



Board of Directors' Meeting

**Tuesday, August 20, 2019
2:00 PM**



Four Corners Charter School, Inc.

Tuesday, August 20, 2019 | 2:00pm
School District of Osceola County
817 Bill Beck Blvd.
Kissimmee, FL 34744



Board Meeting Agenda

Call to Order

Roll Call

- I. Administrative**
 - Approval of Board Meeting Minutes July 11, 2019

- II. CSUSA Strategic Priorities Reports**
 - 2019 School Grade
 - Safety and Security
 - Master Security Plan

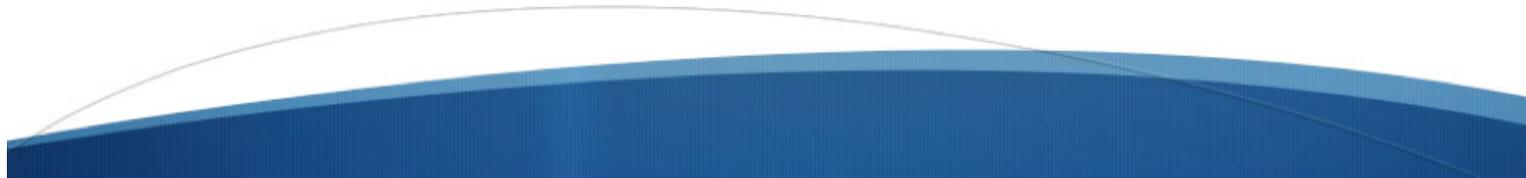
- III. Financials**
 - CSUSA FY19 Review
 - CSUSA FY20 Budget Review
 - Osceola 4th Quarter Financials
 - FY19 Budget Amendment 3
 - Osceola FY20 Final Budget

- IV. Old Business**
 - Parent Student Handbook

- V. New Business**
 - Parent Facilitator Appointment
 - Out of Field Waivers

- VI. Public Comments**
- VII. Adjournment**

◀ **Next Meeting: October 8, 2019** ▶



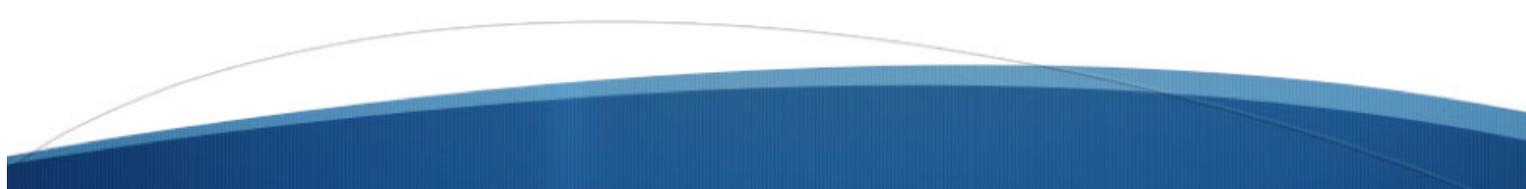
Section Cover Page



I. Administrative

- Informational
- For Discussion
- For Action

Notes:



BOARD MEETING MINUTES

Name of Foundation: Four Corners Charter School, Inc.
Board Meeting: Thursday, July 11, 2019
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.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
July 11, 2019	1:02pm	1:22pm	August 20, 2019	2:00 PM	R. Weaver
Meeting Location:					
School District of Osceola County: 817 Bill Beck Blvd, Kissimmee, FL 34744					

Attended by:	
Board Members: Teresa Castillo, Director Jim Miller, Director Tim Weisheyer, Director – 2:22 p.m. Absent: Clarence Thacker, Chairman Marc Dodd	Other Attendees: Rita Weaver Governing Board Manager – CSUSA Joe Childers, Assistant Principal

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 1:04 p.m. with a Call to Order by Director Tim Weisheyer. Roll call was taken, and quorum established.

I. ADMINISTRATIVE

Mental Health Plan and Policy

- The Board discussed the Safety and Security requirements of the SB7030 legislation recently enacted.
- The board asked for a special safety meeting and discussion to occur prior to the finalization of the Security plan. Rita Weaver will coordinate with Chairman Thacker to schedule.
- The board reviewed the Mental Health Plan presented.

MOTION: Motion was made by Jim Miller and seconded by Tim Weisheyer to approve the Mental Health Plan and Policy for Four Corners Charter School, Inc., as presented. Motion was approved unanimously. (3-0, 2 absent.)

II. CSUSA REPORTS

- There were no CSUSA Reports.

III. FINANCIALS

- There were no Financials.

IV. OLD BUSINESS

- There was no old business.

V. NEW BUSINESS

- There was no new business.

VI. PUBLIC COMMENTS

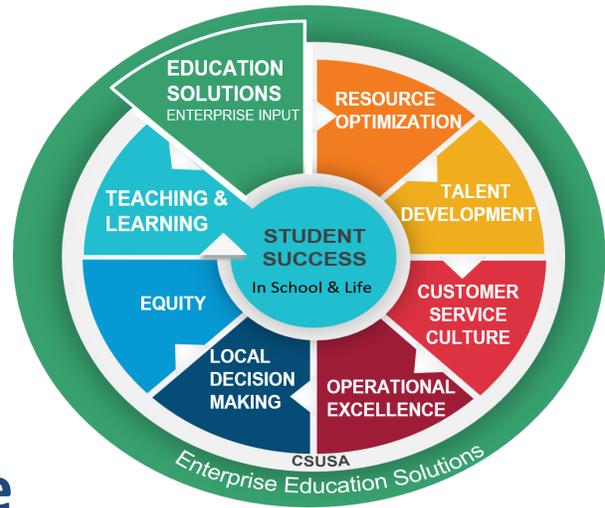
- There were no public comments.

VII. ADJOURNMENT

**Director, Tim Weisheyer adjourned the Four Corners Charter School, Inc. Board Meeting at 1:22 p.m.
July 11, 2019**

Clarence Thacker, Chairman

Date: _____

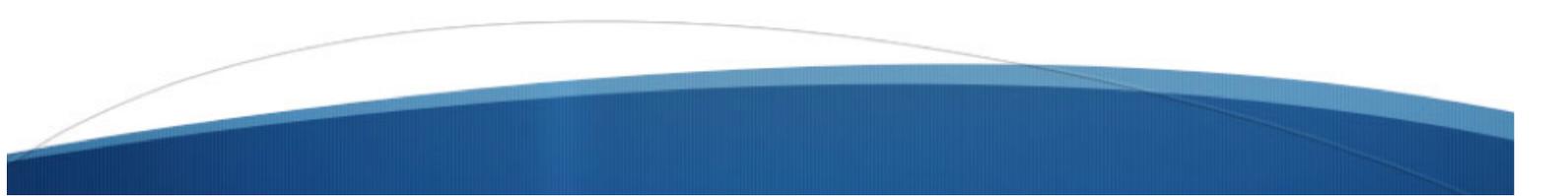


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II. CSUSA Strategic Priorities Reports

- Informational
- For Discussion
- For Action

Notes:



Defining Moments Florida 2019

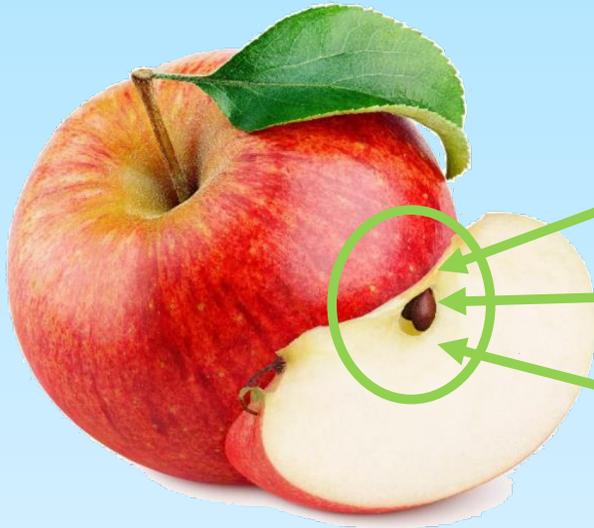


Dr. David Christiansen
Chief of Schools

Defining Moments for CSUSA: Students First



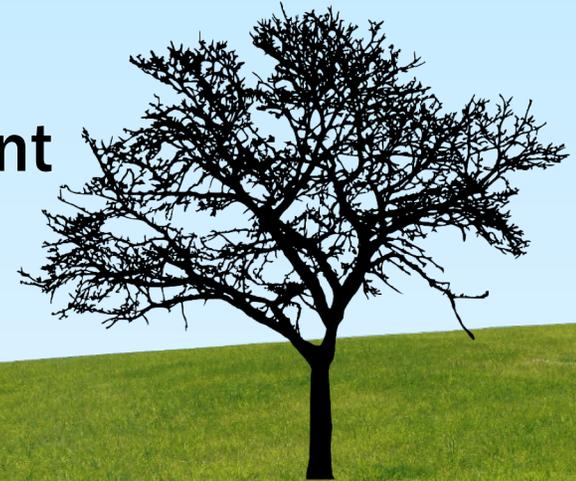
***Defining Moment* for the Company: In 1997, this company started from a DNA centered around:**



Putting Students First

High Expectations

Better & Different Model



Our **MISSION**

CSUSA provides world-class educational solutions with:

- An unwavering dedication to **STUDENT SUCCESS**
- An unyielding commitment to sound and ethical business practices

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

Our **VISION**

CSUSA will have a dramatic impact on the world's next generation:

**CHANGING LIVES,
LEAVING A LEGACY**

Our brand will be the standard by which quality is measured in education.

Our **CORE VALUES**

PASSION

PURPOSE

INTEGRITY

GRIT



Educational Innovation in the Future

2020



2030 Job Skills

1. Complex Problem Solving
2. Critical Thinking
3. Creativity
4. People Management
5. Coordinating with Others
6. Emotional Intelligence
7. Judgement and Decision Making
8. Service Orientation
9. Negotiation
10. Cognitive Flexibility

1. Complex Problem Solving
2. Critical Thinking
3. Creativity
4. People Management
5. Coordinating with Others
6. Emotional Intelligence
7. Judgement and Decision Making
8. Service Orientation
9. Negotiation
10. Cognitive Flexibility
11. Adaptability
12. Initiative and Entrepreneurship
13. Social Intelligence
14. New Media Literacy
15. Virtual Collaboration

Defining Moment for our Future: **CSUSA** Strategic Priorities for Continuous Improvement

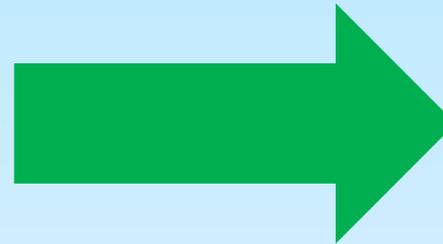
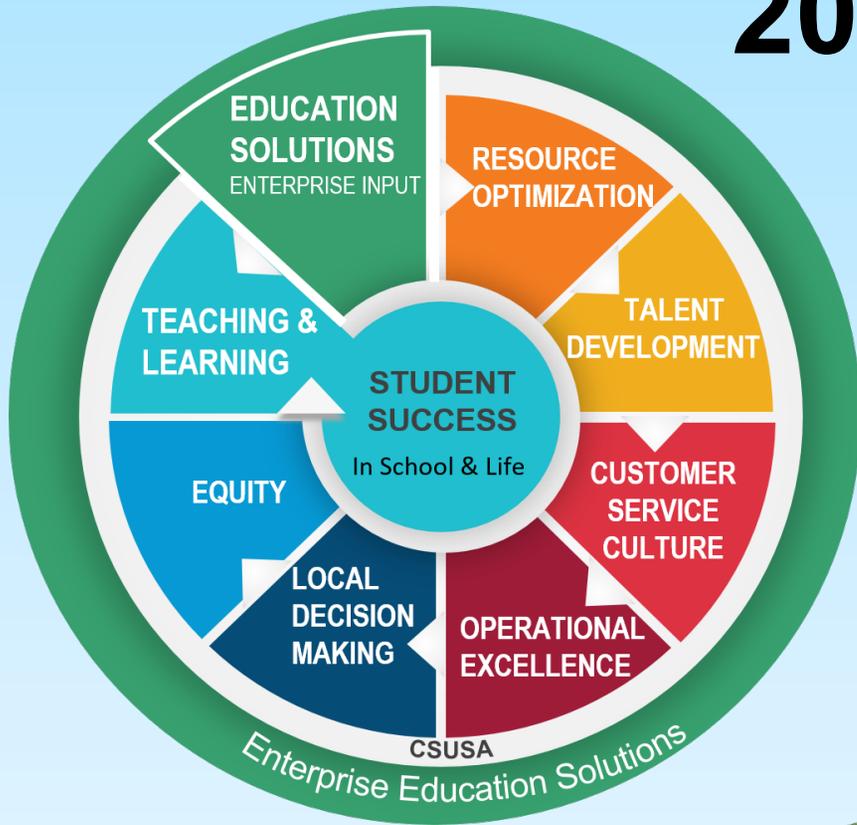


Defining Moments in Florida



- In 2019 82% of CSUSA Florida schools were rated at high performing status (A or B rated) up from 66% in 2018.
- For the first time since 2012, CSUSA Florida schools as a network/district is “A-rated” according to the Florida DOE method to determine district-wide grades.
- For 2019, CSUSA Florida schools improved 17 points in the area of Middle School and High School Acceleration.
- 100% of CSUSA Florida schools earned an A, B or C rating.

Defining Moments 2019-2020



All
A & B
Schools
in Florida

Math School Grade Results

*CSUSA &
State Avg.

		Math		
		Prof	LG	LG - 25%
2019	CSUSA	60	60	53
	Florida	60	59	50
District School Grade Performance	BROWARD	61	59	45
	CLAY	66	60	49
	COLLIER	66	59	51
	DADE	62	58	47
	DUVAL	58	57	46
	HILLSBOROUGH	56	57	44
	LEE	59	60	49
	LEON	62	59	43
	MANATEE	61	61	51
	ORANGE	57	57	45
	OSCEOLA	50	52	43
	PALM BEACH	63	60	46
	PASCO	60	60	44
	ST. LUCIE	52	52	45
Avg. advantage:		+1	+2	+7

- As a district, CSUSA exceeded Learning Gains Among the Lowest Quartile in every district in which we operate.
- Learning Gains exceeded the state and all but one district in which we operate.



ELA School Grade Results

*CSUSA &
State Avg.

		ELA		
		Prof	LG	LG - 25%
2019	CSUSA	59	60	56
	Florida	57	57	51
District School Grade Performance	BROWARD	60	57	45
	CLAY	63	58	47
	COLLIER	60	55	43
	DADE	61	58	47
	DUVAL	50	52	43
	HILLSBOROUGH	55	55	43
	LEE	55	54	42
	LEON	58	54	40
	MANATEE	53	54	47
	ORANGE	56	55	44
	OSCEOLA	52	53	45
	PALM BEACH	59	57	47
	PASCO	57	55	46
	ST. LUCIE	53	54	46
Avg. advantage:		+3	+5	+11

- As a district, CSUSA exceeded Learning Gains and Learning Gains Among the Lowest Quartile in every district in which we operate.
- CSUSA-FL exceeded the proficiency in ELA in a majority of the districts in which we operate.



Science School Grade Results

*CSUSA & State Avg.

		Science
		Prof
2019	CSUSA	51
	Florida	55
District School Grade Performance	Broward	55
	Clay	68
	Collier	61
	Dade	58
	Duval	54
	Hillsborough	56
	Lee	53
	Leon	57
	Manatee	54
	Orange	60
	Osceola	54
	Palm Beach	59
	Pasco	59
	St. Lucie	58

-6

District	5			8			Biology		
	2018	2019	18 to 19 Difference	2018	2019	18 to 19 Difference	2018	2019	18 to 19 Difference
CSUSA	49%	48%	-1%	45%	39%	-6%	85%	85%	-1%
Florida	55%	53%	-2%	50%	48%	-2%	65%	67%	2%
Broward	51%	49%	-2%	45%	43%	-2%	63%	68%	5%
Clay	64%	63%	-1%	67%	64%	-3%	90%	72%	-18%
Collier	58%	56%	-2%	56%	52%	-4%	72%	69%	-3%
Dade	56%	53%	-3%	44%	43%	-1%	65%	68%	3%
Duval	56%	49%	-7%	44%	40%	-4%	64%	68%	4%
Hillsborough	52%	51%	-1%	48%	47%	-1%	63%	67%	4%
Lee	52%	50%	-2%	48%	46%	-2%	61%	56%	-5%
Leon	56%	54%	-2%	49%	44%	-5%	69%	70%	1%
Manatee	49%	48%	-1%	45%	45%	0%	72%	69%	-3%
Orange	53%	54%	1%	49%	49%	0%	62%	68%	6%
Osceola	49%	45%	-4%	42%	42%	0%	68%	63%	-5%
Palm Beach	56%	51%	-5%	54%	51%	-3%	68%	69%	1%
Pasco	56%	53%	-3%	53%	54%	1%	66%	68%	2%
St. Lucie	50%	46%	-4%	48%	48%	0%	68%	71%	3%

CSUSA MS Bio:	95%	88%	-7%
FL MS Bio:	90%	91%	1%

Social Studies School Grade Results

*CSUSA & State Avg.

		Soc. Studies
		Prof
2019	CSUSA	80
	Florida	74
District School Grade Performance	BROWARD	72
	CLAY	81
	COLLIER	74
	DADE	74
	DUVAL	71
	HILLSBOROUGH	72
	LEE	68
	LEON	78
	MANATEE	76
	ORANGE	70
	OSCEOLA	72
	PALM BEACH	73
	PASCO	71
	ST. LUCIE	71

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- There was a general improvement in Civics and History Proficiency from 2018 to 2019.
- The CSUSA-FL average Social Studies proficiency is above the state average in all but one district in which we operate.

	Civics			History		
	2018	2019	18 to 19 Difference	2018	2019	18 to 19 Difference
CSUSA	74%	79%	4%	69%	77%	8%
Florida	71%	71%	0%	68%	70%	2%

Acceleration and EOC Results

*CSUSA & State Avg.

