



## **Board of Directors' Meeting**

**Tuesday, June 8, 2021**

**2:00 PM**



# Four Corners Charter School, Inc.

Tuesday, June 8, 2021 | 2:00pm  
Four Corners Charter School  
9100 Teacher Lane  
Davenport, FL 33897



## Board Meeting Agenda

### Call to Order

### Roll Call

- I. Administrative**
  - Approval of Board Meeting Minutes May 4, 2020
  
- II. CSUSA Strategic Priorities Reports**
  - School Report
  - Spring Surveys
  
- III. Financials**
  - FY21 Audit Engagement Letter
  - Q3 Financials and FY21 Budget amendment FCCS
  - FY22 Preliminary Budget FCCS
  - FY22 Preliminary Budget FCCS, Inc.
  
- IV. Old Business**
  - Security Coverage Summer Bridge
  
- V. New Business**
  - FY22 School Year
    - Parent Facilitator Appointment
    - Innovative Blended Learning
    - Innovative Learning Pilot
    - Security Policies
    - Parent Student Handbook
    - Enrollment Policy
    - Security Coverage
    - Mental Health Plan
    - 2021-2022 Board Meeting Calendar
  
- VI. Public Comments**
- VII. Adjournment**

◀ **Next Meeting: August 3, 2021 at 2pm** ▶

## **BOARD MEETING MINUTES**

**Name of Foundation:** Four Corners Charter School, Inc.  
**Board Meeting:** Tuesday, May 4, 2020  
**School(s):** Four Corners Charter School

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
May 4, 2020	2:05pm	2:58pm	June 8, 2021	2pm	R.Weaver
<b>Meeting Location:</b>					
Four Corners Charter School, 9100 Teacher Lane, Davenport, FL 33897					

<b>Attended by:</b>	
<b>Board Members:</b> Clarence Thacker, Chair Jim Miller, Director Julian Melendez, Director Mollie Cunningham, Director  <b>Absent:</b> Teresa Castillo, Director	<b>Other Attendees:</b> Angela Barner, Sr. Accountant – Osceola County School District Rita Weaver, Sr. Board Governance Director Lisanne Morton, Finance Director – CSUSA Penny Walcott, North Region Finance Director CSUSA Chris Kober, Facilities Manager Ron LaFoy, ABC Mechanical Denise Thompson, Principal Members of the public: Multiple parents

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 2:05 p.m. with a Call to Order by Chair Clarence Thacker. Roll call was taken, and quorum established.

#### **I. ADMINISTRATIVE**

##### Approval of Board Meeting Minutes

- The Board reviewed the minutes of the January 5, 2021 meeting.

**MOTION: Motion was made by Julius Melendez and seconded by Jim Miller to approve the minutes of the January 5, 2021 for Four Corners Charter School, Inc. Board Meeting. Motion was approved unanimously. (4-0, 1 absent)**

#### **II. CSUSA Strategic Priorities Reports**

##### School Report

- Principal Thompson discussed the Summer Bridge Program focusing on K-11 and working closely with the 3<sup>rd</sup> grade and closing the gap for online learners as well as introducing BEST practices for the upcoming school year. The school is currently 89% face to face. The enrollment target has been hit and there is beginning to be a bit of a wait list.

#### **III. FINANCIALS**

##### Q2 and Q3 FCCS Financial Review

- Penny Walcott reviewed the Q2 and Q3 unaudited financials for Four Corners Charter School which included the variances and forecasts for each functional area. All questions were answered by Mrs. Walcott.

**MOTION: Motion was made by Jim Miller and seconded by Julius Melendez to approve the Q2 and Q3 Unaudited Financial Review for Four Corners Charter School, as presented. Motion was approved unanimously.**

Q2 and Q3 FCCS, Inc. Finance Review

- Angela Barner reviewed the Q2 and Q3 FY21 Unaudited Financial Statements for Four Corners Charter School, Inc. and all questions were answered by Ms. Barner.

**MOTION: Motion was made by Jim Miller and seconded by Julius Melendez to approve the Q2 and Q3 FY21 Unaudited Financials for Four Corners Charter School, Inc., as presented. Motion was approved unanimously.**

**IV. OLD BUSINESS**

- There was no Old Business.

**V. NEW BUSINESS**

HVAC Proposal

- The Board reviewed the three quotes for the Four Corners Charter School and there is one more quote being obtained. Mr. LaFoy from ABC Mechanical reviewed the various work that needs to be done at the school. Mr. LaFoy explained the need for an engineer to give an independent opinion on the scope of the work.

**MOTION: Motion was made by Julius Melendez and seconded by Jim Miller to engage and go forward with an engineer for the HVAC system review at Four Corners Charter School not to exceed \$25,000, as presented. Motion was approved unanimously.**

Out of Field Waiver

- The Board reviewed the out of field waivers and wanted to know if there was a plan to ensure that these teachers out of field would obtain their in-field certification. Ms. Thompson advised that the school is working and assisting to ensure that they do but needed these approvals in order to remain in compliance. All questions were answered by Ms. Thompson

**MOTION: Motion was made by Jim Miller and seconded by Julius Melendez to approve the out of field waivers for Four Corners Charter Elementary School, as presented. Motion was approved (3 Yay (Miller, Melendez, Cunningham and 1 Nay-Thacker).**

Security Coverage

- Rita Weaver reviewed with the board the current Safety and Security office is a contract with the Osceola Sheriff Office ("OSO") and that currently the OSO does not allow Guardians but that the district is working with the Sheriff office to determine if that will be the case for

the 2021-2022 school year. CSUSA is waiting for notification from Osceola, and the board advised that they were meeting on Thursday during a workshop to discuss. The Board asked Ms. Thompson her preference and she said the SRO as the campus is so far out from the closest sheriff office.

- Ms. Cunningham advised the board that Lake county is facing criticism for the actions of certain Guardians in Lake.
- Mr. Thacker said the board will decide next month.

**VI. PUBLIC COMMENTS**

- Ms. Vicki Underhill of 419 Afalmi Street, Davenport, FL 33896 addressed the board and was with several parents from the PTC who wanted to let the board know that they agree with Ms. Thompson and that the sheriff's office is too far from the campus and that Guardians should not be a choice. Ms. Underhill wanted to the Board to know that many of the parents at the school felt this way and felt that the safest option is to have a Sherriff on site as the SRO. The Board thanked the parents for attending the meeting and advised that they would bring it back to the Osceola School Board meeting as well.

**VII. ADJOURNMENT**

**Director, Terry Castillo adjourned the May 4, 2021 Four Corners Charter School, Inc. Board Meeting at 2:58 p.m.**

\_\_\_\_\_  
Clarence Thacker, Chairman

Date: \_\_\_\_\_





# FOUR CORNERS = = CHARTER SCHOOL

Spring 2020-2021 CSUSA

Parent, Staff and Student Stakeholder Satisfaction Surveys

And COVID-19 Feedback



# Survey Scale & Interpreting The Results

## 6 Point Scale

- 3 Levels of agreement with “**strongly agree**” being the most intense on the positive spectrum
- 3 Levels of disagreement with “**strongly disagree**” being the most intense on the negative spectrum

## Reporting Total Agree

- Combination of “strongly agree”, “agree” and “somewhat agree” represents **Total Satisfaction**



# The COVID-19 Addendum Questions

CSUSA created a special Addendum Category focused on the COVID-19 Health & Safety Protocols and the 3 Teaching & Learning Models implemented in the Fall 2020-21 Academic Year.

As these conditions continued throughout the school year, we decided to include the addendum questions in the Spring Survey administration to gauge any changes in perception and sentiments of our stakeholders



# CSUSA National Results

## Spring 2020-2021

# National Participation Rate

## **Administration Period: 4/5/2021 to 4/30/2021:**

- **17,001 parents** responded, representing 33% of all families whose children attend CSUSA schools
- **4,902 staff** members responded, representing 84% of all school-level employees
- **12,072 students** responded, representing 77% of all students in grades 4, 7 and 11\*

*\* To obtain an informative sample of students at each major grade-span, the student survey was administered to grades 4, 7 and 11 across the network*

# National Results by Category

## **Top Survey Results:**

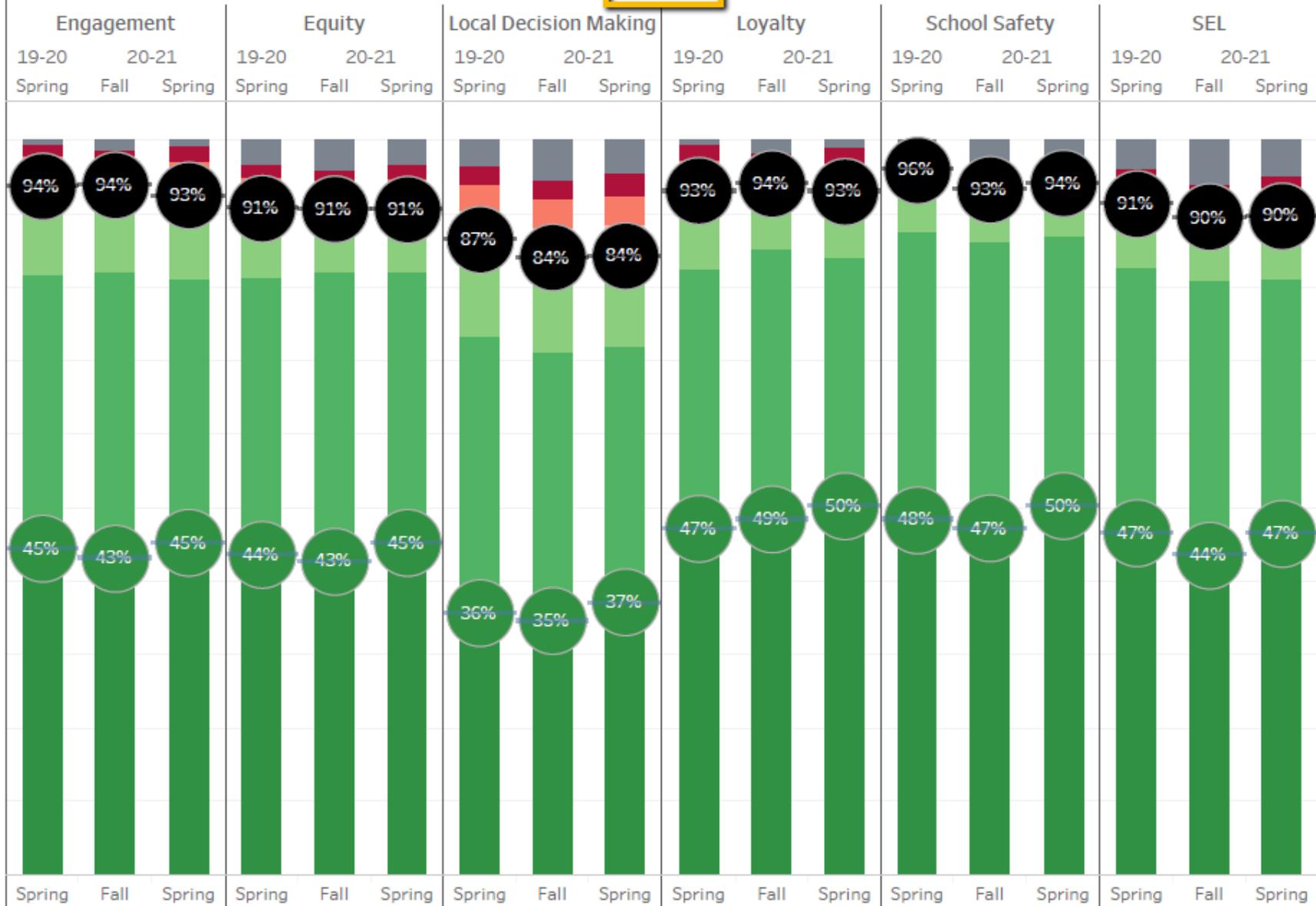
- **Parent Engagement, Loyalty & School Safety:** We continue to receive high levels of satisfaction from our parents in these categories
- **Staff School Safety:** Even with more students returning to the classroom, it is remarkable that our staff perception of school safety is not only the highest rated category, but there was a slight increase compared to the Fall
- **Student Equity:** Continues to receive the highest level of satisfaction from our students

## **Areas for Improvement:**

- **Local Decision-Making:** This remains an area for improvement for the network across all 3 stakeholder groups
- **Student Engagement & Loyalty:** These represent areas of concern because these categories move in tandem with each other, and we are seeing a continued decline in student engagement

# National: Historical Trends per Category

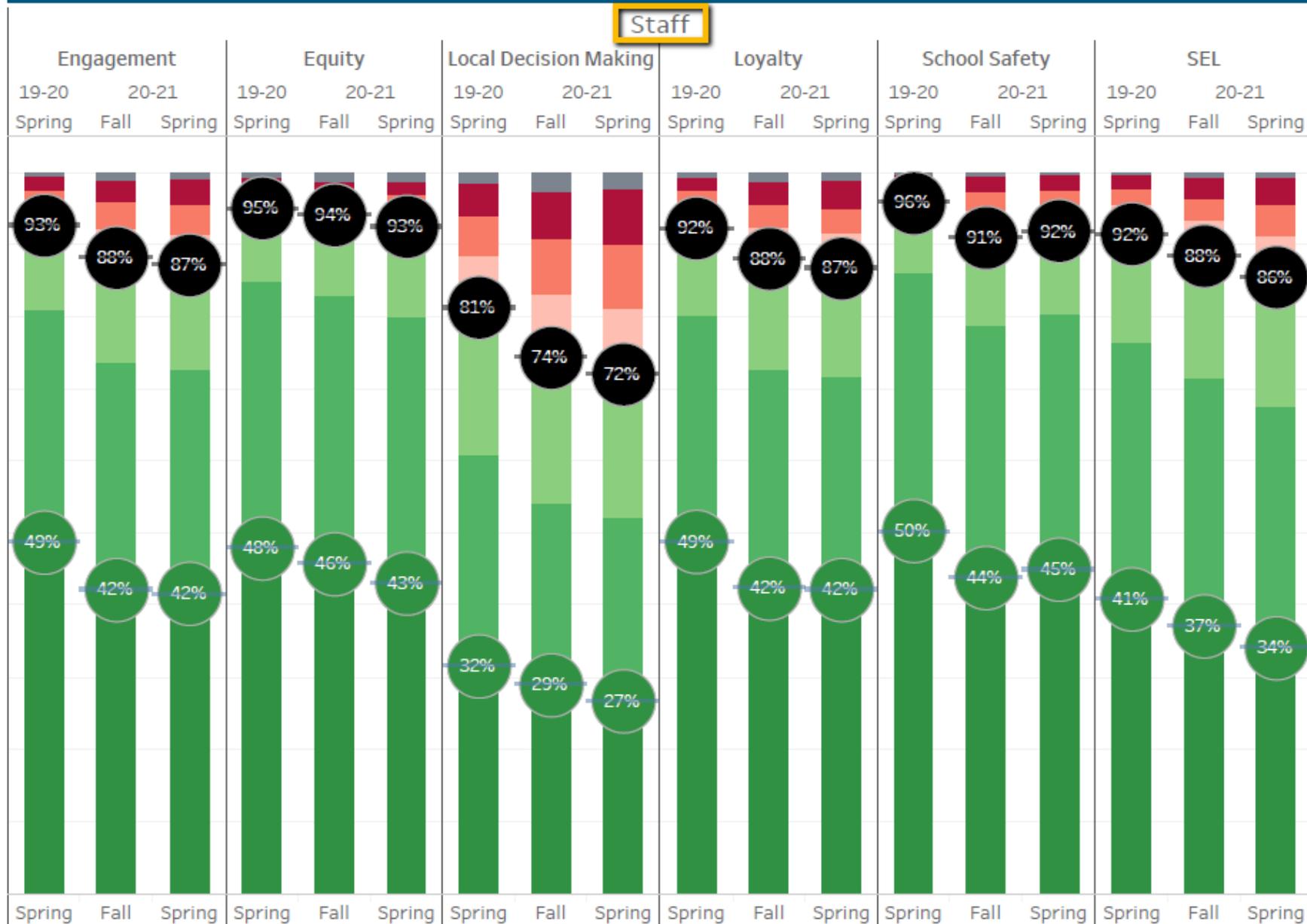
Parent



■ Strongly Agree, ■ Agree, ■ Somewhat Agree, ■ Somewhat Disagree, ■ Disagree, ■ Strongly Disagree, ■ I do not know  
● Strongly Agree, ● Total Agree, | Network Strongly Agree Average, | Network Total Agree Average

# National: Historical Trends per Category

Staff

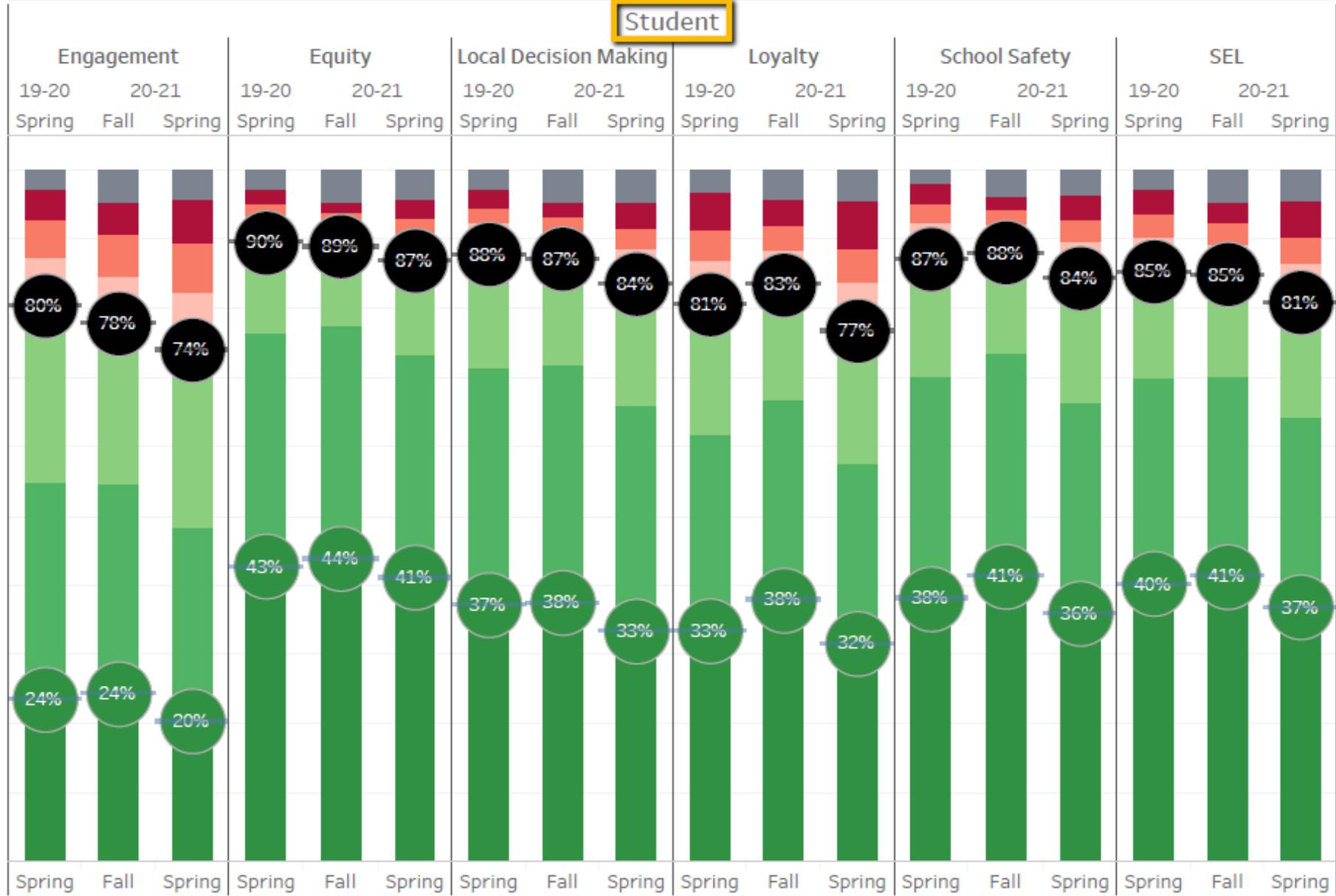


■ Strongly Agree, 
 ■ Agree, 
 ■ Somewhat Agree, 
 ■ Somewhat Disagree, 
 ■ Disagree, 
 ■ Strongly Disagree, 
 ■ I do not know

● Strongly Agree, 
 ● Total Agree, 
 | Network Strongly Agree Average, 
 | Network Total Agree Average

# National: Historical Trends per Category

Student



■ Strongly Agree, 
 ■ Agree, 
 ■ Somewhat Agree, 
 ■ Somewhat Disagree, 
 ■ Disagree, 
 ■ Strongly Disagree, 
 ■ I do not know  
● Strongly Agree, 
 ● Total Agree, 
 | Network Strongly Agree Average, 
 | Network Total Agree Average

