

# Miami Community Charter School

ELEMENTARY-MIDDLE-HIGH



"Transform Obstacles  
into Opportunities"

## STUDENT/ PARENT HANDBOOK

2017-2018

[www.mccsedu.org](http://www.mccsedu.org)

**ELEMENTARY BUILDING**

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## **MCCS is accredited by ADVACED-SACS CASI MCCS High School is a member of FHSAA MCCS is a Title I School**

Miami Community Charter School's students, parents and faculty share a collective vision; therefore, they bear a collective responsibility to uphold the mission and philosophy of the school.

Students of Miami Community Charter School are also students of Miami Dade County Public Schools and are expected to comply with the content of the MDCPS' E-Handbook for elementary and secondary schools.

The content of MCCS' handbook puts in place the general guidelines for everyone, and is written in accordance with the rules, regulations and guidelines set forth by the E-Handbook.

The online version of the Code of Student Conduct in English, Spanish, and Haitian Creole can be located at:

<http://ehandbooks.dadeschools.net/policies/90/index.htm>

or a link at [www.mccsedu.org](http://www.mccsedu.org)

***If you do not have access to the Internet, you may visit our Parent Center or ask for a hard copy from the school counselor's office.***

## **MISSION STATEMENT**

At MCCS (Miami Community Charter School), our faculty is committed to empowering our students through mentorship to be held accountable by teaching them to embrace responsibility, demonstrate mutual respect, and engage in open communication. Our continuous collaboration of all stakeholders will provide a safe and nurturing environment which promotes students' social-emotional and academic growth. Students will feel secure in embracing new challenges by identifying their individual strengths, motivating them through goals, and celebrating their victories. Through our endeavors and dedication to community service, our students will achieve their full potential and become productive members of society.

## **VISION STATEMENT**

As life-long learners, MCCS students will take ownership to transform obstacles into opportunities for a better community.



**"Transform Obstacles  
into Opportunities"**

## **MOTTO**

**"Transform Obstacles into Opportunities"**

## **SCHOOL COLORS**

Blue and Gold

## **MASCOT**

Lion

## **ALMA MATER**

Powerful and loyal we'll remain,  
To our glorious blue and golden  
colors, Pride is what our LION  
represents, Every day, in our school  
MCCS;

Your halls will remind us day and  
night, Of our triumphs and our  
pride,  
As the years go marching on  
Throughout our lives;

Knowledge is the key to our  
success, And to our community we  
are bringing Honor,  
Pride is what our lives will  
represent, Every day, our school  
MCCS.

# ACADEMICS

## Calendar

Miami Community Charter School follows the annual calendar set forth by Miami-Dade County Public Schools.

## Curriculum

MCCS follows the Florida State Standards and all that are mandated by MDCPS. However, MCCS goes beyond these requirements. To achieve this fundamental objective, Miami Community Charter School offers school days longer than the instructional minutes required in the Student Progression Plan. MCCS services students in the K-12 Exceptional Student Education Program and students with a 504 Plan by providing the least restricted environment in an inclusion model classroom setting. Our school staff purposefully addresses the academic, emotional, behavioral, and social needs and goals of the students via a consultation model with an Exceptional Student Education teacher and General Education teacher. Our students receive their services and accommodations specified in their Individual Education Plan or 504 Plan accordingly. We work collaboratively to increase parental involvement and achieve student success.

### K-5

Students receive 405 minutes of instruction. In addition, students have a 30 minute lunch period. MCCS has an additional hour of Reading imbedded in the daily schedule for enrichment and remediation, as well as an additional 30 minutes for Math enrichment and remediation. MCCS offers a Bilingual Education Program. In grades K – 5.

### 6 – 8

Students receive 410 minutes of instruction. In addition students have a 30 minute lunch period. All students participate in the Microsoft IT Academy to receive a Microsoft Office License by the end of eighth grade. Students are provided with honors and advanced courses as well as remedial and intensive courses according to their needs. In addition students may participate in accelerated tracks by taking advanced courses/AP. The eligible students that meet requirements for dual enrollment and early graduation have the opportunity to apply for the program and head start by the end of eighth grade. In addition to the after school athletic activities, Chess club, and service clubs, students have Physical Education during the school day. There is an advanced level of technology available for students' daily use. School technology is integrated in all courses.

