



Parent–Student Handbook

School Year 2015-2016

The vision and purpose of North County Charter School is to demonstrate that students can learn at high levels, through an academically rigorous and innovative curriculum that incorporates the development of good character.

The school’s academic performance objectives consist of ensuring that all students receive a well-rounded education that includes mastery in Mathematics, Reading, Language Arts and Science.

Board of Directors

Joel Tyson, President

Ernest Wilson, Vice President

Claudette Pelletier, Secretary/Treasurer

Kevin Kim, Director

Bob Russell, Director

Beth Miller, Principal

Ken Miller, Business & Finance Director

Approved on June 16, 2014

Updated February 11, 2015

Dear Parents and Students:

Welcome to North County Charter School! This handbook is to assist you in understanding the policies and procedures of our school. Please place it in a convenient place, as you will find many occasions to use it throughout the year.

Important Numbers and Contacts:

North County Charter School:

Phone: 772-794-1941

Fax: 772-794-1945

Email: info@nccharter.org

Email for volunteers: ivolunteer@nccharter.org

Website: www.nccharter.org

Please “like” us on Facebook

Indian River County Transportation Department: Phone: 772-978-8801

Policy of Non-Discrimination

It is the policy of NCCS that no person shall, on the basis of race, color, national origin, marital status, or handicap, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving state financial assistance, or be so treated on the basis of sex under most education programs or activities receiving state assistance.

Open Door Policy

The school administrator has an open door policy and invites families to come in to discuss any issue. To ensure that the problem is addressed and resolved effectively, all parties involved will be included in the meeting. It is our sincere belief that the large majority of misunderstandings can be resolved through discussion, accurate fact gathering, and when approached in a positive and courteous manner.

Instructional Calendar

NCCS follows the Instructional Calendar of the School District of Indian River County for non-instructional days and early dismissal.

Emergency Closing of School

In case of weather or other situations that appear dangerous to the health and safety of students, the Superintendent of Schools is authorized to close school. Please monitor the radio, television and internet coverage in such situations. (Please follow instructions for the Indian River County School district.)

School Hours

Starting and dismissal times for school will be announced in a newsletter prior to school starting. There is no supervision for students until 30 minutes prior to school starting. Being on time is a responsibility that students need to develop. Students arriving after starting time must be signed in at the front office.

Students Leaving Campus

We discourage early pick-up. If it is unavoidable, you must sign your child out in the office. IDENTIFICATION MAY BE REQUESTED until you are known to the office staff. Unless notified differently, a student will be released only to the person(s) listed on the emergency card.

Transportation

If there is to be a change in the transportation of your child, notify the office in **WRITING** the morning of the change. Please **DO NOT** call the office between 2:30-3:00 p.m. to make a change. If no notification is received in writing, your child will follow his or her regular method of getting home.

Car Riders

It is particularly important for students to be picked up promptly at dismissal. Failure to do so will result in your child attending the after school program along with an acquired daily fee. For your safety and the safety of the children, please remain in your vehicle and wait for a school staff member to load your child into your car. DO NOT walk up and stand at the entrance of the building.

Bus Riders:

All students riding a bus will obey the rules listed on the Bus Contract included in the Enrollment Packet. Riding a bus is a privilege and can be revoked or suspended for inappropriate behavior. A student will be reported by the driver to the Principal who has authority to suspend him/her temporarily or permanently from riding the bus. Any bus related concerns, after hours questions, or bus incidents should be referred to the Transportation Department directly. Transportation Department Phone: 772-978-8801.

Student Safety

Speeding on school grounds and parking on the school entrance ramp is **PROHIBITED**. Please abide by all pedestrian crossing signs and posted traffic direction signs. You will be completely responsible for any harm caused to any person for traffic violations on school property.

Visitors

Any person entering the premises shall report to the front desk and may receive permission to visit after the visitor makes known the purpose of the visit. This School Board rule applies to all visitors, including parents. If your child has a doctor's appointment, you must come to the office to sign him/her out. A member of the staff will call your child's classroom, and your child will be released. If you wish time to discuss your child's work with the teacher, we suggest you make an appointment. You may call the school at any time to arrange appointments. Children not registered as students are not permitted to visit classes during the school day unless prior approval has been granted.

Tornado and Fire Drills

Drills are necessary for the safety of students and staff. Everyone should learn the exit routes. Fire drills are conducted at least once a month and students are taught to report to a "safe place" outside the building with their classmates. Teachers will take attendance to ensure all students are accounted for.

Health and Medicine

When it is necessary for a student to receive prescription medication during school hours, the school will assume this responsibility only when medication is in its original container and is accompanied with a permission slip signed by a parent and completed with instructions for the administration. All medication given at school must have a prescription signed by the doctor. This includes all over the counter medication. In case of an accident or serious illness, school personnel will attempt to contact the parent/guardian or physician in the emergency contact file. If the person listed on the emergency card cannot be reached, school personnel may see that the child reaches the nearest emergency room. In case of an accident or illness, where immediate treatment of a child is not needed but where the child cannot remain at school, school personnel will attempt to contact a parent or guardian or the person listed to care for the child until the parent can be reached. For this reason, it is important that parents keep the school administration office informed of any change in home and work telephone numbers.

