handbook.

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

Sincerely,  
Denise Thompson  
Principal

**Please refer to the Osceola County Calendar for days off**  
**EARLY DISMISSAL**

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

**SCHOOL HOURS:**



Before School Care	7:00 - 8:00 a.m.
Student Arrival	8:00 - 8:15 a.m.
Student Dismissal	K-2 <sup>ND</sup> 3:00 p.m. 3 <sup>RD</sup> -6 <sup>TH</sup> 3:15 p.m.
After School Care	All grades 3:30 - 6:00 p.m.
Wednesday Dismissal	K-8 2:00 p.m.



**ABSENCES:**



Any time when a student returns to school after an absence, a note **MUST** be brought from home. Acceptable excuses for students' absences are illness, a death in the family, and a school-sponsored event or activity that has been previously approved such as a religious holiday. Doctor's notes will **ONLY** be accepted by the student's homeroom teacher upon his/her return to school. Doctor's notes **will not** be accepted at the **END** of the school year for an absence that occurred previously. If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child. **You must provide the office with the proper identification.** Students will not be dismissed from the classroom to the parent. Early dismissal after a field trip is not permitted. No early dismissals will be permitted after 2:00 p.m. Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the administration. Notification must be made in writing at least two weeks in advance so teachers can have the appropriate work ready for each student. Absences due to vacations are not considered excused.

**\*\*\*\*Students exceeding a combination of 15 unexcused absences, tardies or early dismissals will lose re-enrollment privileges.**

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

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

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



### **Retention Policy:**

- ✓ **Pupil Progression Plan- Osceola County Public Schools**
- ✓ **Report Card grades must reflect failure**
- ✓ **Report Card Comments must include "In danger of academic failure/possible retention"**

### **3<sup>rd</sup> Grade retention Policy:**

- ✓ FCAT scores affect students in grade 3 for promotion and retention purposes. Students in grade 3 **MUST** score a Level 2 or higher on FCAT Reading, on a scale of 1-5, to be promoted. Section 1008.25(5), F.S.
- ✓ Please note that this may not be the **ONLY** cause for retention.

## **AGENDA BOOK:**

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

## **AFTER SCHOOL CARE:**

The after school care program is a service we provide for parents for a small fee. The after school care program begins immediately when school ends until 6:00 p.m. Students are provided a snack and a drink. Please see our web site for payment procedures and policies.

## ARRIVAL:

Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** All parents must use the school driveway to drop off students. Drop off is from **8:00 a.m. to 8:15 a.m.** so that children are in class by 8:25 a.m. There is **no supervision before 8:00 a.m.** for students who are **not** enrolled in the Before School Care Program. All students dropped off before 8:00 a.m. will be placed in Before School Care and charged the daily rate of \$5.00.



## BEFORE SCHOOL CARE (BSC):

Before care is a service FCCS provides for all parents for an additional monthly fee. Please see our web site for program policies & monthly payments due date. Students who will be attending the Before School Care (BSC) program are expected to report directly to the Elementary Cafeteria upon arrival. In the interest of safety, we prefer that you personally bring your child into the multipurpose room.

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

## BIRTHDAY CELEBRATIONS:

Students are welcome to celebrate their birthday at school in Kindergarten through 5<sup>th</sup> grade. Individual snacks (cupcakes, cookies, etc.) and a drink may be brought to school to share with your child's homeroom. Arrangements must be made in advance with the classroom teacher. **No party bags, balloons, decorations, etc. are permitted. Siblings may not attend this celebration as it would be disruptive to another class.**



## CAFETERIA PROGRAM:

The cost of Breakfast and Lunch will be determined by Osceola County. See the office at the beginning of the year for price lists.



A standard menu will be used. Breakfast and lunch will be served in the Cafeteria. Occasionally, students lose or forget lunch or lunch money. When this happens, the student will usually be given a sandwich and milk. Students will not be permitted to call home. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas, candy or gum to school. **Since we are trying to promote healthy eating habits, we request that fast food not be brought to school. If you**

**insist on bringing your child fast food, it must be placed in a regular lunch box or brown bag. The toys must be removed and remember, **no sodas!****

**Payment:** All parents must pay for lunch monthly or weekly. Pre-payment for the coming week is made on the **Wednesday** before the lunch is received. Pre-payment for the month is made only the **Wednesday** before the new month begins. Payment should be made in cash. You may also pay online at [mylunchmoney.com](http://mylunchmoney.com).