## **9 -12**

Students receive 410 minutes of instruction. In addition students have a 30 minute lunch period. Honors and advanced classes as well as remedial courses are available to all students. Eligible students may choose to participate in a dual enrollment program or enter one of the school's advanced academic programs (certificate programs) for securing a high school diploma and an additional certificate. SAT, ACT and PERT courses are offered to prepare students for transition to post-secondary education. Several elective classes in the areas of Humanities, Physical Fitness, Technology, Business, and AP classes are also available. Students have access to advance level of technology in and out of the school.

Miami Community Charter School offers full service to the students and parents to complete the FAFSA, attend college orientation sessions, and apply for a variety of scholarships.

### **Mandatory Tutoring**

Tutoring is mandatory for students who do not master the Florida Standards and are identified by teachers and administrators. Registration from an alternative tutoring program is required to exclude any student from MCCS mandatory tutoring.

### **Make- up Work**

Students' make-up work is only accepted during the week of absence expect for severe medical and/or family emergencies.

### **Improvement World**

Improvement World is our school behavior program. Attendance to the program is required after a student has committed three infractions.

### **Florida Virtual School**

High School students are required to take a FLVS course, if a student fails to take the course after it has been offered, the school will not offer it again.

### **Academic Progress Monitoring**

Our students are monitored academically throughout the year to ensure academic achievement.

***NOTE: For complete list of the required course work and classes offered at MCCS, please see the curriculum bulletin.***



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## Grading System

Academic grades are to reflect the student's academic progress based on the standards for the grade level/course in which the student is enrolled. The determination of the specific grade a student receives must be based on the grading criteria.

The categories below must be based on the Florida standards for the grade level/course in which the student is enrolled.

### Grading Scales

A	Excellent	90-100
B	Good	80-89
C	Satisfactory	70-79
D	Improvement Needed	60-69
F	Unsatisfactory	0-59

**\*\*\* Criteria for grading ESOL students and Students with Disabilities, follow the guidelines in the Student Progression Plan.**

### GPA

Grade Point Average is the measure of a student's academic achievement which is calculated by dividing the total number of grade points received by the number of classes attempted.

Grade	Points
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

Honors classes are worth an additional grade point and Advanced Placement courses will be worth two additional grade points. For example, if a student receives a "B" in an AP course it will be counted as a 5.0 instead of a 3.0.

### **Grade Forgiveness**

Students in grades 7 & 8 who take any high school level course and earn a grade of a "C, D, or F" may replace the grade with a grade of "C" or higher earned by retaking the same course at a later date. Students in grades 9-11 who earn a grade of "D or F" in any course may choose to retake the course in an attempt to earn a higher grade, and only the second attempt grade will count towards the student's G.P.A.

### **Schedule Changes**

Students in grades 6-12 may request schedule changes Monday-Thursday during the first week of school ONLY. Schedule Change Forms are located in the student services office and must be placed in the appropriate tray for administrative approval.

### **Report Cards**

There are four quarters in one school year. Each quarter consists of a nine week grading period. Progress Reports are issued every four weeks, and Report Cards are issued every nine weeks. Students will receive letter grades on their Progress Reports and Report Cards.



**\*\*Grades are regularly posted by teachers in the gradebooks. Parents are responsible for using their assigned passwords to access their child's grades. \*\***

*NOTE: MCCS follows the Miami Dade County Public School's schedule to send home students' progress reports and report cards. Contact the school via phone call, E-mail or visit the school website if your child has NOT brought a progress report/report card home. It is IMPOSSIBLE for the school not to send home hard copy reports.*

## **Promotion Requirements**

Following the guidelines set forth by M-DCPS, the final decision for each student's promotion is made based on a combination of factors indicating student's general academic performance. Students who may have to repeat a grade and/or go to summer school receive academic concern notification at the end of the first semester and the end of the third quarter. In some grade levels, the state mandated test results will influence the promotion or retention decision.

## **Field Trip**

ALL academic field trips are a part of the curriculum. Students' participation in the field trips is based on an invitation. If a student does not meet the minimum requirements or the parent does not allow the child's participation in the field trip, the school will provide an alternative assignment. Field trips are an extension of school curricular program and students must follow all instructions and guidelines set forth by school.

