

Excelsior Charter of Broward

Student and Parent Handbook

2015-2016

10066 West McNab Rd.

Tamarac, FL 33321

954-726-5227



Innovation the Road to the Future

www.excelsiorcharter.com

The School Song

“Soar As An Eagle”

By: Mr. Mark McClary

**It’s time for us to arise
To fulfill our purpose in life
As we fly higher in flight
We will surely see the light**

CHORUS

**We will soar as an eagle never grow weary
Soars as an eagle, we shall not faint.
Spread my wings to fly away
Soar as an eagle, soar as an eagle**

Oh oh, oh oh, oh oh, oh oh, oh oh, . . .

**When there’s turbulence on this flight,
Yet we hold on to our dreams
No matter how hard they seem**

CHORUS

**“If you never did. You should. These things are fun. And fun is good.”-
Dr. Seuss**

Welcome Parents and Students,

It is with much excitement and great anticipation that I extend to you a very warm welcome for the 2014-2015 school year. As you know, West Broward Academy is fully committed to helping every student succeed in school and will continue with the energy and enthusiasm that makes our school a special place for all children to learn, grow, and flourish. As we continue to say: “Innovation. . .The Road to the Future”

Our faculty, staff, and administrators are dedicated to establishing a collaborative, working relationship with you throughout what promises to be a very productive and rewarding year. Teachers are busy planning projects, fairs, and enrichment activities to expand our curriculum. There will be many opportunities throughout the year to celebrate our students’ progress and we welcome all parents and community to participate in these events.

To provide the highest quality educational experiences possible for our students, we encourage all parents to be evolved in the life of our school and support your child in some meaningful way: become a PTO member, volunteer in the classroom, join us for academic nights, watch our student performances. By working together, we will be an unbeatable team and will have an unbelievable positive and successful school year.

This handbook is designed to assist you in understanding the policies and Guidelines used at West Broward Academy. Please read the handbook and discuss appropriate items with your child. After reviewing the handbook, please complete, sign, and return “The Parent Contract and Handbook Acknowledgment Form” located on page 3. We are asking parents to return the form directly to their child’s teacher no later than Friday, August 22rd, 2014.

Sincerely,

Cristina Reynolds,
Director

Excelsior Board Members: School Year 2015-2016

Mr. Leo Minor	Chairperson
Mrs. Wanda Vizcarrondo	Secretary
Mr. Gale Nelson	Treasure

Board Meetings

The Board Meetings will be posted at the reception area and by the main door of the school. The Board meeting post will include the date, time, and place of the meeting. Our Board meetings are open forums for parents bring new ideas to improve our school environment.

To place an item on the Board Meeting Agenda please contact Mr. L. Minor at lminor@everestcharter.com

Grievance and Board Communication

To place a concern and/or item on the Board Meeting Agenda contact Mr. Minor at lminor@excelsiorcharter.com . Please attend any of our Board meetings to express your concerns, to talk with our Board members and/or register a complaint.

Mission: To support the improvement of student achievement by implementing best practices, innovative systematic initiatives, and disseminating resources that enhance curriculum and instruction.

Vision: Idealistically talking, the principal would like to empower and enlighten the teachers to become resource facilitators, capable of leading learners to enjoy the ecstasy of discovery in order to conquer educational possibilities and achieve level of understanding above imagination.

School Philosophy

Our primary philosophy is...

1. Every child can learn
2. Student learning is cumulative
3. Earlier skills are foundational and requisite for later, more complex, higher level skills and knowledge

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

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

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

Important Information at a Glance

School's Main Office Address: 10066 West McNab Rd. Tamarac, FL 33321
 Front Office Phone Number: 954-726-5227
 Front Office Fax Number: 954-722-2451
 School Website: www.excelsiorcharter.com
 The Instructional Time: 8:00-2:30pm
 Before School Care: 7:00-7:45am
 After School Care: 2:30-6:30pm

Important Email Address:

Name	Position	Email Address
Leo Minor	Board Member	lminor@excelsiorcharter.com
Raul Baez M.S.	Principal	rbaez@excelsiorcharter.com
Cristina Reynolds M.Ed	Director	creynolds@excelsiorcharter.com

Since West Broward Academy is transitioning to a Green School it is important that parents check the school website at least every two weeks, and inform the school if their email address has changed. We are in the transition period of moving communication through email in our efforts to become a green school.

SCHOOL HOURS:

The school day is: 8:00-2:30

Before Care: 7:00-7:45

Student Drop-Off: 7:45-8:00

Classroom Doors Open: 7:45

Instruction Begins/TARDY BELL: 8:00

Dismissal: 2:30pm(All students must be picked up by 2:45)

Aftercare: 2:30-6:30

Please keep in mind that students cannot be released for early dismissal during the final 30 minutes of the school day for security and operational reasons, unless authorized by the director. Students may not be released early by the classroom teacher.

Students in grades kindergarten through fourth grade cannot remain on the Excelsior campus after 2:45 p.m. unless they are enrolled in an Excelsior Charter School approved program (including teacher sponsored club, tutoring, or after-school program). Students who remain on the school grounds and are not part of a school approved program will be returned to School

front office and parents will be billed a \$15 per hour supervision fee. Excelsior Charter School does not provide supervision of students before 7:30 a.m. or after 2:45 p.m. unless they are enrolled in an approved program. Unsupervised students on the school campus will be subject to the school discipline code.

