



# PARENT/STUDENT HANDBOOK 2018-2019

1800 N DOUGLAS ROAD  
PEMBROKE PINES, FL 33024

<b>Table of Contents</b> .....	i, ii, iii
<b>Procedure for Concerns and Conflict Resolution</b> .....	1
<b>Collaborative Problem-Solving Team (CPST)</b> .....	1
<b>Governing Board Member Contact Information</b> .....	1
<b>Procedure for Placing Board Meeting Items</b> .....	1
<b>Important Information at a Glance</b> .....	2
<b>Hours of Operation</b> .....	2
<b>Contact Information</b> .....	2
<b>Philosophy</b> .....	3
<b>Academic Success</b> .....	4
<b>Field Trips</b> .....	4
<b>Grade Reporting</b> .....	4
<b>Grade Scale Performance Levels</b> .....	5
<b>Grading for Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> Grade</b> .....	5
<b>Grading for Grades 3-5</b> .....	5
<b>Homework Policy</b> .....	5,6
<b>Promotion Requirements</b> .....	6
<b>Study Skills</b> .....	7
<b>Technology</b> .....	7
<b>Acceptable Use</b> .....	8
<b>Privileges</b> .....	8
<b>Security</b> .....	8
<b>Vandalism</b> .....	8
<b>Textbooks</b> .....	8
<b>Attendance Procedure/Policy</b> .....	9
<b>School Calendar</b> .....	9
<b>Procedure for Reporting Absences</b> .....	9
<b>Excused Absences</b> .....	9
<b>Unexcused Absences</b> .....	9
<b>Make-Up Work</b> .....	10
<b>Early Dismissal</b> .....	10
<b>Late Arrival</b> .....	10

<b>Tardy Policy</b> .....	11
<b>Truancy/Cutting Class</b> .....	11
<b>Trespassing</b> .....	11
<b>Dismissal</b> .....	11
<b>Before and After Care Program</b> .....	11
<b>Before Care</b> .....	11
<b>After Care</b> .....	12
<b>Lunch</b> .....	12
<b>Communication</b> .....	12
<b>Parent Conferences</b> .....	13
<b>Grievance Procedures</b> .....	14
<b>Parent Visitation During School Hours</b> .....	14
<b>Telephone Use</b> .....	14
<b>Up-to-Date Contact Information</b> .....	14
<b>Dress Code</b> .....	15
<b>Hair</b> .....	15
<b>Shoes</b> .....	15
<b>Shirts</b> .....	15
<b>Skirts/Shorts/Skort</b> s.....	15
<b>General</b> .....	16
<b>Health</b> .....	16
<b>Emergency Contact Information</b> .....	16
<b>Medication</b> .....	16
<b>Accidents</b> .....	17
<b>Parent Expectations</b> .....	17
<b>Volunteering</b> .....	18
<b>Personal and School Property</b> .....	18
<b>Bookbags/Folders/Personal Items</b> .....	19
<b>Care of School Property</b> .....	19
<b>Electronic Devices</b> .....	19
<b>Personal Property</b> .....	19
<b>Roller Blades, Heelys, Skateboards</b> .....	19

<b>Search of Person or Property</b> .....	20
<b>Pick-Up and Drop-Off</b> .....	20
<b>Safety and Security</b> .....	20
<b>Emergency Procedures</b> .....	20
<b>Fire Drills and Evacuations</b> .....	20
<b>Gang Symbolism</b> .....	21
<b>Halls/Corridors</b> .....	21
<b>Inclement Weather</b> .....	21
<b>Solicitation</b> .....	21
<b>Visitors</b> .....	21
<b>Code of Conduct</b> .....	22
<b>Parent/Student Contract</b> .....	22
<b>Policy Statement</b> .....	22
<b>After-School Detention</b> .....	22
<b>In-School Suspension</b> .....	23
<b>Out-of-School Suspension</b> .....	23
<b>False Alarms</b> .....	23
<b>Misrepresentation</b> .....	23
<b>Referrals</b> .....	23
<b>Theft</b> .....	24
<b>Tobacco/Smoking Regulations</b> .....	24
<b>Use or Possession of Drugs</b> .....	24
<b>Blank Page</b> .....	25
<b>Addendum to Code of Conduct</b> .....	26
<b>Blank Page</b> .....	27
<b>Transportation Form</b> .....	28
<b>Blank Page</b> .....	29
<b>Parent/Guardian Volunteer Form</b> .....	30

**KIDZ CHOICE CHARTER SCHOOL  
PROCEDURE FOR CONCERNS AND CONFLICT RESOLUTION**

**STEP ONE**

Please contact our administrative office and schedule a meeting with the Collaborative Problem-Solving Team (CPST).

The staff and faculty of Kidz Choice Charter School has A Collaborative Problem-Solving Team (CPST) who will make every possible attempt to resolve any difficulties, problems/concerns, or conflicts that may arise.

**COLLABORATIVE PROBLEM-SOLVING TEAM (CPST)**

Anely Arencibia, Principal  
[anely.arencibia@kidzchoicecharter.org](mailto:anely.arencibia@kidzchoicecharter.org)

Damaris Santiago, Parent Liaison/Admin. Assistant  
[damaris.santiago@kidzchoicecharter.org](mailto:damaris.santiago@kidzchoicecharter.org)

Maria Ramirez, Business Manager  
[maria.ramirez@kidzchoicecharter.org](mailto:maria.ramirez@kidzchoicecharter.org)

**STEP TWO**

If you do not feel that a satisfactory resolution of the conflict has been attained, following are the telephone numbers and e-mail addresses of the Members of the Charter School Governing Board, should you need to register a concern.