		MS Accel	Grad Rate	HS Accel
2019	CSUSA	75	91	52
	Florida	72	91	62
District School Grade Performance	BROWARD	70	84	63
	CLAY	74		
	COLLIER	84		
	DADE	78	85	70
	DUVAL	80	85	77
	HILLSBOROUGH	82		
	LEE	68		
	LEON	73		
	MANATEE	73		
	ORANGE	83		
	OSCEOLA	80	89	49
	PALM BEACH	78		
	PASCO	56		
	ST. LUCIE	78		
		0	6	-13

Math						
		Algebra 1			Geometry	
District	2018	2019	18 to 19 Difference	2018	2019	18 to 19 Difference
CSUSA	79%	83%	4%	83%	91%	8%
Florida	63%	62%	-1%	57%	57%	0%
CSUSA (MS Only)	82%	86%	4%	91%	97%	6%
Florida (MS Only)	90%	89%	-1	95%	95%	0%

Science			
		Biology	
District	2018	2019	18 to 19 Difference
CSUSA	85%	85%	-1%
Florida	65%	67%	2%
CSUSA (MS Only)	95%	88%	-7%
Florida (MS Only)	90%	91%	1%

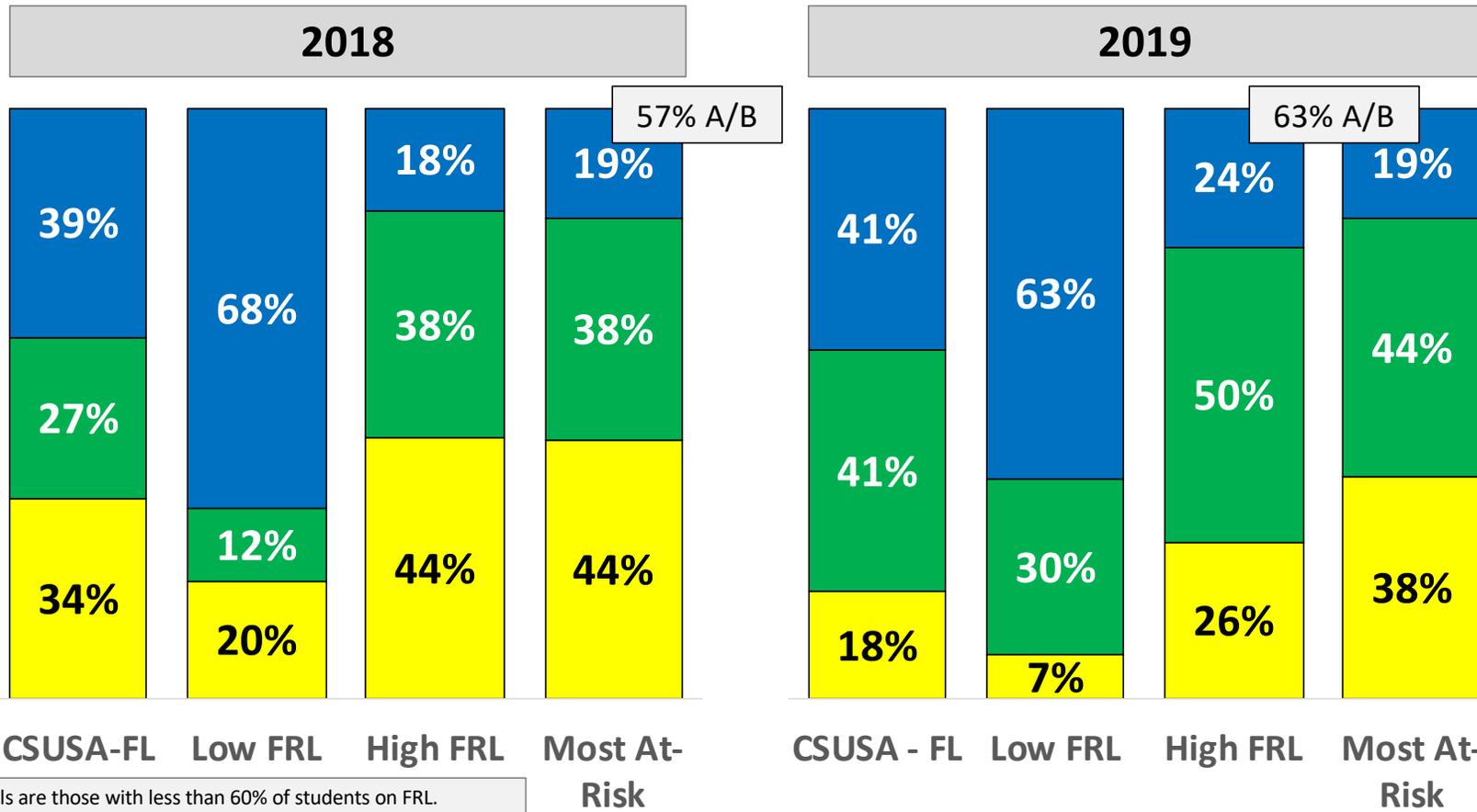
Avg. CSUSA Federal Subgroup Grades 2019

(Averaged across school scores)

All Students	White	Black/African American	Hispanic	Asian	Multiracial	Students with Disabilities	Economically Disadvantaged	English Language Learners
A	A	B	B	A	A	D	B	C
Avg. School Grade Point Gap:		-12	-6	+10	-1	-28	-8	-14

- The federal index adds a component for the progress of ELL students (on WIDA ACCESS) to the grade calculation for all sub-group grades.
- **63% of CSUSA-FL's ELL students are making progress towards English Proficiency**, compared to 62% of ELL students statewide.

Equity – Improvements 2018 to 2019



- **Low FRL** schools are those with less than 60% of students on FRL.
- **High FRL** schools are those with more than 60% of students on FRL.
- **Most At-Risk** schools are those with more than 80% of students on FRL.



Defining Moments: **Becoming a High Performance Team**

1. Clarity - High Expectations

- **“Your Culture is What You Allow”**
- **Pygmalion Effect-People Rise**
- **Stop-Continue-Start**
- **Common Language: Strategic Priorities**

Defining Moments: **Becoming a High Performance Team**

2. Clarity - Value, Support and Resources

- **National to State Team, State Team to Schools**
- **Resource Mapping**
- **Communication (CSUSA Today, State News & Notes)**
- **QUEST 2.0, Ed Model 2.0, & Ed Manual 2.0**
- **CSUSA Master Calendar**
- **Coaching Leaders-Ratios**

Wildly Important Goal 2019-2020

A High Performing Leader in Every School

SMART GOALS:

- 1. Customer Service Culture (Students First) in Every School**
- 2. High Performing Teacher in Every Classroom**
- 3. Academic Identities Clearly Defined at Every School**

Quarterly Accountability Cycles

2019-2020

School Opening | Balanced Budget Evaluation

Successful School Opening

- Readiness for quality instruction
- Highly engaged culture
- Smooth operations
- Teacher & student retention

Balanced Budget

- Over/under enrollment per FTE
- Adjustments to ensure budgets balanced

Aug

Sept

Oct



Nov

Dec

Jan

2019-2020

Mid-Year Review | Continuous Improvement

Mid Year Review

- QUEST 2.0 & master schedule analysis
- Analyze leading indicators across levers of change
- Conduct SWOT analysis
- Project end-year performance

Improvement Planning

- Set enrollment target
- Identify marketing needs
- Develop staffing matrix
- Develop 2020-21 strategic initiatives & determine program/resource changes

2019-2020

Mid-Year Adjustments | Balanced Budget Planning

Mid-Year Adjustments

- Academic crunch time
- Mid-course corrections
- Grant amendments
- Targeted coaching cycles

Balanced Budget Planning

- Finalize enrollment target
- Develop title/grant plans
- Ensure resource optimization based on current assumptions
- Prepare budget for approval

Feb

March

April

2019-2020

End Year Review | Readiness for School

End-Year Review

- Evaluate goal achievement
- Evaluate effectiveness of initiatives & programs
- Conduct participatory stakeholder review

Readiness for School

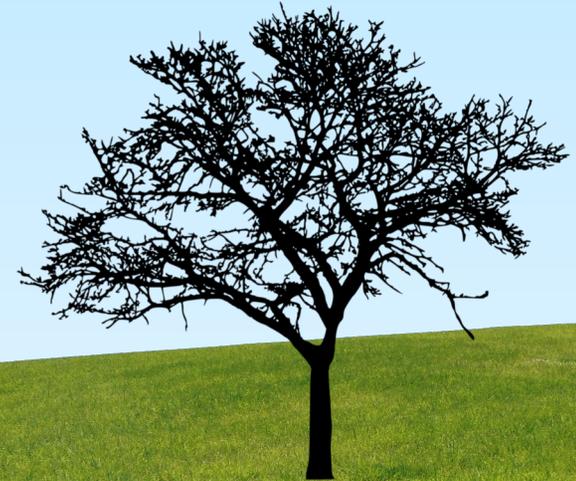
- Draft strategic plan
- Deliver summer trainings & facilitate planning sessions
- Ensure operational readiness

May

June

July

2018-19 State and Federal Accountability Results



State vs. Federal Letter Grades

- Beginning with the 2017-18 school year, the state of Florida calculates two types of letter grades for each school
 - **State Accountability** - has not changed since 2014-15
 - **Federal Accountability** – addition of ELL Progress component and school grade calculated for every sub-group of students in a building



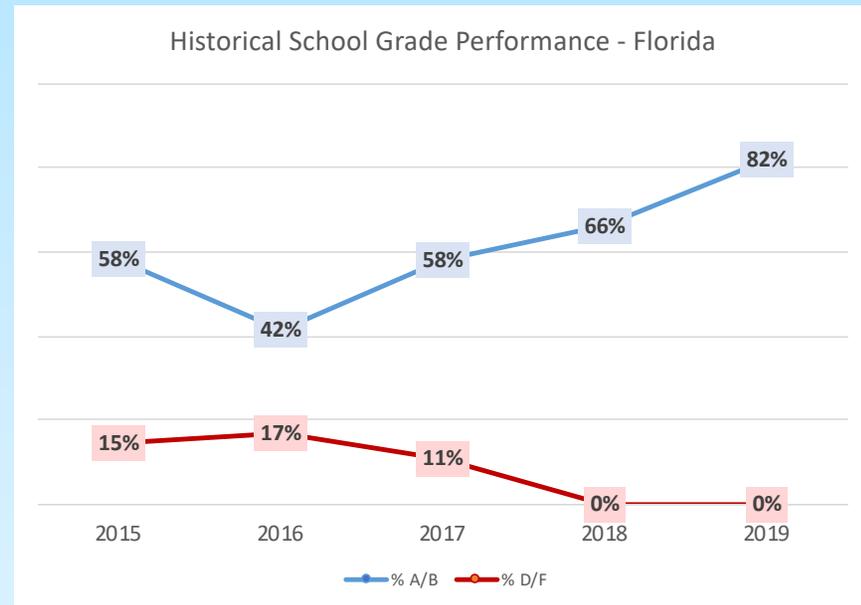
State Accountability Results - CSUSA

- For the second year in a row, 100% of CSUSA schools earned an A, B, or C!

CSUSA schools earned a 17-point improvement from last year.

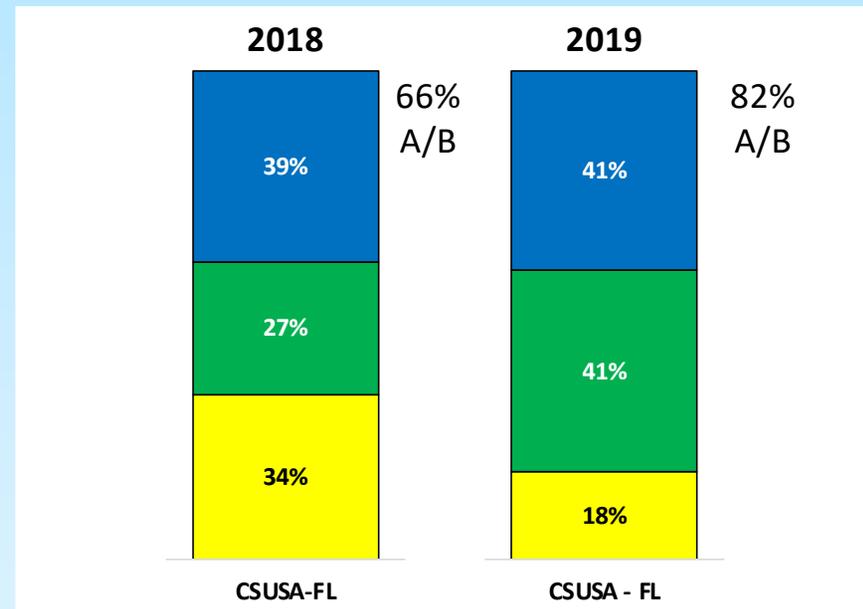
CSUSA schools earned an A, B, or C in the district, 61 schools and 54,000 students would be "A-Rated!"

CSUSA schools earned an A, B, or C in the district, netted a 17-point improvement from the previous year.



State Accountability Results - CSUSA

- For the second year in a row, 100% of CSUSA schools earned an A, B, or C!
- 82% of schools earned an A or B which is significantly improved from last year.



district of schools and 54,000 students would be "A-Rated!"

CSUSA schools have collectively netted a 17-point improvement from the previous year.



State Accountability Results - CSUSA

- For the second year in a row, 100% of CSUSA schools earned an A, B, or C!
- 82% of schools earned an A or B which is significantly improved from last year.
- If **CSUSA-FL** was graded as a district, 61 schools and 54,000+ students would be “**A-Rated!**”



netted a 17-point improvement from the previous year.



State Accountability Results - CSUSA

- For the second year in a row, 100% of CSUSA schools earned an A, B, or C!
- 82% of schools earned an A or B which is significantly improved from last year.
- If **CSUSA-FL** was graded as a district, 61 schools and 54,000+ students would be “**A-Rated!**”
- The largest improvements from 2018 to 2019 were in Middle and High School Acceleration where schools netted a 17-point improvement from the previous year.

	Acceleration	
	MS	HS
2019	75	52
2018	70	41
Growth	+ 5.7	+ 11.3



Board's Results

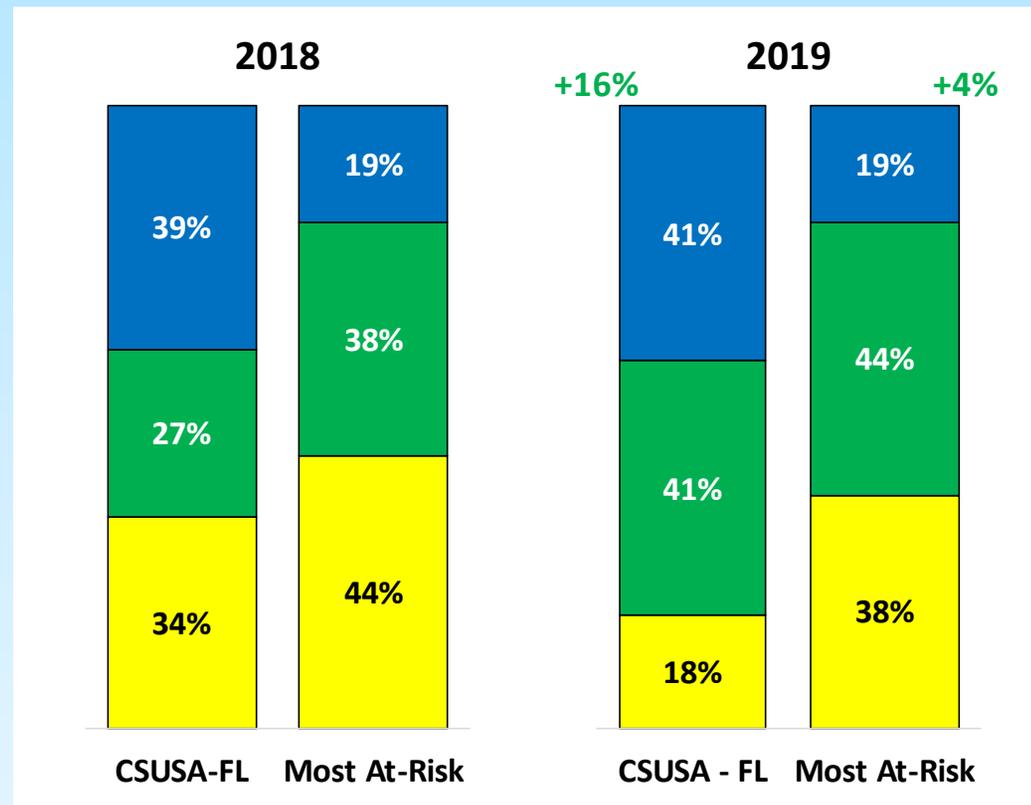
■	Maintained A
↑	Improved 2 or more grades
↑	Improved a letter grade
■	Maintained grade
↓	Dropped 1 letter grade
↓	Dropped 2 or more grades

District	School Name	2015		2016		2017		2018		2019	
Florida											
Osceola	Four Corners Charter School	63	A	46	C	53	C	52	C	58	B



Equity Check – Economically Disadvantaged Students

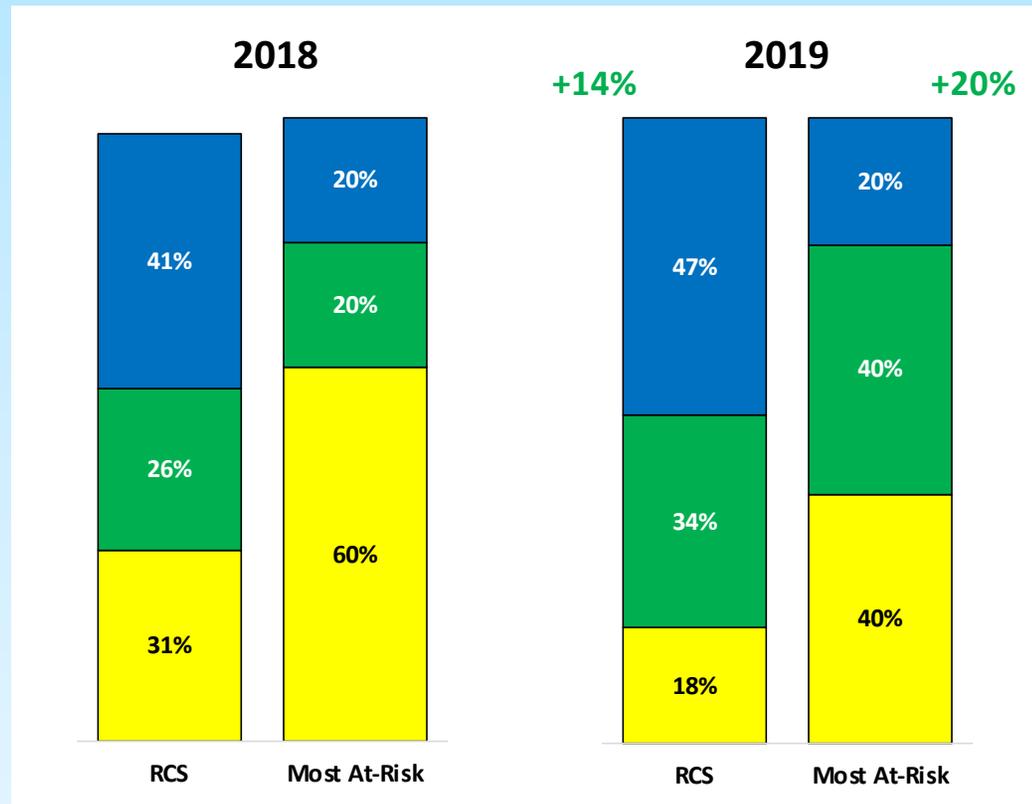
- The average CSUSA-FL school has about 60% of students on Free or Reduced Price Lunch.
- Our most at-risk schools have 80%+ students on Free or Reduced Price Lunch



- Relative to CSUSA-FL, our most at-risk schools did not see the same degree of letter-grade improvements as lower FRL schools from 2018 to 2019.