While chaperones are needed to help with field trips/school activities, we are not always able to accommodate all parents interested in attending. Chaperones will be selected on a first-come basis or on an as needed basis. Due to liability concerns other siblings will NOT be permitted to attend field trips/ school activities. During the out of campus field trips, the chaperones MUST travel on the bus with the students and faculty members. Students will NOT be released to the parent at the fieldtrip. ALL students must return to school and be dismissed accordingly.

## **COMMUNICATION / STAY INFORMED**

Communication between the school and parents is an integral part of a student's progress and success. When calling the school for any reason, please inform the receptionist of the nature of the call and you will be directed to the appropriate person who will provide you with assistance. Teachers are required to return your phone calls or e-mails within 24 hours.

By publishing announcements on the school website, sending progress/report cards home, several parents' meetings before and during the school year, early morning team meetings, sending occasional letters and flyers home, we support a partnership between home and school. **It is the parent's responsibility to respond and participate.**



## "Transform Obstacles into Opportunities"

### Conferences

Request for parent-teacher or administration conferences should be made via a phone call or written note/E-mail. Please be aware that teachers are not available for unscheduled conferences, and CANNOT have "short meetings" during arrival or dismissal time.

### Counselor

When students need to meet with the counselor they will pick up a Student Counselor Request Form from the student services office, fill it out, and drop it in the counselor request form box. The counselor will respond to and/or meet with the student within 24 hours. When parents need to meet with or speak to the counselor, they should email or call the school to request a meeting and will receive a response within 24 hours.

## ATTENDANCE

### Elementary

Before School & Breakfast: K-5 grade students arriving to school before 7:40 am MUST go to the Before School Program. Before School Program Hours are from 6:30 am-7:40 am at the elementary building. Students in grades 6 thru 8 also can go to the before school program. The last bus will pick them up from the front of the school and transfer them to the Main Building. The parent of a before school student must take the student into the Before School Program and sign the attendance roster. Dropping off a student in front of the school building before 7:40 am may result in the school informing the authorities regarding the parent's failure to provide proper supervision.

**Regular School Hours:** K-5 grade parents MUST drop off their children in the designated areas from 7:40- 8:00 A.M. The School provides supervision and patrols within the school parking and drive way area. The School DOES NOT provide any supervision in the public area (the road and sidewalks). DO NOT PARK on other people's properties. The School does NOT assume responsibility if your car is towed, ticketed or damaged on the neighbors' properties.

Breakfast: Breakfast is served from 7:00 to 7:40 A.M.

## **Middle/High School**

Students in grades 6 - 12 may be dropped off in the designated area from 7:30 A.M. M CCS provides supervision from 7:30 to 8:00 A.M. The School has a drop off line. M CCS does NOT assume any responsibility if a parent drops off the student on the public road or sidewalks. ONCE STUDENTS ARE WITHIN THE SCHOOL PROPERTY, THEY MAY NOT LEAVE THE SCHOOL PROPERTY.

**Breakfast:** Breakfast is served from 7:30 to 7:55 A.M.

**Regular School Hours:** During the school hours, students may not leave the school property unless a parent/legal guardian has signed the school's Early Dismissal Log to pick up the student before the dismissal time. Any deviation from this rule will be considered "skipping school" and may result in disciplinary action.

### **Early Pick Up**

Early dismissal procedure is like the regular dismissal, student will be dismissed to the parent, legal guardian or another authorized person. Students will only be dismissed after proper ID is shown, and the student sign out log is completed.

The latest time for Early Dismissal is 3:00 P.M. at the elementary and 3:00 P.M. at the middle and high school. There is NO exception to this procedure.

### **Student Drivers**

Students who wish to drive their vehicle to school must provide the front office with the following documentation; copy of valid Driver's License, copy of valid car insurance, and a signed permission form from parents. Once all these documents have been submitted, administration will make the final decision based on availability, and if approved the student will receive a M CCS decal to be displayed on his/her vehicle at all times while the vehicle is parked on campus.

### **Tardies**

**All students who arrive to school after 8:00 A.M. will be marked late and must receive a tardy pass from the front office. ALL gates and entrance doors are locked at 8:00 A.M. Late students must come to the tardy desk for a pass.**

Students who arrive to school after 8:30 A.M. MUST have a parent note/or accompanied by a parent. The student may not go to class unless we contact the parent.