FAMILY CHANGES

If the status of a student's custody changes after the student is enrolled, the enrolling parent/guardian or agency shall notify the local school of new address and contact phone numbers. Parents/guardians may be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. State law generally prohibits attempts to make a change of custody of a minor child by removing the child from the premises of the school without permission of the person who enrolled the student. This prohibition applies even if there is a court order granting custody of the child to the person seeking to make the change.

SCHOOL CALENDAR:

Excelsior Charter of Broward will follow the Broward County Public School Calendar for the school year of 2015-2016. A copy of this calendar will be sent home with the first day packet. If any changes are made by the county to this schedule, please confirm those changes with the school.

TRANSPORTATION:

West Broward Academy Charter School of Broward does NOT provide bus transportation. All students must be taken to and from school through vehicle transportation; West Broward Academy does not allow students to walk to or from school. If you have more questions about this policy please call the front office at 954-726-5227.

ARRIVAL:

Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** All students must use the school's designated drop-off/pick-up locations. Drop off is from 7:45 a.m. to 8:00 a.m. **There is no supervision before 7:45 a.m. for students who are not enrolled in the Before School Care Program.**

Students should not be dropped off prior to 7:45 a.m. unless enrolled in the Before School Care Program. If students are dropped off prior to 7:45a.m., they will be placed in Before School Care and the parent will be assessed a one (1) time \$25.00 registration fee and the daily rate of \$10.00. Students are to only be dropped off in the appropriate designated area in front of the school. Parents may park their car in the parking lot and walk the students to the front door.

It is important that all parents follow the approved traffic flow pattern to ensure the safest and most efficient drop-off for everyone. It is recommended that you arrive in the car loop prior to 7:55 to ensure that your child is not tardy. The back gate will be closed at 8:00 am. If the gate is closed you **MUST** park your car and walk your child into the main office. All tardy students **MUST** be signed -in by their parent.

K-5 MORNING DROP-OFF:

All parents should use the Back Car Loop when dropping their child off in the morning. Please follow the current flow of traffic to ensure that the process runs smoothly. Students **MUST** exit the vehicle on the passenger side. Please have your child ready to exit the vehicle (back pack, food, papers, etc.) before they reach the drop-off zone so that the traffic can continue to flow.

The safety of your children is our top priority. Please follow the drop-off procedures very carefully to keep ALL of our children safe.

EARLY DISMISSAL

Any student leaving school prior to dismissal will have an early dismissal logged into 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. Parents will not be allowed to pick-up their child from the classroom.**

No child may be dismissed from the classroom after 2:00 p.m.

DISMISSAL

All parents must remain outside the school building at dismissal time; please remain

in your vehicles. Teachers will bring the students to the designated area for pick-up. Please follow our procedures for dismissal to ensure the safety of students; the drop-off area needs to be a continual flow of traffic. You may park in a parking lot space and walk over to pick your child up from school, however, please do not park in the drop-off area.

Please avoid calling the front office during dismissal (2:20 p.m. thru 2:45 p.m.) unless it is an Emergency. Students must leave the school grounds immediately after dismissal, unless enrolled in the After Care or Enrichment Programs. Students will not be dismissed after 2:00 P.M., unless it is an Emergency (please call in advance). Also, After-School Care Students will not be dismissed during regular dismissal; the After-School Care Students are dismissed at 2:25pm. Students are not allowed to walk home from school without being officially picked up by a parent, guardian, or other official contact as submitted through writing.

Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick-up students from the 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 which 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 with legal documentation outlining visitation rights will result in any parent listed on the birth certificate to be permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Any student picked up after 2:45 will be charged \$10 per hour.

If making changes in your child's dismissal plan, please provide a written notification to Ms. Alfonso in the front office or fax the information to (954)722-2451.

No phone calls will be accepted for the above examples.

K-2 AFTERNOON PICK-UP:

K-2 parents should use the Front Car Loop when picking up their child in the afternoon. Please follow the current flow of traffic and minimize speed when pulling into the line.

Students MUST enter the vehicle on the passenger side to ensure the utmost safety and will NOT be allowed to walk around to the driver's side. If you need to speak to your child's teacher please call the front office to schedule an appointment.

Please keep in mind that if signing out your child early from school, you must pick them up and sign them out before 2:00p.m. due to safety and best practices.

3-5 AFTERNOON PICK-UP:

3-5 parents should use the Back Car Loop when picking up their child in the afternoon. Please follow the current flow of traffic and minimize speed when pulling into the line. Students MUST enter the vehicle on the passenger side to ensure the utmost safety and will NOT be allowed to walk around to the driver's side.

Please keep in mind that if signing out your child early from school, you must pick them up and sign them out before 2:00p.m. due to safety and best practices.

EARLY RELEASE DAY DISMISSAL:

On Early Release Days, students will be dismissed at 12:30.