Equity Check – Economically Disadvantaged Students RCS

- The average RCS, Inc. school has about **64%** of students on Free or Reduced Price Lunch.
- Our most at-risk schools have 80%+ students on Free or Reduced Price Lunch – **26% of RCS, Inc. schools**



- From 2018 to 2019 and contrary to CSUSA-FL, **RCS's most at-risk schools saw a greater percentage of schools making letter grade improvements compared to your full portfolio—most of which have far fewer students on Free or Reduced Price Lunch!**

Avg. CSUSA Federal Subgroup Grades 2019

All Students	White	Black/African American	Hispanic	Asian	Multiracial	Students with Disabilities	Economically Disadvantaged	English Language Learners
A	A	B	B	A	A	D	B	C
Avg. School Grade Point Gap:		-12	-6	+10	-1	-28	-8	-14

- The federal index adds a component for the progress of ELL students (on WIDA ACCESS) to the grade calculation for all sub-group grades.
- **63% of CSUSA-FL's ELL students are making progress towards English Proficiency**, compared to 62% of ELL students statewide.



Board's Results

District Name	School Name	All Students	White
OSCEOLA	FOUR CORNERS CHARTER SCHOOL	B	A

Race/Ethnicity					
Black/ African American		Hispanic		Multiracial	
Grade	Gap	Grade	Gap	Grade	Gap
C	-26	C	-25	B	-18

Special Populations					
Economically Disadvantaged		English Lang. Learners		Students with Disabilities	
Grade	Gap	Grade	Gap	Grade	Gap
B	-22	C	-26	F	-50

*The federal sub-group grades include one additional component for each-- Progress of ELL students. Gap represents the discrepancy in overall points earned between each subgroup and the white student subgroup.

CSUSA Security Update

August 2019

Greatness Starts Here



Objectives

- Progress of Security Enhancements since 2018
- Security & Emergency Management Framework
 - Prevention and Mitigation
 - Preparedness
 - Response & Recovery
- Highlight key requirements outlined Marjory Stoneman Douglas High School Public Safety Act

Security & Emergency Management Framework

Prevention and Mitigation

- School Resource Officer Program
- School Guardian Program
- School Safety Specialist
- School Safety and Threat Assessment Teams
- Security Risk Assessments
- Student Crime Watch Program
- Student Code of Conduct

Preparedness

- Emergency Plans and Procedures
- Training and Drills
- Local Public Safety Agency Collaboration

Response

- Emergency Plans & Procedures
 - Emergency Management Plan
- Douglas High School Public Safety Act Requirement
- Security Executive Council Best Practice-Not a requirement of the Douglas Act

Recovery

- Emergency Plans & Procedures
 - Emergency Management Plan

Code Red Program and Other Classroom Training

- Code Red training occurs at least twice a school year
- Specific training on classroom positioning and monitoring security app
- Opaque coverings on all windows of all classrooms, including something as simple as construction paper
- Hard Corners established in classrooms
- Active Assailant/Shooter Policy developed

Guardian Program

- Provisions of the MSD Law allow county sheriffs to establish a *Coach Aaron Feis Guardian Program*. There are now a total of 30 counties participating in the Guardian Program: Alachua, Baker, Bay, Bradford, Brevard, Broward, Clay, Duval, Escambia, Franklin, Gilchrist, Hendry, Hillsborough, Holmes, Lafayette, Lake, Levy, Madison, Manatee, Marion, Nassau, Okeechobee, Pasco, Pinellas, Polk, Putnam, Sarasota, Suwanee, Taylor and Volusia.

SRO SSO Update

- All schools have contracts for daily SRO or SSO coverage. This is higher than recent published surveys of district schools.
- Some schools have taken the presence of different law enforcement officers on campus as teaching opportunities and incorporate the officers presence in the students daily activities.

Threat Assessment Team

- Each school has adopted a threat assessment team process that will systematically investigate student-made threats to determine apparent risk level of the student of concern. Threat assessment investigations are non-bias and conducted using standardized questionnaires. The purpose of a threat assessment investigation is to determine if a student poses a real danger to the school community or themselves after gathering information from multiple sources.
- Schools undergo annual threat assessment team training (train-the-trainer) annually.
- Numerous schools have conducted threat assessment inquiries this past year on students. To comply with federal and state privacy laws, names of students will not be disclosed. However, the system has proven effective in preventing acts of violence and suicide at CSUSA schools
- All threat assessment cases are securely stored and archived in a data base. Law enforcement and mental health coordinators are provided information related to threat cases at school.

Completed

- ✓ School Resource Officer Policy
- ✓ Emergency Plans & Procedures
- ✓ Emergency Management Plan
- ✓ Reunification Procedure Guidelines
- ✓ Incident Management System
- ✓ Threat Assessment Training and Tool
- ✓ Active Shooter/Assailant Training
- ✓ Crisis Intervention Training
- ✓ Stop the Bleed Training
- ✓ Bullying Prevention/Intervention Training
- ✓ Emergency Communication App
- ✓ Anonymous Reporting Student App
- ✓ Drill Observation Form
- ✓ School Safety and Threat Assessment Teams
- ✓ Security Risk Assessments
- ✓ School Safety Specialists
- ✓ School Guardian Program
- ✓ SRO Program *implemented at most schools

CSUSA has met and exceeded the requirements of the MSD Law

Security & Emergency Management SharePoint Site



CSUSA Support Center

Schools - Home Page

Administrative Sites

Search this site

Security and Emergency Management

Supporting academic success with innovative security and emergency management programs.

- Home
- School Emergency Plans
- Document Resource Library
- External Link Library
- Camera Location Maps
- Training Videos
- Pages

Recent

- SurveillanceTraining
- CamLayouts
- TrainingVideos
- VideoLibrary
- Resource Library
- Site contents

[Active Shooter Resource Library](#)

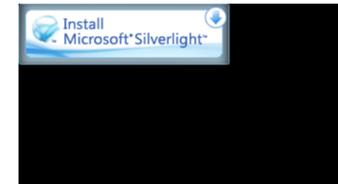
[Active Shooter Preparedness Course Schools](#)



[Active Shooter Preparedness Course Support Center](#)

[Option For Consideration Department of Homeland Security Active Shooter Preparedness Video](#)

New & Note Worthy



On Demand Training

- ✓ [URL](#)
 - [Active Shooter Preparedness & Response - Schools \(Video\)](#)
 - [Active Shooter Preparedness & Response - Support Center \(Video\)](#)
 - [Active Shooter Preparedness and Response \(PDF\)](#)
 - [Emergency Management Plan Overview \(Video\)](#)
 - [Emergency Operating Procedures Overview \(Video\)](#)
 - [Information Security Awareness Training \(Video\)](#)
 - [Reunification Overview \(Video\)](#)
 - [Threat Assessment Guidelines & Process Overview \(Video\)](#)

Document Resource Library

✓ Name Last Reviewed Date Approved

- [Category : Active Shooter \(4\)](#)
- [Category : Emergency Management \(5\)](#)
- [Category : Information Security \(InfoSec\) \(2\)](#)
- [Category : Threat & Vulnerability \(1\)](#)



FOUR CORNERS CHARTER SCHOOL, INC.

MASTER SCHOOL SAFETY PLAN

[Revised: 7/22/2019]

INTRODUCTION

In accordance with Marjory Stoneman Douglas High School Public Safety Act, the following is the Four Corners Charter School, Inc., (“FCCS” or the “Board”) Master School Safety Plan (Safety Plan) for its schools. The Safety Plan, in conjunction with individual school building safety plans and the protocols included in the building-level plans, constitutes the FCCS Safety Plan. The Safety Plan, including each school building-level safety plan, is confidential and exempt from the Florida Public Records Act pursuant to Fl. Stat. Section 119.071(3)(a). This Safety Plan may not be disclosed to any party other than necessary school employees and law enforcement.

FCCS, in partnership with CLPS Consultancy Group, shall annually review this Safety Plan and recommend any changes for the upcoming school year by July 15th of each year. The School Safety Officer (or designee) shall distribute this Safety Plan to school administrators by August 1st of each year.

In addition, each school building principal (or designee) shall, on an annual basis, appoint a Building-level Emergency Response Team, School Threat Assessment Team, and School Medical Response Team. The teams should include, but are not limited to, school administrators, teachers, staff, mental health professionals, school safety officer (SSO/SRO) or School Guardian and law enforcement.

FCCS Shall Designate a School Safety Officer who shall:

1. Review policies and procedures for compliance with state law and rules, including the timely and accurate submission of school environmental safety incident reports.
2. Provide the necessary training and resources to students and school staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active shooter training; and school safety and security
3. Serve as the Board’s liaison with local public safety agencies and national, state, and community agencies and organizations in matters of school safety and security
4. Conduct a school security risk assessment at each FCCS school using the Florida Safe Schools Assessment Tool. Based on the assessment findings, the School Safety Officer shall provide recommendations to the board which identify strategies and activities that the board should implement in order to address the findings and improve school safety and security. Annually, the board must receive such findings and the School Safety Officer’s recommendations at a publicly noticed board meeting to provide the public an opportunity to hear the board members discuss and take action on the findings and recommendations. School Safety Officer shall report such findings and board action to the Office of Safe Schools within 30 days after the board meeting.
5. School Safety Officer shall coordinate with the appropriate public safety agencies, as defined in s. 365.171 that are designated as first responders to a school’s campus to conduct a tour of such campus once every 3 years and provide recommendations

related to school safety. The recommendations by the public safety agencies must be considered as part of the recommendations by the School Safety Officer pursuant to paragraph 4 above.

I. GENERAL PROCEDURES

FCCS will endeavor to work at all times in a spirit of cooperation with local public safety officials to protect students and staff. In an emergency, the Building-level Emergency Response Team will immediately respond. The principal (or designee) shall immediately notify the Florida State Director (or designee) when the team is activated. Local law enforcement and other emergency responders will be notified in accordance with the procedures outlined in the Emergency Management Safety Plans. School leadership will ensure that staff is trained to identify and respond to threats to school safety. School leadership will ensure that staff is trained regarding all safety and accountability procedures. School shall identify the individuals responsible for contacting the primary emergency response agency and the party responsible for notifying CSUSA executive staff for each type of emergency.

A notice shall be posted, in a place readily seen by students, stating that a student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.

Schools shall conduct a campus tour by first responders every three years.

Schools shall install a mobile suspicious activity reporting tool on each student issued mobile device and have the website bookmarked on all computer devices issued to students.

All incidents related to school safety and discipline shall be immediately reported and all disciplinary action required to be reported pursuant to School Environmental Safety Incident Reporting System (SESIR) shall be done in a timely manner.

Model emergency management and emergency preparedness procedures shall be established, including emergency notification procedures for the following life-threatening emergencies:

- Weapon-use, hostage, and active shooter situations. The active shooter situation training for each school must engage the participation of the School Safety Officer, threat assessment team members, faculty, staff, and students and must be conducted by the law enforcement agency or agencies that are designated as first responders to the school's campus.
- Hazardous materials or toxic chemical spills.
- Weather emergencies, including hurricanes, tornadoes, and severe storms.
- Exposure as a result of a manmade emergency.

Schools shall implement a procedure to ensure that upon transfer to a different school, the threat assessment team verifies that any intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services.

a. Emergency Management Safety Plans

Each school building shall have an Emergency Management Safety Plan (EMSP) which will detail procedures to be followed if an incident occurs at a school or occurs outside the school that could impact school safety and security. The EMPS will be reviewed annually by the Board and distributed to all staff. The EMPS contains protocols for various natural and human-caused threats, hazards, and emergencies.

b. Building Information for Public Safety Agency/First Responders

Annually, each school's facilities manager (or designee) shall provide copies of site plans/ floor plans and maps to jurisdictional law enforcement agency and fire department Police and shall document that this was completed and which agencies have copies of the site plans. Access to the campus/buildings will also be provided to first responders, such as building keys or access swipe cards. In addition, each SRO/SSO/Guardian shall be provided a Duty Book when assigned to work at a school.

c. Building-Level Emergency Protocols

Each school shall be guided by the building/campus-specific protocols in its EMSP. The protocols outlined shall be used to respond to natural and human-caused hazards, threats, and emergencies. This includes, but is not limited to:

- Holding students, staff, and visitors at their current locations so short-term emergencies on campus can be dealt with;
- Evacuating students, staff, and visitors to predesignated evacuation staging areas, on and off campus;
- Sheltering students, staff, and visitors from severe weather emergencies or other external hazards;
- Locking-out the school from external hazards, such as dangerous police activities, suspicious persons, or other outside threats;
- Locking-down inside rooms from internal threats, such as an active attacker, shooter, or armed intruder;
- Reunifying students with their parents/guardians during emergency situations;
- Establishing redundant internal and external emergency communication systems, including an anonymous reporting system for students;

- Establishing a chain of command at the school consistent with the National Incident Management System (NIMS);
- Coordinating mental health services to assure that the school has access to federal, state, and local mental health resources;
- Conducting safety drills and other exercises to test elements of the emergency management plan; and
- Securing and restricting access to the campus and/or building, including the roof and a policy identifying who is allowed access to the roof
- A system of emergency mass communication throughout the school
- A campus access policy

d. Daily Measures/Accountability

In addition to the preceding emergency protocols, all staff members are expected to adhere to common sense basic safety measures. These measures must be performed daily by school staff and become part of the “school culture” with the purpose of creating a safe school environment. Required daily safety measures include:

- All authorized staff members will carry their classroom/office keys/swipe cards at all times;
- All staff members will wear a School -issued photo identification badges and/or wear a School -issued shirt displaying the School logo;
- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering. If the door is open, the classroom teacher will remain near the door until it is closed. Classroom doors will remain locked at all times unless the teacher is physically standing at the doorway;
- The principal (or designee) will be notified immediately if anything looks suspicious on campus;
- After the designated start time of the school day, each school will be appropriately secured;
- All visitors must report to each building's designated access control entry point(s), such as a security station before being allowed to proceed further into the building;
- All contractors assigned to work in any building must comply with the Jessica Lundsford Act (Act) and must either undergo a Level 2 background check or be accompanied by

staff while on campus, as appropriate pursuant to the Act . Contractors will receive an identification badge, which must be visible at all times while on campus.

- School Leadership must ensure that all staff are properly trained and empowered to identify threats to school safety; through appropriate infrastructure, communicate threats to mitigate harm to others; and know how to react to threats. Proper documentation must be retained regarding reporting, assessment, and follow-up.

II. PREVENTION AND INTERVENTION STRATEGIES

a. Identification of Sites of Potential Emergency

The School Safety Officer (or designee) in conjunction with local police will identify areas outside of school property which may affect operations during an emergency. Factors that are to be considered include population, presence of hazardous materials, potential for emergency based on national trends, and proximity to school property.

The identification of sites of potential emergency outside of school property will be continuously assessed by local officials in collaboration with the School Safety Officer to ensure emergency plans are current and appropriate. School Safety Officer or designee will conduct a safety and security sweep of the school prior to the commencement of each school day.

b. Identification of School Resources

School resources (i.e. disaster kits) are to be available in each building and stored in accessible locations. Each building will designate a Command Post(s) (CP), where the Building-Level Emergency Response Team can work from during an emergency. The list, which is not meant to be inclusive, requires the following items at each school:

- Copy of school-wide key contact Information and emergency telephone numbers;
- Copy of the Building-Level Emergency Management Safety Plan;
- Building maps, floor plans, and schematics;
- Telephones (landline and cellular);
- Communication capabilities (walkie-talkies, mobile app);
- Battery-operated AM/FM radios (including a weather radio);
- Flashlights (battery operated lighting sources);
- Fax machine, photocopier, computer;
- Student and staff rosters;
- List of students with special needs and specific evacuation plans;
- Information about emergency needs (e.g. students/staff that require medications, vehicular transportation issues, etc.);
- Medical supplies (first aid and trauma kits);
- Clean drinking water (i.e. bottled water) and non-perishable foods; and
- Evacuation Go Bags.

The school will, as appropriate, utilize all available manpower during an emergency. The Florida State Director (or designee) will, as appropriate, call in all available maintenance and custodial staff to provide support during an emergency.

c. FCCS Organizational Chain of Command

The Florida State Director (or designee) shall be responsible for the coordination of resources and manpower during emergencies. If it becomes necessary during an emergency, the Florida State Director will call upon the staff to provide all needed support. In the event that the Florida State Director is not available, the following positions are authorized to make decisions on behalf of the organization:

- Area Directors
- Deputy of Schools
- School’s Counsel

d. Student Transportation Safety

Principal shall ensure that all transported students receive instruction in safe riding practices and rules of conduct and that these safety practices and rules are communicated to parents or guardians.

e. Intervention Strategies

Appropriate prevention and intervention strategies as practiced in each school shall include, but are not limited to, the following:

- familiarization with the campus layout, security personnel and communications system, Non-violent conflict resolution training programs
- Emergency management/threat assessment training programs
- Anti-bullying/harassment programs
- Threat Assessment Team should meet regularly, at least monthly, to review student data (both behavioral and academic) and receive regular training on threat assessments.

The Student Code of Conduct provides for procedures regarding bullying, violence, and harassment and other prohibited student conduct. The Code shall be disseminated to all staff and students by the first week of school. The Code contains procedures to be followed by all school personnel regarding student conduct, reporting of violations, and penalties, procedures and referrals for all inappropriate behaviors as set forth in the Code.

III. CONTACTING LAW ENFORCEMENT

Local first responders are an integral part of the School’s ability to manage crisis situations. The Principal (or designee) shall meet at least annually with respective law

enforcement officials to review current policies and procedures, make recommendations for changes, if any, and plan for building-level training for both law enforcement and school staff. In addition, each principal shall establish a working relationship with local first responders and other security and emergency management professionals to discuss appropriate safety/security policies and procedures, including the reporting of incidents to appropriate authorities.

Jurisdictional police or other emergency responders will be contacted if, the Principal (or designee), deems such outside assistance is necessary. In the event of an ongoing violent incident that threatens the safety and security of staff and students, the principal (or designee) will contact the police for assistance and notify the Florida State Director as soon as practicable. Other than an immediate crisis, actions with regards to contacting law enforcement will depend on the scope and nature of the crisis.

IV. CONTACTING PARENTS/GUARDIANS

In the event of a crisis, or an incident requires an early dismissal of students from school, every effort will be made to notify parents. Principal shall notify the Area Director and as soon as practical, the Area Director (or designee) shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the Code of Conduct and shall be presented clearly and concisely to staff and students each year. When a student is involved in any violent situation, a parent or guardian shall be contacted as soon as practicable.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

V. Physical Building Security

Schools shall provide a physical environment, emergency equipment and supplies, and procedures/policies that school officials, in consultation with the first responders, and other security and emergency management professionals deem appropriate to safeguard the safety of all students, staff, and visitors who lawfully enter school property.

Schools shall install and maintain appropriate signage, room numbers, building security systems, alarms, lighting, emergency communications, and locking systems;

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Visitors will be required to stop at a designated security station before being granted access into the school. Visitors will be required to produce a State issued photo identification. Their information will be entered into a visitor management system before they are permitted to enter the school. Visitors are required to wear a visible visitor badge at all times. Visitors not known to the school will be escorted to/from locations while inside the school. Visitors, such as parents that are known to the school, do not have to be escorted while inside the building after they have been screened by the visitor management system (i.e. Raptor).