Students who arrive after 10:30 a.m., will not be allowed in the school building.

## **Absences**

When the student returns to school from an absence, a written note explaining the absence must be brought to the front office. The student is responsible for requesting make-up work from all teachers. All make-up work must be returned to the teacher within two days of an excused absence.

## **Dismissal**

Miami Community Charter School conducts students' dismissal (Elementary, Middle and High School) by announcement and from the supervised area. The school's discipline expectations and policies are enforced during the dismissal time as well as the arrival time and during the school day. Students who use school provided transportation, must follow the rules on the bus.

**All situations which may affect a student's dismissal to the biological parent or legal guardian must be discussed with the principal and documented by a court order.**

\*\*High school students 18 years of age or older may be granted permission to sign themselves out early when approved by administration and for reasons such as: Dr's appointment, job interview, work, or sickness. Students must report to the office, fill out the required documents, and will NOT be allowed to sign themselves out 30 minutes before school ends. The student is required to leave school grounds after permission has been granted from administration. This privilege is not to be abused and is only to be used when necessary. The student's parent will be informed that the student signed out early.

## **After School**

The After School Program is ONLY available for students in grades K-8. The program runs from 3:30pm-6:00pm in the K-5 Building. Students must be registered for the After School Program and pay the appropriate fees. All students must be picked up by 6:00pm or the parents will be charged \$10.00 for every 15 minutes.

**\*\*Times are subject to change. Please follow any additional information given by MCCS\*\***



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## **ATHLETICS**

Participation in any of the programs requires a minimum of a "C" average in all academic classes, a doctor's physical for sports programs, and applicable fees are required.

Participation in the extra-curricular activities is a privilege not an entitlement. Students who are interested, **MUST** participate try outs, clinics, practices and all competitions and programs that are scheduled by the school. Parents are **NOT** allowed to attend try-outs. It should be understood that all students who try out will **NOT** necessarily make the team. Tryout results are final and not open to negotiation. Rosters will be posted and announcements made after minimum requirements have been verified.

### **Continued Eligibility**

Miami Community Charter High School is a member of Florida High School Athletic Association. The school is in compliance with the Association by-laws.

All students participating in the Athletics program must maintain their eligibility. This means achieving a "C" average or above in all subjects and an "S" or above in conduct and effort in all subjects.

- A student who receives a "D" in any subject on a progress or report card will be put on a two-week probation program, during which time he/she may continue as an active member of the activity.
- A student who receives an "F" in any subject on a progress or report card will be put on a two-week probation program; during which time he/she will become an inactive member of the team (may not participate).
- A student who shows an improvement within two weeks after the report may be reinstated at the end of the second full week. Student is responsible to get report of status from the teacher and present it to the athletic director.
- A student who does not show improvement by the end of the second full week after the report may be permanently dismissed from the activity.

### **Extracurricular Activities**

• Participation in any of the programs may require applicable fees. Participation in the extra-curricular activities is a privilege not an entitlement. Students who are interested, **MUST** participate in try outs, clinics, practices and all competitions and programs that are scheduled by the school. Parents are **NOT** allowed to attend try-outs. It should be understood that all students who try out will **NOT** necessarily make the team. Tryout results are final and not open to negotiation. Rosters will be posted and announcements made after minimum requirements have been verified.

## **Attendance**

Participation in extra-curricular programs is meant to improve students' socio-emotional growth and develop character, while contributing to the academic excellence of the student.

- A student must report to school before the end of first period in order to participate in that day's activities
- A student who has ten or more absences and/or twenty or more tardy will not be allowed to participate for the remainder of the year.

## **Discipline**

All students participating in the extra- curricular activities are representatives of MCCS and are expected to conduct themselves accordingly both on and off campus.

- Teachers will inform the coach, athletic director, and/or the moderator of any discipline problem.
- The discipline problem will be dealt with accordingly on the school level. The athletic director, and/or the moderator may participate in the process. Disciplinary measures may impact student's participation in the extra-curricular activities.
- Note: School sponsored activities in and out of the campus, are Miami Community Charter School's activities and therefore, must represent the philosophy and values the school strives to uphold. If school staff, students , parents and/or other spectators that are present on behalf of Miami Community Charter School display a verbal or physical behavior that may violate the integrity and safety of other parties in any way or form, the school reserves all the rights of remediating the situation within the law and common practice. This may include asking the person(s) to leave immediately, disinviting the person(s) from school activities and, programs or informing the authorities/law enforcement.