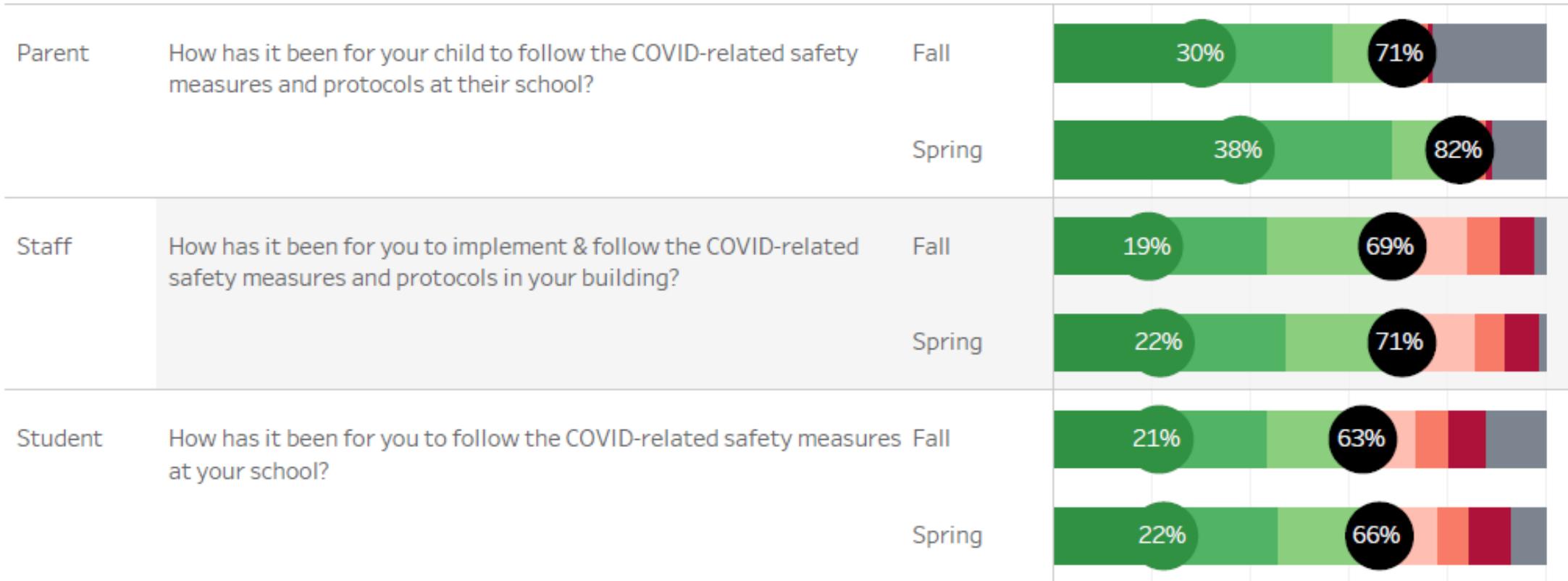


# COVID-19 Addendum Category

National Results

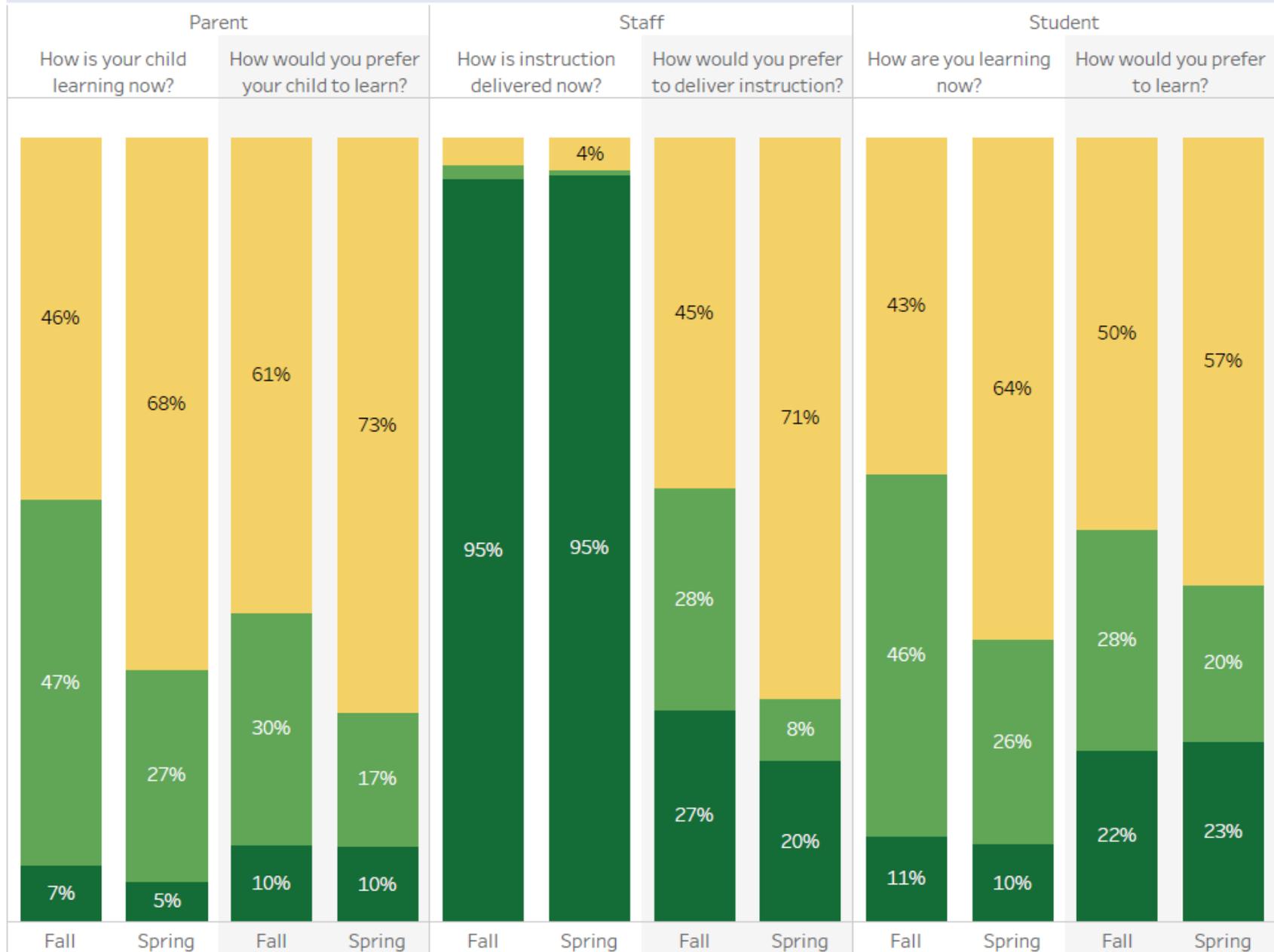


## Network: 2020-2021 School Health & Safety Protocols



Bar Chart Legend: ■ Very Easy | ■ Easy | ■ Somewhat Easy | ■ Somewhat Difficult | ■ Difficult | ■ Very Difficult | ■ N/A

## Teaching & Learning Model: Current vs. Preferred



Bar Chart Legend: ■ In Person | ■ Mobile | ■ Flexible

— FOUR CORNERS —  
— CHARTER SCHOOL —

Spring 2020-21 Survey Results

## Participation Rate &amp; Results Reliability

			2019-2020		2020-2021	
			Fall	Spring	Fall	Spring
Staff	Instructional	Responses Count	66	52	58	59
		Total Count	42	42	59	59
		Participation Rate	100%	100%	98%	100%
	Non-Instructional	Responses Count	24	34	21	23
		Total Count	33	33	21	21
		Participation Rate	73%	100%	100%	100%
Parent	Families	Responses Count	266	466	485	285
		Total Count	759	759	709	709
		Participation Rate	35%	61%	68%	40%
Student	All Students	Responses Count	140	120	156	126
		Total Count	160	170	187	187
		Participation Rate	88%	71%	83%	67%

Based on established benchmark, 2020-2021 Spring Survey participation rate has:

Parent	Moderate Reliability
Staff	High Reliability
Student	High Reliability

## Staff:

High Reliability: 75% and above

Moderate Reliability: between 75% and 50%

Low Reliability: less than 50%

## Parent:

High Reliability: 50% and above

Moderate Reliability: between 50% and 25%

Low Reliability: less than 25%

## Student:

High Reliability: 40% and above

Moderate Reliability: between 20% and 40%

Low Reliability: less than 20%

# School Results by Category

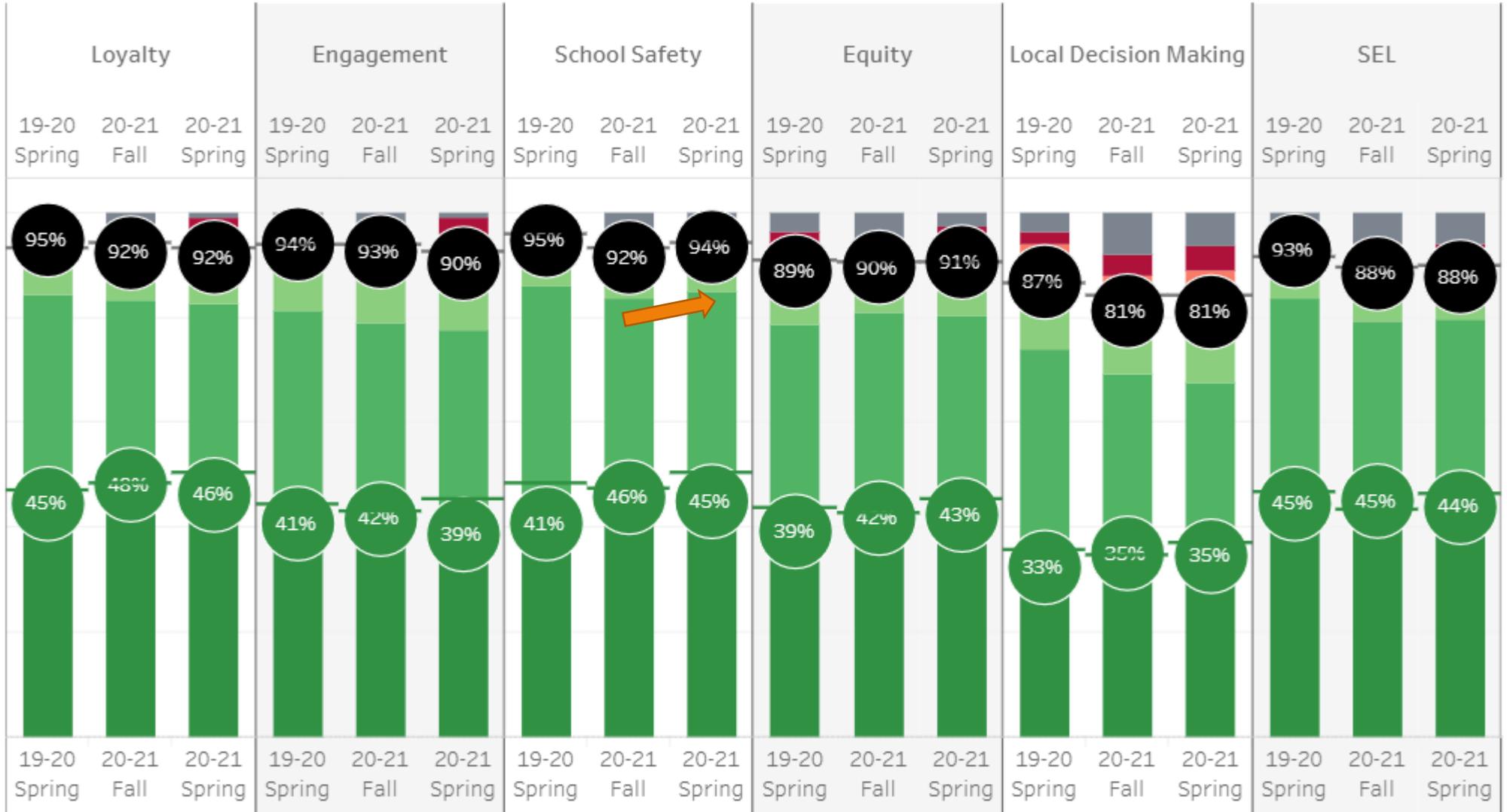
## Top Survey Results:

- **School Safety:** All 3 stakeholder groups have a high level of satisfaction with **School Safety**; staff perceive the school to be a safe working environment, parents feel the school is a safe and friendly environment and most students agree they feel safe at school.

## Areas for Improvement:

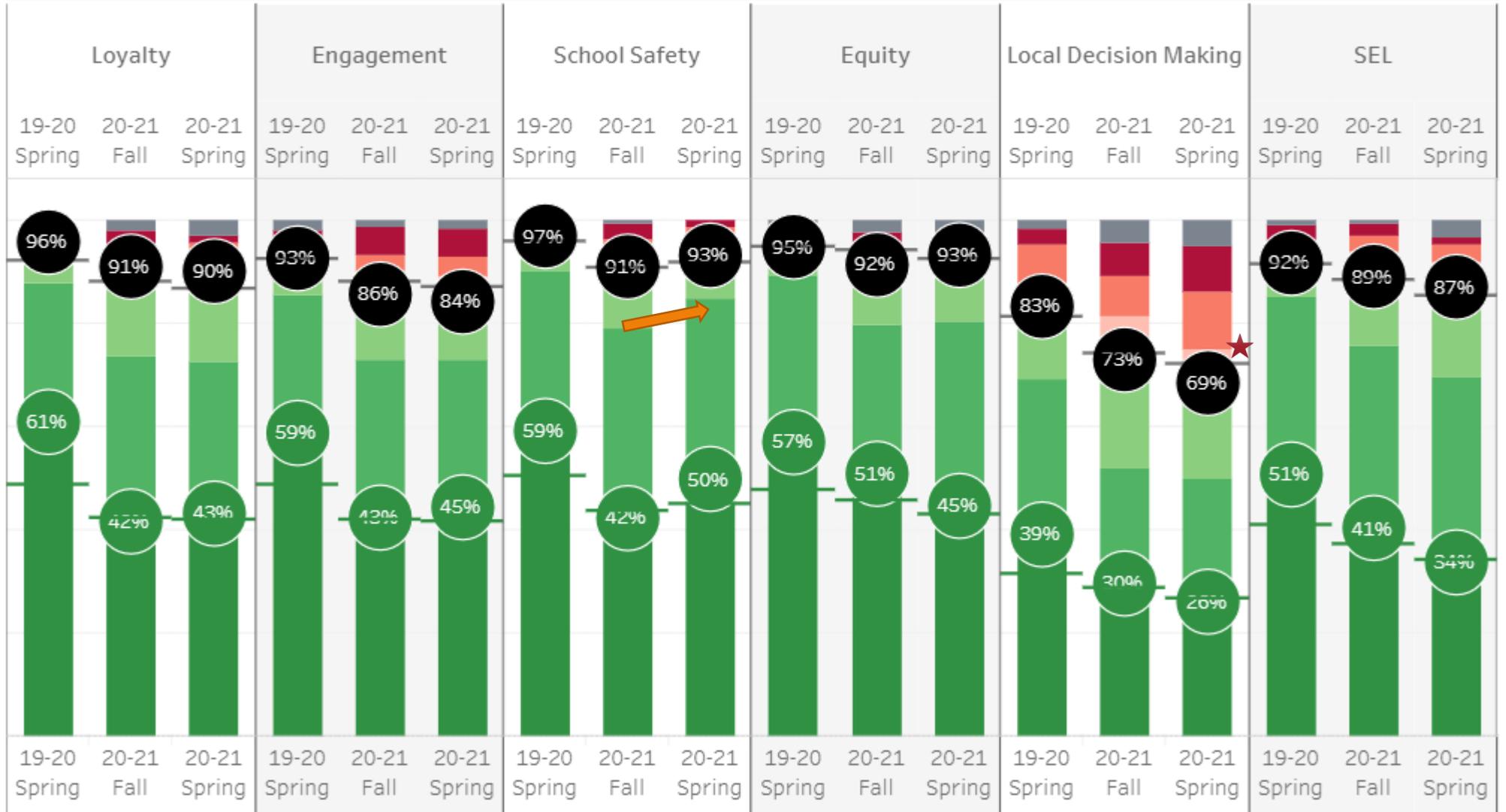
- **Staff & Parent Results:** **Local Decision-Making** remains the lowest performing category across the network, and this is also reflected at the school level – FCCS received the lowest satisfaction in this category from the staff & parents
- **Student Results:** **Student Engagement** is rated the lowest performing category for students which also aligns with network-wide trends

Parent Survey Results



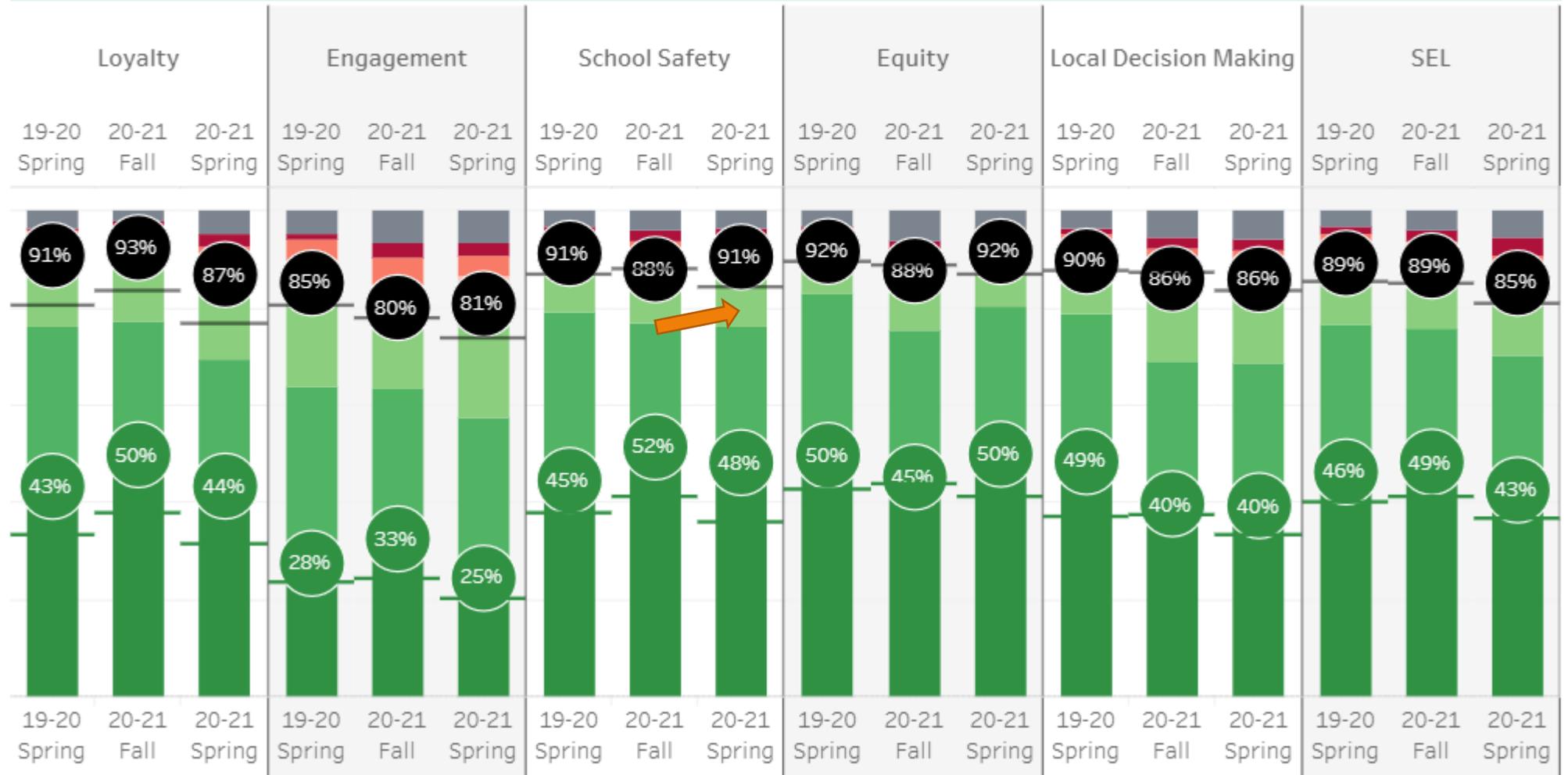
Bar Chart Legend: ■ Strongly Agree | ■ Agree | ■ Somewhat Agree | ■ Somewhat Disagree | ■ Disagree | ■ Strongly Disagree | ■ I do not know  
 Circle & Line Legend: — Network Total Agree Average | — Network Strongly Agree Average | ● Total Agree | ● Strongly Agree

Staff Survey Results



Bar Chart Legend: ■ Strongly Agree | ■ Agree | ■ Somewhat Agree | ■ Somewhat Disagree | ■ Disagree | ■ Strongly Disagree | ■ I do not know  
 Circle & Line Legend: — Network Total Agree Average | — Network Strongly Agree Average | ● Total Agree | ● Strongly Agree