- Ongoing visual inspections and systematic maintenance of security systems, alarms, telephone and emergency communications systems, and locking devices will be performed;

- Basic emergency procedures will be posted inside every classroom;
- Unoccupied classrooms, offices, and closets will be secured;
- Gates and/or fences around the school’s perimeter will be secured, unless staffed or monitored by CCTV;
- Schools will store at least one AED on site;
- Schools will store at least ten trauma kits inside the building/campus.

Schools shall have staff, security devices, and training that, in its judgment, are appropriate to safeguard students, staff, and visitors. This may include but not be limited to school resource officers, school safety officers, guardians, security personnel, monitors, aides, and other staff.

VI. Building Safety/Security

a. Staff Development and Student Management Issues

Early detection can eliminate a significant percentage of potential crises. Therefore, school employees shall receive annual training about warning signs and symptoms of violent behavior. Such training shall be organized annually by the Florida State Director (or designee):

- All newly hired crisis intervention staff, that will serve as a member of the Building-Level Emergency Response Team and threat assessment team (such as school psychologists, social workers, and counselors) shall be trained within 15 days of hire.

b. School Safety and Security Training

School shall maintain funds and other necessary resources for periodic multi-hazard training for staff. Training may include procedures for the review and conduct of drills and other exercises to test components of the emergency management plan, and may include the use of tabletop exercises, in coordination with security consultants, public safety agencies which include law enforcement and fire department.

The School Safety Committee at each school shall meet at least four (4) times a year to review building safety issues, including but not limited to physical security issues, procedural questions, building access, sign-in procedures, and site-related issues. The School Threat Assessment Team shall meet monthly as required by Florida State Law.

Other training shall be implemented as follows:

1. Employees

The following training shall be provided to school administrators and staff:

- Crisis intervention training;
- Active assailant /shooter training;
- Stop the bleed training;
- Threat assessment team training;

- Knowledge of school policies related to security training; and
- Training in the use of security devices and procedures as appropriate.

2. Students

- Annual review of the code of conduct prior to beginning school year;
- Annual review of school safety drills prior to beginning school year;
- Classroom and/or assembly orientations on school security-related issues at the beginning of each school year;
- Non-violent conflict intervention and peer mediation; and
- Anti-bullying and cultural diversity and tolerance instruction.

VII. IMPROVING COMMUNICATION AMONG STUDENTS, BETWEEN STUDENTS AND STAFF, AND REPORTING POTENTIALLY VIOLENT INCIDENTS

a. Program to Improve Communication

Programs to improve communication may include, but are not limited to:

- Youth-run programs;
- Anonymous reporting mechanisms for school violence prevention;
- On-premises/local counseling resources; and
- Other programs based on school needs.

Consulting with students and staff, each principal (or designee) shall establish an appropriate mechanism for reporting school violence, threats of violence, suspicious activities, bullying, and harassment. Each threat assessment team shall report quantitative data on its activities to the Office of Safe Schools in accordance with guidance from the office.

Principals (or designee) shall conduct a meeting with all students and staff at the beginning of each school year:

- Inform them that they are expected at all times to conduct themselves in accordance with the Code of Conduct;
- Inform them that they are expected to report all potentially violent incidents to a responsible adult; and
- Inform them that staff will be available to discuss any concerns/problems.

b. Response to Reports of Potentially Violent Incidents

When a student or staff member becomes aware of implied or direct threats of violence by other students, he or she must report the threat immediately to a teacher, principal, the principal's designee, or other responsible adult at the school. The principal (or designee) shall investigate the report and determine if it is necessary to convene the Threat Assessment Team in order to make further inquiries about the threat. At the conclusion of a threat assessment investigation, the principal (or designee) shall consult the Florida State Director (or designee) to determine appropriate management which includes referrals, services and necessary follow up

actions for the student. Disciplinary action, if any, will be in accordance with school policy and state laws.

c. Response to acts of violence

Acts of violence requiring immediate response from building personnel shall be responded to in accordance with protocols found in the Building-Level Emergency Management Plan and once the situation is stabilized, acts of violence involving students shall be subject to processing under the disciplinary procedures in accordance with school policy.

d. Communicating with Media

During a security-related incident at school, all contact with the media will be handled by the Principal at the direction of the public relations firm or by the public relations firm directly. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Florida State Director. Pupils, staff and parents should refer all questions and requests for information to the Florida State Director in order to assure the release of factual and current information.

Appendix A - Safety and Security Standard Operating Procedures

Appendix B - Risk Management School Safety Committees

Appendix C - Facilities School Safety Guide

Appendix A
Safety and Security Standard Operating Procedures

–Safety and Security Solutions and Procedures /School Safety Training and Procedures

In furtherance of the implementation of the Master Safety Plan, the School shall also implement the following digitized program solutions and School Safety Training and Procedures:

Safety and Security Solutions

School Emergency Management Plan Solution

The School Emergency Management Plan Solution is a multiplatform emergency preparedness and planning system. It is a comprehensive digitized program that aligns with the National Incident Management System and meets “best practice” standards for the all-hazards approach necessary to protect schools. The emergency management plan is customized for each school environment and allows authorized school administrators the ability to coordinate the essential components involved in emergency planning, training, and drilling. It includes school-specific emergency response procedures, designation of school safety teams, critical contact information, and other relevant information, such as floor plans, maps, and key documents.

The principal (or designee) shall update the digital plan as appropriate by August 30th of each year. All safety meetings, training, and drills must be logged into the digital plan by the principal (or designee) throughout the school year.

School Threat Assessment Solution

The School Threat Assessment Solution is a multiplatform threat assessment and management system designed to assist the school threat assessment team when investigating a student of concern. When a student or staff member becomes aware of implied or direct threats of violence by other students, he/she must report the threat immediately to the principal, assistant principal, or school dean. The principal (or designee) shall determine if it is necessary to convene the threat assessment team in order to make further inquiries about the threat. Each school has adopted a threat assessment team process that will systematically investigate student-made threats to determine apparent risk level of the student of concern. Threat assessment investigations are non-bias and conducted using standardized questionnaires. The purpose of a threat assessment investigation is to determine if a student poses a real danger to the school community or themselves after gathering information from multiple sources.

School employees that are members of the school threat assessment team are required to complete the digital threat assessment team training course by August 30th of each year. Newly hired employees – that will be assigned to the threat assessment team - are required to complete the digital threat assessment team training course within 15 days of hire. The principal (or designee) will manage the threat assessment program. They are responsible for providing

members of the threat assessment team access to the digital training and ensuring they complete the training in a timely manner. If the school threat assessment team is activated and performs a threat assessment investigation, the principal (or designee) shall notify the Florida State Director (or designee) to inform them that a threat case was opened on a student of concern. The principal can start a threat assessment investigation if they deem it necessary without contacting the Florida State Director in advance. At the conclusion of a threat assessment case, the principal should consult with the Florida State Director (or designee) to discuss the appropriate post-assessment management of the student of concern. Disciplinary action, if any, will be in accordance with school policy. The principal – and threat assessment team - should use the threat assessment software tool when conducting threat assessments. Reports of potentially violent incidents shall be shared with local law enforcement as soon as possible.

School Emergency Preparedness Training Solution

The School Emergency Preparedness Training Solution is a multiplatform digital training system. The app works across multiple platforms, including iOS, Android, and Windows, and is designed to provide school employees essential professional development training related to school safety. Topics covered in the training modules include: Crisis Intervention, Emergency Response, and Active Shooter/Assailant Preparedness.

School employees are required to complete the digital training by August 30th of each year. Newly hired employees are required to complete the training within 15 days of hire. The principal (or designee) will manage the training system. They are responsible for providing their staff access to the digital training and ensuring they complete the training in a timely manner.

TAP App Emergency Communication Solution

The TAP App Emergency Communication Solution is a multiplatform hazard and threat management crisis communication system. The app works across multiple platforms, including iOS, Android, and Windows. TAP App serves two main functions related to school safety: *TAP App Security* - designed to assist schools at responding to, mitigating, and managing emergency situations. This includes both natural and human-caused incidents. TAP App Security is customized for each school environment and allows school employees and other key stakeholders that work at the school the ability to communicate horizontally and in real-time during emergencies. *TAP App Student* - designed to provide students with an up-to-date means for reporting behavior that is deemed suspicious and/or threatening. The anonymous student reporting function provides students a voice, so school officials can prevent tragedies and provide early intervention services to students in need.

School employees are required to participate in the TAP App Security program. School employees must download the app from the appropriate app store and create an account. School employees will maintain the app on their mobile devices and/or classroom computers. School employees must watch the TAP App Security Training video by August 30th of each year to familiarize themselves with the app and its end user features. Newly hired employees are required to watch the training video within 15 days of hire. Any school employee can initiate a lockdown through the TAP App system if there is an imminent threat, such as an active

shooter/assailant or armed threat. School employees are permitted to possess their mobile phones during the school day to be used during emergency situations.

Access to TAP App Student can be offered to students in 5th Grade and above. School administrators at each school will determine the appropriateness for students accessing the anonymous reporting app on a student-by-student basis. School administrators should reference the document entitled, "TAP App Student Implementation Procedures" before implementing the student app at their school.

TAP App Student Implementation Procedures

Introduction

TAP App Student is part of the TAP App Emergency Communication Solution designed to provide up to date means for reporting behavior that is deemed suspicious and/or threatening. In keeping with most anonymous reporting systems, TAP App Student provides students a voice so you can safeguard your school through a variety of means. The system allows for customizable incidents based on type, location, etc. Data is easily uploaded, tracked and back-ended to school management.

For students: Reports are kept confidential and securely stored so that students can feel secure in standing up for themselves and their peers without risk of reprisal.

For Administrators: They can view, track, and respond to reports for early intervention and safety.

Anonymous Student Reporting Procedures

While school safety is greatly augmented by the variety of physical and technical procedures, policies and measures presently underway, it should be remembered that true security and safety is achieved by implementing efforts that integrate a host of social learning through emotional positive behavior, mental health, academics and an environment that fosters comprehensive school safety in conjunction with personal involvement and accountability. This is why, while FCCS recognizes the responsibility placed upon our faculty and staff with the care of our students, it is critical to recognize that everyone plays a vital role in school safety. Students, staff, parents and the community are encouraged to be observant and let an adult know if they see or hear something that makes them feel uncomfortable, nervous or frightened, and especially if they hear threats of dangerous behavior. TAP App Student is designed for just such involvement focused primarily upon the student body. The Board through CLPS shall commence rollout of the TAP App Student program and initiate the following procedures.

Letter to Parents: FCCS should notify parents that the program will be part of their school's safety and security profile. Parents should be made aware, generally, of the guidelines and procedures FCCS has implemented to ensure safety at their children's school and that their concerns and questions are being addressed and that transparency of risk mitigation efforts is paramount.

Training for Faculty: Faculty, administrators and staff should be trained on the TAP App Student program and these efforts should be coordinated with local police and/or the SRO on site.

Training for Students: FCCS will encourage its schools to promote the TAP App Student program. It should be emphasized at the beginning of each school year and at the start of the midpoint of the year as well. Students should be reminded that they have an obligation to themselves and to their classmates to bring information about dangerous situations to adults at the school so that we can respond quickly and appropriately to protect their safety. The safety and well-being of their friends and classmates are more important than the issue of tattling. They should also be made expressly aware that they will not get into trouble and that the program is entirely anonymous.

Training for Parents: FCCS should coordinate with school guidance counselors, SROs/local police and/or mental health professionals to provide parents with an understanding of both the App and their role. The latter should include simple items such as:

Reassure children that they are safe. Emphasize that schools are very safe. Let children talk about their feelings, help put them into perspective, and assist them in expressing these feelings appropriately.

Make time to talk. Children and youth do not always talk about their feelings readily. Remind parents and staff how important it is to maintain open communication with children.

Review safety procedures. This should include procedures and safeguards at school and home. Help children identify at least one adult at school and in the community to whom they talk with if they feel threatened or at risk.

Remind your child. Students have an obligation to themselves and to their classmates to bring information about dangerous situations to adults at the school so that the school can respond quickly and appropriately to protect their safety.

Social media. Remind parents and students that they can help make our schools safer, by not passing along rumors they hear to their neighbors or friends; but, instead, reporting them to a school administrator who will then investigate and turn it over to the police, if necessary. Please refrain from posting perceived campus safety issues or shortcomings on social media. This activity has the potential to place our children and staff at unnecessary risks.

Speak Out. If your child has a smart device, please encourage your children to download App.

These are but a few factors that CSUSA should consider during the rollout phase of the TAP App Student Anonymous Reporting program. It lends another layer to school safety and security and with proper basic training and familiarization, can offer additional safety for schools while making students also aware and involved in their well-being.

School Safety Training and Procedures

Undergoing safety training is a proven and effective way to create and maintain safer and more secure learning environments. School employees should receive training on a variety of natural and human-caused threats, hazards, and emergencies.

In addition to Crisis Intervention, Emergency Response, and Active Shooter/Assailant Preparedness Training, provided to employees digitally, the following is a list of training topics certain school employees should receive: Stop the Bleed Training, First Aid/CPR/AED Training, Bullying Prevention Training, Threat Assessment Team Training, and Situational Awareness Training.

Access Control and Visitor Screening

In order to maintain a safe school environment, it is important that school officials (and security personnel) monitor and manage who is on school property and who is granted access to enter the school building.

Schools will perform access control and visitor screening.

Access to the Campus:

Vehicular Monitoring: Vehicles will be required to enter campus through designated roadways that are monitored. Vehicles will be monitored remotely by a security officer (or another designated employee)

Access to the Building:

Visitor Screening – visitors will be required to stop at a designated security station before being granted access into the school. This could include a secure vestibule inside the main entrance (or other designated entrance) where a visitor is screened by a front office worker (or another designated employee). Visitors will be required to produce a State issued photo identification. Their information will be entered into a visitor management system before they are permitted to enter the school. Visitors are required to wear a visible visitor badge at all times. Visitors not known to the school will be escorted to/from locations while inside the school. Visitors, such as parents that are known to the school, do not have to be escorted while inside the building after they have been screened by the visitor management system (i.e. Raptor). The visitor screening area will be equipped with a CCTV / Buzz-in system that is controlled from inside the building.

Police, security, or other designated employees will make random checks around the campus.

School Safety Drills

Performing safety drills is a proven and effective method of maintaining a state of readiness at school. Natural and human-caused threats, hazards, and emergencies can occur quickly and sometimes with little or no warning. Therefore, school employees should practice for emergencies in advance. Performing drills provides employees the opportunity to become better prepared for emergency situations.

Schools will conduct a variety of safety drills annually. These safety drills will include:

Evacuation Drills- everyone is to exit the building and stage at pre-designated evacuation staging areas. Common reasons for evacuation include but are not limited to: Fires, Gas Leaks, Bomb Threats, Other Internal Hazards. Ten (10) evacuation drills are required annually.

Lockdown Drills - everyone inside the building is to secure themselves inside rooms, lock the door, and move out of the line of sight from the hallway (i.e. safe spot). If you are outside the building, everyone is to move to pre-designated evacuation staging areas. Common reasons for lockdown include but are not limited to: Active Shooters, Active Assailants, Armed Threats. Five (5) lockdown drills are required annually.

Shelter Drills - everyone is to move to pre-designated sheltering areas inside the school. Common reasons for shelter include but are not limited to: Severe Weather, Tornados, External Threats. Two (2) shelter drills are required annually.

Lock-Out Drills - everyone that is outside is to re-enter the building. All outdoor activities are suspended. Business as usual inside the school. Common reasons for lock-out include but are not limited to: Dangerous Police Activities, Homeland Security Threats, Other External Threats. Two (2) lock-out drills are required annually.

Hold Drills - everyone is to remain at their current location and await further instructions from administration. Common reasons for hold include but are not limited to: Medical Emergencies, Facilities Failures, Students Fighting, Disorderly Persons, Other. Two (2) hold drills are required annually.

Re-Unification Drill - students will be released to their parent/guardian or other authorized person. Common reasons for re-unification include but are not limited to: Early Dismissals, Incidents Where it is Unsafe to Re-Enter the Building, Other Hazards. One (1) re-unification drill is required annually.

If the State requires additional drills, other than those listed above, the school must perform such required drills. If the State requires fewer drills than listed above, the school must still perform the drills listed above.

All drills should be scheduled in advance and documented in the emergency drill section of the emergency management plan.

Physical Building Security

The school shall provide a physical environment, emergency equipment and supplies, and procedures/policies that school officials, in consultation with the first responders and other security and emergency management professionals judge appropriate to safeguard the safety of all students, staff, and visitors who lawfully enter school property.

The school shall install and maintain appropriate signage, room numbers, building security systems, alarms, lighting, emergency communications, and locking systems.

Ongoing visual inspections and systematic maintenance of security systems, alarms, telephone and emergency communications systems, and locking devices will be performed.

Basic emergency procedures will be posted inside every classroom.

Unoccupied classrooms, offices, and closets will be secured.

Gates and/or fences around the school's perimeter will be secured, unless staffed or monitored.

Schools will store at least one AED on site.

Schools will store at least ten trauma kits inside the building.

Contacting Law Enforcement

Local first responders are an integral part of the school's ability to manage crisis situations. School shall make every reasonable effort to maintain good working relationships with local emergency responders.

The principal (or designee) shall meet at least once annually with respective law enforcement officials to review current policies and procedures and plan for emergencies.

Jurisdictional police (or other emergency responders) will be contacted if, in the opinion of the principal (or designee), such outside assistance is necessary. In the event of an ongoing violent incident that threatens the safety and security of staff and students, the principal will contact the police for assistance and notify the Florida State Director (or designee) as soon as practicable. Other than an immediate crisis, actions with regards to contacting law enforcement will depend on the scope and nature of the crisis.

Any school employee can initiate a lockdown if there is an imminent threat, such as an active shooter/assailant or armed threat. Directly contacting law enforcement by any means available from anywhere on campus is authorized during imminent threats.

Lockdown and Classroom Hard Corners

During an active assailant/shooter or armed threat situation, it is imperative that school employees take swift and appropriate actions to protect themselves and others entrusted to their care. The best way to protect yourself from an active assailant/shooter or armed threat is to create Time, Distance, and Shielding between you and the threat. In situations where it is not practical (or safe) to runaway and/or escape, school employees must know how to quickly lockdown a classroom and protect themselves and their students from an internal threat.

Classroom teachers will mark-off a "safe spot" inside their classroom if possible. This is done by placing visible tape on the floor that will allow people inside the classroom to know where to assemble during a lockdown so they are not visible to someone looking into the classroom from the hallway.

During a lockdown, staff members will: ensure the classroom door is secured/locked (doors should remain locked during the school day). Move everyone to an area of the room that is out-of-the-line-of-sight from someone looking into the room from the hallway (this is known as a safe spot or hard corner). If safe to do so, access into the classroom can be impeded by

barricading the door or moving furniture (i.e. desks, chairs, shelves) in front of the doorway to impede someone from easily gaining access to the room.

Daily Safety Measures at School

Staff members are expected to adhere to common sense basic safety measures. These measures must be performed daily by school staff and become part of the “school culture” with the purpose of creating a safe school environment.

