

Four Corners Charter Schools



Student Handbook 2009-2010

*Four Corners Charter School
9100 Teacher Lane
Davenport, Florida 33897
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WELCOME!

The Faculty and staff of F.C.C.S would like to take this opportunity to welcome you to Four Corners Charter School. The information in this handbook was compiled to help you succeed in school.

Welcome to Four Corners Charter SchoolHome of the coyotes....a great place to learn!!!

In case of an EMERGENCY

Please keep the information below UPDATED at all times.

Name: _____

Address: _____

City/Town: _____

Home Phone: _____ Cell Phone: _____

Parent Work Phone: _____ Emergency Contact #: _____

Sibling (s) _____

Grade _____ Teacher _____

Transportation: Car _____ Bus _____ Aftercare _____

School Hours

Before Care (Fee Based)	7:00 am – 8:00 am
Cafeteria (Breakfast)	7:55 am
CLASSES BEGIN	8:15 am
Dismissal	3:15 pm (Mon, Tues, Thurs, Fri.)
Dismissal	2:00 pm (Wednesdays)
After Care (Fee Based)	3:15 pm – 6:00 pm
	2:00 pm – 6pm (Wednesdays)
Office Hours	7:45 am – 4:00 pm

Tardy policy

Teachers will mark students **tardy** starting at 8:15 am. Parents **MUST** sign in students at the front office and receive a “Tardy Pass” starting at 8:15 am.

Students are NOT permitted on campus before 7:45 am. SUPERVISION IS NOT PROVIDED for students on campus prior to 8:00 am unless they are registered with and placed in the before care program. Extended Care phone number is 863-242-9204.

Bus Students

Bus service is provided for students in designated (zoned) areas of Osceola and Lake Counties. At the beginning of the school year, or when a student begins riding the bus, students/parents will register with their respective counties by completing the emergency contact form provided by the student’s bus driver. Students who usually ride a bus **MUST** bring a note from a parent to the teacher if they are going home by any other means. **Requests for students to ride a bus other than the one they are registered with is NOT ALLOWED.** If a student is to go home with another student, who is not on the same registered bus; it is the parents’ responsibility to provide transportation.

Dismissal

In order to leave school during school hours, a student must be signed out in the Main Office. Only a parent or a person authorized on the student’s emergency contact form will be allowed to sign the student out and **MUST** have picture ID. **No persons under the age 18 may be on that contact list. All early sign-outs must be completed by 2:00 pm (1:30 pm on Wednesday).** For car riders, if a parent/guardian will be late in

picking up their child, please contact the school. Students that are not picked up will be placed in Aftercare and the parents will be charged a fee.

Visitors on Campus

For the safety of our children, **all parents, guardians, volunteers and visitors MUST sign in at the Main Office and obtain a visitors' pass.** Staff will question any adults on campus without a visible visitors pass and have the authority to send a visitor back to the Main office to obtain one before visiting a classroom, teacher or student.

Student Information and Withdrawals

It is very important your child's student information is kept current.

Please complete a student change form in the Main Office whenever you have a change in address, contact numbers, or emergency information. It is very stressful to your child when contact can not be made with their parent/guardian in a medical emergency.

If you decide to enroll your child at another school, please complete a withdrawal form at FCCS first. This will ensure a timely transition in sending your child's student records to their new school.

Attendance Policy

Under Florida State Law, students are required to attend school 180 days per year. For an absence to be considered "**Excused**", a note needs to be provided from either a doctor or from the parent and must include: date written, date of absence(s), reason for absence, contact number and parent's signature. **Telephone calls from parents can not excuse the absence, a written excuse must be provided.** The only legal excuses are for health reasons such as illness, doctor's appointments or death in the family. Family vacations, trips, etc. will not be excused. **Fifteen unexcused tardies will be considered one (1) unexcused absence.**

If a student's absences become excessive (more than 10 days, without medical documentation (doctors note), the student will be considered truant and must be reported to Osceola County. Excessive truancy may result in further legal action by Osceola County School District. **More than 15 absences without medical documentation can be cause for retention, regardless of grades.**

It is the **student/parent responsibility** to request make-up work and **48 hour notice needs to be given in the Main Office or to the teacher for work requested in advance.** Missed tests will be made up at the teacher's convenience. All make-up work for unexcused tardies and unexcused absences will be given at the teacher's discretion.

Code of Student Conduct Guidelines

The Code Conduct at Four Corners Charter School is derived from the Osceola County District Code of Student Conduct. Four Corners Charter School abides by all Federal and State Statutes in the administration of discipline to students.

Parental involvement and support is essential if good discipline in the school is to be achieved. Parents may assist us in this endeavor by:

- Maintaining a positive attitude toward education and the school
- Showing interest in their child's progress through regular communication
- Attending open houses, school events and conferences
- Teaching their child to be neat, clean and abide by the school dress code
- Ensuring their child's regular and punctual attendance
- Reporting and explaining promptly any absence from school
- Teaching their child respect for authority and for other students
- Informing the school of any condition or circumstance which may affect their child's ability to learn, attend school regularly or participate in activities.
- Cooperating with school personnel in solving disciplinary problems
- There is a ZERO tolerance for Bulling of any kind. Please see the full Osceola County handbook at www.osceola.k12.fl.us

The Principal, Assistant Principal, Dean or designee shall exercise his/her professional judgment in determining what consequences to impose for a violation of the Code of Student Conduct. A good faith effort shall be made to notify a parent or guardian of any disciplinary actions by sending a copy of the referral home with the students and /or making a telephone call home. Although every effort will be made to contact a parent before a student is suspended, the ability to reach a parent/guardian is NOT required for a suspension to take place. A parent conference is strongly recommended for any student that is suspended. It is the parent's responsibility to contact the administration to schedule the conference upon the student's return to school.