Student Survey Results



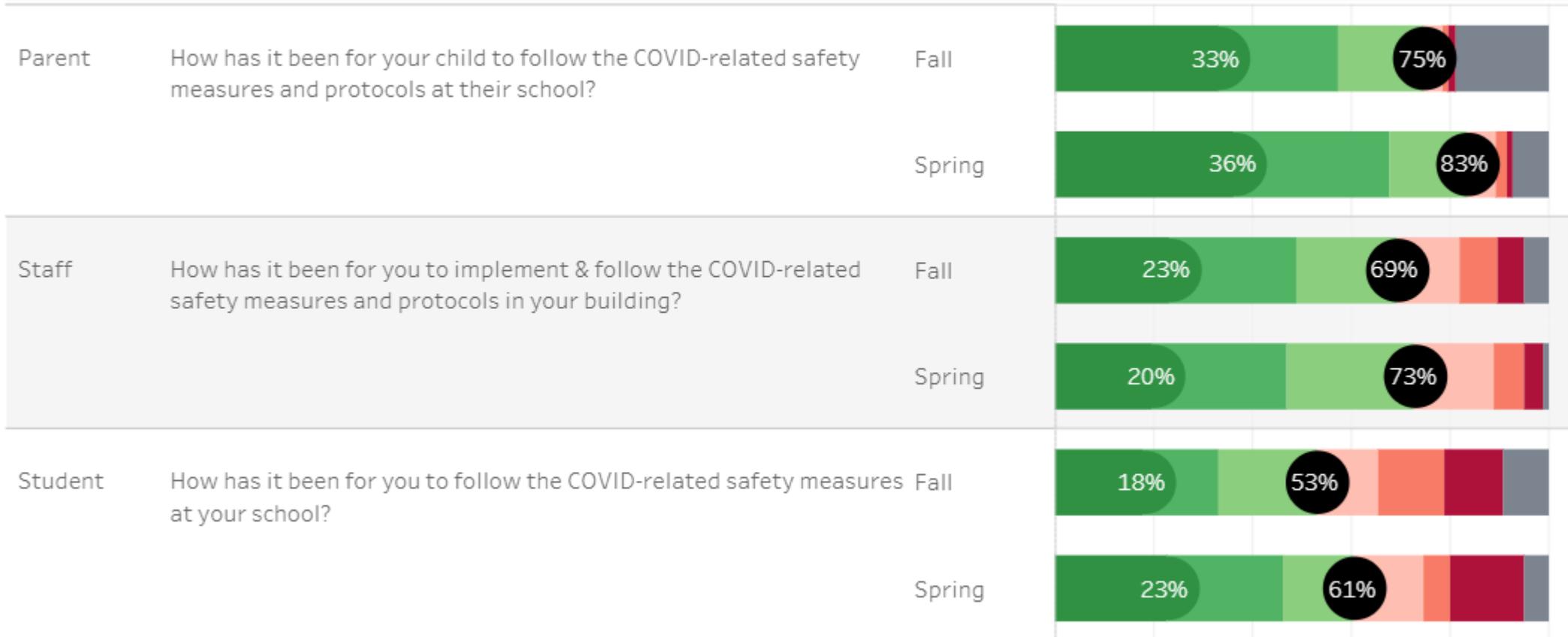
Bar Chart Legend: ■ Strongly Agree | ■ Agree | ■ Somewhat Agree | ■ Somewhat Disagree | ■ Disagree | ■ Strongly Disagree | ■ I do not know  
 Circle & Line Legend: — Network Total Agree Average | - - Network Strongly Agree Average | ● Total Agree | ● Strongly Agree

# COVID-19 Addendum Category

School Results

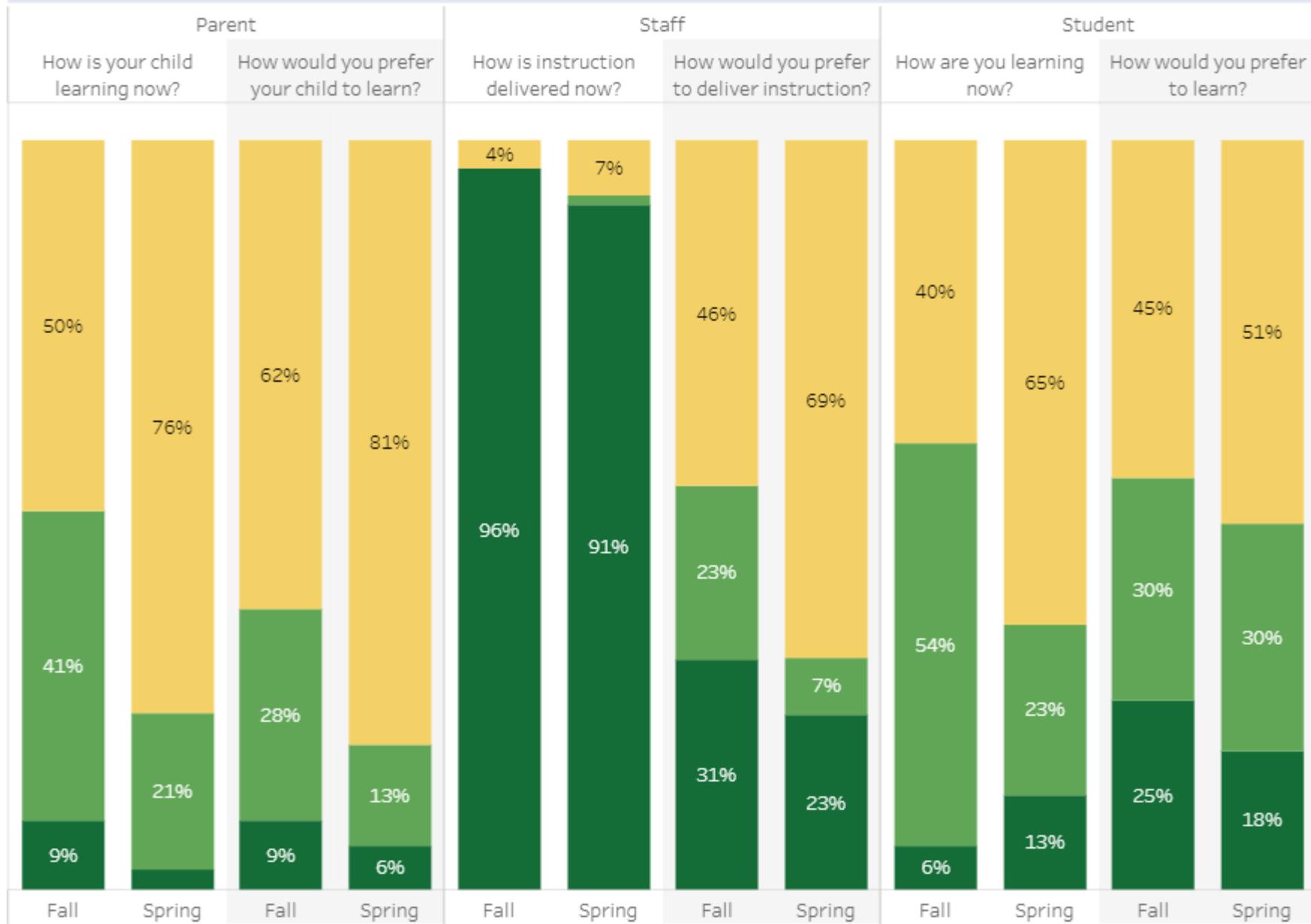


## FCCS: 2020-2021 School Health & Safety Protocols



Bar Chart Legend: ■ Very Easy | ■ Easy | ■ Somewhat Easy | ■ Somewhat Difficult | ■ Difficult | ■ Very Difficult | ■ N/A

## Teaching & Learning Model: Current vs. Preferred



Bar Chart Legend: ■ In Person | ■ Mobile | ■ Flexible





**Partners**

W. Ed Moss, Jr.  
Joe M. Krusick  
Cori G. Cameron  
Bob P. Marchewka  
Ric Perez  
Thomas F. Regan  
Ernie R. Janvrin  
Richard F. Hayes  
Renee C. Varga  
Shawn M. Marshall

501 S. New York Ave.  
Suite 100  
Winter Park, FL 32789  
Phone: 407-644-5811  
Fax: 407-644-6022  
www.mosskrusick.com

631 US Highway 1  
Suite 405  
N. Palm Beach, FL 33408  
Phone: 561-848-9300  
Fax: 561-848-9332

American Institute of  
Certified Public  
Accountants

Florida Institute of  
Certified Public  
Accountants

May 5, 2021

Ms. Angela Barner  
Four Corners Charter School, Inc.  
817 Bill Beck Blvd. Building 2000  
Kissimmee, Florida 34744

Dear Ms. Barner:

Enclosed are the engagement letters for the 2021 audit and the 2021 AFR and Cost report compilations for Four Corners Charter School, Inc. Please have an authorized representative sign the letter and return a copy to our office.

We want to continue to maintain our discounted fee schedule. You can help in this process by doing the following:

- Provide all the items requested on the attached client assistance list on the first day of scheduled field work.
- Provide the year-end financials and trial balance one week prior to fieldwork.
- Provide the requested documents in electronic format (i.e., Word, Excel, PDF)

We will email you to schedule the audit.

We appreciate your business and look forward to working with you.

Please call our office at 407-644-5811 with any questions.

Sincerely,

Joe Krusick

Enclosures



May 5, 2021

Board of Directors  
Four Corners Charter School  
817 Bill Beck Blvd. Building 2000  
Kissimmee, FL 34744

Dear Members of the Board:

We are pleased to confirm our understanding of the services we are to provide Four Corners Charter School, Inc. for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Four Corners Charter School ("the School") as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the School's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the School's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Information

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the School and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the School's financial statements. Our report will be addressed to the Board of Directors of the Charterholder. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified,

#### **Partners**

W. Ed Moss, Jr.  
Joe M. Krusick  
Cori G. Cameron  
Bob P. Marchewka  
Ric Perez  
Thomas F. Regan  
Ernie R. Janvrin  
Richard F. Hayes  
Renee C. Varga  
Shawn M. Marshall

501 S. New York Ave.  
Suite 100  
Winter Park, FL 32789  
Phone: 407-644-5811  
Fax: 407-644-6022  
www.mosskrusick.com

631 US Highway 1  
Suite 405  
N. Palm Beach, FL 33408  
Phone: 561-848-9300  
Fax: 561-848-9332

American Institute of  
Certified Public  
Accountants

Florida Institute of  
Certified Public  
Accountants

we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the School is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the School's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the School's in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Charterholder; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Moss, Krusick & Associates, LLC ("Moss Krusick") and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a state or local agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Moss Krusick personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

To the Board of Directors  
May 5, 2021  
Page 5

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in August 2021 and to issue our reports no later than September 20, 2021. Joe Krusick and Ed Moss are the engagement partners and are responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services for 2021 will be as follows:

Audit	\$ 9,750
Cost/Compilation report	<u>400</u>
	<u>\$ 10,150</u>

Our fee is net of an in-kind donation of \$2,000. We are also willing to commit to the following fees in total for two additional years: \$10,400 for 2022, and \$10,650 for 2023, which are also after an annual in-kind donation of \$2,000. If required and if requested, we will also prepare the School's Form 990 for a fee of \$1,350.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Fees for additional services (i.e., assistance with adoption of new accounting standards, single audit for CARES Act, ESSER, or other funding, etc.) would be billed at our discounted rates and may be subject to a change order.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2018 peer review report accompanies this letter.

Given that we will assign seasoned professionals to your engagement, and recognizing the demand for talented qualified personnel, it is understood that should the School choose to hire any Moss Krusick assigned personnel during the engagement, or up to 12 months after completion of an engagement, the School agrees to compensate Moss Krusick an amount equal to the individual's annual compensation for the previous 12-month period.

We appreciate the opportunity to be of service to the Charterholder and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

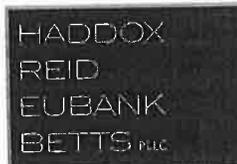
Very truly yours,

*Moss, Krusick + Associates, LLC*

RESPONSE:

This letter correctly sets forth the understanding of the Board of Directors of Four Corners Charter School, Inc.

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



CPAs & Advisors

## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

January 30, 2018

To the Partners of  
Moss, Krusick & Associates, LLC  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Moss, Krusick & Associates, LLC (the firm) in effect for the year ended July 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Moss, Krusick & Associates, LLC in effect for the year ended July 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Moss, Krusick & Associates, LLC has received a peer review rating of *pass*.

*Haddock Reid Embank Betts PLLC*

**FOUR CORNERS CHARTER SCHOOL  
CLIENT ASSISTANCE LIST  
6/30/2021**

*Electronic or PDF copies are encouraged and can be sent prior to fieldwork.*

<u>COMPLIANCE</u>	<u>DATE NEEDED</u>	<u>DATE RECEIVED</u>
<b>Board</b>		
All Board Minutes through the date the audit is complete	<u>6/7/2021</u>	<u>                    </u>
Sample posting of the board meeting announcement	<u>6/7/2021</u>	<u>                    </u>
Names of all board members for the current year and fingerprint results	<u>6/7/2021</u>	<u>                    </u>
Proof of required governance training for all board members	<u>6/7/2021</u>	<u>                    </u>
 <b>Employees</b>		
Updated employee roster for current year	<u>6/7/2021</u>	<u>                    </u>
Sample letter to parents notifying them that their child's teacher is out of field	<u>6/7/2021</u>	<u>                    </u>
 <b>Students</b>		
Updated student roster for current year highlighting ESE and ESOL students	<u>6/7/2021</u>	<u>                    </u>
 <b>If Lottery is held</b>		
Listing of the lottery results	<u>6/7/2021</u>	<u>                    </u>
Sample of 2 accepted student applications	<u>6/7/2021</u>	<u>                    </u>
Sample of 2 rejected student applications	<u>6/7/2021</u>	<u>                    </u>
 <b>Operations</b>		
Certificates of insurance for:		
Commercial general liability	<u>6/7/2021</u>	<u>                    </u>
Automobile liability insurance if applicable	<u>6/7/2021</u>	<u>                    </u>
School workers' compensation/employers' liability insurance	<u>6/7/2021</u>	<u>                    </u>
School leaders' errors & omissions liability	<u>6/7/2021</u>	<u>                    </u>
Highlight any <i>changes</i> in coverage from prior year		
Annual inspections for:		
Fire Marshal	<u>6/7/2021</u>	<u>                    </u>
Health Department	<u>6/7/2021</u>	<u>                    </u>
Sample of 2 incident reports	<u>6/7/2021</u>	<u>                    </u>
Certificate of Occupancy	<u>6/7/2021</u>	<u>                    </u>
2020-2021 School Calendar	<u>6/7/2021</u>	<u>                    </u>
2020-2021 Student and Employee Handbooks	<u>6/7/2021</u>	<u>                    </u>
Sample current advertisement for the school	<u>6/7/2021</u>	<u>                    </u>
Copies of all signed agreements executed (including management agreements, charter agreements, leases, loans, contracts, etc.)	<u>6/7/2021</u>	<u>                    </u>
Transportation Agreement and Food Service Agreement	<u>6/7/2021</u>	<u>                    </u>
Accounting Policies including processes for cash disbursements, cash receipts, payroll, and bank	<u>6/7/2021</u>	<u>                    </u>
 <b>TESTING</b>		
<b>Trial Balance/Budget</b>		
Final trial balance (in Excel)	<u>7/26/2021</u>	<u>                    </u>
Board Approved Original and Final Budget (in Excel)	<u>7/26/2021</u>	<u>                    </u>
 <b>Control Testing</b>		
Access to all general journal entries along with evidence of support and proper authorization	<u>7/26/2021</u>	<u>                    </u>
Listing of all cash disbursements with supporting documentation through June 30, 2021	<u>7/26/2021</u>	<u>                    </u>
Listing of all VOID checks with defaced check	<u>7/26/2021</u>	<u>                    </u>
Copy of all check images	<u>7/26/2021</u>	<u>                    </u>
Listing of current check signers (July 1, 2020 through June 30, 2021)	<u>7/26/2021</u>	<u>                    </u>
 <b>Cash</b>		
Bank reconciliation at June 30, 2021 for all accounts	<u>7/26/2021</u>	<u>                    </u>
Bank statement as of June 30, 2021 for all accounts	<u>7/26/2021</u>	<u>                    </u>
July 2021 bank activity	<u>7/26/2021</u>	<u>                    </u>

**FOUR CORNERS CHARTER SCHOOL  
CLIENT ASSISTANCE LIST  
6/30/2021**

	<u>DATE NEEDED</u>	<u>DATE RECEIVED</u>
<b>Accounts Receivable</b>		
A/R aged invoice report as of June 30, 2021	<u>7/26/2021</u>	<u>          </u>
Reconciliation to agree the A/R aged invoice report to the trial balance	<u>7/26/2021</u>	<u>          </u>
Listing of all cash receipts after June 30, 2021 to the end of field work	<u>7/26/2021</u>	<u>          </u>
 <b>Intercompany/Related Party Activity</b>		
Worksheet that breaks out the due to management company by balance due for management fees, working capital, and operating expenses and contributions showing additions, payments, contributions and any forgiveness of debt, if applicable	<u>7/26/2021</u>	<u>          </u>
 <b>Prepaid Expenses</b>		
Detailed worksheet of prepaid expenses that agrees to the trial balance	<u>7/26/2021</u>	<u>          </u>
 <b>Property, Plant &amp; Equipment</b>		
Listing of capital additions and deletions not expensed	<u>7/26/2021</u>	<u>          </u>
Access to all support for the capital additions	<u>7/26/2021</u>	<u>          </u>
Access to G/L detail for all Repairs and Maintenance accounts	<u>7/26/2021</u>	<u>          </u>
 <b>Accounts Payable</b>		
Aged payables at June 30, 2021	<u>7/26/2021</u>	<u>          </u>
Reconciliation to agree the A/P report to the trial balance	<u>7/26/2021</u>	<u>          </u>
Listing of all cash disbursements after June 30, 2021 to the end of field work	<u>7/26/2021</u>	<u>          </u>
 <b>Accrued Expenses</b>		
Detailed accrued salary and benefit entry for year end	<u>7/26/2021</u>	<u>          </u>
Explanation of the process used for the accrual	<u>7/26/2021</u>	<u>          </u>
Listing of payroll schedule (dates of and within each pay period)	<u>7/26/2021</u>	<u>          </u>
Listing of all bonuses paid out and dates of these payments	<u>7/26/2021</u>	<u>          </u>
Access to payroll reports from July 1, 2020 to date of field work	<u>7/26/2021</u>	<u>          </u>
 <b>Equity</b>		
Reconciliation of equity accounts to the prior year financial statements	<u>7/26/2021</u>	<u>          </u>
 <b>Revenue and Expenses</b>		
Management fee calculation worksheet based on requirements of management agreement	<u>7/26/2021</u>	<u>          </u>
Copy of any rental agreements (building, office equipment, portable, etc.)	<u>7/26/2021</u>	<u>          </u>
Access to all credit card statements with all supporting receipts	<u>7/26/2021</u>	<u>          </u>
Listing of all reimbursements with all supporting receipts	<u>7/26/2021</u>	<u>          </u>
Copy of all attorneys contact information for confirmations	<u>7/26/2021</u>	<u>          </u>
 <b>Commitments, Contingencies &amp; Other</b>		
Copy of insurance claims that have exceeded coverage	<u>7/26/2021</u>	<u>          </u>
Copy of inquiry checklist completed by the Principal or Finance Director (we will provide checklist to you)	<u>7/26/2021</u>	<u>          </u>
Listing of any related parties	<u>7/26/2021</u>	<u>          </u>
 <b>Program Costs Reports</b>		
Compilation of information by teacher and number of students (we will provide template to be completed)	<u>7/26/2021</u>	<u>          </u>
 <b>General Items</b>		
Copy of any new contracts entered in the CY	<u>7/26/2021</u>	<u>          </u>
Copy of any amendments to charter, operating or any other agreements	<u>7/26/2021</u>	<u>          </u>
Subsequent TB, General Ledger, and Internal Financials	<u>7/26/2021</u>	<u>          </u>
Approved budgets (initial and final)	<u>7/26/2021</u>	<u>          </u>
Complete the enclosed fraud questionnaire	<u>7/26/2021</u>	<u>          </u>

**FOUR CORNERS CHARTER SCHOOL**  
**Fraud Questionnaire**  
**June 30, 2021**

**PLEASE ANSWER THE FOLLOWING QUESTIONS CONCERNING FRAUD AND ABUSE AFFECTING THE ORGANIZATION:**

1. Do you have knowledge of any actual fraud or suspected fraud affecting the organization, including knowledge of any noncompliance with laws and regulations, of any illegal payments or acts, or of financial abuse by management?
  
  
  
  
  
  
  
  
  
  
2. What are the specific fraud risks within the organization, including any account balances or transaction classes that may be susceptible to fraud?
  
  
  
  
  
  
  
  
  
  
3. What programs and controls has the organization implemented to address identified fraud risks or otherwise help prevent, deter, and detect fraud and abuse, and how are those programs and controls are monitored?
  