**Free/Reduced Price Lunches:** An application for Free or Reduced Price meals will be sent home in the back to school packet. Parents must apply for this benefit yearly. The applications should be completed and returned to your child's teacher. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for free/reduced lunch will be sent promptly. These notices will come to the school for distribution from Osceola County. **Parents are responsible for providing their child a lunch until the application is approved; however, prior year lunch status is valid for the first two weeks of school only.**

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

**Students Will:**

Use low voices during lunch.

Not play with or throw food.

Raise their hand if they need something.

Remain seated during the lunch period at their assigned table.

**COMMUNICATION:**

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

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

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



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

It is the parents' responsibility to stay informed. FCCS is also striving to become a paperless school. Our quarterly FCCS Howler and additional information will be posted on our website or emailed to the parents that have correct email addresses on file. If you don't have access to the internet, a copy of the information will be posted in the school lobby. Also, please check your child's back packs daily for emergency notices, [www.fourcornerscharter.org](http://www.fourcornerscharter.org) and SIS frequently for new information.



### **DISCIPLINE PROCEDURE:**

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

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

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

1. Students are expected to respect the authority of school personnel which includes but is not limited to: administration, teachers, staff, substitutes, and fellow students.
2. Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on the school grounds.
4. Items such as water pistols, matches, radios, cassette players, skateboards, gameboys, toys, weapons of any sort, etc. are not permitted at school.
5. No notebooks, albums, magazines, lunch boxes, etc. will be permitted that carry pictures or slogans referring to the drug culture or alcohol. No profane, abusive or slang language is to be used.
6. **Cell phones may only be used during after school hours. Cell phones must be registered at the front offices.**
7. Zero tolerance for aggression, drugs and alcohol. (Students that push, hit, bite or kick will be suspended)

The Osceola County School Board passed a Code of Student Conduct that lists

violations and disciplinary actions that must be taken in order to deal with the misconduct. Please visit the Osceola County School District website for full code of conduct at [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us) or the main offices.

**Detention Policy:** Kindergarten – 2nd Grade: 30 minutes - 3:30 – 4:00  
3<sup>rd</sup> Grade - 8<sup>th</sup> Grade: 1 hour – 3:30 – 4:30

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

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

**Behavior:** The third time a child has a warning the teacher will assign the child a detention. On the fourth and fifth infractions, he/she will be assigned a detention. After the fifth infraction, a child is referred to the school administration for disciplinary action which may result in suspension. Teachers will document the 1<sup>st</sup> - 4<sup>th</sup> infractions.

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

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

**Students missing a detention on Wednesday will receive an additional detention day. Leaving a detention early will result in another day being assigned. Students that do not serve their assigned detention or bring their notice signed and returned to the teacher are subject to suspension.**

### **DISMISSAL:**

Students must leave the school grounds immediately after dismissal unless enrolled in the After Care Program or enrichment programs. Parents must wait for their children **outside** the school. **Students will not be dismissed after 2:00 p.m on Monday, Tuesday Thursday or Friday and 1:00 p.m. on Wednesdays.**

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.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Friends and strangers will be denied access to a student in the absence of verified parental consent. **Telephone authorization will not be excepted.** Students not picked up on time will be placed in the After Care Program and be charged according to the Late Fee Schedule below:

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

If making changes in your child's dismissal plan, please fax information with a copy of your Florida Driver's License and signature to the school office at 1-407-787-4331 **before 2:00 p.m.** No phone calls will be accepted.

**Please make sure that if you need to sign your child out early for an appointment you do it before 2:00 p.m Monday, Tuesday Thursday or Friday and on Wednesdays before 1:00.**

All parents must remain inside your cars during dismissal. Teachers will bring the students to the designated area for pick- up or for bus transportation. Please follow our procedures for dismissal to ensure the safety of students.

Parents are **not permitted** to use the bus loop at any time. Middle school students cross over to the elementary area for P.E.



### **DRESS CODE:**

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

**Hair:** Hair must be neat and clean with no "unnatural" colors, i.e. fluorescent, bright green, etc. Hair must be combed down without spikes. Students may not have hair hanging in their face that obstructs their eyes. Hairstyles disruptive to

the learning environment will not be permitted. No hats or bandanas may be worn. Headbands may only be worn if holding hair back and may not be worn across the forehead.