**KIDZ CHOICE CHARTER SCHOOL GOVERNING BOARD MEMBERS**

Mariangel Caicoya, Board Chairperson  
(786) 493-5439 [mariangel.caicoya@kidzchoicecharter.org](mailto:mariangel.caicoya@kidzchoicecharter.org)

Victoria Lopez, Secretary  
(305) 525-5359 [victoriaf5995@gmail.com](mailto:victoriaf5995@gmail.com)

Alejandro Brandt, Treasurer  
(954) 253-1050 [alex.brandt@kidzchoicecharter.org](mailto:alex.brandt@kidzchoicecharter.org)

**PROCEDURE FOR PLACING BOARD MEETING ITEMS:**

Please visit our website at [www.kidzchoicecharter.org](http://www.kidzchoicecharter.org) to see scheduled meetings. Requests must be made one week prior to the next meeting. You can e-mail [anely.arencibia@kidzchoicecharter.org](mailto:anely.arencibia@kidzchoicecharter.org) with your requests, or call us at (954) 251-2419.

## **Important Information at a Glance**

### **Hours of Operation**

Class Hours: 8:00 a.m.-2:00 p.m.

Office Hours: 7:30 a.m.-3:00 p.m.

Before-School Care: 7:00 a.m.-7:30 a.m.

After-School Care: 2:00 p.m.-6:00 p.m.

### **Contact Information**

Main Office Phone Number: 954-251-2419

Main Office Fax Number: 754-221-0183

School Address: 1800 N Douglas Rd.  
Pembroke Pines, FL 33024

School Website: [www.kidzchoicecharter.org](http://www.kidzchoicecharter.org)

## Our primary philosophy is...

- every child can learn
- student learning is cumulative
- earlier skills are foundational and requisite for later, more complex, higher-level skills and knowledge

Kidz Choice Charter School's educational focus is on promoting high standards and developing a strong academic program. Teachers explicitly teach topics and skills over a span of several grades. As students continue to study the topics, they acquire concepts and skills at higher levels with increasingly more challenging literature, textbooks, and instructional materials. In addition, we offer many opportunities for students to participate in instructional activities that reflect and support the Florida State Standards.

Our approach to teaching is based on current research and evidence of best practices. Instructional strategies and materials support our philosophy of engaging the whole child, and many subject areas are integrated into each thematic unit taught. We have designed child-centered classrooms that foster independent learning and address individual learning styles. Enter a classroom and you will see students engaged in the learning process, working cooperatively, communicating effectively, and thinking critically and creatively. This is particularly evident in our investigative approach to math and science. Both disciplines have an emphasis on problem solving, critical thinking, and the development of mathematical and scientific skills. Technology is used as a learning tool throughout the curriculum. It reinforces and enhances all aspects of attaining and applying knowledge. The utilization of technology assists students in the development of skills and in obtaining valuable information that supports instructional goals.

We believe that listening, speaking, reading, and writing should be developed simultaneously and integrated throughout the curriculum. To accomplish this, our language arts program is literature-based and is designed so that students are directly taught skills and strategies pertaining to oral language, reading, and writing. Language arts skills are integrated throughout all of the science and social studies units. This integration of curriculum helps our students become creative thinkers and make connections between key ideas. Learning is relevant and fun!

## Handbook

As with all handbooks it is important to try to list every possible situation that might arise in a school. We have attempted to cover as many areas of concern as possible. Information provided by this handbook is subject to change at the school's discretion. Please read this handbook very carefully. We also require you to read the Broward County Student Code of Conduct. Each of these handbooks contains a page that requires the signature of the student and parent/guardian. These signed forms must be returned to school for placement in the student file. **Please note that students/parents are responsible for abiding by the code of conduct of both Kidz Choice Charter School and the School Board of Broward County.**



## Academic Success

### Field Trips

Scheduled field trips will be educational in nature and considered part of the curriculum. They provide an experience not possible within the regular classroom, provide for cultural enrichment, and take advantage of the many excellent resources outside the classroom. Field trips have the potential for being valuable learning experiences for our youngsters.

Because field trips are designed to be a part of our curriculum, each trip is considered to be the lesson plan for the day. All children are expected to participate. Parents/guardians pay the cost of their child's transportation and any other costs, such as entrance fees and lunch. All funds for field trips must be paid on time. Money will not be accepted 24 hours prior to the trip. It is school policy that children are not to visit gift shops on field trips; therefore, they should not bring spending money for souvenirs or candy.

It is necessary for parental permission to be granted before any student can accompany his/her class on a field trip. A completed Parental Field Trip Permission Form must be on file at the school before a student will be allowed to participate in a scheduled field trip. If a parent/guardian chooses to restrict their child from participating on a scheduled field trip then they must also realize that it is not possible for us to provide alternate plans for their child. If a child does not participate in the field trip and comes to school, he/she will be placed in another classroom, generally at another grade level since classes at each grade usually attend field trips together. The classroom teacher will provide class work.

Parents are encouraged to volunteer as field trip chaperones. Please contact your child's classroom teacher for information regarding chaperone responsibilities. Chaperones will receive volunteer hours.

At the discretion of the Principal, students with an excessive number of disciplinary infractions in a given marking period may be denied the opportunity to participate in a field trip.

**Grade Reporting:** Interim reports and report cards will be distributed in accordance with the Broward County School calendar.