***Reinstatement in the program will be at the discretion of the principal.***



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## **UNIFORMS**

All school uniform shirts must be purchased from Miami Community Charter School. All school uniform pants and shorts (shorts are for the elementary school students only) must be in accordance with the samples displayed in school office.

### **Kindergarten - 5th Grade**

- Uniform shirts purchased from Miami Community Charter School
- Pants/Shorts-Navy Blue
- Black tennis shoes and black belt

### **6th - 12th Grade**

- Uniform shirts purchased from Miami Community Charter School
- Long Pants-Navy Blue

### **Cold Weather ALL grades Kindergarten-12<sup>th</sup> Grade**

1. V-neck or Crew Neck Cardigan - navy or white
2. Sweatshirt - navy or white
3. Zipper Sweater - navy or white
4. Long Sleeve Polos - navy or white
5. Long Sleeve Rugby Shirt - navy or white

**NO ITEM with writing/drawing/painting is permitted in school. Students may NOT wear hats and caps within the school buildings. Shirts/sweaters with hoodie are not allowed.**

### **PE ALL Grades**

- T-shirt-gold with school logo
- Mesh Shorts-navy with school logo
- Athletic Shoes

*All students must wear the MCCS P.E. uniform to participate in P.E. Students not in proper uniform for P.E. class will receive a zero for that class period and sit out. Except when otherwise directed, students in grades K-5 wear P.E. uniforms to school on their P.E. days. Except when otherwise directed, students in grades 6-12 always wear regular school uniforms to school. These students will be given time before and after P.E. to change.*

### **Hair & Accessories**

- Students are not permitted to have haircuts with inappropriate content for the school setting (i.e. profanity, gang affiliation, obscenity).
- Students are not permitted to wear hoops in their ears, and all facial piercings must be removed prior to participating in Physical Education activities.





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## **GENERAL PROCEDURES**

### **Birthday Celebration**

If a parent/guardian of a student would like to provide cupcakes, brownies, or cookies (individual servings) to their child's class in celebration of a birthday, these snacks **MUST BE STORE BOUGHT AND SEALED**, the items may be dropped off at the school office and we will have them delivered. We will not accept "goodie" bags, or party favors of any kind. No flowers, gifts, or balloon messages will be delivered to students during school hours.

Miami Community Charter School does not accept nor allow any homemade food/deserts or drinks in open containers. Such items will be collected and brought to the office. The parent must come to school to pick up those items. Otherwise, school will discard the items at the end of the day.

If teachers and faculty organize a cultural affair and festivity that involves food, drink, or desserts, it is the teacher(s)' responsibility to monitor the quality and quantity of the items.

### **Animal Policy**

No animals are allowed on school property or school related events without written permission from the school administration.

### **Search of Person or Property**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the United States Constitution. That individual's right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. You have the right to privacy. Your personal belongings can be searched only if the principal, or designee, has a reasonable suspicion that you possess concealed materials that are against school policies. You have the responsibility not to hide or carry dangerous objects that are against the law or can disturb or frighten your classmates.

## **Medications**

Any medications must be administered in the school under the following guidelines:

- An "Authorization for Medication" form must be completed and submitted by the parent or physician. The name of the medication and dosage must be indicated on this form.
- Medications to be dispensed by the school must be labeled with the child's name and the exact dosage. All medications will remain in a secure location in the school office.

## **Emergency Contact & Procedures**

The parent/legal guardian is solely responsible to update the "Emergency Contact Information" cards, and such changes must be in writing. In case of any emergency, including hurricanes, we will follow Miami-Dade School Board guidelines.

## **Fire Drills/Evacuations**

Students are expected to leave the building (s) as they are instructed by the teachers and in an orderly manner.

## **Visitors**

To ensure a safe learning environment for our students, all visitors are required to sign-in at the front office and wear a visitor's pass. The School DOES NOT allow students' family and friends to visit during the school day. This includes the classroom as well as the lunch room, and/or anywhere else in the building (s).

