



August 2010

Dear Parents & Students:

Welcome to the Six Mile Charter Academy!

The Parent Handbook and the Student Agenda/Planner are designed to contain valuable information about how Six Mile Charter Academy operates and the expectations we have. It is imperative that you review this document and use it as a guide throughout the year.

The school calendar and the Code of Conduct pages can also be found in the Parent Handbook. Please keep these documents handy at home as a reminder of important events and a summary of our expectations

Our mission is to provide an environment that is conducive to optimizing teaching and learning. With parents, faculty, students, and staff working in concert, we will create a setting where all children learn and succeed.

Educationally yours,

Patricia G. Duffy  
Principal



FILL OUT COMPLETELY-DETACH-RETURN TO SCHOOL

**Six Mile Charter Academy Pledge**

**I have read, discussed, and pledge to follow the rules, policies, and expectations of Six Mile Charter Academy.**

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**Student Signature**

**Date**

**I am the parent of \_\_\_\_\_ . I have had an opportunity to read the rules, policies and expectations of Six Mile Charter Academy and the Lee County Code of Conduct that is included in the student agenda and have discussed it with my child.**

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**Parent Signature**

**Date**

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**Teacher Signature**

**Date**



## STATEMENT OF NON-DISCRIMINATION POLICY

The School District of Lee County does not discriminate on the basis of gender, race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability, in the provision of educational programs, activities or employment opportunities and benefits that it operates, pursuant to the requirements of Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act and the Florida Educational Equity Act of 1984. This policy extends to both employment by and admission to The School District of Lee County. Inquiries concerning Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Americans with Disabilities Act should be directed to the Director of Professional Standards and Equity, Student Services, or the Equity Coordinator at each school. Charges of violations of this policy should also be directed to the Director of Professional Standards and Equity and/or the Director of Student Services. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

<p>Student-Related Equity Issues Director of Student Services The School District of Lee County 2855 Colonial Boulevard Fort Myers, FL 33966 (239) 337-8181 TTD/TTY (239) 335-1512</p>	<p>Employee-Related Equity Issues Director of Professional Standards and Equity The School District of Lee County 2855 Colonial Boulevard Fort Myers, FL 33966 (239) 337-8181 TTD/TTY (239) 335-1512</p>
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Florida Educational Equity Act states that discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or employee in the state system of public education is prohibited [1000.05 F.S.]

## TABLE OF CONTENTS GRADES 3rd-5th

Six Mile Charter Academy Pledge.....	1
Statement of Non-Discrimination Policy.....	2
Absences.....	4
Agenda Book.....	4
Announcements.....	4
Arrival.....	4
Assemblies.....	4
Athletic Sports.....	5
Before School and After School Program.....	5
Bus Transportation.....	5
Bus Discipline Policy.....	5
Cafeteria Program.....	6
Change of Address.....	6
Communications.....	6
Discipline Procedures.....	7
Dismissal.....	7
Dress Code.....	8
Dress Code Discipline Policy.....	9
Early Dismissal.....	9
Emergencies.....	9
Family Rights & Privacy Act.....	10
Field Trips.....	10
Grading Scale/Report Cards.....	10
Grievance Procedure.....	10
Hallway Behavior.....	11
Home Work Policy.....	11
Honor Roll Requirements.....	11
Instructional Books, Equipment, Materials, & Supplies.....	12
Labels.....	12
Lockers (MS 6-8 only).....	12
Lost & Found.....	12
Medical Information.....	12
Parent - Teacher Co-Op.....	13
Participation in Field Trips.....	13
Pupil Progression.....	13
School Advisory Council (SAC).....	14
School Hours.....	14
Student Records.....	14
Student Rights.....	14
Tardy Policy.....	14
Teacher Conferences.....	14
Telephone.....	14
Weather (Severe) Information.....	15
Visitors.....	15
Volunteer Hours & Guidelines.....	15
Withdrawal Procedures.....	16

**ABSENCES:** Anytime a student returns to school after an absence, a note **MUST** be brought from home. If a student is going to be absent, please call the school office (239-768-9375) before 8:30 a.m. Failure on the part of the parent to do either shall result in the student receiving an unexcused absence. Acceptable excuses for students' absences are illness, a death in the family, a school-sponsored event or activity that has been previously approved, or a religious holiday.

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 call for your child as long as it is 30 minutes prior to dismissal. An unexcused early dismissal will be posted to the student's record unless a doctor's note is provided for an excuse.