  
  
  
  
  
  
  
  
  
4. How do you communicate to employees the importance of ethical behavior and appropriate business practices?
  
  
  
  
  
  
  
  
  
  
5. Do you have any recommendations for improvements in financial and accounting processes and controls?

\_\_\_\_\_  
Signature / Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**FCCS - Four Corners Charter School**  
**FY20-21 PROPOSED BUDGET AMENDMENT**  
**For the Period Ended 03/31/2021**

		Budget Amendment	Original Budget	Variance	% Variance
1	ENROLLMENT (per school's record)	1,020	1,025	(5)	0%
2	ENROLLMENT (per funding source)	1,020	1,025	(5)	0%
3	ENROLLMENT (accrued/deferred)	-	-	-	0%
4	RATE PER STUDENT	\$ 7,269	\$ 7,130	\$ 139	2%
<b>REVENUES</b>					
<b>    Earned Capitation</b>					
5	State/Local Per Student Funding	\$ 7,414,564	7,308,490	\$ 106,074	1%
6	Federal Grants	466,584	314,318	152,266	48%
7	State/Local Grants	17,997	183,749	(165,753)	-90%
8	Other Program Revenues	-	97,745	(97,745)	-100%
9	Capital Outlay Funding	663,659	477,566	186,093	39%
	<b>Total Earned Capitation</b>	<b>8,562,803</b>	<b>8,381,868</b>	<b>180,935</b>	<b>2%</b>
10	Before and Aftercare Revenue	260,510	138,376	122,134	88%
11	Interest Income	351	3,692	(3,341)	-91%
	<b>TOTAL REVENUES</b>	<b>8,823,664</b>	<b>8,523,936</b>	<b>299,728</b>	<b>4%</b>
<b>EXPENSES</b>					
<b>    Cost of Compensation</b>					
12	School Leadership	174,012	155,691	(18,321)	-12%
13	Administrative	140,412	96,032	(44,380)	-46%
14	Teachers	2,129,357	2,071,470	(57,887)	-2.8%
15	ESE/Special Education	30,302	211,257	180,955	86%
16	Resource Teachers	54,689	88,117	33,428	38%
17	Guidance	53,819	50,641	(3,179)	-6%
18	Other Support	39,372.28	1,982	(37,390)	-1886%
19	Substitute Teachers	424,914	336,410	(88,504)	-26%
20	Aides - Instructional	52,069	144,522	92,454	64%
21	Other Support/Aides	104,319	64,091	(40,229)	-63%
22	Aftercare	69,267	52,515	(16,752)	-32%
23	Nurse	22,557	23,374	817	3%
24	Plant Operations	16,906	-	(16,906)	-100%
25	Tutoring	25,207	7,000	(18,207)	-260%
26	IT Support	40,614	24,000	(16,615)	-69%
27	Bonuses	81,800	179,545	97,745	54%
28	Stipends	72,706	72,705	(1)	0%
29	Contracted SPED - Instruction	75,891	76,263	372	0%
30	Total Taxes & Benefits	796,228	717,305	(78,923)	-11%
	<b>Total Cost of Compensation</b>	<b>4,404,443</b>	<b>4,372,921</b>	<b>(31,522)</b>	<b>-1%</b>

**FCCS - Four Corners Charter School**  
**FY20-21 PROPOSED BUDGET AMENDMENT**  
**For the Period Ended 03/31/2021**

		<b>Budget Amendment</b>	<b>Original Budget</b>	<b>Variance</b>	<b>% Variance</b>
	<b>Professional Services</b>				
31	Legal Fees	9,510	9,510	-	0%
32	Accounting Services - Audit	8,200	7,900	(300)	-4%
33	Outside Staff Development	38,533	30,883	(7,650)	-25%
34	Personnel Management	109,215	109,215	-	0%
35	Finance & Accounting Services	72,624	72,624	-	0%
36	Educational Intellectual Property	145,800	145,800	-	0%
37	Procurement/Vendor Management	36,588	36,588	-	0%
38	Support Center General Overhead	181,848	181,848	-	0%
39	Computer Service Fees	103,727	103,525	(202)	0%
40	Fee to Charterholder	573,355	573,355	-	0%
41	Fee:County School Board	90,865	89,128	(1,737)	-2%
42	Professional Fees - Grants	-	9,803	9,803	100%
43	Professional Fees - Other	14,000	14,000	-	0%
44	Advertising/Marketing Exp	28,300	24,458	(3,842)	-16%
45	Staff Recruitment	1,152	1,152	-	0%
	<b>Total Professional Services</b>	<b>1,413,717</b>	<b>1,409,789</b>	<b>(3,928)</b>	<b>0%</b>
	<b>Vendor Services</b>				
46	Contracted Pupil Transportation	219,769	219,769	-	0%
47	Extra-Curricular Activity Events	2,000	2,000	-	0%
48	Drug Testing Fees	60	60	-	0%
49	Licenses & Permits	380	380	-	0%
50	Bank Charges & Loan Fees	6,470	5,813	(657)	-11%
51	Contracted Custodial Services	216,080	216,080	-	0%
52	Contracted Security	75,000	75,000	-	0%
53	Contracted Mental Health	38,759	13,455	(25,304)	-188%
	<b>Total Vendor Services</b>	<b>558,518</b>	<b>532,557</b>	<b>(25,960)</b>	<b>-5%</b>
	<b>Administrative Expenses</b>				
54	Travel / Auto / Meals / Lodging/Airfare	6,378	6,942	565	8%
55	Dues & Subscriptions	13,714	13,714	-	0%
56	Printing & Copying	4,029	2,150	(1,879)	-87%
57	Office Supplies	24,823	5,710	(19,113)	-335%
58	Medical Supplies	19,166	208	(18,958)	-9116%
59	Student Uniform Expense	176	176	-	0%
60	In-house Food Service	1,100	1,100	-	0%
61	Bad Debt Expense	1,329	-	(1,329)	-100%
	<b>Total Administrative Services</b>	<b>70,715</b>	<b>30,000</b>	<b>(40,715)</b>	<b>-136%</b>

**FCCS - Four Corners Charter School**  
**FY20-21 PROPOSED BUDGET AMENDMENT**  
**For the Period Ended 03/31/2021**

		<b>Budget Amendment</b>	<b>Original Budget</b>	<b>Variance</b>	<b>% Variance</b>
<b>Instruction Expense</b>					
62	Textbooks	33,144	-	(33,144)	-100%
63	Instructional Licenses	47,728	97,728	50,000	51%
64	Consumable Instr. Supplies & Equip.-Students	12,514	32,399	19,885	61%
65	Consumable Instr. Supplies & Equip.-Teachers	17,148	17,147	-	0%
66	Library & Reference Books	4,676	-	(4,676)	-100%
67	Testing Materials	15,777	15,777	-	0%
<b>Total Instruction Expense</b>		<b>130,987</b>	<b>163,052</b>	<b>32,065</b>	<b>20%</b>
<b>Other Operating Expenses</b>					
68	Telephone/Internet/Cable/Satellite	41,868	38,726	(3,141)	-8%
69	Postage & Express Mail	1,713	433	(1,280)	-296%
70	Electricity & Natural Gas	173,822	132,961	(40,862)	-31%
71	Water & Sewer	21,064	21,064	-	0%
72	Waste Disposal	68,198	68,198	-	0%
73	Pest Control	5,500	5,500	-	0%
74	Maintenance & Cleaning Supplies	43,500	43,500	-	0%
75	Building Repairs & Maintenance	391,464	391,465	-	0%
76	Common Area Maintenance [CAM]	1,020	-	(1,020)	-100%
77	Equipment Repairs & Maintenance	-	499	499	100%
78	Miscellaneous Expenses	4,347	589	(3,758)	-638%
<b>Total Other Operating Expenses</b>		<b>752,497</b>	<b>702,935</b>	<b>(49,562)</b>	<b>-7%</b>
<b>Fixed Expenses</b>					
79	Office Equipment - Leasing Expense	29,866	29,866	-	0%
80	Property & Liability Insurance	105,561	105,561	-	0%
81	Rent Expense	1,055,347	1,055,347	-	0%
<b>Total Fixed Expenses</b>		<b>1,190,774</b>	<b>1,190,774</b>	<b>-</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>		<b>8,521,651</b>	<b>8,402,028</b>	<b>(119,623)</b>	<b>-1%</b>
<b>Operating Surplus/(Deficit)</b>		<b>302,013</b>	<b>121,909</b>	<b>180,105</b>	<b>148%</b>
<b>Non-Operating Expenses</b>					
82	Capital Expenditures (NonCap)	33,463	48,928	15,465	32%
83	Capital Expenditures (Capitalized)	266,699	68,750	(197,949)	-288%
84	<b>CHANGE IN FUND BALANCE</b>	<b>1,852</b>	<b>4,231</b>	<b>(2,378)</b>	<b>-56.2%</b>

# 2021-22 PROPOSED BUDGET REVIEW (Operating and Grants)

FCCS-Four Corners Charter School -Osceola , FL

Consolidated Budget	2020-21	Budget	Variance to Budget	
	Budget Amendment	2021-22	\$ Change	% Change
1 Enrollment	1,020	1,025	5	0%
2 Rate per student	\$ 7,230	\$ 7,230	\$ 0	0%
<b>Revenues</b>				
3 State Capitation / Student	\$ 7,374,286	\$ 7,410,632	36,346	0%
4 Student Transportation	40,278	40,278	-	0%
5 Federal Grants Revenue	466,584	669,270	202,686	43%
6 State Grants Revenue	17,747	16,409	(1,338)	-8%
7 Local Grants Revenue	250	-	(250)	-100%
<b>Total State Funded Revenue</b>	<b>7,899,144</b>	<b>8,136,588</b>	<b>237,444</b>	<b>3%</b>
8 Before and Aftercare Revenue	260,510	260,510	-	0%
9 Interest Revenue	351	443	92	26%
10 Capital Outlay Revenue	663,659	663,659	-	0%
<b>Total Other Revenue</b>	<b>924,520</b>	<b>924,612</b>	<b>92</b>	<b>0%</b>
<b>Revenue Total</b>	<b>\$ 8,823,664</b>	<b>\$ 9,061,200</b>	<b>\$ 237,536</b>	<b>3%</b>
<b>Expenses</b>				
11 School Leadership	174,012	225,052	(51,040)	-29%
12 Administrative - Salaried	92,909	83,429	9,480	10%
13 Teachers	2,129,356	2,388,417	(259,060)	-12%
14 ESE/Special Education	30,302	97,684	(67,382)	-222%
15 Resource Teachers	54,689	51,433	3,256	6%
16 Guidance	53,819	54,962	(1,143)	-2%
17 Permanent Subs	197,936	-	197,936	100%
18 Other Support	39,372	47,466	(8,094)	-21%
19 IT Support	40,614	16,940	23,674	58%
20 Nurse - Salaried	81	-	81	100%
<b>Total Salaries</b>	<b>2,813,091</b>	<b>2,965,383</b>	<b>(152,292)</b>	<b>-5%</b>
21 Administrative - Hourly	47,503	52,078	(4,575)	-10%
22 Aides - Instructional	52,068	64,320	(12,252)	-24%
23 Community Service - Aftercare	69,267	83,350	(14,083)	-20%
24 Plant Operations - Hourly	16,906	32,997	(16,090)	-95%
25 Nurse - Hourly	22,476	26,174	(3,697)	-16%
26 Other Support/Aides	104,319	132,698	(28,378)	-27%
27 Daily Substitute Teachers	226,978	194,967	32,011	14%
28 Tutoring	25,207	25,207	-	0%
<b>Total Hourly Wages</b>	<b>564,726</b>	<b>611,790</b>	<b>(47,064)</b>	<b>-8%</b>
29 Bonuses	81,800	83,667	(1,867)	-2%
30 Stipends	72,706	72,706	-	0%
<b>Taxes &amp; Benefits</b>				
31 Group Insurance & Other	541,259	505,944	35,315	7%
32 PTO Buyout	5,111	7,448	(2,337)	-46%
33 Payroll Taxes	249,858	264,413	(14,555)	-6%
<b>Total Taxes &amp; Benefits</b>	<b>\$ 796,228</b>	<b>\$ 777,805</b>	<b>18,423</b>	<b>2%</b>
<b>Total Cost Of Compensation</b>	<b>\$ 4,328,551</b>	<b>\$ 4,511,350</b>	<b>\$ (182,800)</b>	<b>-4%</b>

# 2021-22 PROPOSED BUDGET REVIEW (Operating and Grants)

FCCS-Four Corners Charter School -Osceola , FL

Consolidated Budget	2020-21	Budget	Variance to Budget	
	Budget Amendment	2021-22	\$ Change	% Change
<b>Professional Services</b>				
35 Legal Fees - Independent Counsel	\$ 9,510	\$ 9,510	-	0%
36 Accounting Services - Audit	8,200	8,200	-	0%
37 District Fees	90,865	90,865	-	0%
38 Outside Staff Development	38,533	17,650	20,883	54%
39 Personnel Management	109,215	109,937	(722)	-1%
40 Finance & Accounting Services	72,628	73,108	(480)	-1%
41 Educational Intellectual Property	145,802	146,766	(964)	-1%
42 Procurement/Vendor Management	36,587	36,829	(242)	-1%
43 Support Center General Overhead	181,843	183,045	(1,202)	-1%
44 Computer Service Fees	103,727	114,800	(11,073)	-11%
45 Fee to Charterholder	573,355	567,981	5,374	1%
46 Professional Fees - Other	14,000	14,000	-	0%
47 Advertising/Marketing Exp	28,300	118,706	(90,406)	-319%
48 Staff Recruitment	1,152	1,152	-	0%
<b>Total Professional Services</b>	<b>\$ 1,413,717</b>	<b>\$ 1,492,549</b>	<b>\$ (78,832)</b>	<b>-6%</b>
<b>Vendor Services</b>				
49 Contracted Pupil Transportation	\$ 219,769	\$ 226,777	(7,008)	-3%
50 Extra-Curricular Activity Events	2,000	2,000	-	0%
51 Drug Testing Fees	60	60	-	0%
52 Licenses & Permits	380	380	-	0%
53 Bank Charges & Loan Fees	6,470	5,813	657	10%
54 Contracted Custodial Services	216,080	217,936	(1,856)	-1%
55 Contracted Security	75,000	75,000	-	0%
56 Contracted Mental Health	38,759	33,751	5,008	13%
<b>Total Vendor Services</b>	<b>\$ 558,518</b>	<b>\$ 561,717</b>	<b>\$ (3,199)</b>	<b>-1%</b>
<b>Administrative Expenses</b>				
57 Travel / Auto	\$ 4,335	\$ 4,335	-	0%
58 Airfare	250	250	-	0%
59 Meals	512	512	-	0%
60 Lodging	1,281	1,845	(564)	-44%
61 Dues & Subscriptions	13,714	13,714	-	0%
62 Printing & Copying	4,029	4,029	-	0%
63 Office Supplies	24,823	5,184	19,639	79%
64 Medical Supplies	19,166	3,154	16,012	84%
65 Student Uniform Expense	176	176	-	0%
66 In-house Food Service	1,100	1,100	-	0%
67 Bad Debt Expense	1,329	-	1,329	100%
<b>Total Administrative Expenses</b>	<b>\$ 70,715</b>	<b>\$ 34,299</b>	<b>\$ 36,416</b>	<b>51%</b>
<b>Instruction Expense</b>				
68 Textbooks	\$ 33,144	\$ 34,291	(1,147)	-3%
69 Consumable Instr Supplies & Equip Students	12,514	6,214	6,300	50%
70 Consumable Instr. Supplies & Equip.-Teachers	17,148	-	17,148	100%
71 Library & Reference Books	4,676	4,290	386	8%
72 Testing Materials	15,777	13,313	2,464	16%
73 Instructional Licenses	47,729	66,661	(18,932)	-40%
74 Contracted SPED - Instruction	75,891	76,263	(372)	0%
<b>Total Instruction Expenses</b>	<b>\$ 206,879</b>	<b>\$ 201,032</b>	<b>\$ 5,847</b>	<b>3%</b>

# 2021-22 PROPOSED BUDGET REVIEW (Operating and Grants)

FCCS-Four Corners Charter School -Osceola , FL

Consolidated Budget		2020-21	Budget	Variance to Budget	
		Budget Amendment	2021-22	\$ Change	% Change
<b>Other Operating Expense</b>					
75	Telephone & Internet	\$ 41,868	\$ 42,705	(837)	-2%
76	Postage	1,713	1,315	398	23%
77	Electricity	173,822	177,298	(3,476)	-2%
78	Water & Sewer	21,064	21,485	(421)	-2%
79	Waste Disposal	68,198	69,562	(1,364)	-2%
80	Pest Control	5,500	5,610	(110)	-2%
81	Maintenance & Cleaning Supplies	43,500	43,520	(20)	0%
82	Building Repairs & Maintenance	391,464	400,909	(9,445)	-2%
83	Other Rent & Lease Expense : CAM	1,020	-	1,020	100%
84	Miscellaneous Expenses	4,347	1,048	3,299	76%
<b>Total Other Operating Expense</b>		<b>\$ 752,497</b>	<b>\$ 763,453</b>	<b>\$ (10,957)</b>	<b>-1%</b>
<b>Fixed Expenses</b>					
85	Equipment Rent & Lease Expense	\$ 29,866	\$ 33,360	(3,494)	-12%
86	Property & Liability Insurance	105,561	142,507	(36,946)	-35%
87	Depreciation	220,978	245,088	(24,110)	-11%
<b>Total Fixed Expenses</b>		<b>\$ 356,405</b>	<b>\$ 420,955</b>	<b>\$ (64,550)</b>	<b>-18%</b>
<b>Total Expenses</b>		<b>\$ 7,687,281</b>	<b>\$ 7,985,356</b>	<b>\$ (298,075)</b>	<b>-4%</b>
<b>Operating Cash Surplus/(Deficit)</b>		<b>1,136,383</b>	<b>1,075,845</b>	<b>60,539</b>	<b>5%</b>
88	Rent Expense	1,055,347	1,055,347	-	0%
<b>Surplus/(Deficit) Before Capex</b>		<b>81,036</b>	<b>20,498</b>	<b>60,539</b>	<b>75%</b>
<b>Capital Expenditures (NonCap)</b>					
89	FF&E (NonCap)	\$ 599	\$ -	599	100%
90	Computer Hardware (NonCap)	338	-	338	100%
91	Computer Software (NonCap)	9,830	-	9,830	100%
92	IT Infrastructure (NonCap)	1,100	-	1,100	100%
93	Improv other than Bldg (NonCap)	21,597	16,409	5,188	24%
<b>Total Capital Expenditures (NonCap)</b>		<b>\$ 33,463</b>	<b>\$ 16,409</b>	<b>\$ 17,054</b>	<b>51%</b>
<b>Capital Expenditures (Capitalized)</b>					
94	Computers - Hardware	\$ 92,736	\$ 89,430	3,306	4%
95	Computer - Software	1,500	600	900	60%
96	IT Infrastructure	91,507	20,000	71,507	78%
97	Audio Visual Equipment	-	4,700	(4,700)	
98	FF&E	30,651	31,250	(599)	-2%
99	Other	50,305	17,678	32,627	65%
<b>Total Capital Expenditures (Capitalized)</b>		<b>\$ 266,699</b>	<b>\$ 163,658</b>	<b>\$ 103,041</b>	<b>39%</b>
<b>Surplus/(Deficit) After Capital Expenses</b>		<b>(219,126)</b>	<b>(159,569)</b>	<b>59,557</b>	<b>27%</b>
100	Add back Depreciation and Amortization	220,978	245,088	(24,110)	
101	<b>Net Change in Fund Balance</b>	<b>\$ 1,852</b>	<b>\$ 85,519</b>	<b>\$ 83,667</b>	<b>4517%</b>

**OSCEOLA COUNTY COMPONENT UNIT**  
**Four Corners Charter School, Inc.**  
**Fiscal Year 2021-22 Preliminary Budget**

	OF1	General Fund				
		Budget Amounts				
		Function	2020-21 Final	2021-22 Preliminary	Difference	
		UFTE	906.29	1024.33	118.04	%
<b>REVENUES</b>						
Federal Direct	3100			0.00		
Federal Through State & Local	3200	0.00	0.00	0.00		
State Sources	3300	6,542,833.00	7,351,579.00	808,746.00	12.36%	
Local Sources	3400	3,500.00	4,000.00	500.00	14.29%	
<b>Total Revenues</b>		6,546,333.00	7,355,579.00	809,246.00	12.36%	
<b>EXPENDITURES</b>						
Current:						
Instruction	5000	4,759,395.30	5,632,895.40	873,500.10	18.35%	
Student & Instructional Support Services	6000	0.00	0.00	0.00		
Board	7100	6,000.00	6,000.00	0.00	0.00%	
Administration Fees:						
District Holdback Fee	7201	88,894.00	87,577.00	(1,317.00)	-1.48%	
Charter Holder	7202			0.00		
Management Company	7203	966,763.20	1,102,736.85	135,973.65	14.06%	
Other	7204			0.00		
School Administration	7300			0.00		
Facilities Acquisition and Construction	7400	1,055,346.50	1,042,028.75	(13,317.75)	-1.26%	
Fiscal Services	7500	20,000.00	20,000.00	0.00	0.00%	
Food Services	7600			0.00		
Central Services	7700			0.00		
Pupil Transportation Services	7800	0.00	0.00	0.00		
Operation of Plant	7900			0.00		
Maintenance of Plant	8100	150,000.00	150,000.00	0.00	0.00%	
Administrative Technology Services	8200			0.00		
Community Services	9100			0.00		
Debt Service: (Function 9200)						
Retirement of Principal	710			0.00		
Interest	720			0.00		
Dues, Fees and Issuance Costs	730			0.00		
Miscellaneous Expenditures	790			0.00		
Capital Outlay:						
Facilities Acquisition and Construction	7420			0.00		
Other Capital Outlay	9300			0.00		
<b>Total Expenditures</b>		7,046,399.00	8,041,238.00	994,839.00	29.67%	
Excess (Deficiency) of Revenues Over (Under) Expenditures		(500,066.00)	(685,659.00)	(185,593.00)	42.04%	
<b>OTHER FINANCING SOURCES (USES)</b>						
Loans Incurred	3720			0.00		
Proceeds from the Sale of Capital Assets	3730			0.00		
Loss Recoveries	3740			0.00		
Proceeds of Forward Supply Contract	3760			0.00		
Special Facilities Construction Advances	3770			0.00		
Transfers In	3600	477,566.00	663,659.00	186,093.00	38.97%	
Transfers Out	9700	0.00	0.00	0.00		
<b>Total Other Financing Sources (Uses)</b>		477,566.00	663,659.00	186,093.00	38.97%	
<b>SPECIAL ITEMS</b>						
				0.00		
<b>EXTRAORDINARY ITEMS</b>						
Net Change in Fund Balances		(22,500.00)	(22,000.00)	500.00	-2.22%	
Fund Balance - Beginning of Year	2800	4,257,062.24	4,234,562.24	(22,500.00)	-0.53%	
Adjustment to Fund Balance	2891			0.00		
Fund Balance - End of Year	2700	4,234,562.24	4,212,562.24	(22,000.00)	-0.52%	