## Grade Scale (Performance Levels)

**Grading for K, 1, and 2:** Student performance will be evaluated and reported based on mastery of standards. The symbols to be used are:

- 1 Has mastered skill (independently)
- 2 Is learning skill (with assistance)
- 3 Area of concern
- X Not evaluated
- NA Not applicable

**Grading for grades 3-5:** Student performance will be evaluated and reported based on mastery of standards. The symbols to be used are:

A	Superior progress	90-100
B	Above average progress	80-89
C	Average progress	70-79
D	Below average progress	60-69
F	Failure	59 or below

## Homework Policy

Homework should be an extension of the activities begun in school by the students under the guidance of their teachers and continued at home. Working together, the home and school can guide students as they discover knowledge and achieve independence. Growth and development is a gradual process that varies with each individual. Therefore, the amount of time each student may require to complete homework will vary from one project to another and will increase as students move through the grades. As a general rule, you may expect homework to be assigned Monday through Thursday as follows:

**Kindergarten: 20 minutes of reading, conversation and review**

**Grade 1: \*20 minutes of reading and 10 minutes additional homework**

**Grade 2: \*20 minutes of reading and 15 minutes additional homework**

**Grade 3: \*20 minutes of reading and 25 minutes additional homework**

**Grade 4: \*20 minutes of reading and 30 minutes additional homework**

**Grade 5: \*20 minutes of reading and 45 minutes of additional homework**

\*These times include focused independent reading of self-selected or teacher-selected material and long-term project work.

Assignments vary during the week and some assignments will require more time than others. The range of times indicated above takes into consideration the variety of learning styles in each classroom. For example, in first grade, we expect the majority of children to complete the assignment in approximately 20 minutes. For those children who work more slowly, it is our recommendation that they spend no more than 45 minutes of focused work on assignments. After 45 minutes, the parent/guardian should sign the assignment and place a notation on the homework paper indicating to the teacher that the assignment presented some difficulty to the child.

If your child is unable to do an assignment because he/she does not know how, please review the directions to make sure that they are understood and provide assistance with the directions as needed. If the child continues to have difficulty because he/she does not understand the concept, please attach a note to the assignment for the teacher. Although homework is intended to reinforce known skills, it also serves as a measure of how well the student understands the concept(s) previously taught. It may be that several students are having trouble with a new concept and more time must be allocated to teaching this concept in the classroom. If your child is consistently having a difficult time finishing homework assignments in the allocated time, then please notify your child's teacher. Homework may need to be modified for certain students. Teachers are very willing to modify assignments if they are made aware of the problem. A simple note on your child's homework is often sufficient.

Students should be reminded that their time must be planned for completing long-term assignments. The result of procrastination on a long-term assignment is that students become frustrated and often stressed when faced with an immediate deadline for a significant project. It is imperative that students

learn the concept of time management and parents can help students budget their time accordingly.

Homework is expected to meet certain standards. On occasion a child may be asked to redo a poorly done assignment or one that does not meet the standard. Check with your child's teacher for the standards for that class.

Parents/Guardians should support students by:

- providing the appropriate time for the completion of homework
- providing a quiet work space and tools for the student to complete assignments
- clarifying directions as needed
- encouraging independent work
- not doing the work but making sure that the child does the work.

## **Promotion Requirements**

Criteria for promotion are established by the State of Florida.

In response to the No Child Left Behind Act, the Florida Legislature passed Florida Statute 1008.25 regarding student progression, remedial instruction, and reporting requirements. It is the intent of this legislation to eliminate social promotion and ensure that students' promotion from one grade to another be determined, in part, upon proficiency in reading, writing, mathematics, and science and that each student and his/her parents be informed of that student's academic progress.

As part of that legislation, students must participate in the statewide assessment program. Students who do not meet specific levels of performance in reading, writing, science, and mathematics for each grade must be provided with additional diagnostic assessments to determine the nature of their difficulty and their areas of academic need. For each student with identified and diagnosed deficiencies, the teacher will develop a Progress Monitoring Plan (PMP) in consultation with the

student's parent or guardian. In addition, as a method of communicating ongoing progress, a progress report will be sent home each grading period prior to report card distribution.

## **Study Skills**

Taking education seriously is important to academic success. Here are a few tips on how to work towards academic achievement:

- Come to school prepared to work with all necessary supplies.
- Be sure that you understand all assignments given.
- Ask for help from school personnel if assignments need to be explained further.
- Have a specific quiet place at home to study, away from distractions such as television, radios, etc.
- Take home all necessary books needed for assignments.
- Review and proofread all assignments after completion.
- Normalize your bedtime and wake-up times so that you get enough rest.
- Be proud of yourself for putting forth your best effort and doing a job well!

## **Technology**

Students may not bring any computer applications including games to school for any reason. School workstations may not be altered without direct administrative permission.

Any vandalism (renaming, trashing, moving files, illegal copying, etc.), intentional copyright violations, or attempted access to secured data will result in disciplinary action, which may include a requirement of restitution.

With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the school. Please be aware that questionable materials that are not appropriate for students in these grade levels may be available to inquisitive searchers. The school firmly believes that the valuable information and interaction available on the Internet outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Students and parents should be aware that as with any school property or activity, the inappropriate use of the Internet connection would subject the student to disciplinary action.

**Examples of inappropriate behavior include accessing, downloading and distributing of inappropriate materials, vandalism, or any other use incompatible with district or individual school policies.**

## Acceptable Use

At school, I may use computers and the Internet to research and to learn. I agree to follow the rules of appropriate behavior while on the Internet. I will follow these rules:

- I will not copy material and say that I wrote it myself.
- I will only use web sites that are suitable for students at this school.

## Privileges

Use of the Internet is a privilege, and my teachers and Principal are the decision makers when it comes to whether or not I may use it. If my behavior on the computer or Internet is not appropriate, then I may lose this privilege.

## Security

- I will only use the Internet when a teacher or responsible adult is present.

## Vandalism

- I will not cause any damage to computers or change how they are set up.
- Passwords given to me are for my use only. I will not give them to anyone else. I will not use anyone else's password.

Any violation related to these Internet policies will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.