Although the school does not support students missing school for vacation purposes, any student absent from school for vacation must notify the administration. Notification must be made in writing at least two (2) weeks in advance so teachers can have the appropriate work ready for each student.

**Students who have 19 or more unexcused absences risk the possibility of retention and may not be invited back to Six Mile Charter Academy for the following school year.**

**AGENDA BOOK:** All students are required to purchase an official school Agenda Book. **A parent must sign the Agenda Book daily.** This is an important form of communication and teaches responsibility. Middle School students are required to have the Agenda Book with them at all times during the school day.

**ANNOUNCEMENTS:** Each school day begins with the Pledge of Allegiance. Morning announcements are made for everyone's information. While announcements are being made, everyone is expected to be seated, remain silent, and listen carefully. Announcements are made through the Wildcat News Broadcast closed circuit TV system. Students wishing to have announcements read should submit them in writing to the office the day **BEFORE** they are to be announced. Other announcements may be made as needed throughout the school day; however, every attempt will be made to prevent disruption of regularly scheduled class activities.

**ARRIVAL:** Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** School doors are open to students at 8:00 am. There is **no supervision before 8:00 a.m.** for students who are not enrolled in the Before/ After School care program. All students dropped off before 8:00 a.m. will be placed in Before Care and charged \$5.00 per day based on the monthly program (see After Care Handbook). Breakfast is served between 8:00 am and 8:25 am in the cafeteria, and all students must be in their classrooms by the 8:30 am bell in order to not be counted tardy. **Instruction begins promptly at 8:30 a.m. for students.**

**ASSEMBLIES:** Assemblies are held during the year for the benefit of the student body. Assembly behavior should be refined and courteous. All students should give the speaker and/or performers their undivided attention. Gestures of appreciation should be in the form of applause. Manifestations of disenchantment or poor behavior are considered in bad taste and shall be subject to disciplinary action.

**ATHLETIC SPORTS (Intramural) PROGRAMS:** Six Mile Charter Academy offers several athletic sports programs to our middle school students which operate after school. Some of these programs which occur throughout the school year are as follows: basketball, cross country, tennis, volleyball, soccer, golf, and track and field. Student athletes **MUST** maintain proper behavior and conduct, especially when their sport is in season (any type of suspension will definitely jeopardize the student's participation during the intramural sport). Student athletes **MUST** maintain proper academic status (C average or above) to fully participate during their sport.

**BEFORE SCHOOL AND AFTER SCHOOL PROGRAM:** Six Mile Charter Academy operates a Student Before and After School Program. Participation in the SMCA Before School and After School Program require an information form to be completed (these forms can be picked up in the main office or on-line at [www.sixmilecharter.org](http://www.sixmilecharter.org)). Completed forms can be returned to the main office.

**BUS TRANSPORTATION:** Riding a bus is a privilege. A student who violates these rules will be reported to the school administration. The school has sole authority to suspend a student from bus transportation. A bus suspension **does not mean** that a student is suspended from attending school. When a student is serving a bus suspension they are still required to attend school

The following rules are in the interest of student safety and apply to all students when they are being transported on a school bus.

1. The driver is in full charge of the bus, and students **MUST** obey the driver.
2. Students shall keep assigned seats at all time with arms and head inside the bus.
3. Eating, drinking, or chewing gum will not be allowed on the bus.
4. Anything that interferes with safety will not be allowed: such as fighting, profanity, abusive language, abusive behavior, etc.).
5. Only *assigned* students can ride on the bus.
6. The Lee County Code of Conduct for Students states:  
*Suspension of bus-riding privileges may result when a student violates the Code of Conduct. The consequences for violation of these rules are not limited to removal of bus-riding privileges, since other sanctions, up to and including school suspension or expulsion, may be imposed when warranted.*

### **BUS DISCIPLINE POLICY**

Student who do not adhere to bus rules are subject to the following:

**First incident**.....Parent notification/letter of warning

**2<sup>nd</sup> incident**.....Lunch detention

**3<sup>rd</sup> & 4<sup>th</sup> incident**.....Afterschool detention

**5<sup>th</sup> incident**.....1 day bus suspension

**6<sup>th</sup> incident**.....3 days bus suspension

**7<sup>th</sup> incident**.....5 days bus suspension & conference with Parent & an Administrator

**If your child usually rides the bus and a transportation change is required, please notify the office in writing or by phone prior to 2:30 p.m. NO TRANSFERS ON BUSES WILL BE ALLOWED.**

**CAFETERIA PROGRAM:** In order to get the most from your school day, all students should begin the day with a good breakfast. At school, students are encouraged to eat a nutritious breakfast and/or lunch in our cafeteria.