**Fund Balance:**

Debt Service	1,041,463.50
Maintenance Reserve	450,000.00
Unassigned	2,721,098.74
<b>Total Fund Balance</b>	<b>4,212,562.24</b>

**Notes:**

Unreserved fund balance as a percentage of revenues:

33.93%

**OSCEOLA COUNTY COMPONENT UNIT**  
**Four Corners Charter School, Inc.**  
**Fiscal Year 2021-22 Preliminary Budget**

	OF3 Function UFTE	Capital Projects			
		Budget Amounts			
		2020-21 Final	2021-22 Preliminary	Difference	
		906.29	1024.33	118.04	%
<b>REVENUES</b>					
Federal Direct	3100			0.00	
Federal Through State & Local	3200			0.00	
State Sources	3300	477,566.00	663,659.00	186,093.00	38.97%
Local Sources	3400			0.00	
<b>Total Revenues</b>		477,566.00	663,659.00	186,093.00	38.97%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000			0.00	
Student & Instructional Support Services	6000			0.00	
Board	7100			0.00	
Administration Fees:					
District Holdback Fee	7201			0.00	
Charter Holder	7202			0.00	
Management Company	7203			0.00	
Other	7204			0.00	
School Administration	7300			0.00	
Facilities Acquisition and Construction	7400			0.00	
Fiscal Services	7500			0.00	
Food Services	7600			0.00	
Central Services	7700			0.00	
Pupil Transportation Services	7800			0.00	
Operation of Plant	7900			0.00	
Maintenance of Plant	8100			0.00	
Administrative Technology Services	8200			0.00	
Community Services	9100			0.00	
Debt Service: (Function 9200)					
Retirement of Principal	710			0.00	
Interest	720			0.00	
Dues, Fees and Issuance Costs	730			0.00	
Miscellaneous Expenditures	790			0.00	
Capital Outlay:					
Facilities Acquisition and Construction	7420			0.00	
Other Capital Outlay	9300			0.00	
<b>Total Expenditures</b>		0.00	0.00	0.00	
Excess (Deficiency) of Revenues Over (Under) Expenditures		477,566.00	663,659.00	186,093.00	38.97%
<b>OTHER FINANCING SOURCES (USES)</b>					
Loans Incurred	3720			0.00	
Proceeds from the Sale of Capital Assets	3730			0.00	
Loss Recoveries	3740			0.00	
Proceeds of Forward Supply Contract	3760			0.00	
Special Facilities Construction Advances	3770			0.00	
Transfers In	3600			0.00	
Transfers Out	9700	(477,566.00)	(663,659.00)	186,093.00	-38.97%
<b>Total Other Financing Sources (Uses)</b>		(477,566.00)	(663,659.00)	186,093.00	-38.97%
<b>SPECIAL ITEMS</b>					
<b>EXTRAORDINARY ITEMS</b>					
Net Change in Fund Balances		0.00	0.00	0.00	
Fund Balance - Beginning of Year	2800	204,870.90	204,870.90	0.00	0.00%
Adjustment to Fund Balance	2891				
Fund Balance - End of Year	2700	204,870.90	204,870.90	0.00	0.00%

## **Addendum to Agreement**

Addendum No. 1 to the Agreement: SCHOOL RESOURCE OFFICER PROGRAM (SRO) AGREEMENT entered into between the **Osceola County Sheriff's Office "Sheriff's Office"** and **Four Corners Charter School, Inc. "Charter School Operator"** dated \_\_\_\_\_, 2021 for the assignment of a law enforcement officer to the **Four Corners Charter School "Charter School Campus"**.

Both parties make the following terms and conditions part of the Agreement:

1. Both parties wish to extend the Agreement to allow coverage during the summer of 2021 so that Charter School Operator can host summer school for their students.
2. The Charter School Campus will require a SRO be present for the following dates during the summer of 2021:
  - a. June 14,15,16,17,21,22,23,24,28,29,30
  - b. July 1,6,7,8,12,13,14,15
3. On each of these days the SRO will be present on campus from 8:30am until 2:30pm.
4. The Sheriff's Office will charge \$52.08 per hour for SRO services.
5. An invoice will be provided separately to the Charter School Operator and must be paid in full to the Sheriff's Office no later than June 7, 2021.
6. Any additional time required by the SRO to be on the campus outside the above dates and times will be invoiced according to the original terms of the Agreement.

<remainder of page intentionally left blank>

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth below.

**CHARTER SCHOOL OPERATOR:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF FLORIDA       )  
COUNTY OF OSCEOLA    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, who is personally known to me or has produced identification.

Notary Seal:

Notary: \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**OSCEOLA COUNTY SHERIFF'S OFFICE:**

\_\_\_\_\_  
**Sheriff Marcos R. Lopez**

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



886910

LEGISLATIVE ACTION

Senate

.  
. .  
. .  
. .  
. .

House

---

The Committee on Appropriations (Diaz) recommended the following:

**Senate Amendment (with title amendment)**

Between lines 70 and 71

insert:

Section 2. Section 1002.334, Florida Statutes, is created to read:

1002.334 Innovative Blended Learning and Real-Time Student Assessment Pilot Program.—

(1) There is created within the Department of Education the Innovative Blended Learning and Real-Time Student Assessment



886910

11 Pilot Program. The purpose of the program is to develop and  
12 measure innovative blended learning and real-time weekly student  
13 assessment educational models that improve the educational  
14 progress of this state's students and help close achievement  
15 gaps for this state's traditionally underserved students.

16 (2) As used in this section, the term "innovative blended  
17 learning" means:

18 (a) A mode of learning where in-person and remote students  
19 are combined in one classroom environment where the education,  
20 instruction, and engagement occurs at the same time with the  
21 teacher and other students physically present in the classroom;  
22 and

23 (b) For a given course, students learn in part through  
24 online delivery of content and instruction with some element of  
25 student control over time, place, path, or pace and in part at a  
26 traditional supervised classroom location away from home.

27 (3) To be eligible to work with the program, an applicant  
28 must be:

29 (a) A high-performing charter school under s. 1002.331;

30 (b) A high-performing charter school system under s.  
31 1002.332; or

32 (c) An academically high-performing school district  
33 pursuant to s. 1003.621.

34 (4) A program applicant must submit an application to the  
35 department in a format prescribed by the department. The  
36 application must include all of the following:

37 (a) A plan for the synchronous technological and resource  
38 design, curriculum, classroom operation, school or district  
39 management, privacy protection and teacher professional



886910

40 development, and at least weekly progress monitoring of real-  
41 time student performance in innovative blended learning  
42 programs.

43 (b) A plan to reduce achievement gaps through innovative  
44 blended learning.

45 (c) A requirement that distance learning will always be at  
46 the choosing of the student or the student's parent or guardian  
47 and that a family will never be coerced to choose distance  
48 learning.

49 (d) A requirement that a participating classroom may not be  
50 fully virtual such that at least two-thirds of the students in a  
51 class must be present for in-person learning on any regularly  
52 scheduled school day.

53 (e) A requirement that any struggling student who is  
54 participating in this program and who, according to progress  
55 monitoring data, is on pace to learn less than a year's content  
56 in a year's time must return to learning in person.

57 (f) A requirement that any student can choose to switch  
58 learning modalities, in person or distance, on any given day,  
59 without notice and therefore a seat must always be available for  
60 every student registered to take any participating course.

61 (g) A requirement that the applicant provide all requested  
62 student-level data from participating schools, including, as  
63 necessary, benchmark historical data for up to the prior 3  
64 school years, to the department upon request.

65 (5) Applications may be considered only for synchronous  
66 innovative blended learning programs.

67 (6) The Commissioner of Education shall select applicants  
68 to participate in the program.



886910

69 (7) Districts and schools may not begin approved  
70 synchronous innovative blended learning programs until October  
71 1, 2021.

72 (8)(a) Applicants approved by the commissioner shall  
73 receive funding based upon the number of full-time equivalent  
74 students being educated under the pilot program, as if each  
75 student were being educated full-time in person at his or her  
76 respective school.

77 (b) The commissioner may remove an approved applicant from  
78 program participation if the applicant fails to maintain the  
79 designations listed in subsection (3) or the applicant fails to  
80 meet any of the requirements listed in subsection (4).

81 (9) This section expires July 1, 2024.

82  
83 ===== T I T L E A M E N D M E N T =====

84 And the title is amended as follows:

85 Between lines 13 and 14

86 insert:

87 creating s. 1002.334, F.S.; establishing the  
88 Innovative Blended Learning and Real-Time Student  
89 Assessment Pilot Program within the department;  
90 providing the purpose of the program; defining the  
91 term "innovative blended learning"; specifying program  
92 eligibility; requiring program applicants to submit  
93 applications to the department in a format prescribed  
94 by the department; requiring program applications to  
95 include specified information; requiring applications  
96 to be considered only for synchronous innovative  
97 blended learning programs; requiring the Commissioner



886910

98 of Education to select applicants to participate in  
99 the program; providing a start date for the program;  
100 providing for funding; authorizing the commissioner to  
101 remove an approved applicant from the program under  
102 certain circumstances; providing for future  
103 expiration;

(School Logo)

# Parent Handbook

Insert School Name



From the very first day of school until they don their caps and gowns, students go through the most enriching growth period of their lives. The Charter Schools USA family of schools is proud to offer you and your family the opportunity to choose a great educational experience. As an alternative to public schools without the typical added cost of tuition, our schools offer a rigorous academic curriculum, a safe learning environment, a community atmosphere and so much more.

Educational success for all students cannot be achieved without parent partnerships. You are the most essential part of your child’s education and it is important that we build a strong relationship in order to best serve your child’s educational needs.

Please use this handbook as a guide. If you cannot find the information you need, please contact school staff members as indicated on the following pages. We look forward to a successful year and are committed to providing our students with quality learning opportunities that will help them become productive citizens in the 21<sup>st</sup> century.

**Charter Schools USA’s Mission**

CSUSA provides world-class educational solutions with:

- An unwavering dedication to student success
- An unyielding commitment to ethical and sound business practices

Providing a choice for our stakeholders that fosters and promotes educational excellence.

**Charter Schools USA’s Vision**

CSUSA will have a dramatic impact on the world’s next generation – changing lives and leaving a legacy. Our brand will be the standard by which quality is measured in education.

**CSUSA Values**

- Purpose
- Passion
- Integrity
- Grit



- Aventura City of Excellence
- Bonita Springs Charter School
- Cape Coral Charter School
- Clay Charter Academy
- Collier Charter Academy
- Coral Springs Charter School
- Creekside Charter Academy
- Don Soffer Aventura High School
- Downtown Miami Charter School
- Duval Charter High School at Baymeadows
- Duval Charter School at Baymeadows
- Duval Charter Scholars Academy
- Duval Charter School at Coastal
- Duval Charter School at Flagler Center
- Duval Charter at Mandarin
- Duval Charter at Southside
- Duval Charter School at Westside
- Four Corners Charter School
- Four Corners Charter Upper School
- Gateway Charter High School
- Gateway Charter School
- Gateway Intermediate Charter School
- Governors Charter Academy
- G-Star School of the Arts
- Henderson Hammock Charter School
- Hollywood Academy of Arts and Science
- Innovative Preparatory Academy
- Keys Gate Charter High School
- Keys Gate Charter School
- Manatee Charter School
- North Broward Academy of Excellence
- Renaissance Charter School at Boggy Creek
- Renaissance Charter School at Central Florida
- Renaissance Charter School at Central Palm
- Renaissance Charter School at Chickasaw Trail
- Renaissance Charter School at Cooper City
- Renaissance Charter School at Coral Springs
- Renaissance Charter School at Crown Point
- Renaissance Charter School at Cypress
- Renaissance Charter School at Goldenrod
- Renaissance Charter School at Hunter’s Creek
- Renaissance Charter Schools at Pines
- Renaissance Charter School at Plantation
- Renaissance Charter School at Poinciana
- Renaissance Charter School of St. Lucie
- Renaissance Charter School at Summit
- Renaissance Charter School at Tapestry
- Renaissance Charter School at Tradition
- Renaissance Charter School at University
- Renaissance Charter School at Wellington
- Renaissance Charter School at West Palm Beach
- Renaissance Elementary Charter School
- Renaissance Middle Charter School
- Six Mile Charter School
- SouthShore Charter Academy
- Tradition Preparatory High School
- Union Park Charter Academy
- Waterset Charter School
- Winthrop Charter School
- Winthrop College Preparatory Academy
- Woodmont Charter School

## Table of Contents

<b>*COVID-19 DISCLAIMER</b>	<b>5</b>
<b>PRINCIPAL LETTER</b>	<b>6</b>
<b>SCHOOL CALENDAR</b>	<b>7</b>
<b>COVID-19 DISCLAIMER</b>	<b>8</b>
<b>AGENDA PLANNER/DIGITAL PLANNER</b>	<b>8</b>
<b>AFTER-SCHOOL CARE AND BEFORE-SCHOOL CARE*</b>	<b>8</b>
<b>ARRIVAL*</b>	<b>8</b>
<b>ATTENDANCE POLICY</b>	<b>9</b>
<b>BIRTHDAY CELEBRATIONS*</b>	<b>11</b>
<b>BOOK BAGS/FOLDERS/PERSONAL ITEMS</b>	<b>11</b>
<b>BUS TRANSPORTATION*</b>	<b>11</b>
<b>CAFETERIA*</b>	<b>12</b>
<b>CARE OF SCHOOL PROPERTY</b>	<b>13</b>
<b>CELL PHONE POLICY</b>	<b>13</b>
<b>CHARACTER/CITIZENSHIP</b>	<b>14</b>
<b>CHILD ABUSE</b>	<b>14</b>
<b>COMMUNICATION BETWEEN HOME AND SCHOOL</b>	<b>14</b>
<b>DELIVERIES TO STUDENTS/STAFF*</b>	<b>15</b>
<b>DISCIPLINE PROCEDURES*</b>	<b>15</b>
<b>DISMISSAL*</b>	<b>18</b>
<b>EARLY DISMISSAL</b>	<b>20</b>
<b>DRESS CODE/SCHOOL ATTIRE POLICY</b>	<b>20</b>
<b>EMERGENCIES*</b>	<b>22</b>
<b>ENRICHMENT PROGRAMS</b>	<b>23</b>
<i>Charter Schools USA – Parent Handbook June 2020</i>	<b>3</b>

<b>FAMILY RIGHTS AND PRIVACY ACT</b>	<b>23</b>
<b>FIELD TRIPS*</b>	<b>23</b>
<b>GRADING POLICY*</b>	<b>24</b>
<b>GRIEVANCE PROCEDURE</b>	<b>25</b>
<b>HALLWAY BEHAVIOR*</b>	<b>25</b>
<b>HOME LEARNING POLICY*</b>	<b>25</b>
<b>HONOR ROLL REQUIREMENT/SHOW WHAT YOU KNOW (OR INSERT YOUR AWARD POLICY)*</b>	<b>26</b>
<b>INJURY</b>	<b>27</b>
<b>INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES*</b>	<b>27</b>
<b>LABELS</b>	<b>27</b>
<b>LOST AND FOUND</b>	<b>27</b>
<b>MEDICATION</b>	<b>28</b>
<b>PARENT TEACHER COOPERATIVES (PTCS)</b>	<b>28</b>
<b>PARENT VOLUNTEER HOURS*</b>	<b>29</b>
<b>POSITIVE SCHOOL CULTURE</b>	<b>30</b>
<b>PUPIL PROGRESSION PLAN</b>	<b>30</b>
<b>REPORT CARD DISTRIBUTION*</b>	<b>30</b>
<b>RETURNED CHECKS</b>	<b>30</b>
<b>SCHOOL HOURS*</b>	<b>31</b>
<b>SCHOOL SAFETY AND SECURITY</b>	<b>31</b>
<b>SCREENINGS*</b>	<b>32</b>
<b>STUDENT INFORMATION SYSTEM</b>	<b>32</b>
<b>STUDENTS' RIGHTS</b>	<b>32</b>
<b>SUSPENSION AND/OR EXPULSION</b>	<b>33</b>
<b>TEACHER CONFERENCES*</b>	<b>33</b>
<b>TELEPHONE</b>	<b>33</b>
<b>SEVERE WEATHER INFORMATION</b>	<b>33</b>

<b>VISITORS*</b>	<b>34</b>
<b>PARENT OBLIGATION 2020-2021</b>	<b>34</b>
<b>HANDBOOK ACKNOWLEDGEMENT</b>	<b>35</b>
<b>ACCEPTABLE INTERNET USE POLICY</b>	<b>36</b>
<b>ACCEPTABLE INTERNET USE POLICY: PARENT AGREEMENT</b>	<b>38</b>
<b>[SCHOOL NAME] POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT</b>	<b>39</b>

**\*COVID-19 DISCLAIMER**

**Sections of this handbook are subject to change based on health and safety conditions. Those sections are notated with an asterisk (\*).**

(School Logo will be added by Marketing prior to uploading to website)

## Principal Letter

(Insert letter from the principal specific to the school)

## School Calendar

(Insert board CSUSA approved school calendar **(List View)** here)

## COVID-19 DISCLAIMER

Sections of this handbook are subject to change based on health and safety conditions. Those sections are notated with an asterisk (\*).

## Agenda Planner/Digital Planner

Each student will be required to purchase an agenda planner, which includes specific items for the school, during open house at the beginning of the school year or from the school's office. The agenda planner will be used by teachers for communication to parents and by students to log home learning assignments. The agenda planner must be signed each night by a parent to ensure that all communication has been reviewed. If a student misplaces an agenda planner, he/she will be required to purchase another one from the school office. No other planners will be accepted.

## After-School Care and Before-School Care\*

The After-School Care (ASC) program is a service we provide for parents at a reasonable fee. Students are provided a snack and a drink and participate in recess, games, and a variety of structured activities. During an hour of ASC time, students also work on home learning and daily reading assignments. Please see our web site for payment procedures and policies.

### ASC Hours:

- The ASC program begins immediately after school until **6:00 p.m.**
- Students may not be picked up from ASC during dismissal time **2:45 – 3:30 p.m.**
- Students will not be dismissed until after **3:30 p.m.**

Before-School Care (BSC) is a service the school provides for all parents for an additional monthly fee. Students who attend BSC are expected to report directly to the Multipurpose Room upon arrival, and parents must sign in their child on a daily basis. Students in BSC will have time to review the previous day's home learning assignments. Please see our web site for payment procedures and policies.

### BSC Hours:

- The BSC program begins at **7:00 a.m.**
- No students will be permitted to enter the building prior to **6:45 a.m.**
- Breakfast is available beginning at **7:30 a.m. – 7:50 a.m.** for an additional fee

## Arrival\*

Students need to learn the importance of regular and prompt school attendance. All students must be dropped off in the school driveway. The school's drop-off time is from **7:15 a.m. – 7:55 a.m.** to ensure students are sitting in class by **8:00 a.m.** There is no supervision before **7:15 a.m.** for students who are not enrolled in the BSC program. If students are dropped off prior to **7:15 a.m.**, they will be placed in BSC and the parent will be assessed a \$25.00 registration fee and the daily rate of \$5.00.

## STUDENT DROP-OFF

Traffic will loop around the parking lot and students may only be dropped off in the designated areas.

Students are not permitted to walk through the parking lot. Please do not leave your car unattended in the car loop lane during drop-off and refrain from conferences with your child's teacher during drop-off. Parents must not use their cell phones while driving in the parking lot and music must be turned off.

The safety of our children is our first priority. Please follow drop-off procedures very carefully to keep all of our children safe.

## Attendance Policy

### ABSENCES

1. Your children must be in school every day as mandated by state law.
2. Parents will call the office to notify the school if the student is going to be absent. Parents have two days to excuse the absence. Failure to do so will result in an unexcused absence.
3. When absences become a concern (3 or more unexcused absences in a calendar month/10 or more unexcused absences in a 90-day period), the attendance clerk will first confirm medical excuse notifications received and recorded for absences.
4. The attendance clerk will contact the parent regarding excessive absences (5 or more unexcused absences in a calendar month/15 or more unexcused absences in a 90-day period) or early dismissals via phone conference, email, teacher/parent conference or letter.
5. If absences continue, a formal referral letter for attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral and proper district and school procedures will follow.
6. A student must be present for a minimum of 4 hours of instructional time to be considered present.
7. Students with excused absences will have 10 days to complete make up work.
8. If a student is picked up early, they will be marked absent for any classes they miss.

When a student returns to school after an absence, a note **MUST** be brought from home.

### EXCUSED ABSENCES

Students must be in school unless the absence has been permitted or excused for one of the following reasons. Please note that vacations are considered unexcused absences.