**Shoes:** Students must wear closed shoes at all times. No heavy military type boots or shoes with metal tips may be worn. No roller skate shoes or light-up sneakers. Shoes must be worn with Velcro closed or laces tied. Neon laces are not acceptable.

**Shirts:** All shirts must be tucked in and must have the FCCS logo. Only plain white undershirts may be worn under the uniform shirt.

**Slacks/Shorts:** All uniform slacks/shorts must be worn with a belt and be in good repair. Shorts may not be shorter than a finger length above the knee. All uniform bottoms must have the CSUSA Logo.

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

**Jackets:** Students may wear hooded Navy Blue Jackets with front zippers **ONLY** or sweatshirts with **NO HOODS** in the school. School jackets need to be in good taste with **no logos or markings**. Feel free to purchase our blue uniform jacket.

**Jewelry:** No body piercing other than earrings. Earrings should be stud style only for safety purposes. Students may wear a watch and one thin chain that is tucked into the shirt. No names or medallions should be worn on the thin chain. Oversized Necklaces, bracelets and rings will be collected by the faculty if worn.

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

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

**All uniforms must be purchased through the uniform vendor and embroidered with proper school logos. Uniforms that are altered for length (other than pant legs), belt loops, etc. will be considered a uniform violation. The approved school vendor is Ibiley. To order please go to their website at [www.ibiley.com](http://www.ibiley.com) or call at 407- 870-0616. You may also visit their store at 1523 Damon Avenue Kissimmee.**

## **EARLY DISMISSAL:**

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

**Excused early dismissals are given for doctor's appointments with notes from the doctor. To receive an excused early dismissal, a doctor's note must be brought to school the next day. No doctor's notes will be accepted late. Please note that three unexcused early dismissals will result in the student not being eligible to participate in enrichment programs or field trips.**

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child. **Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office. Parents will not be allowed to pick up their child from the classroom.**

**Students exceeding a combination of 15 unexcused absences, tardies or early dismissals will lose re-enrollment privileges.**

## **ENRICHMENTS:**

The enrichment program functions independently from the after school care program; therefore it is not a requisite to be enrolled in the after school care program to participate in enrichment activities. Students have several opportunities to participate in extracurricular activities for an additional fee. In the past we have offered baseball, soccer, football, volleyball, cheerleading, art, dance, drama and much more twice to three times a week. An enrichment guide will be posted on our website which will include the activities offered, the days, time and cost. Fees are due monthly to the program coordinator. Parents need to pick up their student at the scheduled time or they will be placed in the Aftercare program and be charged appropriately.

## **EMERGENCIES:**

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

contagious (pink eye) they **MUST** receive a letter clearing them to return to school from a doctor.

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

## **EMERGENCY EVACUATION:**

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold monthly fire drills, lockdowns, and extreme weather procedure to prepare us for the possibility. (Only under extreme circumstance would we need to evacuate the building.) Depending on the situation, we would evacuate to the building next door or if the entire area needs to be evacuated the local police will determine the location. Under no circumstance will parents be allowed to pick up their child at school during an evacuation period. Our goal is to evacuate the entire building safely. For information, you may contact CSUSA @ 954-202-3500. Please patiently wait for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well.

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



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

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

## **FIELD TRIPS:**

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children (non students) accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours (3 official chaperones per



class). The official chaperones will be rotated and selected through a lottery of chaperones. The Guidelines for Chaperones form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines.

**All parent chaperones must be cleared through Osceola School District prior to the field trip. Overnight field trips will require additional clearance and a Background Check from the Police Department. Teachers must submit the chaperone list to the office three weeks prior to the field trip.**

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

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

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

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



## GRADING SCALE:

### Grades 2 thru 8

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

### Kindergarten thru 1st

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

## GRIEVANCE PROCEDURE:

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

1. Carefully analyze the problem and be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable, through

- appointment.
4. If you believe the problem is not resolved, meet with school administration.
  5. If left unresolved, you should contact School Support, CSUSA @ 954-202-3500.
  6. If still unresolved, you should contact the Four Corners Governing Board. Please call the school for contact information.



## **HOME LEARNING POLICY:**

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

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

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

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

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

All students will be required to write their assignments in their school agenda. Parents are required to **sign the agenda each night** to improve communication. Middle School Students get agendas signed at least once each week unless a note is attached requiring an immediate signature.