Breakfast Regular Price	\$1.50
Lunch Regular Price	\$2.85 (includes milk)
Milk only	\$.50

A computerized payment system is used in the Six Mile Charter Academy cafeteria. Each student is assigned an identification code. This code should be kept private and not shared with other students. A standard menu will be used. Breakfast and lunch will be served in the cafeteria. Students who bring lunch from home are able to purchase milk. Occasionally, students lose or forget their lunch or lunch money. When that happens, the student should report to the office after opening announcements, call the parent, and the parent should deliver the money or a lunch to school. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring soda drinks to school. **Since we are trying to promote healthy eating habits, we request that fast food not be brought to school when a child forgets his/her lunch.**

**Payment:** All parents are encouraged to pre-pay for lunches on a weekly basis. Checks should be made out to "Six Mile Charter Academy". We recommend prepayment for the week's lunch should be made on the Friday of the preceding week.

**Free/Reduced Priced Lunches:** An application for Free or Reduced price meals will be sent home with students the first day of school. Parents must apply for the benefit yearly. The application should be completed and returned to the office as soon as possible. Notification pertaining to qualification for free/reduced lunch will be sent promptly.

**CHANGE OF ADDRESS:** It is the responsibility of each student and parent to inform the registrar of a change of address or phone number immediately and provide needed support documentation. Having accurate information facilitates communication between school and home.

**COMMUNICATIONS:** Good communication is the key to success! The administration and staff recognize this and strive to facilitate open and frequent communication with parents. From time to time, surveys will be sent home to ask your opinion on certain issues. An "End for the Year" survey will be conducted and your participation is vital in the assessment of our school operations and the areas in need of improvement.

In addition to report cards and progress reports, student work will be sent home in a folder on Fridays. Parents/guardians are asked to sign and return the folder by the following Monday. Additional information will be provided on the Student Information System (SIS). Progress Reports will be sent home once during the middle of each grading period. These reports are also available online via the (SIS).

Please feel free to consult with your child's teacher regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parent and student, and every teacher welcomes a conference with any parent. We do urge, however, that parents make an appointment for the conference at a convenient time before or after school hours. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.

Formal school communications will be sent home on Fridays. **However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff.**

**DISCIPLINE PROCEDURE:** Six Mile Charter Academy adheres to the discipline policies and procedures of Lee County District Schools. Any revisions to the district policies not reflected in this handbook will be available online at [www.lee.k12.fl.us](http://www.lee.k12.fl.us). Discipline is the process of changing a student's behavior from inappropriate to exemplary. Rather than merely stopping poor behavior, we desire to teach the student to do what is right, to make good choices.

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

1. Students are expected to respect the authority of teachers. All teachers and staff have authority over all students.
2. Malicious destruction of school property results in the replacement, repair, or payment for damages by the students or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in any of the school buildings or on the school grounds.
4. Items such as water pistols, matches, radios, CD players, skateboards, toys, collectable trading cards, electronic handheld games, weapons of any sort, etc. are not permitted at school and will be confiscated. All cell phones seen or heard by school staff on school grounds will be confiscated.
5. No notebooks, albums, magazines, lunchboxes, etc. will be permitted that display picture or slogans referring to the drug culture or alcohol.
6. No profane, abusive, or slang language is to be used.
7. **Zero tolerance for aggression – both verbal and physical.**

**DISMISSAL:** Students must leave the school grounds immediately after dismissal unless enrolled in the after care program or involved in after-school activities. Parents may wait for their children outside school.

Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick-up students from the school. 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. The only person who can make changes to the emergency contact card is the person who registers the child for school.

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. Friends and strangers will be denied access to a student in the absence of verified parental consent.

**Students not picked up by 3:30 pm from the cafeteria will be walked to an aftercare classroom. You will check them out through our After Care Director in the front office lobby once a parent pick up is over. A late fee will be assessed of \$5.00 per every 15 minutes or portion thereof after 3:45.**

**Parent Pick-up:** All parents must remain outside the school perimeter at dismissal time. Teachers will bring the students to the cafeteria. Parents who pick up their child by driving through the parent pick up line should remain in your car and display the blue and white placard with the child's name on it to the SMCA staff member. A staff member will call your child and walk them to the car. Parents who want to pick their child up from the front cafeteria door, hand the blue and white placard to the SMCA staff member at the door, and wait outside for the staff member to walk the child back to them.