## Textbooks

Textbooks are the property of the school and are issued for student use. The textbook becomes the responsibility of the student and/or parent and all textbooks assigned to the student must be returned at the end of the year in the same condition in which they were issued. Do not write or highlight in your textbook. Please provide a cover for the book but do not use contact paper as a protector. Any damaged or lost books must be paid for before another book is issued for home use. **Any student who has not paid for a lost book may be restricted from participating in school activities.**



## **Attendance Procedure/Policy**

Kidz Choice Charter School has developed the following attendance policy to comply with state legislation entitled, Habitual Truancy Procedures, Section 232.19 F.S. and the School Board of Broward County, Florida. We expect all students to attend school on a regular basis. Each day that a student attends school he/she has opportunities to develop personal, social, and academic skills. We encourage the commitment of students, parents, and staff to work together to ensure compliance with school attendance expectations. Students (Parents) are responsible for being on time to school, notify school when absent, make-up assignments missed, and turn in work assigned on time. Failure to comply with attendance expectations may result in loss of re-enrollment for the next school year.

## **School Calendar**

Kidz Choice Charter School will follow the Broward County Public Schools Calendar for all Student Holidays. School begins on Wednesday, August 15, 2018. Weather or Emergency Related Closings will also follow Broward County Public Schools.

## **Procedures for reporting absences are as follows:**

The School Board of Broward County policy dictates that parents/guardians must report absences to the school on the day of the absence/absences. Please call by 9:00AM to inform the school of your child's absence. In addition, the school also requires a written note (from the Parent/Guardian) when the student returns, within two days of the absence.

## **Excused Absences**

Illness of student or member of immediate family, death in family, subpoena, religious holiday (faith of student), internal or external suspension, student sent home with contagious disease, participation in school or district-sponsored activities, doctor/dentist appointment, or unusual emergency (i.e. house flood). If a student is absent for three or more days, a doctor's note is required.

## **Unexcused Absences**

**Last minute vacation, bus suspension, alarm clock failures, missed bus, "parent's fault" and inclement weather, etc. are considered an unexcused absence.**

## **Make-up Work**

All students are expected to make-up class work missed during an excused absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the student has **two days** to make up the work for each day the student is absent, **not including the day of return. Please note, make-up work must be completed in school in order to count for a grade.**

Students who have an unexcused absence will receive a grade of zero, if, on the day of the unexcused absence, the teacher's instructional activities include work for which no grade is earned by the student. This work may not be made up. Teachers **WILL** include these zeros when averaging grades for a marking period.

After 5 unexcused absences or an excessive number of excused absences, a letter will be sent home to notify the parent/guardian of the consequences faced by the student for frequent absenteeism. After 10 unexcused absences a second letter will be sent home to notify the parent/guardian. A conference will be called to meet with the parent/guardian to develop an attendance agreement.

If the unexcused absences continue, members of the staff will meet to review possible additional interventions. If the student's truancy persists and the student accrues fifteen (15) or more unexcused absences within a 90-day period, the school will make a referral to the school social worker and/or the Broward County School Board.

## **Early Dismissal**

A written request to have a student excused from school early should be sent with the child on the morning of the dismissal, including the time and reason for leaving. **Students may not be dismissed from school during the last thirty minutes of the school day, except in cases of emergency. Early dismissal is discouraged,** as important classroom activities take place at the end of each day. The school will not accept notes "after the fact".

As classroom time is highly valued, all medical appointments should be made outside of school hours, whenever possible. For purposes of safety, only adults who are listed on the Emergency Contact Card on file at the school, as being authorized, will be permitted to remove the student from the school. **There will be no exceptions (extreme emergencies may require the school to seek alternate authorization).** The parent/guardian, or authorized person, **MUST** come to the office to sign out the child and have the student dismissed from the classroom.

## **Late Arrival**

The tardy policy has been established to ensure minimum interruptions to the learning environment. Students late to school must obtain a late pass from the office. Only tardies for doctor/dentist appointment or unusual emergency will be excused (See Tardy Detention Policy below). The student's late pass will be his/her pass to class. When arriving to school from the appointment the student must submit proof of the date/time of the appointment.

## **Tardy policy**

Teachers will allow tardy students to enter the classroom if they have a tardy pass. Students with excessive tardies will receive further disciplinary action including "out of school suspension".

**\*Students with an accumulated total of twenty-one (21) unexcused tardies, unexcused absences, or early dismissals are out of compliance with our attendance policy and will be subject to loss of automatic re-enrollment privileges for the next school year.**

## **Truancy/Cutting Class**

Not attending school or leaving school without proper permission is considered unacceptable behavior that will lead to disciplinary action (i.e., parent contacted, parent conference, suspension, etc.)

## **Trespassing**

Students are not to enter or remain on the school campus without proper authorization. Violators may be subject to suspension and/or arrest for criminal trespass. Students on campus while on suspension are subject to additional disciplinary action and arrest for criminal trespass.

**\*There is no supervision before 7:30 a.m. or after 2:15p.m. Students who arrive before 7:30 a.m. will be placed in the before-care program (a weekly fee must be paid). Students must be picked up within 15 minutes of dismissal unless they are involved in a supervised after-school activity or attend the After-Care Program. A referral to the police department and/or the Department of Children and Family Services will be made for any student left on campus before 7:00 a.m. or after 6:00 p.m.**

## **Dismissal**

An announcement will be made at 2:15 p.m. each day for students to exit the building if they are not involved in a supervised after school activity.

## **Before and After Care Program**

The Before and After Care Program at Kidz Choice Charter School is a service provided to those parents who require before and after school supervision of their children. Care is reserved for those students who attend the school.