### **Parents may help in the following ways:**

- Show an interest in your child's work.

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

It is important to note that home learning is the responsibility of the student.

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

The parent's responsibility is to provide a quiet environment and assistance when needed.

**Missed Homework:** On the third homework assignment not turned in on time the teacher will assign a detention. For each occurrence after the third missed assignment, the child will receive an additional detention. Children with chronic homework infractions are referred to the school administration for possible In school suspension. If a student is absent, they have 10 days after they return to makeup the work given. In an effort to make students more responsible for turning in assignments, NO LATE WORK will be accepted after ten days from the date the assignment was given. Students with an IEP or 504 Plan will be reviewed on a case by case basis.

**Retention Policy:**

- ✓ Pupil Progression Plan – Osceola County Public Schools
- ✓ Report Card Grades must reflect failure
- ✓ Report Card comments must include danger of academic failure/possible retention
- ✓ FCAT Reading scores for Third Grade need to reflect a score of a Level 2 or higher for promotion. If the student obtains less then a 2 the student will be retained. Florida Statue Section 1008.25(5), (F.S)

**HONOR ROLL AND AWARDS REQUIREMENTS:**

**Quarterly Awards**



**Third - Eighth Grades**

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

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

**End of Year Awards**



**Second- Eighth Grades**

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

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



## **First Grade**

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

## **All Grades**

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

Spanish Achievement- One student per class

Art Achievement - One student per grade

Technology Achievement - One student per class

Music Achievement - One student per class

Physical Education Achievement –

A. One student per class in Kindergarten for P.E. Achievement

B. Presidential and National Fitness Awards grades 1- 6

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

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

Students need to realize that books and materials are expensive and that they should be cared for properly. Books must not be written in or on. Charges will be made for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.

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



## **LABELS:**

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

## LOST AND FOUND:

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



## MEDICATION:

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of FCCS without specific written authorization by the parents of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the parent must sign an authorization form. Please obtain this form in the school office. The medication will be kept in the office and will be administered by office personnel. **Students are not allowed to have any medication in their possession. Parents must pick up and drop off medicine in the office.**

## **Four Corners Charter School Parent Teacher Cooperative**

Four Corners Charter School truly believes that the involvement of parents in the education of a child is essential. Not only is academic communication important, the volunteer involvement of parents is important to benefit the programs of the school. The Four Corners Charter PTC is structured in the manner that respects the importance of time with family, engagement in the school community, and the opportunity to enrich the programs of the school for the students.

Four Corners PTC will create opportunities for parent involvement on a large scale that will allow hundreds of parents to assist and volunteer. Bi-monthly meetings will also be scheduled to discuss events. The dates and times will be posted on SIS.

A major component of the Four Corners PTC will be a team structure for events, fundraisers, and identified needs of the school. A parent can focus their talents on areas of personal expertise and on the event they choose. Volunteer organizations have always known that putting the right volunteers in the right places always increases retention of volunteers and the success of the organizational efforts. Four Corners intends to put these lessons into practice and harness the immense abilities within our school.

Below are our proposed events for the 2010-2011 school year. If you have any suggestions for an even that you would like to organize please see Darlene Wykert, Administrative Assistant, in the middle school office, ext 4411 or [dwykert@fourcornerscharter.org](mailto:dwykert@fourcornerscharter.org).

### **Proposed Events**

1. Carrabba's Night
  2. 2 Scholastic book Fairs in conjunction with a movie night
  3. Cookie Dough sales
  4. Spring Fling
  5. Holiday Gift Shop
  6. Penny Wars
  7. Worlds Finest Chocolate Sales
  8. Box Top/Coke Tops for Education
- And more.....

## **PARENT SERVICE HOURS:**

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available at the Open House before school starts and during Back to School Night in September. Other opportunities are announced throughout the school year. Parents are required to have a minimum of 20 service hours per school year. Ten service hours should be completed by **January 13<sup>th</sup>**. Students whose parents have not completed these hours by January 13<sup>th</sup> will be placed back in the lottery. To volunteer in classrooms for specific jobs, please make prior arrangement with the teacher so that instructional time is not lost. Parents will not be allowed to attend class all day unless expressly requested by the teacher.