All students who are walking home must have written parental permission in the front office. Wait to be released by school personnel, and must stay on the sidewalk while walking home.

**DRESS CODE:** A higher standard of dress encourages greater respect for individuals, students, and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days. Six Mile Charter 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 a school uniform, purchased through the designated uniform company (All Uniform Wear).**

**New Students** who start school during the school year are required to wear a royal blue Polo-type shirt. This shirt must be worn until all other uniform shirts are ordered and delivered. Khaki or navy blue pants, shorts/skortis must be worn until the purchased uniforms are delivered. ALL NEW students must make an appointment to order uniforms within 5 school days of starting SMCA at the All Uniform Wear store located at **11286 South Cleveland Ave** in Fort Myers. NO JEANS/DENIM except on designated "jean days".

**Hair & Make-up:** Hair must be neat and clean with no "unnatural" colors, i.e., fluorescent, bright green, fohawks, mohawks, spikes, etc. Blonde highlights are allowed. Hair that is distracting to the educational setting will not be allowed. Hats may be worn at recess and PE ONLY. No bandanas may be worn. NO make-up can be worn in school. Students wearing make-up will be asked to remove it in the nurse's office or a parent will be called to assist the student.

**Shoes:** Students must wear closed shoes at all times. No boots of any kind or shoes with metal tips may be worn. No stacked or pumped shoes may be worn. No sandals or "Crocs". We recommend appropriate sneakers or flat dress shoes. NO roller-skate shoes allowed.

**Socks:** Socks must be worn at all times and **must** be solid in color.

**Shirts:** All shirts **MUST** be tucked in and buttoned at all times. Shirts must be purchased from the designated uniform company. If undershirts are worn, they **MUST** be white.

**Slacks/Shorts/Etc.:** All uniform slacks/shorts/skirts/skortis/etc. are to be purchased from the uniform company. They must be worn at the waist with a belt and be in good repair.

**Belts:** A solid black or brown belt must be worn at all times with any article of clothing that has belt loops. The belt should be fitted around the waist so that the excess length can be tucked in loops and NOT hanging.

**Jewelry:** Boys and girls may not wear body piercing other than earrings in the ear lobe. One earring per ear may be worn. Only a stud earring or small hoop may be worn for safety purpose. Limited jewelry

can be worn, such as a watch, small bracelet, and thin necklace. Necklace should hang inside of the school uniform NOT on top for safety purposes. Silly Bandz and their likeness are not allowed.

General: At no time are students to wear anything offensive, immodest, or deemed inappropriate by the faculty. ALL CLOTHING SHOULD BE LABELED WITH THE STUDENT’S NAME.

PE Clothing: Elementary (K-5) students may wear the school PE t-shirt ONLY on PE days.

**Students may ONLY wear dark blue/navy school sweaters, school sweatshirts, and/or school fleece, purchased through the uniform company, if chilly during the school day.** School sweatshirts and fleece jackets are outerwear only. No clothing may be tied around a student’s waist.

**DRESS CODE DISCIPLINE POLICY:**

**First incident.....**Warning contact

**2<sup>nd</sup> incident.....**Parent Contact w/ uniform delivered

**3<sup>rd</sup> incident.....**Lunch detention

**4<sup>th</sup> incident.....**Removal from class until proper Dress Code is followed

**EARLY DISMISSAL:** Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Any time a child has 3 unexcused early dismissals in one month, the parent will receive a notification note.

**Excused early dismissals are given for doctor’s appointments with notes from the doctor and extreme emergencies.**

After 5 unexcused early dismissals in a grading period: A letter will be sent requiring a conference to explain the seriousness of the matter and discuss the consequences of another early dismissal.

**After 20 early dismissals, a child may not be invited to return to Six Mile Charter Academy the following school year.**

**No child may be dismissed from the classroom with less than 30 minutes before dismissal. Parents must wait until the dismissal time and pick them up through the Parent Pick-up Line.**

**EMERGENCIES:**

**Illness:** The importance of regular attendance cannot be overemphasized, but **students should not be sent to school when they are ill.** If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student’s chronic illness (i.e. asthma, diabetes, heart conditions, or seizures). This heightens awareness in case of an emergency.