Four Corners Charter School is a school of choice. By choosing a Charter School, the student and parent/guardian are choosing to abide by the rules of conduct established by Four Corners Charter School. Repeated violation of the student code of conduct will result in a student being removed from Four Corners Charter School and referred back to his/her zoned school.

Lost and Found

All articles that are found are taken to the Main Office. Students are encouraged to label all items for easy identification. Unclaimed items are donated to charitable organizations in December and June.

Use of School Telephone

Use of school telephones is limited to school business only. Students will be allowed to call home only in the event of an emergency as determined by staff.

Cell Phone Policy

1. Cell Phones **must** be registered with the front office.
2. Both student and parent must sign a Use of Cell Phone Policy
3. Cell phones can **ONLY** be used in the front office, with approval from a teacher, and the call must be made in front of an office staff member.

** If the cell phone is used inappropriately it will be taken and the parent will have to pick up the phone.

Parent-Teacher Conference

Parent/Teacher conferences are very important part of the communication system at Four Corners Charter School. Teachers will schedule a minimum of one conference during the school year.

It is the policy of Four Corners Charter School administration to refer most parent concerns regarding classroom issues back to the teacher through parent/teacher conference in an attempt to resolve those concerns prior to getting administration involved. If, after a parent/teacher conference and time to allow resolution to be implemented, a parent/guardian still has additional concern, a conference can be requested with administration and may include teacher participation.

Clinic

Medical attention is allowable under county health policies and will be provided in both the elementary and middle school clinics. However, if a student has a fever or is clearly ill, the parent/guardian will be contacted and the student **must be picked up immediately**. A medical emergency form must be completed for each student at the beginning of the school year to include other emergency contacts allowed to pick-up the student. If, at any time, emergency contacts or contact information changes an updated emergency/medical form must be completed.

Students are not allowed to carry **ANY** prescription or non-prescription medication with them i.e. fever reducers, headache medication, cough drops, pain relievers, cold medicine, allergy medication, etc. All prescription and non-prescription medication must be transported to and from school. Also, all medication must be turned into the clinic nurse along with an Authorization for Medication form, which is signed by both a parent and a physician/health practitioner. Medications must be in their original container with the name of the medication child's name and correct dosage amount. If a child takes a "split" or "halved" pill according to the doctor's recommendation, parents must divide the medication before bringing it to school.

Breakfast and Lunch Programs

Campus Grille of Osceola County Public Schools provides breakfast and lunch for students at Four Corners for a minimal fee. Free and reduced lunch program require families to submit an application with financial information. Applications are given to all

students at the beginning of the year or can be picked up in the Main Office. Money can be put on your child's lunch account in advance in person or at mylunchmoney.com. Please remember that if your child uses the account to buy extra milk or a la carte items, it will affect their balance for the rest of the week. For students that pack their lunch, please remember that **glass thermoses or carbonated drinks are not allowed.**

Four Corners Charter School Uniform Policy

Four Corners Charter School has a mandatory uniform policy for all grade levels. The reasons for this policy range from promoting safety to diminishing competition for dress among students. However, a more vital and enduring reason for a clear policy is that it frees the students to concentrate in academics, and to excel. For the upcoming year we will continue to enforce this policy to improve our academic program and ensure success.

Please note that P.E. uniforms are optional for the (Grades 6 thru 8), when they participate in Physical Education. Spirit Tess shirts will be the same as the PE tee shirts and can be purchased thru Step Ahead.

Our Policy includes the following dress exclusively:

I. Shirts for both Girls and Boys

Polo Shirts of Navy blue (either long sleeve or short sleeve) **MUST** be worn with our official Four Corners Logo and purchased from the schools uniform vendor Step Ahead. . All shirts must be tucked in at all times.

II. Pants and Shorts for both Boys and Girls

Khaki pants or shorts for boys and girls. Girls may also wear skorts. All bottoms **MUST** be embroidered with the official CSUSA logo and purchased from the schools uniform vendor Step Ahead.

Note: Pants must be of uniform standard and purchased from Step Ahead Uniforms.

To order online go to

www.gostepahead.com School Password FCCS or call 1-800-582-2101

III. Shoes

Must be closed- toe with non-erasable rubber soles, and must have backs. Socks must be worn at all times They must be school appropriate socks, no long colored socks.

IV. Cold Weather Dress

- Long uniform dress pants are allowed, but no other type.
- A plain navy sweater
- An unadorned navy jacket
- Fleece jacket or wind breaker to be purchased from Step Ahead.
- Navy blue sweatshirts with FCCS Logo purchased from Step Ahead

The following may not be worn

- Large chain necklaces, any oversized jewelry, oversized hoop earrings or any jewelry that is a health or safety hazard
- Jeans, spandex, or stretch pants

- Overalls, tank tops, spaghetti straps, shirts exposing navel
- Any gang or drug related item.

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.