Required daily safety measures include:

All authorized staff members will carry their classroom/office keys/swipe cards at all times. All staff members will wear a school-issued photo identification badges and/or wear a school - issued shirt displaying the CSUSA logo.

Each teacher/staff member who occupies a room or area must scan the room or area upon first entering. If the door is open, the classroom teacher will remain near the door until it is closed. Classroom doors will remain locked at all times unless the teacher is physically standing at the doorway.

The principal (or designee) will be notified immediately if anything looks suspicious on campus.

After the designated start time of the school day, each school will be appropriately secured.

All visitors must report to each building's designated access control entry point(s), such as a security station before being allowed to proceed further into the building.

All contractors assigned to work in any building must first be authorized by the Facilities Department (or other authorized school official) and receive an identification badge, which must be visible at all times while on campus.

Supervising Students Outside the Classroom

Staff members are expected to safeguard students both inside and outside the classroom. Their protective role extends to times when students are outside the building during school activities such as recess, physical education, or other outdoor events on campus.

All staff members that are outside the building with students will carry a fully charged walkie-talkie radio and/or mobile device (i.e. smart phone with communication app).

Areas outside the building will be visually scanned by staff members before students are permitted in those areas.

Staff members will not congregate together in small groups when supervising students outside. They will position themselves a reasonable distance apart so the entire outside space where students are can be visually monitored.

Staff members will not permit younger students (K-4) to re-enter the building alone. Students that re-enter the building must be accompanied by another student or staff member. Staff members will notify the main office (or other appropriate employee inside the building) when a student is re-entering the building.

Staff members will not leave students outside on their own. Students outside the building must have constant adult supervision.

Staff members must have quick access to a first aid/trauma kit/AED when outside the building with students.

Staff members will report all incidents where a student is injured while outside, regardless of severity. Anytime a student is injured, he/she will be examined by the school nurse (or other school employee), and a written report will be made.

Staff members will report suspicious persons or packages to local law enforcement (or security) if observed when outside the building. Staff members will not approach a suspicious person or touch a suspicious package. Staff members will escort students away from the suspicious person/package. Police or security will investigate reports of suspicious persons or packages

Appendix B
FCCS Risk Management School Safety Committees

SCHOOL SAFETY COMMITTEE
2019-2020

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School Safety Committees

Administration, Staff, Faculty, Parents and Students have the expectation that their school will offer a safe environment in which to work and learn. Safety ranks high on the list of goals for most employees, parents and students. Administration, staff, faculty and the State and National teams care about the safety of their schools. Keeping your building and grounds safe should be a top priority for your school. Everyone---employees and students---deserve to work and attend classes in a safe and accident-free environment. Everyone is responsible to keep their work areas and classroom safe and accident free.

According to the Bureau of Labor Statistics, nearly three million non-fatal workplace injuries and illnesses have been reported by private industry employers a year. According to OSHA (Occupational Safety & Health Administration), “employers that invest in workplace safety and health can expect to reduce fatalities, injuries and illnesses. This will result in cost savings in a variety of areas, such as lowering workers’ compensation costs and medical expenses, avoiding OSHA penalties, and reducing costs to train replacement employees and conduct accident investigations”.

Having a Safety Committee at your school to address safety issues is a good idea, although it’s not a federal legal requirement to have one, some states require one. Charter Schools USA Risk Management requires no fewer than 3 safety meetings a school year. Check with your supervisor or administrator to see if this meets minimum requirements for Safety Committees in your state.

Purpose of A Safety Committee

The Main purpose of a Safety Committee is to provide a safe working environment for all employees and students.

Some of the functions of the Safety Committee include:

- Hazard analysis
- Accident and incident investigation
- Safety recommendations
- Building a strong safety culture

Additional Safety Committee Goals

Some additional goals a Safety Committee should consider include:

- Improving safety programs
- Developing safer work procedures
- Conducting safety inspections
- Identifying and correcting hazardous conditions and unsafe work practices
- Communicating between staff, faculty and administration on safety issues
- Communicating safety in general
- Modeling safe work behaviors
- Giving positive feedback to those following safe work practices

Important Responsibilities of Safety Committee

Safety Committees have an important responsibility in evaluating how safety is managed in their workplace (school). This includes keeping employees and students accountable for following safety rules. It also includes tracking written responses that administration makes for safety recommendations. The committee must ensure that recommendations are received, if accepted, make sure that the action actually occurs.

Forming a Safety Committee

Safety Committees should have enough representatives to adequately represent employees, with additional members to represent your student needs. It's a good idea to have at least one representative from each functional area of the school. The Safety Committee should consist of an equal number of administrative and staff employees. When your school is forming a Safety Committee, some ideas to keep in mind include the following:

- With the approval of the committee, the number of staff member representatives can exceed administrative representatives.
- Be sure to check district, state, and local regulations for the required makeup of the Safety Committee. Ask your supervisor if you have any questions about your district, state, or local regulations.

Safety Committee Basics

- Safety Committees should meet regularly, (monthly is suggested). At a minimum, the Safety Committee should meet quarterly.
- All employees should be informed of the dates and times of upcoming Safety Committee meetings. These can be posted in staff common areas.

- Safety Committee meetings should be scheduled to be held during normal business hours.

Safety Committee Meeting Minutes

- Each Safety Committee meeting must be documented. These meeting minutes must be kept on file.
- All reports, evaluations and recommendations must be made part of the meeting minutes. The Safety Committee meeting minutes should be posted in a public area and made available to all employees at your workplace.
- Meeting Minutes should be detailed and accurately describe the discussions that took place at the meetings so that employees not involved can understand what was covered.
- Know how Safety Committee meeting minutes are distributed and stored.

Safety Committees must establish methods for employees to submit safety suggestions and concerns. It's important to establish easy and confidential methods for contacting the Safety Committee. Some employees are hesitant to bring up their safety concerns directly with administration. These concerns, and the discussion of them, should be included in the Safety Committee meeting minutes. Suggestion boxes, an email address, or a safety hotline are several examples for submitting safety concerns.

Mandatory Reporter: As a CSUSA employee who is in a position to protect children, all school-based personnel are legally obligated to report any and all suspicions or reports of suspect child abuse, abandonment, neglect, or sexual misconduct involving a minor. Failure to follow this procedure and make a report will result in disciplinary action up to and including termination. See related HR SOP.

Establishing Procedures

The Safety Committee must work with administration to establish procedures for investigating all safety-related incidents, including injury incidents, illness and death. The Safety Committee is not required to conduct the investigation, but they are responsible for establishing the process, reviewing the results and making recommendations to administration for correction of the hazard.

Ideally, incidents and accidents should be investigated by an expert in the field for type of accident that occurred. Training for investigations is offered through Safe Schools as well as National. Should you require an expert in the field of the injury please contact Risk Management or Workers' Compensation Benefits.

When conducting an investigation, there are certain steps that must be followed:

Accident Investigation Course

This course can be found on Safe Schools. Investigations including finding root cause should be done at the time of incident/accident with suggestions to prevent from recurring. They include:

- Step 1: Secure the scene.
- Step 2: Gather information.
- Step 3: Develop a Timeline.
- Step 4: Determine the root cause: (Root Causes: there were weaknesses in the safety program that allowed the accident or incident to happen. Usually inadequate procedures and training are at fault. To get to the root cause, ask "why?" until you cannot ask why anymore).
- Step 5: Make a report (reports are done at time of incident/accident).

Review Safety Programs

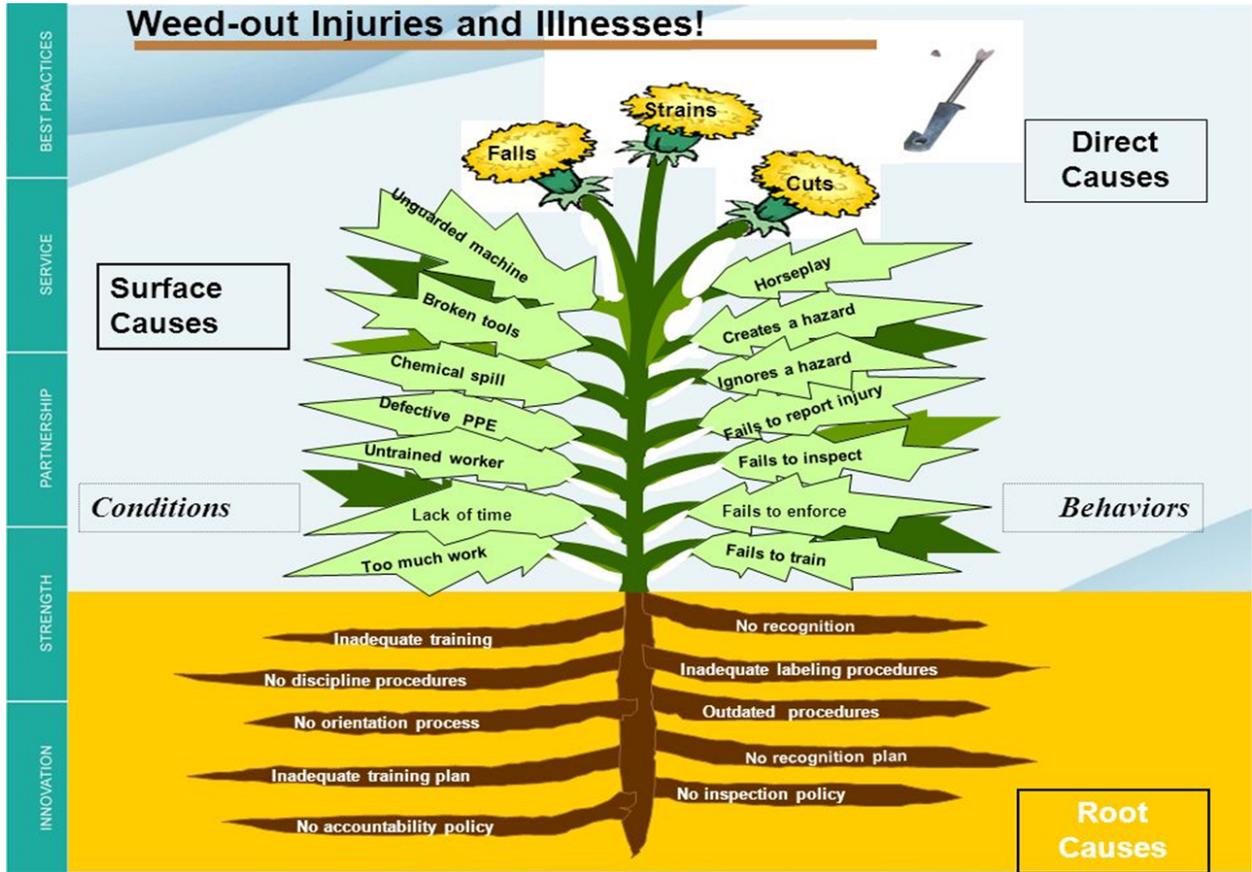
Safety Committees should ensure investigations are performed according to above. It is the responsibility of the Safety Committee to periodically review safety programs with the Risk Manager for applicability and effectiveness. This is usually done on an annual basis.

Summary

The main purpose of the Safety Committee is to provide a safe environment for all students and employees at the school.

- Build a strong safety culture at the school.
- Have adequate representatives to adequately represent students and school staff.
- Hold meetings regularly.
- Safety Committees must perform or coordinate periodic safety hazard inspections.
- The identification and correction of safety hazards is a critical function of the Safety Committee.
- The Safety Committee is responsible for reviewing incident investigations and making recommendations to prevent them from reoccurring.

The Accident Weed



Mandatory Training

References: Safe Schools Powered by Vector Solutions: Safety Committee Operations.
To register on Safe Schools please see SafeSchools Registration

100% Compliance for courses will be required. Each Safety Committee will be responsible to maintain 100% compliance. Risk Manager will provide oversight.

Required Courses-all employees-

To Be Completed:

12 month employees: within 30 days from July 1.

10 month employees: within 30 days from RTO

New Hires: within 30 days from date of hire.

Each course is required to be repeated each year same time parameters.

- Sexual Harassment: Staff to Staff
- Sexual Harassment: Student Issues & Responses
- Sexual Misconduct: Staff to Students

Required Courses-all employees-

To Be Completed:

12 month employees: within 30 days from July 1.

10 month employees: within 30 days from RTO

New Hires: within 30 days from date of hire.

Each course is required to be repeated each year same time parameters.

- Back Injury and Lifting
- Slip, Trips and Falls
- Office Ergonomics
- Bloodborne Pathogen Exposure Prevention

100% Compliance for courses will be required. Each Safety Committee will be responsible to maintain 100% compliance. Workers Comp Manager will provide oversight.

Additional Safety Courses

- Accident Investigation
- Classroom Safety
- Workplace Injury Prevention
- First Aid/AED
- Concussion Awareness: Athletics

- Stress Management
- Workplace Bullying: Awareness and Prevention
- Active Shooter
- Safety Basics for Security Staff
- School Intruders

- Administrative Supervision of Students
Courses - Safe Schools Powered by Vector Solutions

See Risk Management School Site for:

- Safe Schools How to Register Instructions
- Student Accident and Incident Forms
- Student Insurance Claim Forms (with parent instructions)
- General Incident Forms
- Property Loss Forms
- Auto Loss forms

Appendix C

Facilities School Safety Guide

PURPOSE

To establish a policy that will assist Principals, teachers and school based staff to maintain a safe and secure work area in compliance with the standards of the National Fire Prevention Association (NFPA) Code and individual State Requirements for Educational Facilities.

Principal will be notified of non-compliant issues and will have 24-72 hours to address (dependent upon the danger). If there is need of assistance, please submit a work request through ServiceNow Ticket and the Loss Prevention Team will assist.

ROOM DECORATIONS and FURNISHINGS

- Curtains, wall hangings and other fabric decorations are not permitted.
- Upholstered chairs, couches and other furniture are not permitted.
- Combustible materials may not be placed in the room, hung or suspended from the ceiling. Classroom is to be clutter free to avoid the possibility of rapid spread of fire.
- Floor lamps are not permitted.
- Walls and windows may be decorated with paper and other combustible items with up to 50% coverage of each wall.
- Doors may have minimal combustible decoration provided the decoration does not conceal the exit and does not block the door viewing port/site glass.
- Air fresheners, potpourri, plug-ins and other odor masking substances are not permitted. Foul or musty odors should be reported to administration for corrective action (by ServiceNow work order request).
- Classroom pets **are not permitted**.

FIRE SAFETY

- **Paths of egress (exits) must be kept clear at all times.** Do not block doors. Keep aisles clear. **Emergency window access must be kept clear at all times.** Teachers must inspect their exits and doors daily to ensure free and clear egress at all times. No storage in halls or under stairwells.
- Evacuation routes should never be covered. Report any damaged or nonfunctioning exit lights.

- **Door viewing port/sight glass must be kept clear.** No amount of decoration and/or window tint is permissible.
- Emergency lighting is provided in every classroom in the event of a power outage or failure. Do not block or hang anything from the emergency lighting.
- Extension cords are not to be used as permanent wiring. Cords may never be taped or stapled to any surface and cannot be placed so as to cause a trip hazard.
- Power cords should not be used in series (daisy chained). See Facilities to report power outlet issues. Use outlets on the floors so they are under the desk to prevent cords trip hazards.
- Christmas trees may not have electrical decorations or lights. Trees and decorations must be labeled as flame resistant by the manufacturer. Decorations must be used in accordance with the manufacturer's instructions and CSUSA policy and procedures. Live Christmas trees are prohibited due to their highly combustible nature.
- Electric skillets, George Foreman-type grills, hot plates and other heat producing cooking equipment are not permitted anywhere in the school building. Toasters, coffee pots and crock-pots, are permitted in teacher work rooms on stable tables, but must remain unplugged when not in use.
- Grills, Generators & any other fuel operated machinery is prohibited to be stored anywhere in the school building.
- Refrigerators and microwaves, if permitted by the site administrator, must be plugged directly into a wall outlet (NO use of extension cords). Permitted in teacher work rooms and offices only. They cannot be located or used in student cafeteria. Food must be stored neatly in appropriate containers in a manner that does not attract pests. Refrigerators must be cleaned weekly.
- Classrooms, including portables, which have two doors to the exterior, must use the handicapped accessible (ramped) doors as the primary entrance and exit.
- Rooms that contain sprinkler heads cannot have any storage within 18" of the ceiling. NEVER hang anything from a sprinkler head.
- Access to fire extinguishers or pull station boxes must remain clear at all times.
- Access to electrical panel boxes must remain clear at all times. Panel boxes require 36 inches of clear space around them in case of emergency.
- Frayed, cut or cracked electrical cords are not to be used.
- Do not run electrical and other cords across doorways, aisles or landings. Use of appropriate cord protector sleeves are permitted. Cords in computer labs are managed by IT. Place tables so they are over floor outlets. Please contact your IT tech when needed for cord control.
- Portable space heaters are prohibited.
- Candles or other open flames are prohibited.

GENERAL SAFETY

- Classroom interior doors must be kept locked at all times.
- Do not prop interior or exterior doors open with mats or any other object that can cause a trip hazard. Doors should only be propped open during ingress and egress. If wedges are used to prop, they should be stored in a safe area when not in use.
- Do not disconnect automatic door closers.

- Tables and chairs should not be stacked when students are present.
- Bookshelves and bookcases should be secured to the wall to prevent tipping.
- Do not stand on chairs, tables, desks or boxes nor allow students to do so. Call Facilities for a ladder or request the work to be done via ServiceNow work order request.
- Report all accidents and injuries, no matter how minor, to your supervisor. Report all student accidents using the SAI form. Report all employee accidents using WC procedures. Supervisors have to report all WC claims immediately to the 800 number and Support Center WC Coordinator.
- Turn on lights before entering a dark room.
- Make sure mats and carpets lie flat on the floor. Pick up all foreign objects from floor surfaces, aisles or stairs to prevent a tripping hazard.
- Mounted pencil sharpeners shall be positioned on desks or tables so that they do not protrude into the path of travel.
- Periodically check desks and tables for splinters, dangerous cracks and loose veneer.
- Report damaged playground equipment immediately. Report damaged fencing immediately.
- Do not tilt or lean back in swivel chairs.
- Waste cans that have sharp points or fragmented edges that could cause injury shall be discarded immediately.
- Inspect fans regularly to ensure that blades are secure and that guards are not defective.
- Floor fans shall not be placed where children can put their hands into the fan. Place fans where they will not catch clothing or other fabric.
- Report any water intrusion points (stained ceiling tiles, etc.) to the Facilities Support staff immediately, by entering a work order request per the instructions below.
- **
- Chemicals from home are prohibited. Your chemicals are your liability. Do not allow staff, students and/or visitors to bring chemicals from home. All allowed chemicals must be labeled. Do not place water bottles where chemicals are placed, do not put unknown chemicals in water bottles.
- **To request service to your classroom or to report a maintenance issue, please submit a ServiceNow work order request through <https://charterprod.service-now.com/csusasd> **
- If it's an emergency call the front office.

SCHOOL SECURITY

- All school visitors, parents, and vendors **MUST** sign in and Raptor in at the front office and sign out upon leaving.
- All school visitors, parents, and vendors **MUST** enter and exit via the main entrance/front office. **Do not open secondary doors for visitors, parents, or vendors**

that have not been Raptured with a badge. Do not prop these doors open for any reason.