## **Phone Usage**

The school phone is not available for personal calls. In case of an emergency, parents may leave a message for the student with school personnel. Students are NOT permitted to call home for homework, test papers, projects, etc.

## **Electronic Devices**

MCCS is responsible for internet safety ONLY when the school assigned machines are being use. The school is NOT responsible for item(s) such as cameras, iPods, personal cell phones, lap tops, iPads/Tablets, or other valuables students may choose to bring to the school.

## **Cell Phones**

All students may bring their cell phone to school, but MUST turn off the phone upon arrival to the classroom. Teachers/administration/security staff may take away the phone when a student use the phone during unauthorized time. The phone will be returned to the parent after dismissal. In case of excessive misuse of the phone, the school may restrict /take away student's right to bringing the cell phone to the school. The students may use the office phone in case of need.

Students will be advised at the beginning of the school year of the authorized time of using the phone.

## **School Property**

The school building, textbooks, electronic devices, desks, and chairs are for student use and are considered school and/or Title 1 property. Students are expected to respect the school building and its contents. Any damage to any of the properties may result in paying damages, reporting to the authorities and/or limitation/loss of privilege of use. School cyber environment is considered school property and is strongly protected by the school. Any misuse/abuse of the internet may result in severe consequences, including appropriate fines.

*School assigned computers (laptop/desk top/ipads) will be checked periodically for damage and inappropriate use.*

## **Acceptable Use and Internet Safety Policy**

The use of school computers is a privilege, not a right. All students who wish to have access to the computers must agree to the following:

- Follow the teacher(s) directions and instruction
- Respect the integrity of the system
- Use computers and facilities in an appropriate, ethical, and lawful manner
- Report inappropriate websites to their teachers

MCCS has zero tolerance for any usage of computer, not exclusive to Internet, fax, IM, chat rooms, Facebook, Instagram, Snapchat, MySpace, YouTube, and text messaging via cell phones which may result in sabotage, vandalism, promoting illegal activities and inappropriate behaviors, and/or any behaviors which oppose the content of this handbook, the handbook of the MDCPS and all guidelines set forth by law.

## **Cafeteria**

ALL students are responsible for keeping the cafeteria clean. Students MUST throw away all trash, as well as, clean up large pieces of food from the floor and table before leaving the cafeteria. Students must stand in a single file line for food service.

## **Homework**

Homework assignments, digital or hard copy are very important because they act as supplemental materials to reinforce the learning that takes place during the school day, and may encompass digital components. These assignments offer the student valuable practice in the application of skills and time management. Homework is the sole responsibility of the student to complete and return on time. Students are expected to complete their work accurately and neatly. Not turning in assignments/homework will result in the student receiving a zero (0), for the assignment. Late assignment (s) will result in receiving one lower letter grade.

## **Cheating**

Cheating includes sharing homework papers, plagiarism, copying during a test, using a cheat sheet, etc. If a student is caught in the act of cheating, he/she will receive a zero for that assignment or test. Students who willingly allow another student to copy their work or give someone answers will also receive a zero for cheating.



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**Miami Community Charter School is committed to managing student's behavior. This simply means that the student, the parent and the school work together and pro- actively to assist the student in making right choices and good decisions. Each of us bear our own responsibilities for managing student's behavior:**

1. The school is responsible of making the expectations fair and clear and provide students and parents with open lines of communications. So the parent and student are aware of the expectations and rules at the beginning of the school year.
2. The parent is responsible for staying informed, asking questions and for clarification when needed and respond to the school's expectations on behalf of the student. We have several means of communication with parents. If you do not hear from the school; you must contact the school immediately.
3. The student is responsible to communicate his/her needs for assistance to the teachers and parent. There is NO excuse for ignoring the rules and expectations

Therefore, the school practices several preventive measures to correct disciplinary matters when it is possible. Unfortunately, sometimes this collaborative process may fail and in such cases, students will face the consequences accordingly.

**The content of this handbook is subject to change. All updates and changes are to be reviewed and approved by the Charter School Support office, CSS, prior to dissemination to the public. The principal will inform all interested parties of the changes via the school website, written notifications and/or phone call.**

**The school will NOT issue more than one notification. Stay informed. Read and listen to everything coming from the school, ask questions for clarification, and inform the school immediately if you think the school information and communications are not relayed to you regularly.**