### **Before-Care Program**

**\*Hours of Operation: 7:00-7:30 a.m.**

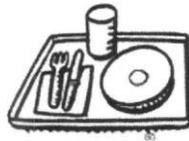
The Before-Care Program will provide some time for children to review their assignments prior to the start of school. **This is not a supervised homework session.**

All students who come to school prior to 7:30 a.m. are required to go to the Before-Care Program and parents will be assessed the appropriate fee. Failure to comply will result in no supervision for the student and the appropriate authorities will be notified. Parental supervision is required.

### **After-Care Program**

**\*Hours of Operation: 2:00 p.m.-6:00 p.m.**

The After-Care Program is designed to provide supervised care for those students who must remain after school. A snack will be served, and personnel will provide time for students to begin their homework. **We anticipate that parents will supervise the completion of their child's homework at home.**



### **Lunch**

General lunchroom rules are as follows:

1. Speak in conversational voices.
2. Follow rules of good manners and politeness.
3. Clean up your space after eating.
4. Follow directions of lunchroom monitors and staff.

### **Lunch Services**

Lunch is served each school day. If a student wishes to bring a lunch from home, a carton of milk or juice may be purchased separately. The school participates in the free/reduced lunch program. Lunch menus can be found posted on the school website.

Applications for free and reduced lunch are included in the First Week Packet and may also be picked up in the main office.

### **Communication**

Communication with parents/guardians is an integral part of a student's educational program. A mutually beneficial rapport between home and school is important to us all. Our main office number is 954-251-2419. When calling the school for any reason, please inform the receptionist of the nature of the call and you will be directed to the appropriate person(s) who will provide you with the assistance you need. Teachers are required to return your phone call within two working days.

## Parent Conferences

Conferences may be scheduled at the request of the school or at the request of the parent. Parents requesting conferences with school personnel should make their request in writing or by emailing the teacher directly using the teacher's school email address. School personnel will get in touch with the parent and arrange a mutually agreed upon time for the conference. Conferences requested by the school will give a specific time and date for the meeting. All parents and visitors must sign-in at the front desk upon entering the building for a visitor's pass before proceeding to any classroom. Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing students.

Tips for making the most of school conferences:

- Speak with your child ahead of time. Let him/her know that you and the teacher are having this meeting to ensure a positive and productive year. Talk about academic and social issues. Knowing how things are going during recess is as much of a concern as his/her favorite subject in the classroom.
- If you have concerns or questions about your child's performance in a specific area, bring some of your child's work to the conference. It is beneficial to both parties to have samples of schoolwork to examine together. Concrete examples reduce the need for guesswork.
- Due to the number of scheduled conferences, meeting time is limited. To make the most of your time, let the teacher know in advance about specific concerns or points you wish to discuss. This will enable him/her to gather student work and any other pertinent information prior to the meeting.
- Please be prompt.
- Keep the focus on your child. Compare his/her work month to month instead of comparing it to other students. Understand that teachers evaluate students against expectations for individual progress and grade level standards. It wouldn't be appropriate for teachers to comment on how your child compares with his/her classmates.
- Remember that you are in a partnership with the teacher and that you both want what is best for the student. When devising an action plan do not hesitate to make suggestions as well as listen to them. Share the plan with your child. It's important for him/her to see you and the teacher as part of the same team.
- Leave the conference on a positive note. If you feel more time is needed to discuss an issue, schedule another appointment.
- Be prepared to report plenty of positive feedback as well as new goals to your child.

## Grievance Procedures

In some circumstances there may be a disagreement between parents, students, and staff at Kidz Choice Charter School. If such a disagreement occurs, please follow the guidelines listed below so the situation might be satisfactorily resolved.

Think carefully about the situation; talk with your child to make sure you have all of the important information. Please remember there are two sides to every story.

- Please seek to resolve the situation with the teacher. He/she should be your first line of communication. Keep those lines open and friendly.
- If the situation cannot be resolved with the teacher, please contact the principal.
- If the situation is not resolved satisfactorily with the principal and the teacher, parents may approach the Parent Liaison for the school. A written request is required for discussion to take place. In the event the situation is still not resolved the parent/guardian may make a formal, written request to appear at a regularly scheduled Board meeting.

Please follow the procedures listed above for a timely response to a concern. The school's governing board will usually refer the case back to the school. The school staff will make every effort to communicate with parents to avoid unpleasant situations. In the event a grievance is required, please remember to remain calm and rational. We understand that your child's welfare is extremely important to you, as it is for us. We are a team working together to ensure academic success for each student.

## Parent Visitation During School Hours

Unscheduled parent visitations during the school day will not be permitted, unless there is an extreme emergency. These visits are generally disruptive to the learning environment and therefore discouraged.

## Telephone Use

Students are not allowed to use the office telephone unless it is an emergency and the use has been approved by an administrator. Calls originating from the school will be strictly supervised. **No student will be called to the office to receive personal calls.** An administrator or counselor will deliver emergency messages to the student. An emergency is an illness or death in the family. Transportation changes, changes in scheduled appointments, etc. are not considered to be emergencies. **No flower or balloon messages** will be delivered to students at school.

## Up-to-Date Contact Information

We must be able to contact you (or your designated substitute) during the day. **Parents/guardians are required to notify the school office whenever there is a change in home, work, or cell phone numbers or other emergency contact information.** This includes changes to a student's

medical history or any other condition that affects the student's participation in school programs.

### **Dress Code**

Kidz Choice Charter School believes that a uniform dress code is an important part of a safe, orderly school environment where the focus is on student learning. A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days.

**The Administrative Team at Kidz Choice Charter School reserves the right to interpret what is appropriate school attire.**

Students are expected to follow these guidelines. Every student in attendance will wear a school uniform. Uniform shirts are available through the school; uniform bottoms may be purchased at local stores that carry uniform style clothing. Failure to wear any part of the school uniform will result in disciplinary action- detention, notice of concern, parent notification, etc.