- All DETEX alarms are to remain in the “on” position at all times.
- DETEX devices should not be tampered with or modified in any way.
- Principals will determine situations that require key distribution and Alarm deactivation for limited periods.
- Principals shall designate responders for Alarm soundings based on location, in each school.
- All School personnel shall be instructed to immediately report Alarm malfunctions, failures, dead batteries or tampering via a ServiceNow Work Order Request.
- All cameras must have a clear view of the area they’re installed in. Please ensure permanent or temporary decorative objects do not obstruct camera view.

SCHOOL SAFETY CHECKLIST

This checklist is a self-audit to ensure that your classroom is safely configured and ready for the first day of school. It addresses the most common problem areas identified by fire marshals during school inspections, including:

- FIRE SAFETY
- STORAGE
- WALLS
- FLOORS

Support center staff recommends that you re-visit this checklist periodically to maintain a safe and secure environment that supports “best in class” learning! Complete this checklist and submit to school administration when done.

FIRE SAFETY

- _____ Access to fire extinguishers is unobstructed
- _____ The alarm pull station is clear of obstructions
- _____ There is NO door stop on my fire door when class is in session
- _____ There is nothing hanging from emergency lighting
- _____ There are no flammable materials suspended from my ceiling
- _____ There are no “daisy chained” extension cords in my classroom
- _____ There are no materials including furniture, bean-bags, etc. that are not fire rated.

STORAGE

- _____ There are no items or objects blocking classroom exits
- _____ All utility control boxes/panels are accessible
- _____ There is a MINIMUM of 18” clearance from the ceiling throughout the room
- _____ There are no glass bottles in my classroom

- _____ Remove all storage from mechanical closets
- _____ All plastic bottles in my classroom are labeled, including water bottles
- _____ All materials in my classroom are neatly stored in appropriate containers or cabinets

WALLS

- _____ There are no tape, tacks or nails on my classrooms walls or doors.
- _____ Paper on walls is limited to 50% of the entire wall space available
- _____ Door viewing port is not blocked

FLOORS

- _____ There is no carpet (including sit down carpets), unless fire rated, in my classroom
- _____ My floors are free of cords, cables and other trip hazards

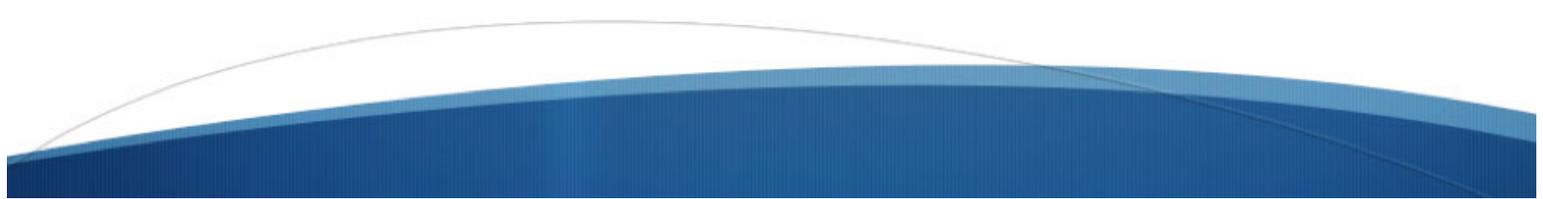
Section Cover Page



III. Financials

- Informational
- For Discussion
- For Action

Notes:



Four Corners Charter School
Actual vs. Budget Unaudited Financials
June 30, 2019

	YTD Actual	YTD Budget	Variance	% Variance	Annual Forecast	Annual Budget	Variance	% Variance	
1	ENROLLMENT (per school's record)	977	977	-	0%	977	977	-	0%
2	ENROLLMENT (per funding source)	977	977	-	0%	977	977	-	0%
3	ENROLLMENT (accrued/deferred)	-	-	-	0%	-	-	-	0%
4	RATE PER STUDENT	\$ 6,953	\$ 6,946	\$ 7	0%	\$ 6,953	\$ 6,946	\$ 7	0%
REVENUES									
Earned Capitation									
5	State/Local Per Student Funding	\$ 6,761,947	\$ 6,789,618	\$ (27,671)	0%	\$ 6,761,947	\$ 6,789,618	\$ (27,671)	0%
6	Transportation	\$ 39,788	\$ 106,600	\$ (66,812)	-63%	\$ 39,788	\$ 106,600	\$ (66,812)	-63%
7	Federal Grants	59,096	37,446	21,650	58%	59,096	37,446	21,650	58%
8	State/Local Grants	38,400	-	38,400	100%	38,400	-	38,400	100%
9	Florida Teacher Lead Program	11,638	12,635	(997)	-8%	11,638	12,635	(997)	-8%
10	Capital Outlay Funding	476,045	476,031	14	0%	476,045	476,031	14	0%
11	District Fee Refund [>250 students]	253,360	253,452	(92)	0%	253,360	253,452	(92)	0%
12	Total Earned Capitation	7,640,274	7,675,782	(35,508)	0%	7,640,274	7,675,782	(35,508)	0%
13	Private Grants / Contributions	33,228	-	33,228	100%	33,228	-	33,228	100%
14	Food Service Revenue	448	354	94	27%	448	354	94	27%
15	Before and Aftercare Revenue	154,972	143,125	11,847	8%	154,972	143,125	11,847	8%
16	Miscellaneous Income	67,924	77,019	(9,095)	-12%	67,924	77,019	(9,095)	-12%
17	TOTAL REVENUES	7,896,846	7,896,280	566	0%	7,896,846	7,896,280	566	0%
EXPENSES									
Cost of Compensation									
18	School Leadership	180,892	180,887	(5)	0%	180,892	180,887	(5)	0%
19	Administrative	116,117	117,342	1,225	1%	116,117	117,342	1,225	1%
20	Teachers	1,525,791	1,531,746	5,955	0%	1,525,791	1,531,746	5,955	0%
21	ESE/Special Education	25,258	27,189	1,931	7%	25,258	27,189	1,931	7%
22	Resource Teachers	73,919	79,209	5,290	7%	73,919	79,209	5,290	7%
23	Guidance	27,021	23,276	(3,745)	-16%	27,021	23,276	(3,745)	-16%
24	IT Support	22,829	22,830	1	0%	22,829	22,830	1	0%
25	Substitute Teachers	939,577	858,647	(80,930)	-9%	939,577	858,647	(80,930)	-9%
26	Aides - Instructional	41,799	39,109	(2,690)	-7%	41,799	39,109	(2,690)	-7%
27	Other Support/Aides	28,736	29,609	873	3%	28,736	29,609	873	3%
28	Aftercare	71,629	65,639	(5,990)	-9%	71,629	65,639	(5,990)	-9%
29	Nurse	20,307	21,848	1,541	7%	20,307	21,848	1,541	7%
30	Plant Operations	26,747	25,801	(946)	-4%	26,747	25,801	(946)	-4%
31	Tutoring	16,703	29,053	12,350	43%	16,703	29,053	12,350	43%
32	Bonuses	67,084	65,448	(1,636)	-2%	67,084	65,448	(1,636)	-2%
33	Stipends	62,080	40,418	(21,662)	-54%	62,080	40,418	(21,662)	-54%
34	Contracted SPED - Instruction	72,921	62,019	(10,902)	-18%	72,921	62,019	(10,902)	-18%
35	Total Taxes & Benefits	630,646	591,727	(38,919)	-7%	630,646	591,727	(38,919)	-7%
36	Total Cost of Compensation	3,950,056	3,811,797	(138,259)	-4%	3,950,056	3,811,797	(138,259)	-4%
Professional Services									
37	Legal Fees	18,245	17,484	(761)	-4%	18,245	17,484	(761)	-4%
38	Accounting Services - Audit	12,216	10,150	(2,066)	-20%	12,216	10,150	(2,066)	-20%
39	Outside Staff Development	2,588	4,115	1,527	37%	2,588	4,115	1,527	37%
40	Support Center General Overhead	530,580	520,000	(10,580)	-2%	530,580	520,000	(10,580)	-2%
41	Computer Service Fees	102,320	98,982	(3,338)	-3%	102,320	98,982	(3,338)	-3%
42	Fee to Charterholder	490,715	500,338	9,623	2%	490,715	500,338	9,623	2%
43	Fee:County School Board	340,432	340,530	98	0%	340,432	340,530	98	0%
44	Professional Fees - Other	7,718	6,519	(1,199)	-18%	7,718	6,519	(1,199)	-18%
45	Advertising/Marketing Exp	36,907	25,000	(11,907)	-48%	36,907	25,000	(11,907)	-48%
46	Staff Recruitment	1,180	1,067	(113)	-11%	1,180	1,067	(113)	-11%
47	Total Professional Services	1,542,901	1,524,185	(18,716)	-1%	1,542,901	1,524,185	(18,716)	-1%
Vendor Services									
48	Contracted Pupil Transportation	179,864	192,235	12,371	6%	179,864	192,235	12,371	6%
49	Contracted Mental Health Services	13,455	10,634	(2,821)	-27%	13,455	10,634	(2,821)	-27%
50	Extra-Curricular Activity Events	1,586	2,000	414	21%	1,586	2,000	414	21%
51	Background / Fingerprinting	-	1,500	1,500	100%	-	1,500	1,500	100%
52	Drug Testing Fees	-	60	60	100%	-	60	60	100%
53	Licenses & Permits	696	696	-	0%	696	696	-	0%
54	Bank Charges & Loan Fees	3,486	4,186	700	17%	3,486	4,186	700	17%
55	Contracted Custodial Services	218,318	213,777	(4,541)	-2%	218,318	213,777	(4,541)	-2%
56	Contracted Security	56,960	90,000	33,040	37%	56,960	90,000	33,040	37%
57	Total Vendor Services	474,365	515,088	40,723	8%	474,365	515,088	40,723	8%

2019-20 FINAL BUDGET

Four Corners Charter School



	2019-20 Preliminary Budget	2019-20 Final Budget	Variance	% Variance
Enrollment	1,000	1,000	-	0%
Rate per student	6,963	7,048	85	1%
Square footage	91,235	91,235	-	0%
Revenues				
State Capitation / Student	\$ 6,962,977	\$ 7,048,000	\$ 85,023	1%
Student Transportation	106,600	106,600	-	0%
Fed./State Grants	37,446	-	(37,446)	-100%
Capital Outlay Revenue	476,031	476,045	14	0%
Board Fee Refund	261,116	261,112	(4)	0%
Total State Funded Revenue	7,844,171	7,891,757	47,586	1%
Before and Aftercare Revenue	146,427	158,547	12,120	8%
Miscellaneous Income	81,562	67,924	(13,638)	-17%
Total Other Revenue	227,989	226,471	(1,517)	-1%
Revenue Total	\$ 8,072,159	\$ 8,118,228	\$ 46,069	1%
Expenses				
School Leadership	\$ 191,308	\$ 191,308	\$ -	0%
Administrative-Salaried	65,712	65,712	-	0%
Teachers	2,001,369	2,001,369	-	0%
ESE/Special Education	81,946	81,946	-	0%
Resource Teachers	103,222	103,223	-	0%
Guidance	49,645	49,645	-	0%
IT Support	23,300	23,300	-	0%
Total Salaries	\$ 2,516,503	\$ 2,516,503	\$ -	0%
Administrative-Hourly	\$ 23,718	\$ 23,718	\$ -	0%
Aides - Instructional	37,504	37,504	-	0%
Aftercare	69,117	69,117	-	0%
Plant Operations-Hourly	25,239	25,239	-	0%
Nurse-Hourly	19,038	19,038	-	0%
Daily Substitute Teachers	153,030	164,275	(11,245)	-7%
Tutoring	36,000	36,000	-	0%
Total Hourly Wages	\$ 363,646	\$ 374,892	\$ (11,245)	-3%
Bonuses	75,500	75,500	-	0%
Stipends	40,418	62,080	(21,662)	-54%
Taxes & Benefits				
Group Insurance & Other	\$ 309,697	\$ 332,677	\$ (22,981)	-7%
Workers' Compensation	24,213	24,213	-	0%
Payroll Taxes	227,426	227,426	-	0%
Total Taxes & Benefits	\$ 561,336	\$ 584,316	\$ (22,981)	-4%
Total Cost Of Compensation	\$ 3,557,403	\$ 3,613,291	\$ (55,888)	-2%

2019-20 FINAL BUDGET

Four Corners Charter School



	2019-20 Preliminary Budget	2019-20 Final Budget	Variance	% Variance
Professional Services				
Legal Fees - Independent Counsel	\$ 17,484	\$ 18,245	\$ (761)	-4%
Accounting Services - Audit	10,150	12,216	(2,066)	-20%
Outside Staff Development	4,115	2,588	1,527	37%
Personnel Management	108,160	108,160	-	0%
Finance & Accounting Services	72,107	72,107	-	0%
Educational Intellectual Property	144,213	144,213	-	0%
Procurement/Vendor Management	36,053	36,053	-	0%
Support Center General Overhead	180,267	180,267	-	0%
Computer Service Fees	101,000	101,000	-	0%
Fee to County School Board	348,149	348,149	-	0%
Fee to Charterholder	503,647	516,400	(12,753)	-3%
Professional Fees - Other	6,519	7,718	(1,199)	-18%
Advertising/Marketing Exp	32,889	36,907	(4,018)	-12%
Staff Recruitment	1,067	1,180	(113)	-11%
Total Professional Services	\$ 1,565,819	\$ 1,585,202	\$ (19,383)	-1%
Vendor Services				
Contracted Pupil Transportation	\$ 192,235	\$ 192,235	\$ -	0%
Extra-Curricular Activity Events	2,000	2,000	-	0%
Background / Finger Printing	1,500	1,500	-	0%
Drug Testing Fees	60	60	-	0%
Licenses & Permits	5,291	5,291	-	0%
Bank Charges & Loan Fees	4,186	4,186	-	0%
Contracted Custodial Services	226,300	226,300	-	0%
Contracted Security	90,000	90,000	-	0%
Contracted Mental Health	10,634	13,455	(2,821)	-27%
Total Vendor Services	\$ 532,207	\$ 535,028	\$ (2,821)	-1%
Administrative Expenses				
Travel / Auto	\$ 4,729	\$ 4,729	\$ -	0%
Airfare	250	250	-	0%
Meals	128	128	-	0%
Lodging	4,136	4,136	-	0%
Business Expense - Other	1,350	1,350	-	0%
Dues & Subscriptions	1,628	1,628	-	0%
Printing & Copying	1,765	1,765	-	0%
Office Supplies	13,791	13,791	-	0%
Aftercare Supplies	628	628	-	0%
Medical Supplies	1,000	1,000	-	0%
Student Uniform Expense	2,337	2,337	-	0%
In-house Food Service	500	500	-	0%
In-house Food Service - Aftercare	500	500	-	0%
Food Service - Paper & Smallwares	100	100	-	0%
Total Administrative Expenses	\$ 32,842	\$ 32,842	\$ -	0%
Instruction Expense				
Consumable Instr Supplies \$ Equip - Students	29,200	29,200	-	0%
Consumable Instr Supplies \$ Equip - Teachers	12,500	12,500	-	0%
Testing Materials	15,777	15,777	-	0%
Instructional Licenses	47,315	47,315	-	0%
Contracted SPED - Instruction	63,450	74,000	(10,551)	-17%
Total Instruction Expenses	\$ 168,242	\$ 178,792	\$ (10,551)	-6%

2019-20 FINAL BUDGET

Four Corners Charter School



	2019-20 Preliminary Budget	2019-20 Final Budget	Variance	% Variance
Other Operating Expense				
Telephone & Internet	\$ 110,309	\$ 110,309	\$ -	0%
Postage	1,000	1,000	-	0%
Electricity	164,669	164,669	-	0%
Water & Sewer	21,604	21,604	-	0%
Waste Disposal	66,861	66,861	-	0%
Pest Control	5,500	5,500	-	0%
Maintenance & Cleaning Supplies	43,500	43,500	-	0%
Building Repairs & Maintenance	351,340	351,340	-	0%
Equipment Repairs & Maintenance	4,275	4,275	-	0%
Miscellaneous Expenses	1,138	1,138	-	0%
Total Other Operating Expense	\$ 770,196	\$ 770,196	\$ -	0%
Fixed Expenses				
Office Equipment - Leasing Expense	\$ 33,360	\$ 33,360	-	0%
Property & Liability Insurance	79,061	79,061	-	0%
Depreciation	203,711	203,711	-	0%
Total Fixed Expenses	\$ 316,133	\$ 316,133	\$ -	0%
Total Expenses	\$ 6,942,841	\$ 7,031,484	\$ (88,643)	-1%
Operating Cash Surplus/(Deficit)	1,129,318	1,086,744	(42,575)	-4%
Rent Expense	1,054,577	1,054,577	-	0%
Surplus/(Deficit) Before Capex	74,741	32,167	(42,575)	-57%
Capital Expenditures (NonCap)				
Total Capital Expenditures (NonCap)	\$ -	\$ -	\$ -	
Capital Expenditures (Capitalized)				
Computers - Hardware	\$ 97,794	\$ 36,235	61,560	63%
Computer - Software	12,500	12,500	-	0%
IT Infrastructure	10,000	10,000	-	0%
Furniture, Fixtures & Equipments	31,250	10,000	21,250	68%
Total Capital Expenditures (Capitalized)	\$ 151,544	\$ 68,735	\$ 82,810	55%
Surplus/(Deficit) After Capital Expenses	(76,803)	(36,568)	40,235	-52%
Surplus/(Deficit) After Proceeds from Long Term Debt	(76,803)	(36,568)	40,235	-52%
Add back Depreciation and Amortization	203,711	203,711		
Net Change in Fund Balance	\$ 126,908	\$ 167,144	\$ 40,235	32%