Please keep in mind that if signing out your child early from school, you must pick them up and sign them out before 12:00p.m. due to safety and best practices.

AFTER SCHOOL CARE

The After School Care Program (ASCP) is a service we provide for parents for a reasonable fee. The ASC P begins immediately after school and continues until 6:30 p.m. Students are provided a snack. ASCP provides homework support in addition to recess, games, and a variety of other structured activities. Please speak with the After School Care Director for payment procedures and policies. Students may not be picked up from ASCP during dismissal time (2:20 pm to 2:45 pm).

ATTENDANCE:

Absences

1. When your child is absent from school please call the main office to report the absence. If leaving a message, please include the teacher's name and grade level.

If you do not report the absence, you will receive an automatic unexcused absence call from the Automated Attendance System.

2. If you do not call in the absence, a note **MUST** be brought from home when the child returns to school.
3. It is the parent's responsibility to contact the teacher to obtain missed work assignments.
4. Please see Broward County Code of Conduct, Section I: Attendance (pg 14-17), with detailed information regarding homework, excused absences etc.

Excused Absences include the following: illness, a death in the family, a school-sponsored event/activity (with prior approval), or a religious holiday.

- Doctor's notes will ONLY be accepted by the student's homeroom teacher upon his/her return to school.
- Doctor's notes will not be accepted at the END of the school year for an absence that occurred previously in the year.

If you need to take your child out of school before the end of the school day, come to the school office before 2:00 p.m. to sign him/her out and a school employee will call the student's teacher to send them to the front office for early dismissal.

Unexcused Absences

All other reasons that are not listed as an excused absence are considered unexcused.

Illness:

The importance of regular attendance cannot be over-emphasized, *but students should not be sent to school when they are ill or it is suspected that they have Conjunctivitis (pink eye), Severe Runny Noses, or Sinus Infections.* Parents will be called to pick up the student. 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 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 (ex: 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. If the school has not contacted you, your child is feeling fine.

The following information is to assist you with providing health information required for your child at school.

Medical Examination

All students entering Broward County Public Schools for the first time must have a medical examination performed within one year of registration. The medical examination should be documented on the *Florida Department of Health Form 3040* or on the provider's office/medical facility stationery. The appropriate form/stationary should be completed, signed and dated by the healthcare provider.

Communicable Diseases/Illnesses

Please inform the school if your child is out sick with a diagnosed communicable illness such as meningitis, measles, salmonella, etc.

Please keep your child home if your child has:

- Flu-like symptoms
- Fever greater than 100.5 degrees
- Sore throat, coughs, chills, and/or body aches
- Rashes, yellow eye drainage, or greenish-yellow phlegm from a cough or cold, vomiting or diarrhea

Chronic Health Conditions

If your child has any of the following health conditions, including, but not limited to, asthma, diabetes, seizures, allergic reactions to food, insect bites, etc., please inform the school.

Parents should:

- Document the chronic health condition on the Student Emergency Contact Card and complete the history on the back of the card.
- Meet with school administration to discuss care of the student while at school
- If the student is on medication, provide the school with a current Medication Authorization form signed by the healthcare provider and parent

Note: A Diabetes Medication/Treatment Authorization form must be completed by the healthcare provider and parent for students with diabetes. Students who received insulin via an insulin pump must also complete an Insulin Pump Medication/Treatment Authorization form.

Medication Administration at School (Over-the-Counter or Prescription)

- If your child needs to take over-the-counter (OTC) or prescribed medication at school or on a fieldtrip, an *Authorization for Medication/Treatment* form must be completed and signed by the healthcare provider and parent

· **Parents** must transport/ deliver **ALL** medications to school staff in the original, labeled container (**unless your child is authorized to carry their medication per the *Authorization for Medication/Treatment form***)

Note: Plan ahead for field trips if your child needs medication for an overnight trip that he/she may not normally take at school. Update changes to your child's health condition as they occur.

Immunizations (Please refer to F.S. 1003.22)

- Make sure your child's required immunizations are up to date. If you are not sure, you can check with your healthcare provider or the Florida Department of Health-Broward at (954) 467-4700
- Parents may obtain medical exemptions from their healthcare provider or a religious exemption from the Florida Department of Health-Broward

School Health Centers, Community Resources, Immunizations & Health Care

- Information is available on Broward County Public Schools website at www.browardschools.com
- If you do not have insurance, you can request an application for Florida KidCare Insurance at your child's school

Health Screenings (Please refer to F.S. 381.0056)

- Routine screenings, such as vision, Scoliosis, hearing and Body Mass Index (BMI) are performed annually for certain grades in accordance to Florida Statute
- Parents should **follow up** with their child's healthcare provider and promptly return the information if they receive a letter indicating their child did not pass a health screening
- **If you do not wish for your child to participate in any of these screenings,** please inform the school in writing by **completing the School Board of Broward County**

Health Screening Opt-Out form located in the Code Book for Student Conduct

SCREENINGS

Type of Screening	Grade Level
ESL (English proficiency)	Selected K & new students to the county
Vision	K, 1st, 3rd & all new to the county K-5
Height/Weight	K, 1st, 3rd & all new to the county K-5
Hearing	K, 1st & all new to the county K-5

Florida Heiken Children's Vision Program

The Florida Heiken Children's Vision Program provides vision examinations and eyeglasses when prescribed, to students in need of comprehensive vision services at no cost to the student.