1. Illness of student
2. Illness of immediate family member
3. Death in the family
4. Religious holidays of the student's own faith

5. Required court appearance or subpoena by a law enforcement agency
6. Special event (public functions, competitions, exceptional cases of family need)
7. Scheduled medical appointments, dental appointments, and absences for treatment of medical diagnosis such as Attention Deficit Hyperactivity Disorder and Autism Spectrum Disorder, etc.
8. Students who have, or are suspected of having a communicable disease

#### EARLY PICK-UP

Students in grades K – 5 who are picked up from school prior to the end of the day will be marked as tardy. The tardy will be excused if the parent provides written documentation that the need to leave school early was for the same reason(s) that an absence from school would be excused. The parent's notation in the school's early pick-up log may be sufficient for meeting the written documentation requirement. Every third unexcused tardy for students in grades K - 5 will convert to an unexcused absence and can be used to meet the criteria to file a truancy petition in circuit court.

For all students in grades K – 8, once the student has accumulated 3 excused tardies or absences due to leaving school early for medical/dental reasons within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent class absences or tardies to be excused.

The school principal or designee may approve an early pick-up or release beyond these limits after taking into consideration the reason, as well as the student's attendance history, both daily and by period, and the number of early releases.

#### PLANNED EXTENDED ABSENCES

Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student. Please note that vacations are considered unexcused absences.

#### TARDIES

A child is tardy when he/she is not in their classroom by **8:00 a.m.** All late students must enter the front office and be issued a tardy pass. A student is considered tardy if they are absent at the time attendance is taken provided the student is in attendance before the close of the day. If tardy for half a period or more, a student is considered absent for that period.

#### Excused Tardies:

A student will be considered as excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason. The reasons for excused tardies are as follows:

1. Doctor appointments with notes from the doctor/orthodontist or
2. Extreme emergencies approved by administration

Excused tardies will not count toward the student's tardy record.

### Unexcused Tardies:

A tardy will be considered as unexcused due to alarm clock failures, "parent's fault", car trouble, and inclement weather conditions. Unexcused tardies will count toward the student's record. Your children must be in school and ON TIME by state law.

**3 unexcused tardies will constitute 1 absence**

The procedures for abiding by state law are as follows:

1. At three tardies, the attendance clerk will double check for medical excuses or extreme emergencies approved by the administration for tardies turned in and recorded.
2. At three tardies, the attendance clerk will contact the parent regarding excessive tardies or early dismissals via phone conference, email, teacher/parent conference or letter.
3. If tardies continue, a referral letter will be given to administration with supporting documentation of parent contact and non-medical or emergency tardies stapled to the referral. Appropriate consequences will follow, such as detention or Saturday School.

### Birthday Celebrations\*

Students are welcome to celebrate their birthday at school in grades K-5. Individual, store bought snacks (cupcakes, cookies, etc.) and a drink may be brought to school to share with your child's homeroom. Arrangements must be made in advance with the classroom teacher. **No party bags, balloons, decorations, etc. are permitted. Siblings may not attend this celebration as it would be disruptive to other classes.**

### Book Bags/Folders/Personal Items

Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang related paraphernalia, or any other item that would be deemed inappropriate, offensive, or reflect negatively on CSUSA. Failure to comply will constitute a uniform violation and be subject to detention and parental notification.

### Bus Transportation\*

(School Name) does not provide/provides bus transportation. (Include information on bus transportation if applicable.)

Parents are encouraged to car pool and make sure that students are dropped-off and picked-up according to posted school hours.

## Cafeteria\*

(Meal Supplier) provides all breakfast and lunches for (School Name). A standard menu will be used, and the monthly menu can be picked up or viewed online. Breakfast and lunch will be served in the cafeteria/multi-purpose room. Students who bring lunch from home are able to purchase milk. Students can charge meals up to \$10, once that threshold is reached, students will no longer be able to charge to their accounts until the balance is paid and/or a deposit is made to the students' meal account. Students are not allowed to bring sodas to school. Since we are trying to promote healthy eating habits, we request that fast food not be brought to school when a child forgets his/her lunch. In addition, we discourage sugary foods, candy, cookies, gum, and foods heavy in red dye.

### **Payment:**

The fees for school breakfast and lunch are as follows:

Elementary and Middle School Breakfast	\$1.75	Full Price
	\$0.30	Reduced Price
Elementary and Middle School Lunch	\$3.00	Full Price
	\$0.40	Reduced Price

Milk can be purchased ala carte for \$ \_\_\_\_ cents.

We encourage parents to use our online payment system, My School Bucks, to make deposits into the students' meal accounts. Cash/check payments can be sent into school with your child, please include a note with your child's name and grade or write this information on the memo line of the check. Please note that there is a \$ \_\_\_\_ fee for returned checks and you may be required to pay in cash or money order for the remainder of the school year. Positive balances remaining on the meal account at the end of the year will carry over to the next school year unless a refund is requested in writing/email. If your child will be graduating or not returning to our school, then the refund should be requested prior to July 1.

**Free/Reduced Price Lunches:** Free and reduced lunch applications are available in the office. Students qualifying for free or reduced meals will receive free milk at breakfast and lunch and at milk break. Parents must apply for this benefit yearly. Applications should be completed and returned by (date) for students starting school at the beginning of the school year. Students who enroll after the school year has begun must return their free/reduced lunch applications with their registration packets. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for free/reduced lunch will be sent promptly. Parents are responsible for providing lunch for their children until the application is approved; however, prior year lunch status is valid for the first two weeks of school.

## CAFETERIA BEHAVIOR

Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students will enter and exit the cafeteria in an

orderly fashion. Students will stand in a single file line while waiting for food, keep communication noise levels low, and stay seated unless they have been given permission to leave their seat. Students are required to dispose of trash on and around their table before the lunch period is over (or immediately upon the request of the monitors) in the trash receptacles. No student is allowed to leave the cafeteria to another area of the school during the lunch period without a written pass. A student is not allowed to leave the school grounds during the lunch period. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREA AT ANYTIME. The cafeteria rules are posted and all students are expected to follow them at all times. Food or other objects are not allowed to be thrown at any time while in the cafeteria as this poses a safety concern; such acts may result in disciplinary action.

### Care of School Property

Students are expected to respect the school buildings and property. Receptacles are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious offense and will result in disciplinary action. Any student who damages/vandalizes school property will be required to make full restitution for damages. Chewing gum in the school building is forbidden. All food must be consumed in the cafeteria or area designated by Administration. Students are not permitted to play in bathrooms. Any student who disregards rules pertaining to care of school property may be subject to disciplinary action.

### Cell Phone Policy

(Insert the school's cell phone policy or use the paragraph below.)

The use of a cell phone by a student while school is in session is not allowed. Students who use cell phones at school will have the cell phone confiscated and the phone will only be returned to the parent/guardian. If a cell phone is brought to school and is lost or stolen, the school is not responsible for the loss.

Unauthorized electronic devices, such as handheld games and headphones, should not be brought to school. Students who bring unauthorized electronic devices to school will have them confiscated. If these items are brought to school and are lost or stolen, the school is not responsible for the loss. Authorization for having these devices on campus can only be given by Administration.

Consequences are as follows:

First Offense: The electronic device will be returned to the parent/guardian of the student.

Second Offense: The electronic device will be returned to the parent/guardian of the student and the student will receive (list consequence).

Third Offense: Parent must sign paperwork acknowledging the electronic device will be returned at the end of the academic year.

Failure to surrender items will result in a disciplinary consequence.

## Character/Citizenship

(Insert the school's Character/Citizenship policy or use the paragraph below.)

Students are expected to demonstrate superior character and citizenship. Character education provides a focus on developing the whole child. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Follow the golden rule: Do unto others, as you would have them do unto you. Lend a helping hand whenever possible, always make good choices and act responsibly.

### STUDENT OF THE MONTH

Each month students have the opportunity to become a Student of the Month.

Students must demonstrate the following qualities:

- Make good choices when reacting to or handling a problem
- Exhibit self-control at all times, including special area classes, lunch, recess, school events, and before/after school care
- Demonstrate concern for other people, for their own personal property, and for school property
- Accept negative and positive consequences, and act responsibly
- Arrive to school on time (no more than 2 unexcused tardies per quarter and/or early dismissals per quarter)
- Turn in home learning assignments in a timely manner
- Receive no detentions or suspensions

Student of the Month is a component of the school's overall school-wide behavior plan. Students may be nominated by their classroom teachers, who will take into account regular behavior in special classes, lunch, recess, and Before/After Care Programs.

(Include information on school-wide behavior program and revise paragraph above if applicable.)

## Child Abuse

State law requires that teachers, administrators and other school personnel report suspected cases of abuse, abandonment, or neglect to the DCF Hotline at 1 800 96-ABUSE.

## Communication Between Home and School

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents at all times. Teachers will communicate with parents on behavior and academics daily through the agenda and/or (Schoology and SchoolMessenger, Remind, Synched, PowerSchool) the school's closed, private learning network that allows students and parents to interact with the classroom teacher and school in a manner that blends social networking tools with traditional school communications tools. Make sure that you check your child's backpack/folder daily for informal notes from the teacher or from our staff.

Report cards, progress reports (sent home once during the middle of each grading period) allow parents opportunities to review student work and progress. Additionally, student work will be sent home **weekly (revise as needed)**. Parents/guardians are asked to review all student work and communications sent home. Parents may also view their child's current academic status through the Parent/Student Information System. Usernames and passwords will be sent home at the beginning of the school year or you can call the front office to receive login instructions.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parents and student, and every teacher welcomes a conference with any parent. However, we do request that such visits be arranged beforehand with the teacher at a convenient time either before or after-school. Parents are asked not to meet with a teacher unless a conference has been scheduled. Impromptu conferences with teachers at the classroom door and during arrival and dismissal before or after school are not permitted as this may distract the teacher from supervision of students during a crucial time of movement.

Parent satisfaction surveys are conducted twice annually, shortly after the start of the school year and toward the end of the school year. Your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

### Deliveries to Students/Staff\*

In order to maintain an optimal learning environment, school staff must ensure each classroom is minimally interrupted during the day. Therefore, office staff will not make any deliveries to students or staff. We request parent cooperation in preparing students for school and in making certain that students have all the materials and assignments necessary for the day. Office Staff will not accept delivery of supplies, lunches, home learning assignments, projects, etc., for students or staff. Also, please be advised that the Main Office will not accept any field trip forms or monies on behalf of teachers, the Before/After-School Care Programs, or the cafeteria. We appreciate your cooperation and understanding regarding this matter.

### Discipline Procedures\*

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

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. **The following list is not all-inclusive:**

1. Students are expected to respect the authority of school personnel which includes but is not limited to: administration, teachers, staff and substitutes.

2. Malicious destruction of school property will result in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on school grounds.
4. Items such as water pistols, matches, iPods, skateboards, hand held game devices, toys, weapons of any sort, etc. are not permitted on school grounds.
5. No items will be permitted that carry pictures or slogans referring to drug culture or alcohol. No profane, abusive or slang language is to be used.
6. All students will follow the established school cell phone policy. Cell phones or other personal electronic devices should not be brought to school and use is prohibited during school hours. School phones are available in case of emergency. Possession of a cell phone or other personal electronic devices during the school day will result in the equipment being collected and returned directly to the parent.
7. There is zero tolerance for aggression, drugs and alcohol on campus. Students that push, hit, bite, kick, harass, bully, threaten School Safety or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school.

The (School District) passed a Code of Student Conduct that lists violations and disciplinary actions that must be taken in order to deal with misconduct. All students and their parents must read The District School Board Code of Student Conduct, which can be viewed online at (link to District Code of Conduct- insert hyperlink)

**Detention Policy:**

Kindergarten – 2nd Grade:	30 minutes (2:45 – 3:15)
3 <sup>rd</sup> Grade – Grade 8:	1 hour (3:30 – 4:30)
3 <sup>rd</sup> Grade – 8 <sup>th</sup> Grade:	Saturday School (9:00-11:00 a.m.)

LEVELS OF DISCIPLINARY ACTION

There are three (3) levels of disciplinary action and the levels are determined by the seriousness of the act and the district Code of Conduct (review district code of conduct).

**Level I Actions-** In order to resolve Level I discipline problems, the following options are available:

- Conference with teacher
- Parent Contact
- Conference with teacher and parent(s)
- Conference with Principal or designee
- Conference with counselor
- Behavioral Contract
- Detention (lunch)

**Level II Actions-** In order to resolve a Level II offense, more formal disciplinary actions shall be used. Formal actions include, but are not limited to:

- Detention (after school administrative)
- Detention (after school teacher)
- Time Out
- Conference with Principal or designee
- Saturday School
- Out of school suspension if repeated offense
- Alternative to External Suspension

**Level III Actions-** In order to resolve Level III offenses, the options available are:

- Out of school suspension
- Dismissal from school
- Administrative review and reassignment

#### AFTER-SCHOOL DETENTION

An administrator or teacher will complete the After-School Detention form which includes the date/time/location of the detention, description of why the detention was given, and the attempts made to contact parent/guardian. If a student misbehaves during After-School Detention or is late, they may be issued another behavioral consequence such as Saturday Detention.

#### SATURDAY DETENTION

Saturday Detention may be assigned to those students whose behavior is consistently inappropriate. Saturday Detention is scheduled from **9:00 am-11:00 am**; students are required to wear their school uniform and must complete homework/seatwork while serving the detention. There is zero tolerance for misbehavior. A student may be suspended for one day if they miss Saturday Detention, unless due to a family emergency or illness verified by a doctor's note.

#### SUSPENSION

Suspension is a disciplinary action that temporarily removes a student from a class or all classes for a prescribed period of time not to exceed ten (10) school days. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions or incidents involving serious misconduct.

Middle school students who are suspended for alcohol, tobacco, or other drug (ATOD) offenses have an opportunity to save days out of school by participating in a specified, district approved ATS program identified by the school.

#### PERMANENT DISMISSAL

The Principal may recommend dismissal of a student to the Board of Directors for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.

2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, making a threat or false report, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of any school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school and that have clearly transpired.

Suspendible offenses include, but are not limited to, the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking/Vaping on school grounds.
3. Being under the influence or having alcoholic beverages and/or drugs on school grounds.
4. Possession and/or use of a weapon or any object that can be used as a weapon including but not limited to: knives, brass knuckles, Chinese stars, chains, mace, etc.
5. Defacing or vandalizing school property.
6. Igniting any flammable substance.

### Dismissal\*

Please avoid calling the front office during dismissal (2:45 p.m. – 3:30 p.m.) Students must leave school grounds immediately after dismissal, unless enrolled in ASC or Enrichment Programs. Parents must wait for their children outside the school. ASC Students will not be dismissed during regular dismissal and may be picked up after 3:30 p.m.

Only individuals listed on the *EMERGENCY CONTACT CARD* will be allowed to pick-up students from school. Please update information whenever changes occur. Valid photo identification will be required of all individuals' picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will **not** be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents that indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate being permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Students not picked up on time will be placed in ASC and be charged according to the Late Fee Schedule below:

### **Late Fee Schedule**

K - 6

3:31 p.m. - 3:45 p.m.	\$15.00
3:46 p.m. - 4:00 p.m.	\$20.00
4:01 p.m. - 4:15 p.m.	\$25.00
4:16 p.m. - 6:00 p.m.	\$30.00

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

If making changes in your child's dismissal plan, please fax/email the information with a copy of your Florida Driver's License and signature to the school before 2:00 p.m. No phone calls will be accepted.

Examples of changes to child's dismissal plan:

- An ASC student going home in "parent-pick-up" instead of going to the ASC Program.
- Requesting that a student be placed in ASC for the day instead of going to "parent-pick-up".

No early dismissals will be permitted after 2:00 p.m. If you must sign your child out early for an appointment, please do so by the 2:00 p.m. cut-off.

### STUDENT PICK UP PROCEDURES

Pick up: All vehicles are expected to comply with the pattern set up by school personnel.

### PICK UP CAR TAGS

(Include the following text or replace with school specific procedure.)

The pick-up car tag must be displayed in your front window at dismissal. A staff member will collect the pick-up car tag upon your arrival in the traffic loop. Staff members will use the cards to ensure your child is escorted to the pick-up area.

After entering the traffic loop and giving your pick-up car tag to the staff member, proceed around the parking lot traffic pattern. Your child will be picked up by you at the designated door and your car tag will be returned to you.

Students are not permitted to walk through the parking lot. Do not leave your car unattended in the car loop lane during pick up. Please refrain from conferences with your child's teacher during these times. Parents must not use their cell phones while driving in the parking lot and music must be turned off.

Please follow our procedures for dismissal to ensure the safety of students and to demonstrate positive citizenship in our school's neighborhood.

### Early Dismissal

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

Excused early dismissals are given for doctor's appointments with notes from the doctor. To receive an excused early dismissal, a doctor's note must be brought to school the next day. No doctor's notes will be accepted late.

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child.

Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office.

No early dismissals will be permitted after **2:00 p.m.**

A parent conference will be required if a student exceeds a combination of 10 unexcused absences, tardies or early dismissals to ensure improvement in student attendance. **3 unexcused tardies or early dismissals will constitute 1 absence**

### Dress Code/School Attire Policy

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student. **(School Name)** reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. If a student comes to school without the proper uniform, they will be kept/sent to the front office and remain there until a parent/guardian brings a proper uniform for the student.

#### UNIFORM VIOLATIONS<sup>1</sup>

Level I – Verbal warning.

Level II – School sends home a uniform violation note/stamp or student will call parent from office to obtain correct uniform.

Level III – School sends home a uniform violation note/stamp or student will call parent from office to obtain correct uniform. Student will call parent from office to obtain correct uniform. Student will wait in the office for parent to bring correct uniform.

---

<sup>1</sup> Sample violations listed. The school will provide specific consequences.

*Reasonable accommodations will be provided based on a student's religion, disability, or medical condition.*

### SHIRTS

All shirts must be tucked in and purchased from the (designated uniform company) with the school's logo. Elementary students' color is red. Elementary students are required to wear polo shirts with short or long sleeves bearing the school logo.

Middle school students' colors are navy blue or white with short or long sleeves. T-shirts are not allowed as normal school day wear. Only one solid white, gray, or black t-shirt may be worn underneath the polo shirts. T-shirts may not be visible below the shirt hem or cuff. The polo shirt must be worn every day to school.

Students participating in PE or an after-school sporting function may wear the approved Heather Gray PE shirt provided by (Uniform Company).

### HAIR and MAKE UP

Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, bright green, mohawks, spikes, head symbol shavings, etc. Hair that is distracting to the educational setting will not be allowed. The decision about whether hair or make up is appropriate will be at the administration's discretion. No hats, hoodies, headbands, scarves, or bandanas may be worn. No make-up will be worn in school. If a student wears make-up to school, they will be asked to remove it in the front office. The parent may be contacted for inappropriate hair or make up, as necessary.

### SHOES

Students must wear shoes with closed toe and back, at all times. No heavy military type boots or shoes with metal tips may be worn. No stacked or pumped shoes may be worn. We recommend sneakers or flat dress shoes. No wheeled sneakers, bedroom/other slippers, or pointed/cowboy boots. Students should not wear black sole shoes as they scuff the floor.

### SOCKS

Socks must be worn daily and must be white or dark colored. Fishnet stockings or other inappropriate leg wear is not acceptable. Socks should be worn no higher than lower calf height.

### BOTTOMS

Students in grades K-6 must wear Khaki or Navy bottoms (shorts, slacks, skorts). CSUSA logoed bottoms are encouraged but not required.

Absolutely no jeans will be allowed on any day (no matter the temperature), except on designated Jeans Days when the student may wear appropriate jeans if the student chooses to participate as a fundraiser.

## OUTERWEAR

Navy blue school authorized jackets and school authorized zippered sweatshirts without hoodies are the only outerwear permitted (School Name). Parents may purchase the school's navy blue jacket or sweatshirt from (Uniform Company) that provides the rest of the school uniform.

## BELTS

A belt must be worn at all times with any article of clothing as belt loops are part of the school uniform pant. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts must be plain khaki, brown, black or navy (not white or bright-colored). Belts cannot have dangling items, large buckles, or logo/written items.

## JEWELRY

Boys and girls may not wear body piercing other than earrings in the ear lobe. One earring per ear may be worn. For safety reasons, only a stud or a tiny hoop earring can be worn. (Tiny hoops can be no larger than an adult pinky finger.) Limited jewelry can be worn such as a watch, small bracelet, and thin necklace/chain. For safety reasons, necklaces/chains should be worn inside of school uniform, NOT on top of the uniform shirt. Bracelets need to be limited to one per wrist to eliminate unnecessary noise and distractions.

## GENERAL

At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. ALL CLOTHING SHOULD BE LABELED WITH THE STUDENTS NAME. Parents of students in Kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in the classroom throughout the year for emergencies.

## Emergencies\*

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

Students will not be permitted to take calls from parents to see how they are feeling. The school will contact you if your child is not feeling well.

## Enrichment Programs

The enrichment program functions independently from the ASC program; therefore, it is not a requisite to be enrolled in the ASC program to participate in enrichment activities. Students have several opportunities to participate in extracurricular activities for an additional fee.

An enrichment guide will be posted on our website which will include the activities offered, the days, time and cost. Fees are due monthly at the front office or in an envelope with student's name, enrichment registration form and homeroom teacher's name. If paying by check, please print the student's name and the name of the enrichment program on the check memo section.

## Family Rights and Privacy Act

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

## Field Trips\*

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours\*\***Even these parents need level 1 clearance\*\***. Parents accompanying students on overnight field trips must be fingerprinted and background checked per the Jessica Lunsford Act, in effect since September 2005.

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and while at the field trip site. Students who fail to follow instructions will be given an appropriate consequence upon return to school. If a student is suspended during the first semester, they may be excluded from participating in any field trips or dances during the first semester. If a student is suspended during the second semester, they may be excluded from participating in any field trips or dances during the second semester. Also, those students with poor behavior that may endanger/disrupt other on a field trip their participation will be left up to the discretion of the school administration.

