

Four Corners Charter Schools

Student Handbook 2010-2011

*Four Corners Charter School
9100 Teacher Lane
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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 8:20 am. Parents **MUST** sign in students at the front office and receive a “Tardy Pass” starting at 8:20 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.

For Car Riders; If a parent/guardian will be late on picking up their child, please contact the school. Students that are not picked up are considered abandoned and FCCS is required to contact the Osceola County Sheriff.

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 Bullying 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. To access a full book of the Osceola County School District Student Code of Contact go to www.osceola.k12.fl.us or visit the main office.

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. 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 mandatory for the (Grades 6 thru 8), when they participate in Physical Education.

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 Ibiley. . 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 Ibiley.

Note: Pants must be of uniform standard and purchased from Ibiley Uniforms. To order online go to <http://www.ibiley.com> or visit the store at 1523 Damon Avenue Kissimmee, Fl 34744 Telephone number 407-870-0616

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 pants are allowed, but no other type.
- A plain navy sweater
- An unadorned navy jacket with Zipper in front to open. NO HOODIES
- Fleece jacket or wind breaker to be purchased from Ibiley.
- Navy blue sweatshirts with FCCS Logo purchased from Ibiley

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.

FOUR CORNERS CHARTER ACADEMY POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

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.

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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 effect 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

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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.

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.

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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

Diane Ratcliff

Charter Schools USA

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