- Eligible students for the program must meet the criteria of the Free and Reduced Lunch Program and have failed the vision screening

- The Florida Children's Vision Program consent form will be sent home during the **first** week of school for parent/guardian signature
- If your child meets the above criteria and you would like your child to participate in the program, please complete, sign and return the consent form to the school

Additional information on school entry requirements is available at www.browardschools.com. Follow the links to: Departments, Coordinated Student Health Services, Parent Information and Keeping Students Healthy. If you have any questions, please contact your child's school.

Illness

The importance of regular attendance cannot be over-emphasized, *but students should not be sent to school when they are ill or it is suspected that they have Conjunctivitis (pink eye), Severe Runny Noses, or Sinus Infections*. Parents will be called to pick up the student. Students will be sent home if they have a temperature of 100.5 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 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 (ex: 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. If the school has not contacted you, your child is feeling fine.

Family Vacations:

Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the Administration, in writing, as soon as possible. With proper notice, at least two weeks, your child will be able to get the work that will be missed while on your Family Vacation or Trip.

Absences due to vacations are not considered excused.

Students exceeding a combination of 20 unexcused absences, excused absences, tardies or early dismissals will lose automatic re-enrollment privileges.

TARDY POLICY:

A child is tardy when he/she is not in the classroom in his/her seat at 8:00 a.m. . If students arrive at school after 8:00 a.m., **parents must check their child in at the office.**

Parents must come in the building to sign their child in. (Students arriving on late buses are not considered tardy and will go directly to class.)

If a student is tardy (the Back Car Loop doors are closed)

1. Parents MUST park and walk the child(ren) into the main office.
2. Parent MUST sign the child in to the log.
3. Child will receive a Tardy Pass to enter class.

Excused tardies are given for doctor's appointments, with notes from the doctor. A doctor's note must be presented at the time of arrival to receive an excused tardy. No late doctor's notes will be accepted.

Students exceeding a combination of 20 unexcused absences, excused absences, tardies or early dismissals will lose automatic re-enrollment privileges.

Students who exceed a combination of 20 unexcused absences, excused absences, tardies or early dismissals will lose automatic re-enrollment privileges.

STUDENT AGENDAS

Student agendas are a great organizational tool for homework, and area key tool to communicate between teacher and parents. **Students in grades 1-5 are required to purchase a student agenda.** If a student loses his/her agenda during the school year he/she is required to purchase a new one.

DRESS CODE

Excelsior Charter of Broward believes that a student's dress and appearance should contribute to a positive image of the school and the student. 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 uniform during normal school days. West Broward Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance shall wear the West Broward Academy official school uniform, which can only be purchased from In Unison School Apparel.

Shirts:

1. Students must wear the West Broward Academy yellow uniform polo with the school logo embroidery which can only be purchased through the front office.
2. Shirts will be worn tucked in at all times. Only plain white undershirts may be worn under the uniform shirt.

Fun Friday T-Shirt:

1. Students may wear the Fun Friday T-shirt on Fridays in lieu of the uniform polo.

2. The T-Shirt can be ordered through the school front office.

Slacks/Shorts:

1. All uniform slacks/shorts must be khaki or navy blue in color.
2. Only properly fitted slacks/shorts may be worn.
3. Shorts must be at least "finger-tip length."
 - a. This means that when a student is standing with his or her hands at his or her side, the shorts must not be shorter than the longest fingertip.

Skorts:

1. All uniform skorts must be khaki or navy blue in color.
2. Only properly fitted slacks/shorts may be worn.
3. Shorts must be at least "finger-tip length."
 - a. This means that when a student is standing with his or her hands at his or her side, the shorts must not be shorter than the longest fingertip.

Jeans:

1. West Broward Academy has a NO jean policy, unless a student is participating in the dress-down day. Official notification of such events will be sent home.

Shoes:

1. Athletic shoes and closed shoes of any color but with substantial soles are permitted.
2. Open-toed shoes, open-backed shoes, boots, Uggs and sandals are prohibited.

Hats:

1. No hats or head coverings (bandanas, hoods) are permitted.
2. Exceptions may be made for spirit week type hats or head coverings as approved by West Broward Academy.

Hair:

1. Hair must be neat and clean with no "unnatural" colors, for example: fluorescent, bright green, etc.
2. Hair must be combed and no mohawks.
3. Students may not have hair hanging in their face that obstructs their eyes.
4. Boy's hair cannot touch the shirt collar.
5. Hairstyles disruptive to the learning environment will not be permitted.
6. Headbands may only be worn if holding hair back, and may not be worn across the forehead.

Jewelry:

1. In general, girls may wear two pair of stud-style earrings or small hoops.

Back Packs:

1. No rolling backpacks are permitted.

General:

1. No sports bands (wrist, head or ankle) may be worn at school.
2. At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty.