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

take part in the field trip. Students are to wear their uniform on field trips for security reasons (unless otherwise authorized by administration). All open balances owed to the school must be remitted prior to the student attending the field trip i.e., before/after care, lost books, volunteer hours.

It is very important that parents adhere to the field trip collection deadlines. Teachers will not be able to collect any money or field trip forms past the specified deadline date. Please do not ask the office staff to place money, forms or any other items in a teacher’s mailbox as we don’t accept any type of deliveries for students or staff. Students must hand deliver required documents to his/her teacher by the due date. All students must be in attendance on the day of the field trip in order to be allowed to attend.

- Early dismissal from a field trip site is not permitted.
- All field trips should be paid online using My School Bucks
- If paying with cash or check, then all fieldtrip money will be collected by the classroom teacher.
- Money will not be accepted at the front office.
- If you are a chaperone, no babies/siblings are allowed on the Field Trip.

### Grading Policy\*

Academic grades are a reflection of student mastery of the standards being taught. Students’ academic work is not graded based on behavior. For example, students will not be academically penalized for turning in a late assignment. However, they will receive a behavioral consequence for not following the teacher’s directions. The same principle will apply for cheating. Students will receive a behavioral consequence if caught cheating, and will be required to take a new, different assessment to measure mastery.

Grading a student’s work solely on the standards taught allows teachers to have a true indicator of the proficiency level of the student since grades are not skewed by non-academically related aspects. Students are given ample opportunity to practice what is taught in order to demonstrate what they have learned both in class and through home learning assignments, which are reflective of student practice grades. Students are afforded re-teaching and reassessment opportunities. (Insert school reassessment policy.) Parents will have real-time access to grades in the electronic grade book, and teachers will frequently communicate with families before a report card with final grades is issued to address any concerns about students who are failing their assignments.

### Grading Scale

The grading scale is as follows:

<b>Grades K-1</b>	<b>Grades 2-12</b>
<b>E*</b> – Excellent Progress	<b>90-100% A</b> – Exceeds Mastery of the Standards
<b>S*</b> – Satisfactory Progress	<b>80-89% B</b> – Mastery of Standards
<b>N</b> – Needs Improvement	<b>70-79% C</b> – Approaching Grade Level Standards

U – Unsatisfactory Progress	60-69% D – Below Grade Level Standards
	0-59% F – Failure
	S** – Satisfactory Progress
	N** – Needs Improvement

\*E, S, N, and U are used on the Kindergarten and Grade 1 report cards for Reading and Math. S and N are used for all other subject areas.

\*\*For Grades 2-5 Art, Music, PE, and Grade 2 Social Studies, Science, and Health.

### Grievance Procedure

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

1. Carefully analyze the problem and be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable, through appointment.
4. If you believe the problem is not resolved, meet with school administration.
5. If left unresolved, you should contact School Support, CSUSA at 954-202-3500.
6. If still unresolved, you should contact the Board of Directors. Please call the school for contact information.

### Hallway Behavior\*

Students should travel through hallways quietly to avoid interrupting ongoing classes. Students should always arrive to class on time. Students are NOT allowed to show "Public Displays of Affection." For safety reasons, students should walk on the right side of the hallway and keep their hands, feet and other objects off the corridor walls.

### Home Learning Policy\*

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

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

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

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

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. If a child consistently fails to complete home learning, there may be behavioral consequences in the classroom. It is important to note that home learning is the student's responsibility.

All students will be required to write their home learning assignments in their school agenda or review their teacher's posted home learning assignments on Edmodo. Parents are required to sign the agenda each night to ensure effective communication. Parents not signing the agenda may result in the student receiving a disciplinary warning or corrective action.

The parent's responsibility is to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in skill building
- Encourage home reading and listen to your child read.
- Review the assignments for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home learning with your child's teacher.

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

Honor Roll Requirement/Show what you know (or insert your award policy)\*

#### QUARTERLY AWARDS

High Honor Roll - All As or equivalent in academic subjects

Honor Roll - All As and Bs or equivalent in academic subjects

#### END OF YEAR AWARDS

A variety of awards will be given covering numerous academic and nonacademic areas at the end of the school year.

## Injury

An accident report will be completed and filed for everyday accidents.

The procedures listed below will be followed for an injured student:

- Teachers will send the student to the office if the injury is minor.
- Teachers will notify the office if the student is unable to be moved.
- School personnel will administer basic first aid.
- The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.
- The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

## Instructional Books, Equipment, Materials, and Supplies\*

All textbooks needed by students for school and home learning assignments are furnished by the school.

Student care of books and materials is mandatory as these items are costly and replacement is limited. **Students are required to cover all books that are issued to them.** A brown grocery bag makes an excellent book cover, in addition to books covers that may be offered for free by some businesses. Students should print their names and room number on the front of each book cover. Books must not be written in or on. Charges will be made for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.

Students must turn in the textbooks on the day of each individual Final Exam. (Remove if non-applicable.)

(If you have 1:1 policy, please include expectation and policy for tech care.)

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

## Labels

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

## Lost and Found

Throughout the school year, items which have been lost are turned in. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go to the "Lost and

Found" to claim it. There are many items lost and never claimed each year. These items are donated monthly to various charitable institutions. Therefore, please label your child's personal belongings.

Sweaters, jackets, and uniforms not labeled and in good condition will be washed and resold for \$5.00 each after 30 days.

### Medication

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of the school without specific written authorization by the physician & parents of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer medication personally. A Physician's Form may be obtained from the school office. The medication will be kept in the office and will be administered by office personnel. Students are not allowed to have any medication (not even over the counter medication) in their possession. Parents must pick up and drop-off medicine in the office. Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.

### Parent Teacher Cooperatives (PTCs)

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

(School Name) PTC will create monthly opportunities for parent involvement on a large scale that will allow parents to assist and volunteer.

A major component of the (School Name) PTC will be the team structure for events, fundraisers and identified needs of the school. A parent can focus their talents and areas of personal enjoyment with the events and opportunities of the school. Volunteer organizations have always known that putting the right volunteers in the right places always increases retention of volunteers and the success of the organizational efforts. (School Name) intends to put these lessons into practice and harness the immense abilities within our school.

The primary mode of volunteering will always be with your child's classroom and grade level. Each grade level will facilitate major events for their students. This will require close cooperation between the parents and teachers. Teachers will share the major events they are planning and coordinate with parents to form teams to make the event a success. Most grade levels will host one major and one minor event each

year. Teachers will coordinate with parents to organize small groups and teams to host a successful event. These events will also facilitate a parent's ability to completely fulfill their volunteer hour obligation. Parents with multiple children in the school will always be able to find opportunities to work with multiple grade level events and fulfill their hours.

Your teacher will be in touch consistently to recruit for parent-teacher teams for events, causes, fundraisers, and school tasks. They can include, but are not limited to lunch monitor duties, fundraising, field trips, class presentations, etc. (School Name) intends to reach out and tap in to your talents and gifts to bring learning to life in our school.

### Parent Volunteer Hours\*

To further the School's mission and purpose, which includes developing well-rounded, engaged students, active parental participation will be required at the School. Parents are required to participate in their child's education. We have determined that active parental participation is essential to the delivery of our educational goals and is the key to the success of the overall program.

Parents are encouraged to volunteer a **minimum of 20 hours per school year**. When two or more children from the same family are enrolled, parents will be asked to volunteer a total of 30 hours per school year. The School Principal or other school designee verifies the completion of the hours and credit is applied to the family's account. At the time of recommitment (usually January) for the following school year, parents are sent a letter notifying them of their progress toward completion of their volunteer hours. Parents are provided with numerous volunteer opportunities which can be completed at the school or at their home, thereby alleviating any possible hardship that may be created for parents that may not be able to complete volunteer hours at the School. Many opportunities are provided to families that have a limited schedule and school personnel work closely with each family, individually, to design their volunteer opportunities to meet the needs of their family. Please plan in advance therefore, school personnel is aware and they have volunteer opportunities available. Parents are not allowed to volunteer in classrooms (only for special events with consent from administration) Please note no babies/siblings are allowed while volunteering at school during school hours.

### Pediculosis (HEAD LICE) and Eye Infections

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

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

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

\*Please add communicable and other contagious diseases section from your school district/hyperlink.

### Positive School Culture

It is the policy of the **School Name** that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. Our school will not tolerate bullying and harassment. Bullying and harassment, as defined below are prohibited.

Definitions: Bullying includes cyberbullying, and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or public or private humiliation; or unreasonably interfere with the individual's school performance or participation that includes a noted power differential.

### Pupil Progression Plan

(School Name) will follow the (Progression Plan Name: CSUSA or District based on the school contract.) requirements and procedures for K – 8 students. For further information, please reference to the school website.

### Report Card Distribution\*

Report cards will be sent home with the student for Quarters 1, 2, and 3 (see the school calendar for report card issue dates). Report cards for Quarter 4 will be mailed home in mid-June. (insert school report card procedure- customize pick up or refer to your school website)

### Returned Checks

Returned checks to the school are charged a \$35.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a reminder from the school. Payment for the returned check must be made in cash or money order. The returned check and \$35.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything else at school. Students whose families do not submit payment for returned checks will lose privileges of field trips, special events and may lose automatic enrollment status for the following school year.

## School Hours\*

School Hours	8:00 a.m. until 2:45 p.m. (K-1) or 3:00 p.m. (grades 2-8).
Before School Care	6:45 – 8:00 a.m.
Student Arrival	7:15 – 7:55 a.m.
Student Dismissal	K-1 2:45 p.m. 2-6 3:00 p.m.
After School Care	All grades 3:00 - 6:00 p.m.

## School Safety and Security

Safety and security is of paramount importance to Charter Schools USA and **School Name**. As part of **School Name** commitment to being a premier educational community, it is our priority to provide a safe and secure learning environment. We all play an important role in helping to maintain this positive atmosphere. As a student you can make a difference. Make a personal commitment not to participate in violence in any way. Do not bully, tease, or spread negative gossip about others. Respect others and value differences. Try to broaden your social circle to include others who are different from you.

**School Name** is committed to providing a safe environment for its students, parents, employees, and visitors. Early reporting and intervention have proven to be the most effective method of resolving any actual or perceived incident. Therefore, **School Name** is desiring and requesting that all individuals who believe they have witnessed an incident or experienced conduct that they believe is contrary to the policies, protocols, procedures, and mission of the School immediately report such incident or conduct to the School Principal, Assistant Principal, or the Dean. The school appreciates all individuals partnering with the school in this manner, so we can collectively make **School Name** the absolute best it can be.

### SAFETY DRILLS

We will continue to ensure students and staff are prepared to quickly make their way to safety in the event of an emergency situation by conducting required numerous "safety drills" during the school year. Fire Drills, Lock-down drills, Active Shooter Drill, Evacuation Drills, etc.

### EMERGENCY EVACUATION

Your child's safety is a top priority. We need to be prepared for the unexpected. We conduct required monthly safety drills and practice extreme weather procedures to prepare us for the possibility of an emergency. Under extreme circumstances should we need to evacuate the building, the local police will assist in determining the location the students would be held. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. For information during such an emergency you may contact CSUSA at 954-202-3500. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The local news stations may also be helpful is always helpful with

disseminating information regarding evacuations and procedures as well. \*Please contact school for reunification plan or school can add location of reunification.

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

### Screenings\*

In accordance with Florida Statute 381.0056 (4), students participate in the following required health screenings:

(1) Vision screening shall be provided, at a minimum, to students in grades kindergarten, 1, 3 and 6 and students entering Florida schools for the first time in grades kindergarten through 5.

(2) Hearing screening shall be provided, at a minimum, to students in grades kindergarten, 1 and 6; to students entering Florida schools for the first time in grades kindergarten through 5; and optionally to students in grade 3.

(3) Growth and development screening shall be provided, at a minimum, to students in grades 1, 3 and 6 and optionally to students in grade 9.

(4) Scoliosis screening shall be provided, at a minimum, to students in grade 6.

In addition, annual screening for at-risk indicators of social emotional concerns is conducted for newly enrolled students and students in grades 1, 4, 7, and 10.

Any parents who desire to opt out of the screenings, indicated above, for their child shall notify the school in writing.

### Student Information System

All parents will have access to the web based PowerSchool, a tool to assist in your daily interaction with your child's school life. This tool can be accessed from any computer with Internet access. All that is required is that you have the correct web site address and a valid username and password. User names and passwords are available through the front office.

Parents can get up to date grades, attendance, and tardy records while also having access to email teachers, view school calendar, and see how your student is faring with the State Standards in each class and benchmark test. It is very important that you keep phone numbers, addresses, and contact information updated.

### Students' Rights

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

Parents who have a conflict with a student other than their own child and/or parent

are requested to speak to the Administration. At no time may parents approach the student or their parent directly.

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

### Suspension and/or Expulsion

The Principal may recommend to the Governing Board and the Superintendent of Schools to expel a student for any of the following in accordance with the (School District) Code of Conduct:

Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct. Offenses include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior (hitting, kicking, harassing, safety threats, pushing or biting).
2. Possession or use of drugs and tobacco.
3. Being under the influence or having alcoholic beverages on school grounds.
4. Defacing or vandalism of school property.
5. Igniting any flammable substance.
6. Continual disruption of class.
7. Emotional outburst.
8. Profanity.
9. Insubordination.
10. Disrespect.
11. Peer Conflict.

### Teacher Conferences\*

All parents and students will meet with their child's teacher at least once during the school year. Parents can request a conference by contacting their student's homeroom teacher(s). We encourage you to have conferences more often, as effective communication is one of the cornerstones of education.

### Telephone

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone without permission and only for emergencies. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.

### Severe Weather Information

In the event of school closing due to severe weather conditions, parents will be notified through the automated communication system and email. This system informs parents of weather or other emergency events and school functions.

## Visitors\*

Visitors, INCLUDING PARENTS, are *NOT* permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Florida Driver's License which will be processed through the *Raptor Screening System*. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

(School Logo will be added by Marketing prior to uploading to website)

## PARENT OBLIGATION 2020-2021

I (We) the parent(s)/guardian(s) of \_\_\_\_\_ have read and agree to abide by the Code of Conduct and the Dress Code of (School Name) I (We) understand that my (our) child is a (School District) student.

**WHEREAS**, in order to provide my (our) child with a unique educational opportunity;

**WHEREAS**, by choosing to enroll my (our) child at (School Name) is a decision of my (our) personal choice and not a privilege;

**WHEREAS**, my (our) desire to enroll my (our) child at (School Name) is premised upon my (our) desire to become an active partner in the education of my (our) child;

**NOW, THEREFORE**, in consideration of the foregoing:

1. As a parent of a student at (School Name), my (our) commitment is to abide by the following resolutions:

- A. To recognize and embrace my role as the primary educator of my child.
- B. To participate in the parenting workshops as provided by the school.
- C. To attend all conferences scheduled with any member of the (School Name) staff.
- D. To participate in the Parent Volunteer Program for 20 hours for the first child and 10 hours for all other additional children. Recording of volunteer hours will be done on PowerSchool by the parent for credit. ½ of the hours must be completed before Winter Break and the second ½ by May 1<sup>st</sup>.
- E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, (School Name) is not responsible for my child's safety. If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to transfer to a school that is more accessible for my child.
- F. To purchase uniforms for my child from the (School Name) approved supplier and ensure that my child is wearing the approved uniform daily.
- G. To supply a lunch, either brown bagged or purchased from the (School Name) approved vendor, each school day for my child.
- H. To be responsible for timely payment of any fees accrued to my account at the school.
- I. To participate in at least one of the many parent groups i.e. PTC, School's Improvement Committee, Fundraising Committee, etc.
- J. To purchase an Agenda Book and Weekly Folder from the approved supplier and sign book nightly.

2. To do the following things to enhance my (our) child's academic growth, I (we) agree to do the following:

- A. To read and use the information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for at least 60 minutes of homework daily.
- D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
- E. To check my child's homework nightly.

As a proud member of the Charter Schools USA family, we believe all parents should have a choice in their child's education, and that all children deserve access to a quality education. We look forward to sharing information with you regarding changes in legislation, or other factors that could impact the educational environment or a parent's right to choose. We may also call upon you to help us communicate the importance of putting students first. To assist with the advocacy of school choice, you agree, by indicating below, to allow for the licensing of your school related demographic data. You may opt out by checking: No \_\_\_\_\_ I do not want to participate. Thank you in advance for your support.

I (we) understand that participation in the school, as defined above, fulfills the mission of the school by enhancing my child's education and the school community as a whole. I (we) understand that such participation is a contractual obligation to the school and to my (our) child, and that failure or refusal to fulfill this obligation is incompatible with the school's mission. Therefore, a breach of this obligation by you may impact your child's status with the school.

**Signature of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**Acknowledged by:** \_\_\_\_\_

**Date** \_\_\_\_\_

School Official

(School Logo will be added by Marketing prior to uploading to website)

## Handbook Acknowledgement

Dear Parent,

Please complete the bottom portion of this page and return it to your child's homeroom teacher by (date).

Thank you,

(Principal Name)

Principal

---

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

Teacher \_\_\_\_\_

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

---

Parent/Guardian Signature

---

Date

## Acceptable Internet Use Policy

---

Student's Last Name

Student's First Name

---

Grade

---

Home Phone Number

### Introduction

The Internet links thousands of computer networks around the world, giving (School Name) students access to a wide variety of computer and information resources.

(School Name) 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. (School Name) 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.

(School Name) 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 (School Name) 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 (School Name) 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 Internet at (School

- (Name) or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.
4. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
  5. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

Violating the Acceptance Use Policy may result in:

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

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

Student Access Contract

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

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at (School Name).

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

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

\_\_\_\_\_  
Date

## Acceptable Internet Use Policy: Parent Agreement

A parent must also read and sign this agreement.

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

If you would like more information about (School Name) Internet accounts, please phone\_\_\_\_\_.

As the parent of this student I have read the Acceptable Use Policy for the Internet for (School Name), I hereby give my permission for my child to use the Internet through classroom curriculum projects.

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

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

\_\_\_\_\_  
Date

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

## (SCHOOL NAME) POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

### I. Policy Against Discrimination

- A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.
- B. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
- C. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

### II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- A. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
- B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.

### III. Definition of Sexual Harassment

- A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
  - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
  - 2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
  - 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
- B. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:
1. Graphic verbal comments about an individual's body or appearance.
  2. Sexual jokes, notes, stories, drawings, pictures or gestures.
  3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
  4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
  5. Spreading sexual rumors.
  6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
  7. Cornering or blocking normal movements.
  8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

#### IV. Definition of Other Forms of Prohibited Harassment

- A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:
1. Has the purpose or affect of creating an intimidating, hostile or offensive work or academic environment;
  2. Has the purpose or effect of interfering with an individual's work or academic performance; or
  3. Otherwise, adversely affects an individual's employment or academic performance.
- B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:
1. Epithets, slurs or negative stereotyping;
  2. Threatening, intimidating or hostile acts, such as stalking; or
  3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

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

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

A. Procedures for Filing Complaints

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

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the Chief of Schools or member of the School's Board:
  - a. Upon receipt of the written complaint by CSUSA Employee Services, CSUSA Employee Services 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 CSUSA Employee Services 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 CSUSA Employee Services along with the summary and recommendation.
  - b. If the complaint is against CSUSA Employee Services, 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 CSUSA Employee Services within thirty (30) days, or to the School Attorney within thirty (30) days, if the complaint is against CSUSA Employee Services. CSUSA Employee Services, 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 CSUSA Employee Services 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. CSUSA Employee Services or School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the Chief of Schools.
- e. If CSUSA Employee Services 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 CSUSA Employee Services or School Attorney be reviewed by the Chief of Schools 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 Chief of Schools and CSUSA Employee Services/School Attorney to present his or her position. The Chief of Schools and CSUSA Employee Services/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Chief of Schools 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 Chief of Schools is not timely requested, CSUSA Employee Services 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 Chief of Schools. 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 Chief of Schools and CSUSA Employee Services/School Attorney to present his or her position. The Chief of Schools and CSUSA Employee Services/School Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
- i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (above), the Chief of Schools shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant and the Chairman of the School's Board, and a copy of will be filed

with and maintained in the office of Charter Schools USA Senior Director of Human Resources.

2. Complaints against School Board Members.

- a. Complaints against the School's Board Members shall be filed with the School Attorney. The School Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
- b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.
- c. If reasonable cause is recommended by the investigator against a School's Board Member, the recommendation shall within twenty (20) days be forwarded to the Chairman of the (School Board) to determine if there is evidence that a misfeasance or malfeasance of office occurred. The (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 (School Board). In compliance with Florida Statute, the investigation file shall become public record and the 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.

(School Name) 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.

CSUSA Employee Services  
Charter Schools USA  
800 Corporate Drive, Suite 700  
Ft. Lauderdale, FL 33334  
(954) 202-3500

(School Logo)

**(School Name)**

Serving Grades K-8

*(School Address)*

Phone: ( xxx)- xxx-xxxx

Fax Number: ( xxx)- xxx-xxxx

(School Website)

(School Logo will be added by Marketing prior to uploading to website)

## PARENT OBLIGATION 2020-2021

I (We) the parent(s)/guardian(s) of \_\_\_\_\_ have read and agree to abide by the Code of Conduct and the Dress Code of (School Name) I (We) understand that my (our) child is a (School District) student.