**Please be sure to log in your own volunteer hours in the Student Information System and into Osceola County website on the internet so the hours can be accounted for each quarter.**

Parents are required to volunteer 20 hours per family or pro-rated to two hours a month if their children are accepted after school has begun. Students whose parents have not completed the 20 hours by **May 5<sup>th</sup>** will be placed on the waiting list. It is suggested that a minimum of 2 hours of volunteer service be spent working on school fundraisers and special activities. Parents will receive volunteer time for attending workshops and general parent meetings conducted in the school.



## **Volunteers:**

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

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



## **PEDICULOSIS (HEAD LICE) and Eye Infections**

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

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

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



### **RETURNED CHECKS:**

Returned checks to FCCS are charged a \$35.00 returned check fee. Payment for the returned check and the \$35.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything at school. Students whose families do not submit payment in a timely manner for returned checks will lose privileges to field trips and special events.



### **SCHOOL ADVISORY COUNCIL:**

This group meets several times a year to discuss school wide goals within the School Improvement Plan. Parents are encouraged to join SAC. See school website at [www.fourcornerscharter.org](http://www.fourcornerscharter.org) for meeting dates and times.

### **STUDENT PROGRESSION PLAN**

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



## **STUDENTS' RIGHTS:**

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

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

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

## **SUSPENSION AND EXPULSION:**

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

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

Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct. Suspendable offenses include but are not limited to the following: To see the full code of conduct please visit the Osceola County website at [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us)

1. **Fighting or other dangerous and/or disruptive behavior (hitting, kicking, pushing or biting).**
2. **Possession or use of drugs, tobacco and weapons.**
3. **Being under the influence or having alcoholic beverages on school grounds.**
4. **Defacing or vandalism of school property.**
5. **Igniting any flammable substance.**



### **TARDY POLICY:**

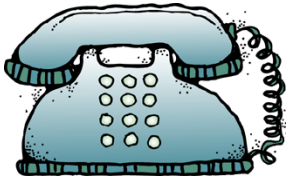
A child is tardy when he/she is not in the classroom at **8:20 a.m.** A student that enters a classroom with a late pass is considered tardy. A student that enters the building before 8:20 but reports to the classroom after 8:25 without a pass will be marked tardy by the classroom teacher and will be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

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

**Students exceeding a combination of 15 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges.**

### **TELEPHONE:**

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



**Students must have a cell phone usage policy on file in their grade level office. Cell phones may only be used after school hours.**

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

### **SEVERE WEATHER INFORMATION:**

FCCS Elementary/Middle Charter School will follow the same instructions as **Osceola County Public Schools** in case of severe weather emergencies. Parents should watch the local news for information about school closing.





## **VISITORS:**

Visitors, **INCLUDING PARENTS**, are **NOT** permitted to go to their child's class unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must sign in and out, state when they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

- See volunteer section in this handbook for volunteer procedures.
- For the safety of all students and staff **NO** pets/animals may be brought to school by either the parent or student.

# Student Information System

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

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

## **Login**

To access the system, go to System (SIS) -- <http://parents.fourcornerscharter.org> or directly from the school website at [www.fourcornerscharter.org](http://www.fourcornerscharter.org). From that page, enter your username and password and select "Submit". We will distribute your usernames and password as soon as they are able to be generated. A letter will be sent home with the student.

## **Full Instruction Manual**

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

# PARENT CONTRACT 2011-2012

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

**WHEREAS**, in order to provide my (our) child with a unique educational opportunity;  
**WHEREAS**, by choosing to enroll my (our) child at the Four Corners Charter School is a decision of my (our) personal choice and not a privilege;  
**WHEREAS**, my (our) desire to enroll my (our) child at the Four Corners 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 the Four Corners Charter School, my (our) commitment is to abide by the following resolutions:
  - A. To recognize and embrace my role as the primary educator of my child.
  - B. To participate in the parenting workshops as provided by the School.
  - C. To attend all conferences scheduled with any member of the Four Corners Charter School staff.
  - D. To participate in the Parent Volunteer Program for 20 hours for the first child and 10 hours for each additional child. Recording of volunteer hours will be done on SIS by the parent for credit. ½ of the hours must be completed before Winter Break and the second ½ by May 1<sup>st</sup>.
  - E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, Four Corners Charter School is not responsible for my child's safety. If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to transfer to a school that is more accessible for my child.
  - F. To purchase uniforms for my child from the Four Corners Charter School approved supplier and ensure that my child is wearing the approved uniform daily.
  - G. To supply a lunch, either brown bagged or purchased from the Four Corners approved vendor, each school day for my child.
  - H. To be responsible for timely payment of any fees accrued to my account at the Four Corners Charter School
  - I. To participate in at least one of the many parent groups i.e. PTO, School's Improvement Committee, Fundraising Committee, etc.
  - J. To purchase an Agenda Book and Weekly Folder from the approved supplier and sign book nightly.
  