Dress down Thursdays:

1. Students may only participate in Dress Down Thursdays if they prepay for the fundraiser.
2. Any student who is out of uniform on Dress Down Thursday without paying, will call their parent and the parent must either make arrangements to support the fundraiser or bring their child's uniform.
 - Shirts/Tops: As approved by Broward County Student Code of Conduct
 - Bottoms: Blue jeans, shorts, skorts as approved by Broward County Student Code of Conduct
 - Shoes: MUST meet the guidelines outlines above

Noncompliance of Uniform Policy:

The first time a student is out of uniform, a written warning will be given that must be signed by the parent and returned to the school the following day. The second time a student is out of uniform, a phone call will be made to the parent. The parent must then pick up the child or provide the proper uniform attire. **Please note after the first violation students will not be permitted to attend class, which will result in a zero for the work missed.**

GRADING SCALE

100-90	A
89-80	B
79-70	C
69-60	D
59-0	F

HONOR ROLL AND AWARDS REQUIREMENTS

Quarterly Awards

Principle Honor Roll	90's in all subjects
Honor Roll:	80's and 90's in all subjects
Perfect Attendance:	NO TARDIES or absences

End of Year Awards

Principal's Award: 90's all year in all subjects
 Academic Achievement: 80's and 90's all year in all subjects

STUDENT WORK PORTFOLIOS

At West Broward Academy we are a learner center environment, as such each child will have a Student-Work Portfolio. This helps the teacher adapt and personalize an educational program that works for the student as an individual.

Students are required to have a separate Progress Monitoring Plan (PMP) if:

- * They receive a Level 1 or 2 in reading or math on the FCAT.
- * Academic grades are "D" or below
- * Behavior is negatively affecting academic achievement.

If your child is placed on a PMP, you will be informed through official written communication, and asked to come in to the school to speak with the teacher about your child's plan for improvement in the specific areas of need.

HOMEWORK POLICY

The purpose of home learning is to develop study habits in children early on in the academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand his/her assignment after trying to do it at home, please send a note or email to the teacher indicating the concern.

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

<u>Home Learning</u>		<u>Reading and Log</u>
Grade K	10 minutes	15 minutes
Grade 1	20 minutes	15 minutes
Grade 2	30 minutes	20 minutes
Grade 3	40 minutes	30 minutes
Grade 4	50 minutes	30 minutes
Grade 5	60 minutes	30 minutes

These times are a guide and are based on the average child's ability in an environment that they can concentrate, without distractions. Some days home learning assignments may take less or more time. A child who does not complete class work in class may have to complete class work in addition to home learning. Reading Log requirements will be set according to the individual 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. Teachers keep daily records of home learning assignments, which are used in determining quarterly grades. If a child fails to complete home learning, there may be consequences in the classroom. If a child continually fails to complete home learning, consequences may include corrective consequences. **It is important to note that home learning is the student's responsibility. Of course the objective is to help reinforce what was taught inside the classroom that day; this is why we ask that your child at least try the assignment.**

Parents are to ensure that home learning is completed and all communication has been seen daily. It is the parent's responsibility 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 homework 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 the After School Care Program. Assignments will not be accepted at the office from the parents.

Library procedures and late fees:

All students are scheduled to be at the library once a week. Students will only be allowed to check out a single book, for 7 days. If students have not returned their book from the prior week they will not be permitted to check out another book.

Late Fees:

As we grow and implement the Accelerated Reader Program, it is important that we increase our school library. If a student does not return the library book, by the due date there will be a fee of 10 cents for every day past the assigned return date. If a student would like to renew their book, they **must** bring the book back and recheck it out; otherwise, they will receive a late fee charge.

All late fees will go towards the purchase of new books for the school library. If your child has any late fees a report will be sent home once a month. To pay the library late fees please speak to Mrs. Shepherd.

Lost or Damaged Library Books:

If a student loses a library book they will not be permitted to check out another book until the lost or damaged book has been paid for.

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES

All textbooks needed by students for school and homework assignments are furnished by the school from tax dollars. The school is also able to provide the materials and equipment requested by teachers for classroom instructions.

Students need to realize that books and materials are expensive and that they should be cared for properly. Books must not be written in, unless specifically instructed in writing per the class expectations. **Charges will be made for damaged or lost books and/or materials.**

West Broward Academy student must turn in any textbook they have at home by the final day of school. 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. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

CAFETERIA PROGRAM

Lunch: cost: \$ 3.75 Per Day

Payments:

Lunch payments are due on the LAST WEDNESDAY of the previous month. For example, payments for October lunch are due on the last Wednesday in September. Weekly order payments are due the WEDNESDAY prior to the week you're ordering lunch. *Payments will not be accepted on any other day unless the student was absent from school.* Payments may be made by credit card or check (payable to Excelsior Charter of Broward) Please note: there is a \$25.00 fee for returned checks & you will be required to pay by money order or credit card for the remainder of the school year. Days missed due to absences are NOT credited.

Any student who has an outstanding lunch balance will not be served lunch until the balance is brought up to date. It is the parents' responsibility to insure that the lunch account is up to date so that the child will receive lunch.