Four Corners Charter School
Actual vs. Budget Unaudited Financials
June 30, 2019

		YTD	YTD			Annual	Annual		
		Actual	Budget	Variance	% Variance	Forecast	Budget	Variance	% Variance
Administrative Expenses									
58	Travel / Auto / Meals / Lodging/Airfare	8,995	9,243	248	3%	8,995	9,243	248	3%
59	Business Expense - Other	1,350	1,350	-	0%	1,350	1,350	-	0%
60	Dues & Subscriptions	1,576	1,628	52	3%	1,576	1,628	52	3%
61	Printing & Copying	-	1,765	1,765	100%	-	1,765	1,765	100%
62	Office Supplies	12,697	13,521	824	6%	12,697	13,521	824	6%
63	Supplies - Aftercare	628	628	-	0%	628	628	-	0%
64	Medical Supplies	-	1,000	1,000	100%	-	1,000	1,000	100%
65	Student Uniform Expense	2,511	2,337	(174)	-7%	2,511	2,337	(174)	-7%
66	In-house Food Service	-	500	500	100%	-	500	500	100%
67	In-house Food Service - Aftercare	-	500	500	100%	-	500	500	100%
68	Food Service - Paper & Smallwares	-	100	100	100%	-	100	100	100%
69	Bad Debt Expense	2,292	1,752	(540)	-31%	2,292	1,752	(540)	-31%
70	Total Administrative Services	30,049	34,324	4,275	12%	30,049	34,324	4,275	12%
Instruction Expense									
71	Textbooks	14,955	14,955	-	0%	14,955	14,955	-	0%
72	Instructional Licenses	53,028	53,028	-	0%	53,028	53,028	-	0%
73	Consumable Instr. Supplies & Equip.-Students	43,736	46,414	2,678	6%	43,736	46,414	2,678	6%
74	Consumable Instr. Supplies & Equip.-Teachers	-	2,000	2,000	100%	-	2,000	2,000	100%
75	Library & Reference Books	-	584	584	100%	-	584	584	100%
76	Testing Materials	15,920	15,920	-	0%	15,920	15,920	-	0%
77	Instructional Supplies - Florida Lead Teacher Program	11,638	12,635	997	8%	11,638	12,635	997	8%
78	Total Instruction Expense	139,277	145,536	6,259	4%	139,277	145,536	6,259	4%
Other Operating Expenses									
79	Telephone/Internet/Cable/Satellite	107,795	108,146	351	0%	107,795	108,146	351	0%
80	Postage & Express Mail	567	1,000	433	43%	567	1,000	433	43%
81	Electricity & Natural Gas	151,967	161,440	9,473	6%	151,967	161,440	9,473	6%
82	Water & Sewer	23,090	21,180	(1,910)	-9%	23,090	21,180	(1,910)	-9%
83	Waste Disposal	58,422	57,034	(1,388)	-2%	58,422	57,034	(1,388)	-2%
84	Pest Control	2,878	4,586	1,708	37%	2,878	4,586	1,708	37%
85	Maintenance & Cleaning Supplies	40,961	27,579	(13,382)	-49%	40,961	27,579	(13,382)	-49%
86	Building Repairs & Maintenance	435,731	364,587	(71,144)	-20%	435,731	364,587	(71,144)	-20%
87	Equipment Repairs & Maintenance	4,275	4,275	-	0%	4,275	4,275	-	0%
88	Miscellaneous Expenses	1,090	1,138	48	4%	1,090	1,138	48	4%
89	Total Other Operating Expenses	826,776	750,965	(75,811)	-10%	826,776	750,965	(75,811)	-10%
Fixed Expenses									
90	Office Equipment - Leasing Expense	29,205	30,759	1,554	5%	29,205	30,759	1,554	5%
91	Property & Liability Insurance	83,489	71,874	(11,615)	-16%	83,489	71,874	(11,615)	-16%
92	Rent Expense	1,053,140	1,053,139	(1)	0%	1,053,140	1,053,139	(1)	0%
93	Total Fixed Expenses	1,165,834	1,155,772	(10,062)	-1%	1,165,834	1,155,772	(10,062)	-1%
94	TOTAL EXPENSES	8,129,258	7,937,667	(191,591)	-2%	8,129,258	7,937,667	(191,591)	-2%
95	Operating Surplus/(Deficit)	(232,412)	(41,387)	(191,025)	462%	(232,412)	(41,387)	(191,025)	462%
Non-Operating Expenses									
96	Capital Expenditures (NonCap)	21,545	16,814	(4,731)	-28%	21,545	16,814	(4,731)	-28%
97	Capital Expenditures (Capitalized)	520,902	339,244	(181,658)	-54%	520,902	339,244	(181,658)	-54%
Other Financing Activities - Sources									
98	Proceeds from Insurance Claim	359,017	359,017	-	0%	359,017	359,017	-	0%
99	CHANGE IN FUND BALANCE	(415,841)	(38,428)	(377,413)	982%	(415,841)	(38,428)	(377,413)	982%

Four Corners Charter Schools, Inc.
Governmental Balance Sheet
June 30, 2019

	Account Number	Fund Types				Total
		OF1 GENERAL	OF2 DEBT SERVICE	OF3 999.44	OF4 984.68	
ASSETS						
Cash and Cash Equivalents	1110	3,726,962.88	0.00	248,066.45	0.00	3,975,029.33
Investments	1160	0.00	0.00	0.00	0.00	0.00
Taxes Receivable	1120	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	1130	58,881.08	0.00	36,186.00	0.00	95,067.08
Interest Receivable	1170	0.00	0.00	0.00	0.00	0.00
Due from Reinsurer	1180	0.00	0.00	0.00	0.00	0.00
Deposits Receivable	1210	0.00	0.00	0.00	0.00	0.00
Due from Other Funds	1140	0.00	0.00	0.00	0.00	0.00
Due from Other Agencies	1220	0.00	0.00	0.00	0.00	0.00
Inventory	1150	0.00	0.00	0.00	0.00	0.00
Prepaid Items	1230	0.00	0.00	0.00	0.00	0.00
Total Assets		3,785,843.96	0.00	284,252.45	0.00	4,070,096.41
LIABILITIES AND FUND BALANCES						
LIABILITIES						
Salaries, Benefits and Payroll Taxes Payable	2110	0.00	0.00	0.00	0.00	0.00
Payroll Deductions and Withholdings	2170	0.00	0.00	0.00	0.00	0.00
Accounts Payable	2120	0.00	0.00	0.00	0.00	0.00
Judgments Payable	2130	0.00	0.00	0.00	0.00	0.00
Construction Contracts Payable	2140	0.00	0.00	0.00	0.00	0.00
Construction Contracts Payable-Retained	2150	0.00	0.00	0.00	0.00	0.00
Matured Interest Payable	2190	0.00	0.00	0.00	0.00	0.00
Due to Fiscal Agent	2240	0.00	0.00	0.00	0.00	0.00
Sales Tax Payable	2260	0.00	0.00	0.00	0.00	0.00
Estimated Liability Self Insurance	2270	0.00	0.00	0.00	0.00	0.00
Accrued Interest Payable	2210	0.00	0.00	0.00	0.00	0.00
Deposits Payable	2220	0.00	0.00	0.00	0.00	0.00
Due to Other Agencies	2230	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	2160	0.00	0.00	0.00	0.00	0.00
Deferred Revenue	2410	0.00	0.00	0.00	0.00	0.00
Total Liabilities		0.00	0.00	0.00	0.00	0.00
FUND BALANCES						
Total Fund Balances	2700	3,785,843.96	0.00	284,252.45	0.00	4,070,096.41
Total Liabilities and Fund Balances		3,785,843.96	0.00	284,252.45	0.00	4,070,096.41

Four Corners Charter Schools, Inc.
Revenue & Expenditures - Budget And Actual
June 30, 2019

	GENERAL FUND				
	OF1	Budget Amounts		Actual	Percentage of Current Budget
	Account Number	Original	Current		
		999.44	977.45		
REVENUES					
Federal Direct	3100	0.00	0.00	0.00	0.00%
Federal Through State	3200	0.00	59,096.08	59,096.08	100.00%
State Sources	3300	6,828,041.00	6,840,653.00	6,840,653.00	100.00%
Local Sources	3400	3,000.00	7,428.83	7,428.83	100.00%
Total Revenues		6,831,041.00	6,907,177.91	6,907,177.91	100.00%
EXPENDITURES					
Current:					
Instruction	5000	4,788,435.05	5,042,638.78	5,042,638.78	100.00%
Pupil Personnel Services	6100	0.00	0.00	0.00	0.00%
Instructional Media Services	6200	0.00	0.00	0.00	0.00%
Instruction and Curriculum Development Services	6300	0.00	0.00	0.00	0.00%
Instructional Staff Training Services	6400	0.00	0.00	0.00	0.00%
Instructional Related Technology	6500	0.00	0.00	0.00	0.00%
Board	7100	5,500.00	5,561.25	5,561.25	100.00%
General Administration	7200	1,096,794.45	1,108,365.80	615,044.38	55.49%
School Administration	7300	0.00	0.00	0.00	0.00%
Facilities Acquisition and Construction	7400	1,053,139.50	1,062,844.09	1,062,844.09	100.00%
Fiscal Services	7500	20,000.00	20,000.00	20,000.00	100.00%
Food Services	7600	0.00	0.00	0.00	0.00%
Central Services	7700	0.00	0.00	0.00	0.00%
Pupil Transportation Services	7800	0.00	3,562.82	3,562.82	100.00%
Operation of Plant	7900	0.00	0.00	0.00	0.00%
Maintenance of Plant	8100	0.00	21,650.00	21,650.00	100.00%
Administrative Tech Services	8200	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00%
Debt Service	9200	0.00	0.00	0.00	0.00%
Total Expenditures		6,963,869.00	7,264,622.74	6,771,301.32	93.21%
Excess (Deficiency) of Revenues Over (Under) Expenditures		(132,828.00)	(357,444.83)	135,876.59	-38.01%
OTHER FINANCING SOURCES (USES)					
Long-term Debt Proceeds & Sales of Capital Assets	3700	0.00	0.00	0.00	
Transfers In	3600	260,328.00	476,045.00	476,045.00	
Transfers Out	9700	0.00	(735,393.35)	(735,393.35)	
Total Other Financing Sources (Uses)		260,328.00	(259,348.35)	(259,348.35)	
FUND BALANCE					
Net Change in Fund Balance		127,500.00	(616,793.18)	(123,471.76)	
Fund Balance, July 01, 2018	2800	3,909,315.72	3,909,315.72	3,909,315.72	
Adjustment to Fund Balance	2891	0.00	0.00	0.00	
Fund Balance, June 30, 2019	2700	4,036,815.72	3,292,522.54	3,785,843.96	

Four Corners Charter Schools, Inc.
Revenue & Expenditures - Budget And Actual
June 30, 2019

	OF3 Account Number	CAPITAL PROJECTS FUND			Percentage of Current Budget
		Budget Amounts		Actual	
		Original 999.44	Current 977.45		
REVENUES					
Federal Direct	3100	0.00	0.00	0.00	0.00%
Federal Through State	3200	0.00	0.00	0.00	0.00%
State Sources	3300	260,328.00	476,045.00	476,045.00	100.00%
Local Sources	3400	0.00	0.00	0.00	0.00%
Total Revenues		260,328.00	476,045.00	476,045.00	100.00%
EXPENDITURES					
Current:					
Instruction	5000	0.00	0.00	0.00	0.00%
Pupil Personnel Services	6100	0.00	0.00	0.00	0.00%
Instructional Media Services	6200	0.00	0.00	0.00	0.00%
Instruction and Curriculum Development Services	6300	0.00	0.00	0.00	0.00%
Instructional Staff Training Services	6400	0.00	0.00	0.00	0.00%
Instructional Related Technology	6500	0.00	0.00	0.00	0.00%
Board	7100	0.00	0.00	0.00	0.00%
General Administration	7200	0.00	0.00	0.00	0.00%
School Administration	7300	0.00	0.00	0.00	0.00%
Facilities Acquisition and Construction	7410	0.00	624,501.55	411,033.92	65.82%
Fiscal Services	7500	0.00	0.00	0.00	0.00%
Food Services	7600	0.00	0.00	0.00	0.00%
Central Services	7700	0.00	0.00	0.00	0.00%
Pupil Transportation Services	7800	0.00	0.00	0.00	0.00%
Operation of Plant	7900	0.00	0.00	0.00	0.00%
Maintenance of Plant	8100	0.00	110,891.80	40,106.98	36.17%
Administrative Tech Services	8200	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00%
Debt Service	9200	0.00	0.00	0.00	0.00%
Total Expenditures		0.00	735,393.35	451,140.90	61.35%
Excess (Deficiency) of Revenues Over (Under) Expenditures		260,328.00	(259,348.35)	24,904.10	-9.60%
OTHER FINANCING SOURCES (USES)					
Long-term Debt Proceeds & Sales of Capital Assets	3700	0.00	0.00	0.00	
Transfers In	3600	0.00	735,393.35	735,393.35	
Transfers Out	9700	(260,328.00)	(476,045.00)	(476,045.00)	
Total Other Financing Sources (Uses)		(260,328.00)	259,348.35	259,348.35	
FUND BALANCE					
Net Change in Fund Balance		0.00	(0.00)	284,252.45	
Fund Balance, July 01, 2018	2800	0.00	0.00	0.00	
Adjustment to Fund Balance	2891	0.00	0.00	0.00	
Fund Balance, June 30, 2019	2700	0.00	(0.00)	284,252.45	

**OSCEOLA COUNTY COMPONENT UNIT
Four Corners Charter School, Inc.**

Fiscal Year 2018-2019 Budget Amendment #3 - End of Fiscal Year

	OF1	General Fund			
		Budget Amounts			
		Function	2018-19 Amendment #2	2018-19 - EOY Amendment #3	Difference
UFTE	977.45	977.45	0	%	
REVENUES					
Federal Direct	3100			0.00	
Federal Through State & Local	3200	59,096.08	59,096.08	0.00	0.00%
State Sources	3300	6,840,653.00	6,840,653.00	0.00	0.00%
Local Sources	3400	5,000.00	7,428.83	2,428.83	48.58%
Total Revenues		6,904,749.08	6,907,177.91	2,428.83	0.04%
EXPENDITURES					
Current:					
Instruction	5000	5,055,205.03	5,042,638.78	(12,566.25)	-0.25%
Student & Instructional Support Services	6000		0.00	0.00	
Board	7100	5,561.25	5,561.25	0.00	0.00%
Administration Fees:					
District Holdback Fee	7201	87,071.00	87,071.00	0.00	0.00%
Charter Holder	7202			0.00	
Management Company	7203	1,021,294.80	1,021,294.80	0.00	0.00%
Other	7204			0.00	
School Administration	7300			0.00	
Facilities Acquisition and Construction	7400	1,053,139.50	1,062,844.09	9,704.59	0.92%
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	3,562.82	3,562.82	0.00	0.00%
Operation of Plant	7900			0.00	
Maintenance of Plant	8100	21,650.00	21,650.00	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	
Total Expenditures		7,267,484.40	7,264,622.74	(2,861.66)	0.67%
Excess (Deficiency) of Revenues Over (Under) Expenditures		(362,735.32)	(357,444.83)	5,290.49	0.71%
OTHER FINANCING SOURCES (USES)					
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	476,031.00	476,045.00	14.00	0.00%
Transfers Out	9700	(735,393.35)	(735,393.35)	0.00	0.00%
Total Other Financing Sources (Uses)		(259,362.35)	(259,348.35)	14.00	0.00%
SPECIAL ITEMS					
				0.00	
EXTRAORDINARY ITEMS					
Net Change in Fund Balances		(622,097.67)	(616,793.18)	5,304.49	-0.85%
Fund Balance - Beginning of Year	2800	3,909,315.72	3,909,315.72	0.00	0.00%
Adjustment to Fund Balance	2891			0.00	
Fund Balance - End of Year	2700	3,287,218.05	3,292,522.54	5,304.49	0.16%

Fund Balance:

Debt Service	1,054,576.75
Maintenance Reserve	0.00
Unassigned	2,237,945.79
Total Fund Balance	3,292,522.54

Notes:

Unreserved fund balance as a percentage of revenues:

30.31%

**OSCEOLA COUNTY COMPONENT UNIT
Four Corners Charter School, Inc.**

Fiscal Year 2018-2019 Budget Amendment #3 - End of Fiscal Year

	OF3 Function UFTE	Capital Projects			
		Budget Amounts			
		2018-19 Amendment #2	2018-19 - EOY Amendment #3	Difference	
		977.45	977.45	0	%
REVENUES					
Federal Direct	3100			0.00	
Federal Through State & Local	3200			0.00	
State Sources	3300	476,031.00	476,045.00	14.00	0.00%
Local Sources	3400			0.00	
Total Revenues		476,031.00	476,045.00	14.00	0.00%
EXPENDITURES					
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	624,501.55	624,501.55	0.00	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	110,891.80	110,891.80	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	
Total Expenditures		735,393.35	735,393.35	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures		(259,362.35)	(259,348.35)	14.00	-0.01%
OTHER FINANCING SOURCES (USES)					
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	735,393.35	735,393.35	0.00	0.00%
Transfers Out	9700	(476,031.00)	(476,045.00)	14.00	0.00%
Total Other Financing Sources (Uses)		259,362.35	259,348.35	14.00	0.00%
SPECIAL ITEMS					
EXTRAORDINARY ITEMS					
Net Change in Fund Balances		0.00	0.00	0.00	
Fund Balance - Beginning of Year	2800	0.00	0.00	0.00	
Adjustment to Fund Balance	2891				
Fund Balance - End of Year	2700	0.00	0.00	0.00	

OSCEOLA COUNTY COMPONENT UNIT
Four Corners Charter School, Inc.
Fiscal Year 2019-2020 Preliminary Budget

	OF1	General Fund			
		Budget Amounts			
		Function	2019-20 Preliminary	2019-20 Final	Difference
UFTE	1000.00	976.30	-23.7	%	
REVENUES					
Federal Direct	3100			0.00	
Federal Through State & Local	3200	0.00	0.00	0.00	
State Sources	3300	6,962,977.00	6,881,047.00	(81,930.00)	-1.18%
Local Sources	3400	5,000.00	7,000.00	2,000.00	40.00%
Total Revenues		6,967,977.00	6,888,047.00	(79,930.00)	-1.15%
EXPENDITURES					
Current:					
Instruction	5000	5,116,003.25	5,032,257.20	(83,746.05)	-1.64%
Student & Instructional Support Services	6000		0.00	0.00	
Board	7100	5,561.25	5,561.25	0.00	0.00%
Administration Fees:					
District Holdback Fee	7201	87,037.00	88,101.00	1,064.00	1.22%
Charter Holder	7202			0.00	
Management Company	7203	1,044,446.55	1,032,157.05	(12,289.50)	-1.18%
Other	7204			0.00	
School Administration	7300			0.00	
Facilities Acquisition and Construction	7400	1,054,576.75	1,054,576.75	0.00	0.00%
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	0.00	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	
Total Expenditures		7,327,624.80	7,232,653.25	(94,971.55)	-1.59%
Excess (Deficiency) of Revenues Over (Under) Expenditures		(359,647.80)	(344,606.25)	15,041.55	-2.74%
OTHER FINANCING SOURCES (USES)					
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	476,031.00	476,045.00	14.00	0.00%
Transfers Out	9700	0.00	0.00	0.00	
Total Other Financing Sources (Uses)		476,031.00	476,045.00	14.00	0.00%
SPECIAL ITEMS					
				0.00	
EXTRAORDINARY ITEMS					
Net Change in Fund Balances		116,383.20	131,438.75	15,055.55	12.94%
Fund Balance - Beginning of Year	2800	3,292,522.54	3,292,522.54	0.00	0.00%
Adjustment to Fund Balance	2891			0.00	
Fund Balance - End of Year	2700	3,408,905.74	3,423,961.29	15,055.55	0.44%

Fund Balance:

Debt Service	1,054,576.75
Maintenance Reserve	150,000.00
Unassigned	2,219,384.54
Total Fund Balance	3,423,961.29

Notes:

Unreserved fund balance as a percentage of revenues:

30.14%

OSCEOLA COUNTY COMPONENT UNIT
Four Corners Charter School, Inc.
Fiscal Year 2019-2020 Preliminary Budget

	OF3 Function UFTE	Capital Projects			
		Budget Amounts			
		2019-20 Preliminary	2019-20 Final	Difference	
		1000.00	976.30	-23.7	%
REVENUES					
Federal Direct	3100			0.00	
Federal Through State & Local	3200			0.00	
State Sources	3300	476,031.00	476,045.00	14.00	0.00%
Local Sources	3400			0.00	
Total Revenues		476,031.00	476,045.00	14.00	0.00%
EXPENDITURES					
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		213,467.63	213,467.63	
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		70,784.82	70,784.82	
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	
Total Expenditures		0.00	284,252.45	284,252.45	
Excess (Deficiency) of Revenues Over (Under) Expenditures		476,031.00	191,792.55	284,266.45	59.72%
OTHER FINANCING SOURCES (USES)					
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	(476,031.00)	(476,045.00)	14.00	0.00%
Total Other Financing Sources (Uses)		(476,031.00)	(476,045.00)	14.00	0.00%
SPECIAL ITEMS					
EXTRAORDINARY ITEMS					
Net Change in Fund Balances		0.00	(284,252.45)	284,252.45	
Fund Balance - Beginning of Year	2800	0.00	284,252.45	284,252.45	
Adjustment to Fund Balance	2891				
Fund Balance - End of Year	2700	0.00	0.00	0.00	

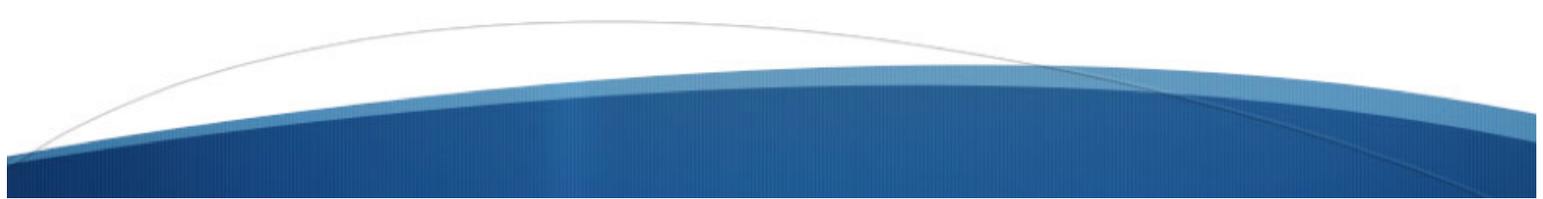
Section Cover Page



V. Old Business

- Informational
- For Discussion
- For Action

Notes:



(School Logo)

Parent Handbook

Insert School Name



Dear Parents:

Welcome to a new and exciting year! 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 complete 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 in the following pages. We look forward to a successful year and are committed to providing our students with quality educational opportunities that will help them become productive citizens in the 21st century.