**PLEASE KEEP YOUR CHILD’S EMERGENCY CARD UPDATED.**

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

1. Teachers will send the student to the clinic if the injury is minor.
2. Teachers will notify the office and the clinic if the student is unable to be moved.
3. Trained personnel will administer basic first aid.
4. The parent(s) will be called and the injury described. For a minor injury, the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached.
5. The Emergency Rescue Squad will be called for critical injuries that require the type of care that school personnel cannot offer and the parent or emergency contact will be notified.
6. An accident report will be completed and filled for every accident.

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

**FIELD TRIPS:** As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as a chaperone. Parents serving in this capacity may not have other siblings accompany them. Parents who are **officially selected** to be chaperones may count their hours on the field trip as volunteer hours on SIS. 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. Any parent that wishes to join the field trip with their child **MUST** go to the front office first to have their ID scanned through our RAPTOR system.

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior, conduct, or academic issues, at the discretion of administration.

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

**GRADING SCALE/Report Cards**

Grades K-1	Grades 2-8
E - Excellent	90-100% A - Outstanding Performance
S - Satisfactory	80-89% B - Above Average Progress
N - Needs Improvement	70-79% C - Average Progress
U - Unsatisfactory	60-69% D - Lowest Acceptable Progress
	0-59% F - Failure

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

1. Carefully analyze the problem - 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. Set an appointment with a member of administration by calling or stopping by the front office.

**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 and feet off the walls. All students in hallways during school hours at times other than class changes are required to be carrying a hall pass.

**HOMEWORK POLICY:** The purpose of homework is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand their assignment after trying to do it at home, please send a note to the teacher indicating the problem in the student agenda/planner.

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

Grade K/1	15 minutes
Grade 1	20 minutes
Grade 2/3	30-45 minutes
Grades 4/5	60 minutes
Grades 6/7/8	90 minutes

These times are a guide and are based on the average child’s ability and on concentrated, undistracted time for doing homework. Some days’ homework assignment may take less time one day and may take slightly more time on another day. A child who does not finish class work at school may have to complete class work in addition to homework.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing homework is the student’s illness or a written note stating an emergency, which prevented assignments from being done. If a student fails to bring in assignments, he/she should complete it for the following day. The classroom teacher will determine grading of late assignments. Teachers keep daily records of assignments, which are used in determining grades. Homework will be assigned Monday-Thursday, as appropriate.

**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.

It is important to note that “home learning” is the responsibility of the student.

**HONOR ROLL REQUIREMENTS:**

*Grades 2-8 (only)*

**High Academic Honors** – All A’s in all subjects (includes electives)

**Honors** – All A's & B's in all subjects (includes electives)

**INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES:**

All textbooks and library books needed by the 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 instruction.

Students need to realize that books and materials are expensive and that they should be cared for properly. Students should print in pencil their names and room number on the front of each book cover. Books must not be written in or on. **Charges will be made for damaged or lost books and/or materials.** Student must learn to be responsible for the care of personal and school materials.

Supply lists will be provided for all students on our website [www.sixmilecharter.org](http://www.sixmilecharter.org) and at the office during the summer. Students will be expected to provide all of these basic supplies. It is best to bring them to the Open House and deliver them to the teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

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

**LOCKERS:** Students in grades 6-8 will be assigned a locker. They are required to *rent* a lock from SMCA. Only school locks are allowed, **no private locks**. All backpacks, coats, sweatshirts, books, and purses are to be stored in the locker.

**LOST AND FOUND:** Throughout the school year, items that have been lost are turned into the school office. Labeled items are easy to return to the owner. Anytime a student loses an item, he/she may ask the teacher or office staff to assist in checking the lost and found area for the lost item. There are many items lost and never claimed each year. These items are donated bi-annually to various charitable institutions. Therefore, please label your child's personal belongings. **Lost, stolen, or damaged items are not the responsibility of Six Mile Charter Academy.**

**MEDICAL INFORMATION:**

*Emergency Cards:* You will receive an emergency card for your child the first week of school. Please complete both sides and return to his/her teacher. **It is very important that you keep this information current so we can contact you during the school day if needed.**

*Screenings:* The following screening will be completed during the current school year