**Please note: Students who are not permitted to attend class due to a uniform violation will receive a zero for missed work.**

### **Hair**

Hair must be neat and clean with no "unnatural" colors, i.e. bright colors, Mohawks, blowouts, spiked looks or any other unnatural cuts or excessive attachments. No hats, bandanas or headbands may be worn. Braided hair must be neatly braided down. Boys: Hair must be cut above the shirt collar.

### **Shoes**

Students must wear closed shoes at all times, no "mules," sandals, slippers or "slides." No heavy military type boots, shoes with metal tips or steel toes may be worn. Tennis shoes/sneakers are preferred with Velcro or conventional laces.

### **Shirts**

All shirts must be tucked in (front and back) and must have two of the buttons fastened. Sweatshirts and jackets may be worn in cool weather (no writing or print is permitted). Hooded sweatshirts and jackets are not permitted.

### **Slacks/Shorts/Skorts**

All uniform slacks/shorts/skorts must be worn with a belt through the belt loops, worn at the natural waist, be in good repair and be of appropriate size. Overly large, overly long, tight fitting, or short shorts are not acceptable. Shorts and skorts must be knee length. **No cargo pants, capri pants, or leggings are permitted. No jeans of any color or style. Skorts not skirts.** Color: khaki or navy blue only.

## General

Girls may wear two pairs of stud style earrings or small hoops; boys may wear one pair of stud style earrings. Medium and large hoops are not permitted because of safety reasons. No other body piercing or cartilage piercing is permitted. At no time are students permitted to wear anything offensive, immodest, or deemed inappropriate by the administration. No gang attire, "Gothic" look attire, dog collars, spiked jewelry, etc. or any other accessories deemed inappropriate by the administration are permitted. Only a watch and thin necklace may be worn, if tucked inside the collar.



## Health

### Emergency Contact Cards

Emergency Contact Cards must be completed for every student. Up-to-date information allows the office to contact parents/guardians in the event of an emergency. It is extremely important to notify the school immediately if there is a change in address or telephone number(s) at home and/or at work. For similar reasons, we also need current addresses and telephone numbers of child-care providers and the person to contact in case of an emergency. **Parents/guardians are required to notify the school office whenever there is a change in home, work, or cell phone numbers or other emergency contact information. This includes changes to a student's medical history or any other condition that affects the student's participation in school programs.**

### Medication

To enable students to receive their prescribed medication during the school day, a special medication/treatment form must be completed. This form requires the signature of the Doctor prescribing the medication and the parent's signature. Whenever possible, prescription medication should be administered at home. When a physician specifies that medication be administered during the school day, the school should be contacted, and the following guidelines will be used to supervise medication administration in school:

- All medication should be brought to the Main Office at the beginning of the day **by a responsible adult, not the child**, accompanied by a signed and dated Medication Administration Form, giving the school permission to administer the medication. Send only a **30-day supply** (30 school days).
- **The medication must be in the original container, with a prescription label** that includes the following information: child's full name, name of medication, prescription number, dosage, and time to be administered.
- Emergency medication will be administered when ordered by the family physician or the school physician.

- Please notify the school of any medication changes. A nurse or trained staff member as designated by the principal distributes medication in all circumstances.
- Students are not permitted to bring non-prescription medications to school. If during the course of the day, it is necessary for a student to receive non-prescription medication i.e. Tylenol, a trained staff member will dispense the medication as indicated on the Medication Administration Form.
- Parents must notify the school of any allergies or restrictions on non-prescription medications.

## **Accidents**

In the event of an accident, a trained staff member will administer initial treatment of minor injuries. The student's emergency contact will be notified by phone whenever treatment is administered. In the event of a more serious accident, EMT's will be called and dispatched. The emergency contact will be notified immediately.

# Thanks!

## **Parent Expectations**

The education of your child is a team effort to insure success. Listed below are the school's expectations for parental participation, as parents are the students' first teacher.

### **What we need you to do:**

- Provide your child with a good breakfast before they leave for school and make sure they are appropriately dressed for school.
- Bring your child to school on time and pick them up promptly. Please avoid picking your child up early during the school day (interrupting the classroom) and avoid taking family vacations during school time.
- Read all information sent home by the school. School communications will assist you in knowing what is "going on" at school.
- Make every effort to attend all school events related to your child- Open House, Teacher/Parent Conferences, Parent meetings, classroom events, art and science fairs, etc.
- Volunteer for important events such as field trips, special school meetings, etc.

- Check your child's homework on a regular basis. Please do not do your child's homework for them but monitor the time set aside for them to do it.
- Please verbally support our teachers as you discuss school matters at home. If you are concerned about a teacher's actions, you should discuss these matters with him/her directly rather than stating your criticisms in front of your child.
- We strongly encourage you to communicate with your child's teachers on a regular basis.

## **Volunteering**

Thank you for your assistance in providing your child with the best possible educational experience. We believe that parental involvement is of the utmost importance. Each family is required to volunteer **20** hours per year. Please complete the form at the back of this book and return it to the school.

1. When you volunteer at school and for school-sponsored events, you are a representative of our school. Please put the health and safety of our students first. Please abide by all instructions and directions given by the teacher in charge. If you ever have a question, please ask the teacher in charge.
2. As the school's representative, you have both the authority and responsibility to assist when a situation arises. If a disciplinary situation requires more than a verbal intervention, please bring the incident to the attention of the teacher in charge.
3. Volunteer opportunities include copying materials for teachers, preparing bulletin boards, typing, making certificates, helping in the lunchroom, outdoor activities, mailings, etc. There are numerous opportunities to assist in making your child's experience at Kidz Choice Charter School positive and memorable. Your child enjoys seeing you at their school.