Free/Reduced Price Lunches:

Applications for Free or Reduced Priced meals are available in the school office, and are sent home in the first day packet. Parents must apply for this benefit yearly. Applications should be completed and returned by Friday, August 22nd to your child's

teacher 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. All applicants will be asked for additional information regarding verification of income, unemployment, child support; food stamps (submit a copy of your eligibility letter, TANF). 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.

RETURNED CHECKS

Returned checks to Excelsior Charter of Broward are charged a \$25.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a reminder from the school. Payments for the returned checks must be made in cash or money order. The returned check and \$25.00 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.

PAYMENTS

In order to ensure proper credit is posted to your child's account, please be sure to print on all checks the student's name, teacher, service being paid and include copy of registration form when necessary. If a student's account is not current, students may not be able to attend school functions and may lose automatic enrollment status for the following school year. Please read the "Returned Checks" section in the handbook. Separate check payments are required for each program e.g. lunch, aftercare, enrichments etc.

Cafeteria Behavior:

Conduct in the cafeteria reflects a student's home training. Students should eat in an atmosphere that is pleasant and conducive to good habits. Please discuss good cafeteria manners with your child. Students will receive a warning at first, and if inappropriate behavior continues, the student will be required to create an informative poster about proper behavior during lunchtime.

The first 10 minutes of lunch will be silent to allow time for students to eat.

Students Will:

Use low voices during lunch.

Use good manners.

Raise their hand for assistance.

Remain seated during the lunch period at the assigned table.

Medication

No student is authorized to self-administer any medication during school hours or to carry medication in pockets, lunch boxes, etc. (Tylenol R, Advil R, aspirin, vitamin supplements, and **throat lozenges** are considered medications.) If your child needs to keep an inhaler with him/her, your physician must provide a statement on the Authorization for Medication/ Treatment Form indicating the need and that he/she has trained your child in the proper procedure for self-administration.

Excelsior Charter of Broward staff will not dispense or administer any drugs or medications in nonprescription form without a doctor's authorization via the completed form.

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.

Physician's Forms may be obtained from the school office or website. The medication will be kept in the office and will be administered by office personnel. Parents must pick up and drop off medicine in the front office. Students are responsible to come to the office at the appropriate time to ask for their medicine. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.

Pediculosis (Head Lice)

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 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.

Injury

An accident report will be completed and filed for every accident.

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 parents will make the decision about removing the student from the school. Emergency contact(s) will be called if a parent/ guardian cannot be reached.
- The Emergency Rescue Squad will be called (9-1-1) for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

EMERGENCY EVACUATION

Your child's safety is paramount. We need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdowns, and extreme weather procedures. 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. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. For more information, should an emergency evacuation arise, please contact (305)525-6262. 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.

Severe Weather Information

Excelsior Charter of Broward will follow the same procedures as Broward County Public School in case of severe weather emergencies. Parents should watch the local news for information about school closings.

Labels

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

Hallway Behavior

Students should travel through the 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.

Birthday Celebration

Students are welcome to celebrate their birthday at school in Kindergarten through Fifth Grades. Individual snacks (cupcakes, cookies, etc.) and a drink may be brought to school to share with the students in your child's homeroom. Arrangements must be made in advance with the classroom teacher. Siblings may not attend this celebration as it would be disruptive to another class

Internet Access

Students **will not** be permitted access to the school's internet from personal devices due to safety concerns and stressing the work load of the server.

Lost And Found

Throughout the school year, items which have been lost are turned into the multipurpose room. 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 multipurpose room 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.

Telephone

The school has a business telephone to help transact the business of the school and lines must be kept open. Students may not make or receive calls at any time. This means students may not call home for lunch, field trip money or any other reason.

No cell phones should be brought to school. School phones are available for emergencies. Cell phones will be collected by school personnel and returned at the end of the day or the beginning of the next school day to the parent only.

If an emergency arises, school personnel will contact parents or guardian.

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 Drivers License. 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.

Parents Volunteer Hours

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be announced throughout the school year.

Parents are required to volunteer a minimum of 20 hours per family each school year (or prorated to two hours a month for students enrolling after the school year has begun). Ten service hours must be completed by January 15th. Students whose parents have not completed these hours will lose automatic re-enrollment and be placed back in the lottery. Students whose parents have not completed the 20 hours by May 9th will also lose automatic re-enrollment and be placed on the waiting list. Students participating in any end-of-year trips must have their parent service hours completed prior to the trip date. Please check with your child's teacher to make sure your hours are completed on time.

To volunteer in classrooms, please make prior arrangements with the teacher so that instructional time is not lost.

It is suggested that a minimum of 2 hours of volunteer be spent working on school fundraisers or special activities.

Parents will receive volunteer hour(s) for attending workshops and general parent meetings conducted by the school.

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 (2 official chaperones per class). The Guidelines for Chaperones form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines and be cleared as a Level 1 Volunteer.

In addition, some chaperones, maybe required to be finger printed and cleared through Broward County as a Level 2, prior to the field trip based on their responsibilities for the field trip. Teachers must submit the chaperone list to the office two weeks prior to the field trip to verify clearance.

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 academics, behavior/conduct and/or attendance. Students with fees owed to the school for Before Care Program/After School Care to Program, checks, lost books, etc., will not be permitted to attend field trips until these fees are paid.