2. To do the following things to enhance my (our) child's academic growth I (we) agree to do the following:
  - A. To read and use information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
  - B. To provide a suitable time and place within the home for homework.
  - C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for at least 60 minutes of homework daily.
  - D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
  - E. To check my child's homework nightly.

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

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

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

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



## Handbook Acknowledgement

Dear Parent,

Please complete the bottom portion of this page and return it to your child's homeroom teacher ASAP.

Thank you,

Principal

---

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

Teacher \_\_\_\_\_

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

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

\_\_\_\_\_  
Date



## Acceptable Internet Use Policy

_____	_____
Student's Last Name	Student's First Name
_____	_____
Grade	Home Phone Number

### **Introduction**

The Internet links thousands of computer networks around the world, giving Four Corners Charter School students access to a wide variety of computer and information resources.

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

Four Corners Charter School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

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

## **Student Guidelines**

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

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

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

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

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

### **Student Access Contract**

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

My signature below, and that of my parents , means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at Four Corners Charter School

---

Student Name

---

Student Signature

## **Parent Agreement**

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

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

If you would like more information about the Four Corners Charter School Internet accounts, please phone FCCS IT at 407-787-4300 extension 4105.

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

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

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

\_\_\_\_\_  
Date

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

## **Four Corners Charter POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT**

- I. Policy Against Discrimination
  - A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.
  - B. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
  - C. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.
- II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law
  - A. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
  - B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.
- III. Definition of Sexual Harassment
  - A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
    - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
    - 2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
    - 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.

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

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

IV. Definition of Other Forms of Prohibited Harassment

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

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

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

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

V. Retaliation Prohibited

- A. Any act of retaliation against an individual who files a complaint alleging a violation of the School's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.
- B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

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

A. Procedures for Filing Complaints

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

B. Procedures for Processing Complaints

- 1. Complaints filed against persons other than the VP of Education or member of the School's Board:
  - a. Upon receipt of the written complaint by the Equity Officer, the Equity Officer shall investigate or appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the Equity Officer as to whether there is reasonable cause to believe a violation of the School's anti-discrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the Equity Officer along with the summary and recommendation.
  - b. If the complaint is against the Equity Officer, the School Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a. (above).

- c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the Equity Officer within thirty (30) days, or to the School Attorney within thirty (30) days, if the complaint is against the Equity Officer. The Equity Officer, or School Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
- d. If the Equity Officer or School Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The Equity Officer or School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the VP of Education.
- e. If the Equity Officer or School Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.
- f. The complainant may request a no reasonable cause finding by the Equity Officer or School Attorney be reviewed by the VP of Education within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the VP of Education and Equity Officer/School Attorney to present his or her position. The VP of Education and Equity Officer/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The VP of Education shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
- g. If review by the VP of Education is not timely requested, the Equity Officer or School Attorney's determination of no reasonable cause shall be final.
- h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the VP of Education. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the VP of Education and the Equity Officer/School Attorney to present his or her position. The VP of Education and Equity Officer/School Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
- i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (above), the VP of Education shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant and the Chairman of the

School's Board, and a copy of will be filed with and maintained in the office of Charter Schools USA Senior Director of Human Resources.

2. Complaints against School Board Members.
  - a. Complaints against the School's Board Members shall be filed with the School Attorney. The School Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
  - b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.
  - c. If reasonable cause is recommended by the investigator against a School's Board Member the recommendation shall within twenty (20) days be forwarded to the Chairman of the Osceola County School Board to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Osceola County School Board will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official.
  - d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Attorney, shall be final and a copy will be forwarded to the Chairman of the Osceola County School Board. In compliance with Florida Statute, the investigation file shall become public record and School's Board Member shall answer to their constituency.
3. Penalties for confirmed Discrimination or Harassment
  - a. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
  - b. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.
4. Limited Exemption from Public Records Act and Notification of Parents of Minors
  - a. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The School's obligation to

investigation and take corrective action may supersede an individual's right to privacy.

- b. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

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

**Equity Officer**

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