Food Program

The Department of Education National Breakfast and Lunch Program regulates the food served on a daily basis. School menus will be sent home monthly. If your child does not like the menu selection, parents are responsible for providing a healthy alternative meal for that day. SWEET SUGARY FOODS, CANDY, CHOCOLATE, SODA AND CARBONATED DRINKS ARE NOT PERMITTED. Please refer to the NCCS Wellness Policy for more detailed information. It is suggested that any lunch money be sealed in an envelope with your child's name on it. Payments can be made in cash or check. Checks should be made to NCCS.

Educational Records of Students

A parent or guardian is given the right, upon written request, to be shown any record relating to the student, which is maintained by the school, and to be given an explanation of such record. Access must be granted within 30 days. Records maintained are: Cumulative, Health, Individual Basic Skill Record, Teacher Class Record, Test Scores, and Attendance Records.

Assessment

Students in grades K through 5 will participate in several tests annually. Diagnostic tests will be administered in the classrooms. All test scores are used to assist us in developing the appropriate programs for the students. Students will also participate in state mandated standardized tests as required by statute. Attendance during test days is very important.

Promotion, Placement, and Retention

A student will be eligible for promotion from kindergarten through grade five when the school's instructional staff determines that the student has satisfactorily demonstrated achievement as established in the Elementary Pupil Promotion Policy. A student who does not demonstrate achievement in compliance with this policy will be referred to the placement committee for retention or alternate placement. A meeting will be held to notify parents if their child is being retained before the end of the school year.

A student will be eligible for promotion when he/she has met the following:

1. The student must receive a satisfactory evaluation by the teacher demonstrating mastery of curriculum standards for that grade and demonstrating satisfactory progress in the language arts program.
2. Third grade students must pass the Third Grade Florida Standards Assessment (FSA) in English Language Arts. If the student does not pass they may participate in summer school. If the student does not pass summer school or participate in summer school he/she will repeat the third grade.

Care of Textbooks, Library Books, and Other School Property

Students are responsible for all textbooks and Library books loaned or checked out to them during the year. They are to be kept clean and handled carefully. All lost or damaged books must be paid for. If a lost book is found, money paid will be refunded.

School Supplies

Each student is given a list of school supplies needed for his/her classroom. Please ensure your child has these supplies. You may be asked during the year to replenish your child's supplies. Mark all of your child's materials (i.e. box of crayons, plastic pencil box, rulers, markers, etc.) with his/her name.

Identification of Personal Property

Parents are requested to mark all valuable articles and clothing (i.e., jackets, etc.) so they may be returned to the child. Students are encouraged to keep personal items such as video games, radios, and toys at home. **The school will not be responsible for the loss of such items.** Any unclaimed items will be donated at the end of each school year.

Uniform Policy

Uniform shirts may be purchased from North County Charter School in the front office. Uniform violations may result in loss of privileges and ultimately, suspension and/or dismissal. These consequences are simply a method of communicating the importance of following established rules and of respecting authority.

NCCS Uniform Polo shirt with collar

Navy blue

Burgundy

Green

Shorts, Skirts/Skorts, Jumpers, or Pants

Navy Blue

Khaki

Black

- Shoes must be closed toe. Sneakers or dress shoes with a strap are permitted. No boots allowed.
- Socks or stockings must be in uniform color.
- We will not tolerate shorts, skirts/skorts, or pants worn below the waist.
- If clothing has belt loops, a belt is required.
- Shirts are to be tucked in at all times.
- Haircuts or hair colors out of the ordinary are not permitted.
- Jewelry that could contribute to injury is not permitted. Small earrings or studs are allowed.

Behavior and Discipline

Contractual Agreement

Parents and students enter a contractual agreement upon enrollment in North County Charter School. Violation of contract by either parent or student will result in student dismissal and reassignment to his/her home zoned school. Our purpose is to help students choose the correct actions and to learn from past experiences. It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of a need for good behavior and a good attitude while at school. We will not tolerate fighting, disrespect toward others, obscene language, or destruction of school property. Students who break the rules continuously will be sent to the office and handled accordingly. If problems reoccur, parents will be called to come in to help resolve the problem. Failure to follow school rules may result in reassignment to your child's home zoned school.