**WHEREAS**, in order to provide my (our) child with a unique educational opportunity;

**WHEREAS**, by choosing to enroll my (our) child at (School Name) is a decision of my (our) personal choice and not a privilege;

**WHEREAS**, my (our) desire to enroll my (our) child at (School Name) is premised upon my (our) desire to become an active partner in the education of my (our) child;

**NOW, THEREFORE**, in consideration of the foregoing:

1. As a parent of a student at (School Name), my (our) commitment is to abide by the following resolutions:

- A. To recognize and embrace my role as the primary educator of my child.
- B. To participate in the parenting workshops as provided by the school.
- C. To attend all conferences scheduled with any member of the (School Name) staff.
- D. To participate in the Parent Volunteer Program for 20 hours for the first child and 10 hours for all other additional children. Recording of volunteer hours will be done on PowerSchool by the parent for credit. ½ of the hours must be completed before Winter Break and the second ½ by May 1<sup>st</sup>.
- E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, (School Name) is not responsible for my child's safety. If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to transfer to a school that is more accessible for my child.
- F. To purchase uniforms for my child from the (School Name) approved supplier and ensure that my child is wearing the approved uniform daily.
- G. To supply a lunch, either brown bagged or purchased from the (School Name) approved vendor, each school day for my child.
- H. To be responsible for timely payment of any fees accrued to my account at the school.
- I. To participate in at least one of the many parent groups i.e. PTC, School's Improvement Committee, Fundraising Committee, etc.
- J. To purchase an Agenda Book and Weekly Folder from the approved supplier and sign book nightly.

2. To do the following things to enhance my (our) child's academic growth, I (we) agree to do the following:

- A. To read and use the information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for at least 60 minutes of homework daily.
- D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
- E. To check my child's homework nightly.

As a proud member of the Charter Schools USA family, we believe all parents should have a choice in their child's education, and that all children deserve access to a quality education. We look forward to sharing information with you regarding changes in legislation, or other factors that could impact the educational environment or a parent's right to choose. We may also call upon you to help us communicate the importance of putting students first. To assist with the advocacy of school choice, you agree, by indicating below, to allow for the licensing of your school related demographic data. You may opt out by checking: No \_\_\_\_\_ I do not want to participate. Thank you in advance for your support.

I (we) understand that participation in the school, as defined above, fulfills the mission of the school by enhancing my child's education and the school community as a whole. I (we) understand that such participation is a contractual

obligation to the school and to my (our) child, and that failure or refusal to fulfill this obligation is incompatible with the school's mission. Therefore, a breach of this obligation by you may impact your child's status with the school.

**Signature of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**Acknowledged by:** \_\_\_\_\_

School Official

**Date** \_\_\_\_\_

## **Florida Enrollment Policy**

### **Overview**

The School is committed to enrolling a diverse student population and shall abide by the provisions in the Florida Educational Equity Act, Section 1000.05(2)(a), and Florida Statutes that forbid discrimination on the basis of race, national origin, gender, marital status, ethnicity, or disability.

The School will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. Pursuant to section 1002.33(10)(b) – Eligible Students, the charter school shall enroll an eligible student who submits a timely application unless the number of applications exceed the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random selection process.

Enrollment will also follow 1002.33(15)c, which includes enrolling students according to racial/ethnic balance provisions in 1002.33(7)(a)8. In accordance with 1022.33(10)(d), a charter school may give enrollment preference to populations denoted in its rules and procedures.

In compliance with 1002.33(7)(a)8, the School will endeavor to achieve racial/ethnic balance through the comprehensive marketing plan. The School will focus its efforts on recruiting students in a manner consistent with the racial/ethnic balance of the community it serves or within the racial/ethnic range of other public schools in the same District. This effort will include marketing to underrepresented populations with direct mail, community postings, public service announcements, and the availability of bilingual staff.

Charter Schools Plan (CSP) Grant recipient schools' enrollment policy complies with enrollment procedures and preferences pursuant to Federal, state and contractual guidelines without the use of any further optional "weighted" allowances / opportunities / chances referenced therein.

### **Controlled Open Enrollment**

Controlled Open Enrollment allows a parent to enroll and transport their child to any public school, including charter schools, that has not reached capacity. For more information, please review the Florida Department of Education's website at <http://www.fldoe.org/schools/school-choice/other-school-choice-options/controlled-open-enrollment.stml>.

### **Enrollment Management System**

Charter Schools USA's Enrollment Management System (hereafter EMS) manages all aspects of the enrollment process. Links to the EMS are accessible on the school's website and by contacting the school directly. If a parent does not have access to a computer or to internet, they may contact the school to submit an application.

## Open Enrollment

Prior to a new school's opening, an open enrollment period will be established and published on the school's website. In subsequent years, open enrollment and lottery dates will be established and published on the school's website 60 days prior to the open enrollment start date.

Applications will be accepted each year during an open enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level.

## Lottery Procedures

1. For the purposes of the lottery, the following terms are defined as follows:
  - a. All references to dates are defined to mean the **close of business** on the date indicated.
  - b. Lottery refers to the selection of applicant names by a random, system generated process within the enrollment management system.
  - c. Lottery refers to the process whereby all eligible applicants are assigned a random lottery ID number by the computer-based enrollment system and sorted, by grade, in order of the randomly assigned ID number.
2. All new applicants, including siblings of those already attending the school, participate in the lottery irrespective of preference status.
3. The number of seats available will be determined by the capacity minus the number of students who recommit. This is in compliance with 1002.33(10)(b).
4. Only applications received prior to the end of the open enrollment deadline are eligible to participate in the lottery.
5. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance and complete the online registration process within the designated time. Those not responding within the designated time will have their offer rescinded.
6. Lottery results will be emailed to the address entered in the application as well as posted on your dashboard in the EMS.
7. All applications received after the open enrollment period will be placed at the bottom of the waiting list for that particular program, class, or grade level in the order in which they are received. In the event a lottery priority applies, the application will be placed according to the approved lottery priority hierarchy.
8. A lottery shall be conducted by a school to include all grades in which the number of applicants exceeds the number of expected seats available.
  - A. If the number of applicants is less than the number of seats anticipated to be available, a system generated lottery shall be conducted for that grade and all applicants for that grade shall receive an offer of admission.
  - B. Siblings of applicants in another grade who are offered and have accepted admission based upon the preference established by the rescinded offer **shall** maintain the seat

accepted and the sibling whose offer that has been rescinded shall be considered to have a preference of an applicant with a sibling applying for the same academic year

### **Lottery Priorities**

1. All preference categories shall be published on the school's website prior to the lottery being conducted.
2. All applicants entitled to receive an initial placement preference shall be identified **PRIOR** to the lottery.
3. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.
4. Please note that Federal Law requires immediate enrollment/placement throughout the year of children who are homeless, in new foster care placement, subject to court-ordered change in custody and/or displaced because of an emergency situation.
5. Siblings who are applying for the first time will receive preference only after one of the siblings has received an offer.
6. The following preferences shall be considered:
  - A. Applicant sibling of a currently enrolled student. The attending sibling must be enrolled in either the K-8 or high school system to which the applying sibling is seeking admittance.
  - B. Students of Active Duty military personnel.
  - C. Applicant children of an employee of the charter school. Due to the fact that all staff members at the school level are employed by Charter Schools USA, this preference will extend to the children of all Charter Schools USA employees.
  - D. Applicant child of a: charter board member, charter sponsor employer (charter in the workplace), charter school in a municipality, or other preference established in the school charter application.
  - E. Applicant sibling of an accepted applicant applying for the same academic year.

### **Registration and Enrollment**

Parents will be notified electronically of their child's acceptance. An applicant will have seven (7) calendar days, starting from the date an offer is made, to respond to the offer by either accepting or declining in the EMS. If the applicant fails to respond, the offered seat will be rescinded and offered to an applicant on the waiting list.

Should the applicant decide to accept the offered seat, they will receive an electronic confirmation within 24-48 hours of their response. This communication will contain instructions for completing the enrollment and registration process. Starting from the day of the applicant's acceptance, they will have 14 calendar days to complete the online registration form and provide the required documents. If these specified registration items are not submitted within 14 calendar days, the applicant will lose their seat.

If capacity is not reached after the established open enrollment period, subsequent applications will be accepted and ordered based on the date the application was received and the preferences extended to the applicant. As seats become available, they will be offered to applicants according to this established order until capacity is reached.



**Four Corners Charter School**  
**MSID#49-0863**  
**Mental Health Assistance Plan**  
*Updated May 2021*

*Four Corners Charter School recognizes the connections between mental health and student academic performance. Our teachers help to support mental health in the classroom by being culturally sensitive, creating awareness and supporting students based on their individual needs.*

*Four Corners Charter School is committed to increasing access to mental health supports for its students. Four Corners Charter School’s mental health team guides and monitors this plan’s implementation. Regularly scheduled meetings of the team provide a forum for professional collaboration allowing for student referral considerations and review of interventions and student progress.*

***DELIVERING EVIDENCE-BASED MENTAL HEALTH SERVICES THROUGH A MULTI-TIERED SYSTEM OF SUPPORTS***

**Tier 1: Promotion and Prevention**

For students: Four Corners Charter School’s curriculum will infuse social emotional learning and character education, which may include such topics as self-management, self-awareness, responsible decision-making, relationship skills, and social awareness, as examples.

For staff: Four Corners Charter School’s employees will receive professional development to encourage positive attitudes and competency in mental health and substance abuse awareness.

**Tier 2: Promotion and Prevention Using Small Groups, Embedded Strategies and Targeted Support for Identified Students**

Four Corners Charter School will support students through the use of small groups to teach self-regulation, improve social skills and provide an opportunity for peer mentoring, as some examples. Four Corners Charter School will enter into collaborative partnerships with community mental health providers and agencies. When students are identified as needing additional support, Four Corners Charter School will provide this support or refer students and families to local providers and agencies for targeted mental health interventions.

**Tier 3: Promotion, Prevention and Intervention to Decrease Symptoms**

Four Corners Charter School will secure licensed mental health providers who will work on site to provide evidence-based mental health interventions and services to students requiring individualized, intensive counseling and support. Cognitive Behavioral Therapy (CBT) and Trauma Focused CBT, with a brief solution-based focus, will address affective/emotional, cognitive/thinking-based, and behavioral problems. For students with substance abuse issues, interventions may include a focus on developing and employing coping skills and psychoeducation through the use of *Seeking Safety* to address substance abuse. Students receiving tier 3 interventions will have individual treatment plans, which will be reviewed regularly and adjusted based on progress monitoring data.

***EVIDENCE-BASED MENTAL HEALTH SERVICES FOR STUDENTS WITH ONE OR MORE CO-OCCURRING MENTAL HEALTH OR SUBSTANCE ABUSE DIAGNOSES AND STUDENTS AT RISK OF SUCH DIAGNOSES***

As referenced above, Four Corners Charter School will secure licensed mental health providers, which may include a Board-Certified Behavior Analyst, Licensed Clinical Social Worker and/or Licensed Mental Health Counselor/Substance Abuse Counselor. These professionals will provide evidence-based mental health and substance abuse interventions. At-risk students will be identified using the referral and assessment procedures described below.

***STAFFING OF SCHOOL-BASED MENTAL HEALTH SERVICES PROVIDERS TO REDUCE STAFF-TO-STUDENT RATIOS AND MEET STUDENT MENTAL HEALTH ASSISTANCE NEEDS***

Four Corners Charter School will secure licensed mental health providers who will work on site for a total number of hours commensurate to a minimum of 90% of the school's mental health assistance allocation to meet the mental health assistance needs of our students. Four Corners Charter School will maximize third-party billing opportunities, through Medicaid and commercial insurance, when applicable, to allow for increased financial resources to allow for expanded provider service schedules and a reduction in staff-to-student ratios.

***STRATEGIES TO INCREASE THE AMOUNT OF TIME STUDENT SERVICES PERSONNEL SPEND PROVIDING DIRECT MENTAL HEALTH SERVICES***

Through Four Corners Charter School's mental health team meetings the school will identify students who are at the greatest need of intervention. Using a multi-tiered system of supports, Four Corners Charter School is able to allocate resources based on student needs. Students who are identified as needing Tier 3 interventions will have the greatest number of touchpoints by student services personnel, followed by those identified as needing Tier 2 supports. Students at the Tier 1 level will benefit from school-wide social-emotional programming and monitoring by their teachers who will receive training on mental health awareness and how to recognize student warning signs. As members of Four Corners Charter School's mental health team,

student services personnel will also participate in discussions regarding students of concern, referrals, intervention, and progress which will further guide how student services personnel will allocate their time. As stated above, Four Corners Charter School will also maximize third-party billing opportunities. Additional funding sources will be sought as well to allow for expanded provider service schedules which will then increase the amount of time student services personnel spend providing direct mental health services to our students.

***CONTRACTS/INTERAGENCY AGREEMENTS WITH LOCAL BEHAVIORAL HEALTH PROVIDERS TO PROVIDE BEHAVIORAL HEALTH SERVICES ON OR OFF THE SCHOOL CAMPUS***

Four Corners Charter School has established an agreement with a local behavioral health provider to support the behavioral health needs of our students. The agreement affords our students the opportunity for assessment, treatment planning, small group and/or individual services, and progress monitoring. The agreement also provides for classroom functional behavior assessments. Additionally, Four Corners Charter School will continue to expand upon its relationships with other behavioral health providers in the community.

***PROCEDURES TO ENSURE TIMELY ASSESSMENT AND TREATMENT***

Four Corners Charter School's licensed mental health provider utilized for Tier 3 intervention records all referrals for school-based assessments in a secure, cloud-based system. The system will populate the 15 day requirement for assessment and the follow up 15 day requirement to initiate school-based services. This system will send notifications to appropriate personnel at benchmarked dates to ensure that these deadlines are adhered to. A report will be run monthly to ensure that no students are out of compliance with these requirements. Students receiving school-based Tier 2 intervention will be referred to student services personnel who will begin working with the student within two weeks of the referral date. If a student or the family is not-responsive after multiple attempts to make contact to initiate consent for assessment and/or service initiation, this will be noted as a means to document any compliance concerns with the timelines. For community-based providers, the collaborative partnership agreement will reflect an understanding that services are to be initiated within 30 days of referral. Assuming that the family signs a mutual consent to allow for information to be shared between the provider and the school, the referral provider will be required to share assessment date and initiation of services date with the mental health liaison as well. The mental health liaison will maintain this information and review it on a monthly basis.

***COORDINATION OF MENTAL HEALTH SERVICES WITH PRIMARY MENTAL HEALTH CARE PROVIDER OR OTHER MENTAL HEALTH PROVIDERS***

Should a parent/guardian of a Four Corners Charter School student share with the school that the student is receiving mental health services outside of the school, the parent/guardian will be invited to share contact information for the student's primary mental health care provider for

the purpose of collaboration and coordination of care. If the parent/guardian signs a release of information form, our mental health team will initiate contact with the external providers to coordinate supports for students.

***STRATEGIES OR PROGRAMS TO: REDUCE THE LIKELIHOOD OF AT-RISK STUDENTS DEVELOPING SOCIAL, EMOTIONAL OR BEHAVIORAL PROBLEMS; DEPRESSIONS; ANXIETY DISORDERS; SUICIDAL TENDENCIES; SUBSTANCE ABUSE DISORDERS; IMPROVE THE EARLY IDENTIFICATION OF SOCIAL, EMOTIONAL OR BEHAVIORAL PROBLEMS OR SUBSTANCE ABUSE DISORDERS; IMPROVE THE PROVISION OF EARLY INTERVENTION SERVICES; AND ASSIST STUDENTS DEALING WITH TRAUMA AND VIOLENCE***

### **Screening/Assessment**

Four Corners Charter School's mental health team will meet regularly to discuss students of concern. Factors to be considered during the discussion will include common at-risk indicators, such as school mobility, attendance history, discipline data, academic history including recent school performance, as well as other factors that may be impacting the student. This process will allow Four Corners Charter School to consider students they wish to refer for Tier 2 and/or Tier 3 interventions. For students in need of these targeted/intensive interventions, additional screening and/or assessment may occur. Examples of instruments may include the CDC's Adverse Childhood Experiences (ACEs) Survey, Beck Youth Inventory, Family Inventory Assessment or others at the discretion of the mental health team.

### **Coordinated System of Care**

Should a parent/guardian of a Four Corners Charter School student share with the school that the student is receiving mental health services outside of the school, the parent/guardian will be invited to share contact information for the student's primary mental health care provider for the purpose of collaboration and coordination of care. If the parent/guardian signs a release of information form, our mental health team will initiate contact with the external providers to coordinate supports for students.

Four Corners Charter School's mental health providers will be required to establish a collaborative partnership with community-based mental health/substance abuse treatment agencies. Should a student require additional or more specialized treatment (psychiatric care, medication management, Baker Act, etc.), Four Corners Charter School will refer to these community-based agencies following their procedures.

All school staff will receive training on mental health awareness and how to identify warning signs of mental health concerns, substance abuse and childhood trauma. Four Corners Charter School has also partnered with a third-party agency which has developed suicide/self-harm protocols for the school to follow, in addition to district required procedures. Training components for

staff includes Four Corners Charter School’s referral process to allow students of concern to be brought to the attention of the school’s mental health team.

Four Corners Charter School's mental health team will meet regularly. At these meetings, the team will discuss students who may be in need of referral utilizing a multi-tiered system of supports as previously described, status updates of students currently receiving interventions, concerns/challenges/successes noted by members of the team, as well as additional actions requiring further follow up.

**PROCEDURES PRIOR TO INITIATING AN INVOLUNTARY EXAMINATION**

Amid a student crisis situation, and prior to initiating an involuntary examination of a student, Four Corners Charter School will contact a mental health services provider or school resource officer/school safety officer who has completed mental health crisis intervention training, inclusive of de-escalation strategies for a student with a developmental disability. The mental health services provider or school resource officer/school safety officer will attempt to verbally de-escalate the student’s crisis situation.

In a student crisis situation, Four Corners Charter School will make a reasonable attempt to contact a mental health professional prior to initiating an involuntary examination, unless the student poses an imminent danger to self or others. This mental health professional (e.g., school employee, contracted provider, community behavioral health provider, mobile crisis response team) may be on site or available via telehealth.

**EXPENDITURES & EXPENDITURE ASSURANCES**

Number of school-based mental health provides funded by the allocation and licensure/certification for each	Board Certified Behavior Analyst: 1 Licensed Clinical Social Worker/Licensed Mental Health Counselor/Licensed Marriage & Family Therapist: 1
Number of community-based mental health providers funded by the allocation and licensure for each	0

Four Corners Charter School estimates that its 2021-2022 Mental Health Assistance Allocation will be \$34,272.90 (based on 1011 students at \$33.90 per student). The following expenditures will be adjusted based on the proportionate share of the 2021-2022 allocation passed through by the School District of Osceola County. Four Corners Charter School’s estimated breakdown of expenditures is as follows:

Estimated Costs for Board Certified Behavior Analyst	\$3,084.56
Estimated Costs for Licensed Clinical Social Worker/Licensed Mental Health	\$27,761.05

Counselor/Licensed Marriage & Family Therapist	
Estimated Indirect/Administrative Costs	\$3,427.29
Estimated Total Expenditures	\$34,272.90

Four Corners Charter School provides assurance that 100% of the Mental Health Assistance Allocation funds will be used to expand school-based mental health care; train educators and other school staff in detecting and responding to mental health issues; and connect children, youth and families with appropriate behavioral health services. Four Corners Charter School provides assurance that Mental Health Assistance Allocation funds do not supplant other funding sources or increase staff salaries or provide staff bonuses.

Four Corners Charter School’s mental health providers will maximize use of other sources of funding to provide school-based mental health services. Four Corners Charter School will seek Medicaid and commercial insurance reimbursement, when applicable, for allowable expenditures with appropriate parental consent. Four Corners Charter School may also research additional opportunities for funding, such as grants.

**PROGRAM IMPLEMENTATION AND OUTCOMES**

Number and ratio of FDOE-certified or licensed, school-based mental health services providers secured by Four Corners Charter School	2 licensed, school-based mental health service providers 0.43 FTE
--	--

Four Corners Charter School's mental health team will utilize a recording system to maintain and track data for the following indicators:

- Number of students who received mental health screenings or assessments
- Number of students referred to school-based mental health services providers
- Number of students referred to community-based mental health services providers
- Number of students who received school-based interventions, services or assistance
- Number of students who received community-based interventions, services or assistance

This data will be reported to the state annually by September 30<sup>th</sup> of each year.

\_\_\_\_\_  
Denise Thompson, Principal  
Four Corners Charter School

\_\_\_\_\_  
Clarence Thacker, Board Chairperson  
Four Corners Charter School, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# 2021-2022 Meeting Calendar

## Four Corners Charter School Board Meeting Calendar 2021-2022

**July 2021: No Meeting**

**August 2021:**

- August 3, 2021
- School District of Osceola County
- 2:00 pm

**September 2021: No Meeting**

**October 2021:**

- October 5, 2021
- School District of Osceola County
- 2:00pm

**November 2021: No Meeting**

**December 2021: No Meeting**

**January 2022: No Meeting**

**February 2022:**

- February 1, 2022
- School District of Osceola County
- 2:00 pm

**March 2022: No Meeting**

**April 2022: No Meeting**

**May 2022:**

- May 3, 2022
- School District of Osceola County
- 2:00 pm

**June 2022:**

- June 7, 2022
- School District of Osceola County
- 2:00 pm

\*dates subject to change  
\*Minimum of 4 board meetings required