Type of Screening	Grades
Vision	K, 1 <sup>st</sup> , 3 <sup>rd</sup> , 6 <sup>th</sup> , ESE & All new to county K-8
Height/Weight/Body Mass Index (BMI)	1 <sup>st</sup> , 3 <sup>rd</sup> , 6 <sup>th</sup> & all new to county K-8
Hearing	K, 1 <sup>st</sup> , 6 <sup>th</sup> & all new to county K-8
Scoliosis	6 <sup>th</sup>

If a student does not pass one of the above screenings we will re-screen them in two weeks. If at that time he/she still does not pass the screening, a letter will be sent home to the parent/guardian so that you can follow up with your pediatrician. *Please note that these are only screenings, not a diagnosis.* If you do not want your child to participate in the above screenings, please notify the nurse in writing.

*Pediculosis (Head Lice):* Students will be checked periodically for head lice. If a student is found to have head lice, he/she will be sent home. The rest of his/her classmates will then be screened and notification will be sent home with each of them. Six Mile Charter Academy personnel follow the Lee County no nit policy. Any infected student will not be allowed to return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student AND the parent MUST report to the clinic and the student will be checked to determine if any lice/nits are still present before he/she is allowed to return to class. **Three days** is the maximum amount of time allowed for removal of eggs from the hair. Any absence over three days will be considered an unexcused absence. Please examine your child's head weekly to prevent an outbreak of head lice. This is a common problem that is very contagious but very preventable.

*Medications:* ALL medications, including over-the-counter medications such as Tylenol, must have written authorization from the parent and the physician. **THIS IS A STATE LAW.** Please do not ask us to violate this law by sending in medications without these forms completed. You can obtain the parent and physician medication forms from the clinic. Medication will not be given without the proper documentation.

*Illness:* Please do not send your child to school sick. If they have a fever or vomiting/diarrhea they need to stay home. They are contagious, more susceptible to pick up something else and probably don't feel well, which is not an optimal state in which to learn. *If a child is sent home from school with a fever, please note that they should be fever-free for 24 hours before they are sent back to school.* This is for the well being of your child and the other students at the school.

*Immunizations:* All students must be properly immunized for the grade they are attending. This information is on a blue card. These records are reviewed throughout the school year and must be current. If a student is found to be non-compliant the parent will be notified that new information is needed. If that information is not presented within one week the student may be excluded from school until the information is provided. This is in accordance with Lee County. A physical is also to be on file. This information is on a yellow card. The parent will be notified if a physical is not on file and will be asked to provide a yellow card, which is obtainable from your physician. This is also in accordance with Lee County.

IF YOUR CHILD HAS ANY SPECIAL NEEDS OR MEDICAL ISSUE, PLEASE CONTACT THE NURSE.

**PARENT - TEACHER CO-OP:** 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 school. Everyone is urged to become active in helping further the goals and growth of the Parent - Teacher Co-Op.

The faculty, staff, and administration hope that all of our parents will become active members supporting the school and the organization.

**PARTICIPATION IN SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS:** Participation in a school sponsored extracurricular activity or field trip is a privilege. The standard of behavior should be one that exhibits pride, politeness, and responsibility. Students who are unable to follow school rules and behavior guidelines may not be able to participate in outside activities such as dances, sporting events, and field trips.

**PUPIL PROGRESSION:** Six Mile Charter Academy will follow the Lee County School District Pupil Progression requirements and procedures for K - 8 students.

**SCHOOL ADVISORY COUNCIL (SAC):** A School Advisory Council will be organized and will work with the Principal on issues related to the overall operation of the school.

**SCHOOL HOURS:**

Before School Care	7:00 a.m. – 8:00 a.m.
Breakfast Time	8:00 a.m. – 8:25 a.m.
Students begin arriving	8:00 a.m.
<b>School Begins</b>	<b>8:30 a.m.</b>
<b>Student Dismissal</b>	<b>3:00 p.m.</b>
After School Care	3:00 p.m. – 6:00 p.m.

**STUDENT RECORDS:** Student records and grades cannot be released until property and textbooks have been returned or paid for. All accounts must be brought up to date from the library, cafeteria, and aftercare program, etc., prior to any records being released.

**STUDENTS RIGHTS:** Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable and when they occur, they will result in time out, exclusion from participation in class activities, suspension, or expulsion.

**Parents who have a conflict with a student other than their own child are requested 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 or other verbal or physical conduct against a student or employee will NOT be tolerated.