Behavioral Philosophy

North County Charter School teachers, administration and support staff believe the following:

1. All students can learn.
2. All students can behave
3. Our standards of expectation are high and clearly defined.
4. Our standards of discipline are firm, fair, and consistent.
5. Our teachers and staff can be successful and be role models for our students.
6. Achievement tests are used for accountability and should be taken seriously.
7. Performance norms for the staff are high.
8. Our commitment to the school program is unconditional.
9. Corporal punishment is **NOT** used.
10. Our classes set and display classroom rules.
11. Our teachers use a class demerit/merit system. A Green, Yellow, Red card system is in place campus-wide.
12. Merits can be earned to erase demerits except for field trips.
13. Parents will be called to participate in the resolve or pick up their child if the behavior warrants it.

Behavioral Method

1. Staff will try to "catch the student being good" and through the use of praising and recognizing good behavior, change unwanted behaviors.
2. Creed: "Treat others like you want to be treated."
3. Do the right thing even when nobody is looking.
4. Use words first to resolve a problem—Ask a teacher for help.

Behavioral Expectations

We expect all students to abide by the school rules and regulations and we expect certain behaviors in our classrooms. Some of these observable behaviors are listed below:

1. **Students will not keep a teacher from teaching or another student from learning.**
2. Students must be in their seats on time.
3. Student must come prepared with proper materials.
4. Students must show courtesy to teachers and classmates.
5. Students must stay “on task”
6. Students must raise their hand to be called on
7. Students must follow directions
8. Hurtful behaviors (hitting, kicking, name calling, etc) **WILL NOT** be tolerated.
9. Weapons of any kind are not permitted on school campus or the school bus.

Discipline Policy

1st consequence: either a verbal or written warning

2nd consequence: another verbal or written warning, writing assignment (sent home, signed by parent and returned to school), seat change, or loss of privileges

3rd consequence: teacher conference with student, loss of privileges

4th consequence: referral to administration & parents will be contacted

Note: students will be referred to administration immediately for fighting, severe defiance, or any level 3 & 4 offenses. See below:

LEVEL 1 Handled in class by Teacher

VIOLATIONS	DISCIPLINARY OPTIONS
General Misbehavior which impedes orderly classroom procedures: Examples: <ul style="list-style-type: none">❖ Not listening,❖ Talking out of turn,❖ Fooling around,❖ Singing or making noises,❖ Out-of-seat,❖ Not following directions,❖ Disruptions,❖ Refusing to participate.	Addressed in classroom and handled by teacher through classroom discipline plan. <ul style="list-style-type: none">- Reassign seat,- Send to an area designated as time-out,- Loss of recess,- Writing assignment for parent signature on inappropriate behavior,- Conference with student.- If the child does not respond he/she will be sent to the office.

LEVEL 2 Handled by Teacher and Administration

VIOLATIONS	DISCIPLINARY OPTIONS
<ul style="list-style-type: none"> ❖ Defiance ❖ Disruptive Behavior ❖ Disrespect towards an Adult ❖ Inappropriate materials ❖ Name Calling ❖ Inappropriate touching 	<p>Administration:</p> <p><u>First Office Visit:</u></p> <ul style="list-style-type: none"> -Verbal reprimand -Parent contact and/or pickup -Loss of privilege <p><u>Subsequent Office Visits:</u></p> <ul style="list-style-type: none"> -Parent conference -In-school suspension -Out-of-school suspension

LEVEL 3 Immediate Office Referral – Handled by Administration

VIOLATIONS	DISCIPLINARY OPTIONS
<ul style="list-style-type: none"> ❖ Fighting (blows being delivered by student) ❖ Aggression towards staff ❖ Stealing ❖ Vandalism ❖ Bullying/Threats 	<p>Administration:</p> <p><u>First and Subsequent Office Visits:</u></p> <ul style="list-style-type: none"> -Parent Conference -In-School/Out-or-School Suspension -Assignment to Home Zone School

LEVEL 4 Immediate Office Referral – Handled by Administration

VIOLATIONS	DISCIPLINARY OPTIONS
<ul style="list-style-type: none"> ❖ Possession of weapons ❖ Possession of drugs/alcohol ❖ Bullying/Threats ❖ Stealing ❖ Sex offenses 	<p>Administration:</p> <ul style="list-style-type: none"> -Immediate Out-of-School Suspension -Recommendation for Expulsion -Assignment to Home Zone School

Grievances

It is our sincere belief that the large majority of misunderstandings and problems can be resolved through discussion between the parent, teacher, and administrator. The below guidelines are designed to provide a procedure for parents when they are attempting to resolve a concern. Parents should make every reasonable effort to gather accurate facts before contacting the administrator. It may also help to have the concern described in writing.

1. Discuss the concern with the teacher.
2. Discuss the concern with the administrator.
3. Administrator will conduct an investigation to gather facts.
4. A parent conference may be scheduled with the appropriate staff at a mutually agreeable time.
5. If all possibilities have been exhausted at the school level, the administrator will advise the appropriate procedure to appeal to the Board of Directors.

Withdrawal of Students:

If you are moving out of the area or withdrawing your child from North County Charter School, you are asked to inform the office and fill out the necessary paperwork. This allows the staff to send your child's records to the proper school.