(School Name)
Administration



- Aventura City of Excellence
- Bonita Springs Charter School
- Canoe Creek Charter Academy
- Cape Coral Charter School
- Clay Charter Academy
- Coral Springs Charter School
- Downtown Miami Charter School
- Duval Charter High School at Baymeadows
- Duval Charter School at Baymeadows
- Duval Charter School at Arlington
- 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
- Renaissance Charter School at Boggy Creek
- Gateway Charter High School
- Gateway Charter School
- Gateway Intermediate Charter School
- Governors Charter Academy
- Henderson Hammock Charter School
- Hollywood Academy of Arts and Science
- Keys Gate Charter High School
- Keys Gate Charter School
- Keys Gate Charter School
- Manatee Charter School
- North Broward Academy of Excellence
- PM Wells Charter Academy
- 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 Hunters Creek
- Renaissance Charter School at Palms
- West Renaissance Charter School 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
- Winthrop Charter School
- Woodmont Charter School
- SouthShore Charter Academy
- Waterset Charter School
- Cherokee Charter Academy
- Coweta Charter Academy at Senoia
- Lloyd Bond
- Larry Hawkins
- Loomis
- Longwood
- Emma Donnan MS
- Emmerich Manual HS
- TC Howe HS
- Acadiana Renaissance Charter Academy
- Iberville Charter Academy
- Lafayette Renaissance Charter Academy
- Lake Charles Charter Academy
- Lake Charles College Prep
- Magnolia School of Excellence
- South Baton Rouge Charter Academy
- Southwest Louisiana Charter Academy
- Cabarrus Charter Academy
- Cardinal Charter Academy
- Langtree Charter Academy
- Iredell Charter Academy
- Kannapolis Charter Academy
- Union Preparatory Academy at Indian Trail
- Collier Charter Academy
- Mevers School of Excellence

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.

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(School Logo)

Principal Letter

Dear Parents and Students,

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

This handbook is designed to assist you in understanding the policies and guidelines used at (School Name). Please read this handbook very carefully and discuss appropriate items with your child. After reviewing the handbook, please complete the back page of the handbook and return it to your child's teacher. Please remember that you will be responsible for all information included in this handbook.

We look forward to working with you throughout the year. If you have any questions regarding the handbook, please do not hesitate to call the school's main number, (School Phone), so that you may be directed to the appropriate person to assist you further.

We trust that you will keep this booklet handy and refer to it during the school year. Our partnership in providing educational excellence every time for all of our students can only grow stronger with close communication between school and home.

Once again, welcome to (School Name). We look forward to a year of learning and growing that will enable our children to do and be their best.

Sincerely,

(Principal Name)

Principal

School Calendar

Insert List View Here

Agenda Books:

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

After School Care and Before School Care:

The After School Care (ASC) program is a service we provide for parents at a reasonable fee. The ASC program begins immediately after school until **6:00 p.m.** Students are provided a snack and a drink. During an hour of ASC time, students work on home learning and daily reading assignments. Students also participate in recess, games, and a variety of structured activities.

Students may not be picked up from ASC during dismissal time (**2:45 – 3:30 p.m.**). ASC Students will not be dismissed until after **3:30 p.m.** Please see our web site for payment procedures and policies.

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. Breakfast will be available from **7:30 a.m. – 7:50 a.m.** for an additional fee (please see payment schedule on the school web page).

No students will be permitted to enter the building prior to **6:45 a.m.** for BSC. Please see our web site for program policies and monthly payments due date.

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 (Five or more unexcused absences in a calendar month/15 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 (Five 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 or dental appointments
8. Students who have, or are suspected of having 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 fifth 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.

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's 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.

The procedures for abiding by state law are as follows:

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

Book Bags/Folders/Personal Items:

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

Bus Transportation:

(School Name) does not provide bus transportation. Therefore, parents are encouraged to car pool and make sure that students are dropped-off and picked-up during the 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. NO LUNCH CHARGES can be made since public funds do not allow schools to extend credit. 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.

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.

Payment:

The fees for school breakfast and lunch are as follows:

Breakfast	\$1.50
Lunch	\$2.85

Payments may be made in cash or check (payable to **School Name**). Please note that there is a \$30.00 fee for returned checks and you may be required to pay in cash or money order for the remainder of the school year. Days missed due to absences or fieldtrips are NOT credited. A special fieldtrip lunch will be provided. Milk can be purchased for .50 cents everyday.

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.

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:

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

Students are expected to demonstrate superior character and citizenship. 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, 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 (connect to school 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.

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 Edmodo, 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. However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff in their folder.

Report cards, progress reports (sent home once during the middle of each grading period), and Personal Learning Plan (PLP) conferences allow parents opportunities to review student work and progress. Additionally, student work will be sent home weekly. 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. Pertinent information about school functions and events will appear on this page.

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 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.

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, but with a true desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential.

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

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

Detention Policy:

Kindergarten – 2nd Grade:	30 minutes (2:45 – 3:15)
3 rd Grade – Grade 8:	1 hour (3:30 – 4:30)
3 rd Grade – 8 th 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.

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

TIME OUT

Time out is a disciplinary action that allows the students time to reflect and refocus. The child is given time to sit quietly, to calm down and to refocus on the expected behaviors before returning to group instruction. It can be given in the classroom, in

the office or in another classroom. Middle school students may be assigned a consequence that is more age-appropriate. If student behaviors do not change, they may be assigned an after-school detention.

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 or is late to After-School Detention, they may be assigned one day of 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, 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.

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

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking 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.

All families will be required to purchase a Car Tag, even if students are not signed up for Car Loop. This will alleviate delays in the event that dismissal plans change. In addition, all students who participate in After School Enrichments, Tutoring and BSC & ASC will only be dismissed to adults who present their student car tag.

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 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 the school personnel.

PICK UP CAR TAGS

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 20 unexcused absences, tardies or early dismissals to ensure improvement in student attendance.

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.

All uniforms must be purchased from **(Uniform Company)**. No other shirt or pant bottom will be permitted.

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 closed shoes 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. All shoes must have a closed toe and back. Students should not wear black sole shoes as they scuff the classroom and dining room floors.

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.

SHIRTS

All shirts must be tucked in and purchased from the designated uniform company with the school's logo. Elementary students' color is red¹. 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 white¹ 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). These shirts must be worn underneath the normal school uniform and are not allowed to be the only shirt worn to school.

BOTTOMS

Students in grades K-6 must wear CSUSA Khaki or Navy bottoms (shorts, slacks, skorts)

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 fund raiser.

OUTERWEAR

¹ Color subject to change

Navy blue¹ 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.

UNIFORM VIOLATIONS²

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 – Student will call parent from office to obtain correct uniform. Student will wait in the office for parent to bring correct uniform.

² Sample violations listed. The school will provide specific consequences.

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

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.

EMERGENCY EVACUATION

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdowns, and 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 @ 954-202-3500 or our school web page. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well.

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

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 extra curricular 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. 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.

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.

Early dismissal from a field trip site is not permitted.

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

Grading 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 standard 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. 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:

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

Home learning	Reading and Log
Grade K	10 minutes
Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	30 minutes
Grade 5	30 minutes
Grade 6-8	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 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 practicing with spelling words and number combinations.
- 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 study 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:

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. The school is also able to provide the materials and equipment requested by teachers for classroom instruction.

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.

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

Labels:

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

Lost and Found:

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

Your close involvement with your child's class and homeroom teacher will also help our school raise funds to enhance the programs of the school. Again, your homeroom teacher will always be the point of contact to volunteer in campaigns and help school efforts. The room parent(s) will be a great help in organizing and coordinating the efforts with the teacher to keep everyone informed and engaged.

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 will be required 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.

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.

Pupil Progression Plan:

(School Name) will follow the (Progression Plan Name) requirements and procedures for K – 8 students. For further information, please contact the school registrar for a copy of the Plan.

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.

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 are from 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.

Screenings:

All Kindergarten students are screened for speech, hearing, and vision to rule out any difficulties in these areas.

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 time out, exclusion from participation in class activities, detention, suspension or expulsion or other disciplinary action.

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

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee

will NOT be tolerated. Police will be called when necessary.

Suspension and/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, 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 of elementary school students will meet with their child's teacher at least once during the school year. Middle school parents can request a conference by contacting their student's homeroom teacher. We encourage you to have conferences more often, as effective communication is one of the cornerstones of education. Conferences are scheduled after 1st quarter.

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 Blackboard system and email. The Blackboard 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)

PARENT OBLIGATION 2017-2018

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 each additional child. 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 1st.
- 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.

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 _____

(School Logo)

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 Academic Officer, 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 Academic Officer 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 Academic Officer.
- 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 Academic Officer 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 Academic Officer and CSUSA Employee Services/School Attorney to present his or her position. The Chief Academic Officer 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 Academic Officer 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 Academic Officer 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 Academic Officer. 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 Academic Officer and CSUSA Employee Services/School Attorney to present his or her position. The Chief Academic Officer 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 Academic Officer 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 ext. 1209

(School Logo)

(School Name)

Serving Grades K-8

(School Address)

Phone: (xxx)- xxx-xxxx

Fax Number: (xxx)- xxx-xxxx

(School Website)

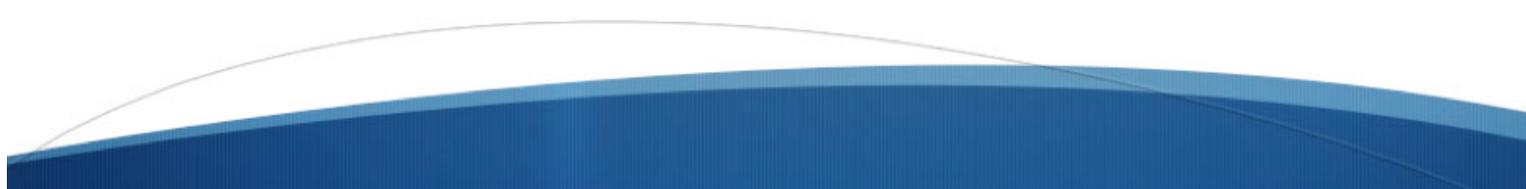
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IV. New Business

- Informational
- For Discussion
- For Action

Notes:



School Name Four Corners Charter School

ESOL AND OUT OF FIELD WAIVERS

	<u>TEACHERS' NAME</u>		<u>ESOL</u>	<u>Reading</u>	<u>Gifted</u>	<u>OOF WAIVER Subject</u>
	<u>FIRST</u>	<u>LAST</u>				
1	Codi	Apgar	X			
2	Carol	Ausua	X			
3	Rebecaa	Bagley	X			
4	Banchs	Lilian	X			
5	Betts,	Marie	X			
6	Brown,	Terra	X			
7	Calhoun,	Curtis	X			
8	Castellanos,	Francis	X			
9	Dettloff,	Kortney	X			
10	Detres,	Cynthia	X			
11	DuPont,	Erica	X			
12	Faughn,	Kirstin	X			
13	Gomez,	Yadira	X			
14	Haigh,	Alisa	X			
15	Hardgrove,	Katie	X			
16	Haynes,	Shanavia	X			
17	Luna,	Martha	X			
18	Morales,	Yesenia	X			
19	Morse,	Marni	X			
20	Natson-Levels,	Patrice	X			
21	Nazario,	Zena	X			
22	Nickless,	Annabelle	X			
23	Novoah,	Farah	X			
24	Octive,	Christina	X			
25	Page,	Taja	X			
26	Phillips,	Alisha	X			
27	Rodriguez,	Evy	X			
28	Sharperson,	Shana	X			
29	Smith,	Arthur	X			
30	Vil,	Emmauelle	X			
31	Wyllie,	Elsha	X			
32						
33						

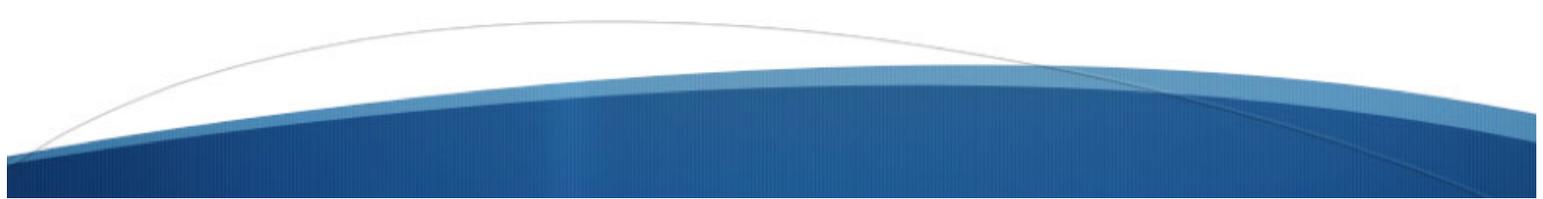
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Reference Documents

- Informational
- For Discussion
- For Action

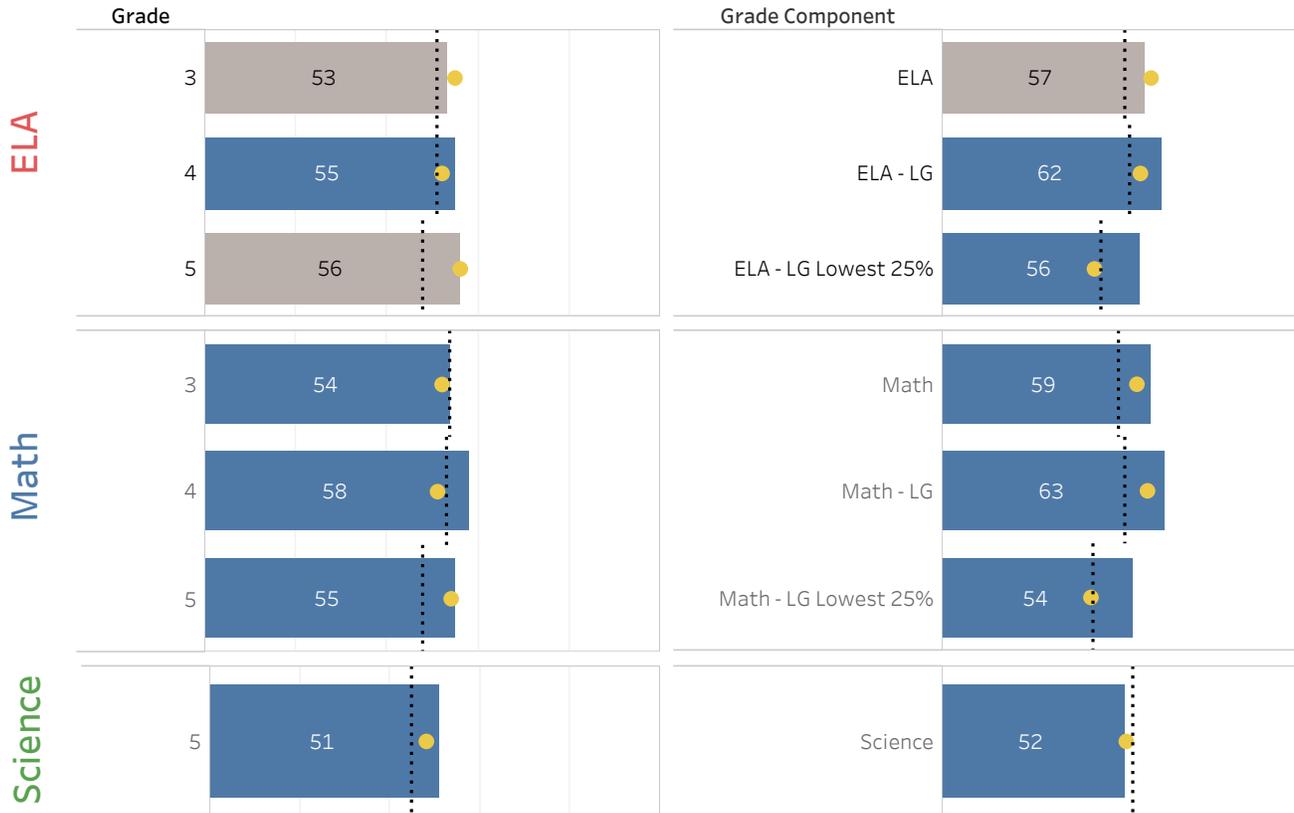
Notes:



Four Corners Charter School

2-Year FSA/SSA/EOC Proficiency & School Grade Component Scores

2019		2018		2017		2016	
% Points Earned	School Grade						
58	B	52	C	53	C	76	C



Social
Studies

Other Grade
Components

Bar is blue when a school maintained/improved their prior year score, or if there are no prior year results.
Dashed lines represents 2019 District score.
●: 2018 Score