**TARDY POLICY:** A child is tardy when he/she is not in the classroom at the start time of 8:30 a.m.

**Excused tardy passes are given by the office for doctor’s appointments with notes from the doctor and extreme emergencies. Unexcused tardy passes are issued from the front office after 8:30 a.m. and a parent is required to accompany the student to the front desk.**

After 5 unexcused tardies in a grading period:

- A letter will be sent to the parents requiring a conference to explain the seriousness of the matter and go over the consequences of another tardy.
- Suggestions will be discussed with parents to alleviate the tardiness problem.

**After twenty (20) tardies, a child may not be invited to return to Six Mile Charter Academy the following year.**

**TEACHER CONFERENCES:** All parents should meet with their child’s teacher at least once during the school year. We encourage you to have conferences more often as effective communication is one of the cornerstones of education. Conferences are schedule on early dismissal days and at other times as requested.

**TELEPHONE:** The school has a business phone to help transact the business of the school and lines are to be kept open. Students may not use the telephone except for emergencies.

*School Office: (239) 768-9375*

It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Please refrain from asking the office staff to deliver message to students except in an emergency.

**SEVERE WEATHER INFORMATION:** Six Mile Charter Academy will follow the same instructions as Lee County School District in case of severe weather emergencies. Parents should watch the local news for information about school closings.

**VISITORS:** Visitors, **INCLUDING PARENTS**, are **NOT** permitted to go to their child's class unannounced during school hours because this disrupts normal routines and instruction. **For the safety and protection of all students, visitors (including parents) must sign in and out with the office, state whom they are visiting, state the purpose of the visit, provide a driver's license, and obtain a pass only from ADMINISTRATION before proceeding to a classroom.** Cooperation will enable the school to provide a safe and orderly learning environment for all students.

**VOLUNTEER HOURS:** Parents have many opportunities to volunteer their time both at school and at home. Volunteer opportunities will be available throughout the school year, based on the school's needs. Parents are required to log the volunteer hours into the sign-in sheets located in the office. Stickers will be given out at the office once a parent license has been run through the Raptor ID system in order to volunteer in a designated location.

Parents are **REQUIRED** to submit their own volunteer hours for credit through the Student Information System (SIS). Please be sure to enter your volunteer hours so accurate records can be kept. A statement of hours completed will be sent home after the second quarter so that parents know how many hours they have completed. Parents are required to volunteer 20 hours for the first child and 10 hours per sibling for the school year.

1. Volunteer Coordinators will use Room Parents to disseminate information regarding volunteer opportunities.
2. Half of all volunteer hours should be completed by the end of December.
3. All volunteer hours must be completed by May 1<sup>st</sup> of the current school year OR this may result in your child being withdrawn from the school.

**VOLUNTEER GUIDELINES:**

- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Individual student's grade records and abilities are personal and confidential information. Students have the right to confidentiality under Florida Statutes 227.093 that covers academic work completed, standardized test scores, health data, interest inventory reports, reports of serious or recurrent behavior patterns, family background information, attendance records, grades and teacher or counselor rating and observations.
- Volunteers may not give students medication.
- Volunteers will not contact parents regarding student performance or behavior.
- Classroom supervision and student discipline are the responsibilities of the teacher and school personnel.
- The teacher must always give permission for a student to leave the classroom.
- Volunteers are required to sign in and out. The office will determine where and when a volunteer is needed within the school.

- For identification, volunteers are required to be processed through our Raptor ID system and wear a name badge when helping with school activities.
- **Volunteers will be assigned only to staff members requesting assistance.**
- Punctuality and reliability are expected since teachers plan for volunteer assistance.
- Comparing and criticizing teachers and students is not acceptable volunteer behavior.
- Volunteers should be in good physical and mental health.
- Volunteers are expected to be well groomed and dressed appropriately.
- Volunteers should set a good example for students by their manner, appearance, and behavior
- Volunteers will be allowed in the classrooms during instructional time ONLY when scheduled by the teacher in writing at the front office. Before sending you to the teacher's classroom, the volunteer request will be verified by the office staff.
- Volunteers are invited to assist in their own child's classroom ONLY with permission from the classroom teacher. Your help is needed in many areas throughout the school that may not be disruptive to your child's learning.

**WITHDRAWAL PROCEDURES:** Parents/Guardians must complete a withdrawal form with the Registrar when a child leaves the school during the school year. Be sure that the child has turned in all school property before he/she leaves the school. **All obligations and debts must be paid prior to records being released.**