Additionally, students in grades 3-5 **must** adhere to the guidelines set for in the academic and

behavior contract in order to participate in such enrichment activities.

Written parental permission must be given for students to participate in field trips. The teacher will send home permission slips and information about each field trip 2-4 weeks prior to field trip date. 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 not paying by the designated deadline will not be permitted to attend the field trip. Students not wearing the appropriate field-trip uniform will be required to remain at school.

All field trip money will be collected by the classroom teacher. Field trips must be paid in cash, unless otherwise specifically stated.

Discipline Procedure

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior. We desire to teach the student to do what is right. Students are not disciplined out of anger or for the sake of convenience, but with the intention of helping the student make appropriate choices. 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 the following guidelines. Please note that this 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 results 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.
It is also important to note that any destruction of school material by a student will need to be replaced; this helps in ensure that all materials are available for use by all students.
3. Students shall help keep the school clean at all times. There is to be NO gum chewing in the school building or on the school grounds.
4. Items such as water pistols, matches, radios, cassette players, skateboards, game boys, I-pods, trading cards, toys, weapons of any sort, etc. are not permitted at school.
5. No notebooks, albums, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to the drug culture or alcohol. No profane, abusive or slang language is to be used.
6. Zero tolerance for aggression, drugs and alcohol. (Students that push, hit, bite, kick, harass, bully or use the internet in a negative way will be suspended or expelled according to the Broward County Discipline Matrix).
7. No cell phones should be brought to school. School phones are

available for emergencies. Cell phones will be confiscated by school personnel and returned to the parent at the end of the day.

The Broward County School Board passed a Code of Student Conduct that lists violations and disciplinary actions that must be taken in order to deal with the misconduct; refer to page 55-70 at: <http://browardschools.com/codeofconduct>

SUSPENSION AND EXPULSION

The Principal may recommend to the West Broward Academy Board to expel a student for any of the following reasons in accordance with the Broward County School Code of Conduct:

1. Possession, use of transmission of a weapon including, but not limited to gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of 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 the orderly conduct of the 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 act that are detrimental to the educational function of the school.
6. Harassment of any kind towards another student or faculty member whether face to face, by telephone, or via the internet.
7. Any other conduct that warrants expulsion based on the Student 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 for which a student may be suspended or expelled included but 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**

CODE OF CONDUCT

Excelsior Charter of Broward students, staff, and parents **MUST** also follow the Broward County Code of Conduct. Please review the code of conduct available at: <http://browardschools.com/codeofconduct>

Please sign and return to your child(ren)'s teacher the following pages by Friday, August 28nd :

1. The Acknowledgement Page (ix)
2. The Media Release Form 2015/2016 School Year (p. x)
3. The FERPA Opt Out Notification Form 2014/2015 School Year (pxi)
4. Family Life/Human Sexuality Form (p. xiii)
5. Health Screening Opt-Out Form (p. xv)

BULLYING STATEMENT

Excelsior Charter of Broward acknowledges that “A person is bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself.”

West Broward Academy applies a comprehensive and systematic “recognize and prevent” approach to bullying and will address reported cases of bullying accordingly.

Bullying is repeated intentional negative action creating a sense of helplessness.

Not all conflict is bullying. We have to understand that social control forces are at work within all peer groups. Leaders emerge and attempt to influence behavior. Children tease and make demands of each other. If we intervened every time there was an argument between children, we would deprive them of the opportunity to deal with conflict. When the normal process of peer control turns ugly with predatory brutality, we have to intervene in such a way to avoid making matters worse.

This definition includes three important components.

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time
3. Bullying involves an imbalance of power or strength.

Children Are the Solution

Bullying is a social control phenomenon within the peer group. Adults have an important sideline role as teachers, cheerleaders, and disciplinarians. Children themselves have the primary responsibility and the power for changing bullying. Bullying exists when targets are willing to be victims and onlookers remain passive. Children themselves have to take a primary role in stopping bullying.

Types of Bullying

1. verbal bullying including derogatory comments and bad names
2. bullying through social exclusion or isolation
3. physical bullying such as hitting, kicking, shoving, and spitting
4. bullying through lies and false rumors
5. having money or other things taken or damaged by students who bully
6. being threatened or being forced to do things by students who bully
7. racial bullying
8. sexual bullying

9. cyber bullying (via cell phone, Internet, social media, etc.)