## **Personal and School Property**

The school is not responsible for loss or damage to a student's personal items. (Please label all clothing with the student's first and last name.) It is necessary that those items not required for educational purposes be left at home. Electronic devices, games, pagers, CD players, cassette recorders, I-Pods etc. are not allowed in school unless special permission has been granted by an authorized staff member. Any items deemed to be unsafe or inappropriate for school will be confiscated and held in the office until the decision is made for parents to retrieve the item. Unclaimed items placed in the "lost and found" bin will be discarded at the end of each month.

## **Bookbags/Folders/Personal Items**

Bookbags, backpacks, folders or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs or any other item that would be deemed inappropriate, offensive, or reflect negatively on the school.

## **Care of School Property**

Students are expected to respect school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. **Marking or defacing school property is a serious offense resulting in an out-of-school suspension or possible arrest.** Restitution may also be required. Any student who misuses school property will be required to make full restitution for damages. **Chewing gum or candy in the school building is forbidden.** All food must be consumed in the area designated by the administration. A student who disregards this rule incurs a Disciplinary Detention.

## **Electronic Devices**

Although cell phones are permitted at school, **they must be turned off and in the student's backpack during the school day.** If the cell phone is seen or heard it will be confiscated. Paging devices including beepers, as well as CD players, I-Pods, or cassette players, are prohibited on school grounds and will be confiscated by any member of the faculty or administration (the only exception are those authorized by the School Board of Broward County). The penalty for such an infraction will be a Disciplinary Detention. A second offense will result in one day of "out of school suspension". **For the first infraction, confiscated electronic equipment will only be returned to the student's parent. If an item is confiscated a second time, it will be held until the end of the school year. No exceptions!**

## **Personal Property**

Radios, mp3 players, toys, computer games, large sums of money, etc., are prohibited on school grounds. If they are brought to school, and subsequently lost or stolen, the school is not responsible for the loss. If items of this nature are discovered, school personnel will turn them into the office, and the parent/guardian must claim these items from the school office. Money and all other valuable property should be left at home. The school assumes no responsibility for loss or theft of such articles.

## **Roller Blades. Heelys and Skateboards**

Because of our concern for student safety and a lack of storage space, please leave all roller blades and skateboards at home. **Tennis shoes/sneakers with integrated skates (Heelys) are not permitted.**

## **Search of Person or Property**

When a student is suspected of being in possession of items considered harmful or dangerous, he/she will be given an opportunity to surrender those items voluntarily. If this does not occur, then he/she will be searched by an administrator.

## **Pick-up and Drop-off**

**Parents are reminded to observe the following when waiting to enter or exit the school grounds:**

- Exercise caution at all times and be alert for pedestrians and bike riders. Yield to pedestrians and bike riders at all times.
- Students are not permitted to cross parking areas or to meet parents on the road to be picked up. All student pick-ups will occur in the designated traffic loop.
- Do not leave car unattended while in pick up loop.
- Students must enter/exit from passenger side only.
- Drivers will move forward as cars exit the pick-up loop to fill gaps between cars.
- Please be courteous of other drivers.



## **Safety and Security**

### **Emergency Procedures**

In the event that school should be closed or dismissed at an unscheduled time due to an unforeseen emergency, we will follow the School Board of Broward County's guidelines for all emergencies and/or closings. To assist the school in the event of an emergency, each parent/guardian should complete the Emergency Contact Card indicating who can pick up the student.

### **Fire Drills and Evacuations**

In accordance with district guidelines, the school will conduct regular fire drills. Specific signals and procedures have been established for all types of drills, and safety areas have been designated. Teachers are equipped with instructions and all drills will be practiced with students on a regular basis. Parents are not permitted to enter the building or remove a student during a drill. We apologize, in advance, for any inconvenience.

## **Gang Symbolism**

Student behavior, dress, signing, or symbolism intended to represent gang affiliation **will not be tolerated** on school grounds or at school-sponsored events. Violation of this policy may result in discipline, or suspension.

## **Halls/Corridors**

Students should be in the hallways only at the beginning and ending of the school day and while moving from one class to another, unless a teacher, administrator, or staff person has given them permission to be out of class (i.e. restroom, office).

There is to be no more than one student out of class at a time. **Students must be in possession of their hall pass at all times in the hallways.**

## **Inclement Weather**

The school will follow the guidelines set forth by the School Board of Broward County in the event of severe weather. Please listen to the local television news or radio for continuous updates.

## **Solicitation**

Solicitation of or by any student or parent on school property for any reason except those authorized by the school administration is strictly prohibited.

## **Visitors**

To ensure a safe and secure learning environment for our students, all visitors are required to sign-in at the front desk and wear a visitor's pass. Faculty and staff will escort anyone without a pass directly to the office for identification.



## Code of Conduct

### Parent Contract/Student Contract

Included in each student's registration packet are a Parent Contract and a Student Contract. A parent/guardian must sign the Parent Contract agreeing to the terms written. Each student is required to sign the Student Contract also agreeing to the terms written, including the Broward County Code of Conduct, Kidz Choice Charter School Addendum to the Broward County Code of Conduct, and Kidz Choice Charter School Dress Code Policy.

Failure to comply with the terms of the Parent and/or Student Contract may result in one or more of the following:

- After School Detention
- In School Suspension
- Out of School Suspension

### Policy Statement

The code of conduct at Kidz Choice Charter School exists to protect the rights of all students and adults and to establish a safe, well-ordered environment where students and teachers can focus on quality teaching and learning. Mutual respect, good manners, and positive behavior are essential elements of daily life at Kidz Choice Charter School.