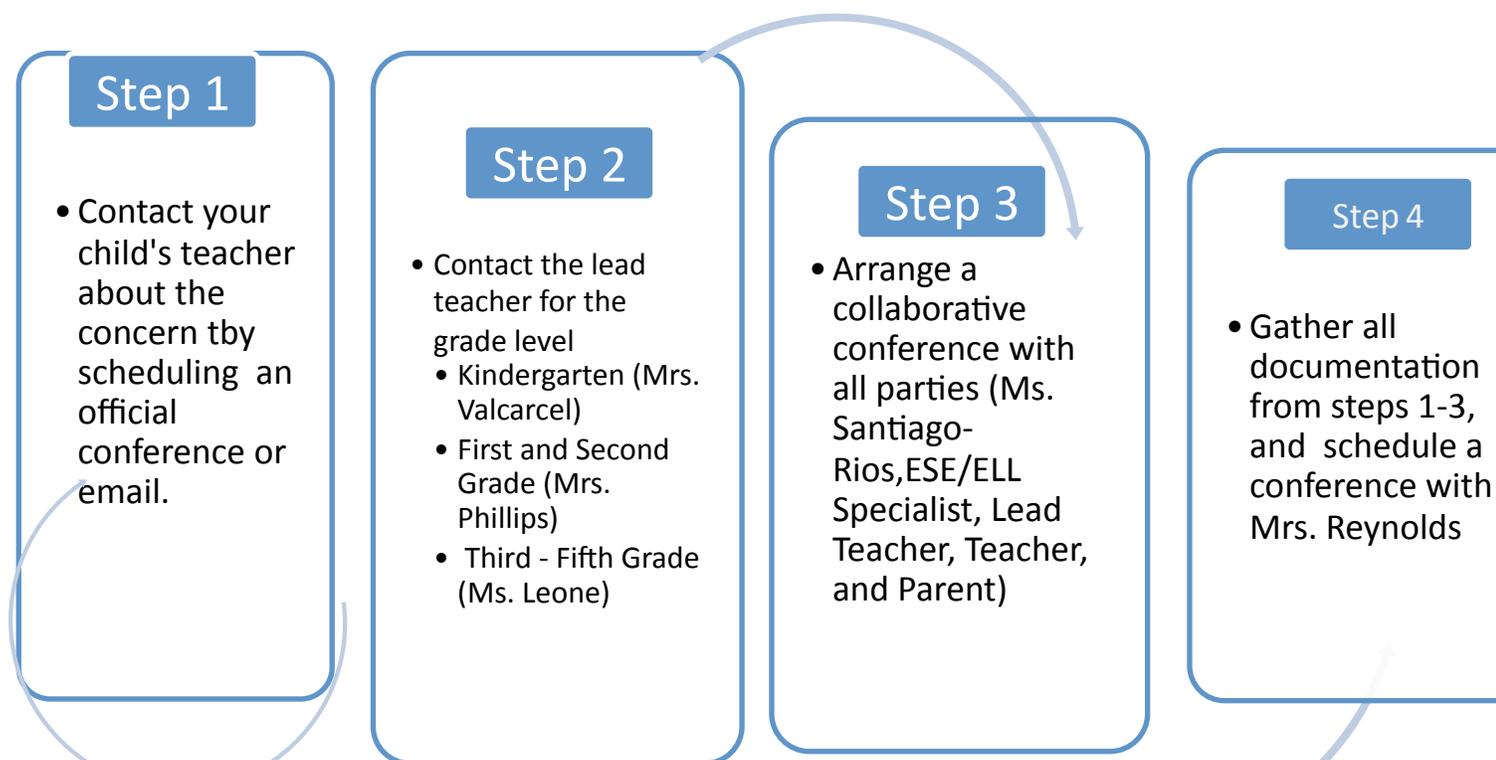
Communication

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.

In addition to the report cards, interims, and conferences, student work will be sent home along with a progress report. Please check your child's agenda each day, as teachers use this effective management tool for communication between the home and the teacher.

Please remember that if you would like to schedule a conference please use the student agenda to communicate with the teacher for grades 1st through 5th, and for Kindergarten students please make a note in their folders.

We kindly ask that parents follow the parent communication procedure outline below:



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.

Students' Rights

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

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

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, harassment, misuse of internet (Facebook, youtube etc.) or other verbal or physical conduct against a student or employee will NOT be tolerated. Police will be called when necessary.

Grievance Procedure

If any student or his/her parent(s) 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.
4. If you believe the problem is not resolved, meet with school administration.
5. If still unresolved, you should contact the West Broward Academy Board of Directors.

Parent Teacher Organization (Pto)

A great portion of each child's day is spent at school; therefore, his/her growth and development becomes a joint responsibility between the home and the school. Everyone is urged to become active in helping further the goals and growth of the Parent Teacher Organization (PTO).

The faculty, staff, and administration hope that all of the parents will become active members supporting the school and organization. Officers will be elected yearly according to the PTO's bylaws.

The PTO will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase items voted on by the PTO members. According to the parent contract, you must participate in a minimum of one school activity.

PTO meetings are held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTO meetings. You will receive volunteers hours every time you attend PTO meetings, parents academic nights etc.

School Advisory Council: (If Applicable)

This group meets several times a year to discuss school wide goals within the School

Improvement Plan

Handbook Acknowledgment

Dear Parent,

Please complete the bottom portion of this page acknowledging that you have read the Excelsior Charter of Broward Student/Parent Handbook for the 2015-2016 school year. Return it to your child's homeroom teacher by Friday, August 28, 2015

Thank you,

Mrs. Reynolds, MS
Director

Student Name _____

Homeroom Teacher _____

I acknowledge that I have read the Excelsior Charter of Broward Student/Parent Handbook for the school year 2015-2016. I agree to comply with the policies set forth in this handbook available on line at www.excelsiorcharter.com

Parent/Guardian Signature

Date