School authorities will hold students and parents strictly accountable for any action that interferes with the learning process, order, and/or the day-to-day operations at Kidz Choice Charter School. The School Board of Broward County Florida must have proof that every student and parent/guardian has had a chance to read the code of Student Conduct or to hear it read aloud. **All parents/guardians must return the page in the Code of Student Conduct manual, marked return to school, which requires a signature.**

### After-School Detention (Disciplinary Detention)

After school detention will be held at the times designated on the notice of infraction. The student must bring his/her copy of the detention slip, signed by a parent, to the after-school detention session. Those students who miss an after school detention due to a medical appointment will be permitted to serve their obligation on the following day. A note from the medical provider, including the time/date of appointment will be required.

Failure to serve a Disciplinary Detention after ONE rescheduled detention will result in further disciplinary action. In the event of an absence on the day of a detention, the detention will be rescheduled. If a student is consistently absent on the day of his/her detention the administrator will determine an appropriate consequence for the student. Being late to any detention constitutes the same penalty as a missed detention.

### **In-School Suspension**

As an alternative to Out of School Suspension, the Administrative Team may choose to provide an In-School Suspension. Students will be required to complete all work assigned by their teacher(s) during the school day and may be assigned additional work as a disciplinary measure to be completed prior to the end of the school day. Students on In-school Suspension are expected to abide by all guidelines established by Kidz Choice Charter School.

### **Out of School Suspension**

Students will receive Out of School Suspension if the administration determines that such action is appropriate as a consequence for a student infraction.

### **False Alarms**

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled or transmitted, or caused or permitted to be given, signaled or transmitted in any manner. Under the law, false alarms are misdemeanors subject to a maximum fine of \$250. Such action or involvement by a student will result in disciplinary action, which includes detention, suspension, or arrest. Bomb threats are considered felonies.

### **Misrepresentation**

Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, forgery or using false identification is considered a serious offense.

The penalty for the violation of any of the above mentioned will result in at least a one day of out-of-school suspension.

### **Referrals**

Administrators and faculty will use a referral for those students whose action disrupts the school community. Examples of referrals to be issued are for infractions such as, but not limited to: profanity, destruction of property, misrepresentation, stealing, disrespect, insubordination, fighting, being under the influence or possession of alcohol or drugs. If a student receives a referral the administration will assign the proper disciplinary consequence.

## **Theft**

Theft may result in suspension from school for a period up to (10) ten school days. The student will be required to replace or pay for the stolen item(s). Proper legal authorities will be contacted.

## **Tobacco/Smoking Regulations**

The use of tobacco products by minor students is against the law. Kidz Choice Charter School promotes and maintains a smoke-free environment; therefore, students are prohibited from smoking or using tobacco products or having tobacco in their possession at any time during the school day or at any school-sponsored activities. Before and after school, students are not to use tobacco products on the school grounds. Violations will result in the following actions:

- After school detention
- Out of school suspension
- Notification to proper authorities

Parents and teachers are asked to refrain from smoking on school property.

## **Use or Possession of Drugs**

Kidz Choice Charter School is a Drug Free Zone. The use or possession of drugs on school property will not be tolerated. Violation of this policy will result in immediate notification of the proper authorities and violators will be prosecuted to the highest extent of the law.

Page Intentionally Left Blank

**Kidz Choice Charter  
School**

**Addendum to the County Code of Conduct**

This form certifies that I, \_\_\_\_\_ have  
Print Student Name

read, understand and agree to abide by Kidz Choice Charter School Addendum to the Broward County Code of Conduct. My signature on this page indicates that I have read the Addendum to the Code of Conduct in full and understand all sections, including the sections describing Kidz Choice Charter School Dress Code.

As a parent/guardian of Kidz Choice Charter School Student, I, \_\_\_\_\_  
Print Parent/Guardian Name

have read, understand and agree to enable my student to abide by Kidz Choice Charter School Addendum to the Broward County Code of Conduct. My signature on this document indicates that I have read the Addendum to the Code of Conduct in full and that I understand all sections, including the sections describing the Kidz Choice Charter School Dress Code.

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Today's Date

Please retain a copy for your files.

Page Intentionally Left Blank

# Kidz Choice Charter School

## Transportation Form

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Means of Transportation:

Parent Pick Up \_\_\_\_\_

Private Bus Service \_\_\_\_\_ Name of Bus Company \_\_\_\_\_

Carpool \_\_\_\_\_ Name of Parent(s) providing service \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_ Please provide explanation: \_\_\_\_\_  
\_\_\_\_\_

### Important Notice:

- Kidz Choice Charter School will enforce the information provided unless otherwise advised in writing. All changes to transportation requirements must be sent to the Main Office.

**Please return this form to the school.**

Page Intentionally Left Blank

## Kidz Choice Charter School

### Parent/Guardian Volunteer Form

Each family is required to complete 20 hours of volunteer service to the charter school. Parental involvement is key to the success of students. Each parent should complete an individual Parent/Guardian Volunteer Form.

Parent/Guardian Name \_\_\_\_\_

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

Student Grade \_\_\_\_\_

Please indicate the area(s) in which you are interested in volunteering:

Copying materials
Bulletin Board Preparation
Typing
Generating Certificates
Outdoor Activities
Artwork
Mass mailings
Creating Materials
Gardening/Landscaping
Carpentry
Painting
Parking Patrol
Marketing in the Community
Fundraising
Event Planning/Preparation
Other:

Days available to volunteer:

MONDAY	_____ a.m.	_____ p.m.
TUESDAY	_____ a.m.	_____ p.m.
WEDNESDAY	_____ a.m.	_____ p.m.
THURSDAY	_____ a.m.	_____ p.m.
FRIDAY	_____ a.m.	_____ p.m.

**Please return this form to the school**