



Parent/Student Handbook 2020-2021

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INNOVATION CHARTER SCHOOL

ICS of Pompano Beach, Florida will serve the children and families of our culturally diverse community by facilitating each student's path of learning with CARE and EXCELLENCE. These core values will guide students to build healthy relationships and work with diligence by doing their best and persevering when learning becomes difficult. Through a dynamic curriculum, we welcome a learning environment permeated with interactive, interdisciplinary teaching strategies, and techniques. ICS adheres to the policies of the Broward County Public Schools and has tailored this handbook to reflect these policies and that which is implemented to meet the needs of our Innovation Charter School students.

MISSION

The mission of the school was cast by the Board of ICS and reflects their passions, dreams, and desires to serve the community of Pompano Beach, Florida. **The mission of the charter school is to develop and nurture a collaborative community of learners with successful education models to impact tomorrow's world today.** Equipping and nurturing children with the technology, literacy, and numeracy skills is critical to their success in our community and, ultimately, to the advancement of our community and culture within that technology-rich and knowledge-driven context.

BUILDING BLOCKS

ICS aims to be an active and interactive learning environment where learners develop academically, socially, emotionally, and creatively in a caring. The shared respect of all engaged in learning will promote a synergy to activate a depth of learning not possible in a competitive, individualistic educational experience. Parents/Guardians, teachers, and community members will participate in the learning environment to enrich progress toward our students becoming local and global stewards of time, resource, and talent.

The focus of the charter school will be to serve the children and families in our culturally diverse community with an emphasis on reading, math, and technology. The theme of the charter school will be to facilitate learning through a dynamic, interactive, teamwork environment to prepare students for the global workplace. ICS serves all eligible Broward County students in Kindergarten to 5th grade.

PARENT/GUARDIAN-STUDENT-SCHOOL COMPACT

Innovation Charter School, and the parents/guardians of the students participating in activities, services, and programs funded by the Title 1, Part A of the Elementary and Secondary Education Act(ESEA) (participating children), agree that this compact outlines how the parent/guardian, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build develop a partnership that will help children achieve the State's high standards. This school-parent/guardian compact is in effect during the remaining school year of 2019-2020.

SCHOOL RESPONSIBILITIES

INNOVATION CHARTER SCHOOL will:

- 1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Florida's student academic achievement standards as follows:**
 - Provide effective learning strategies to motivate and assist students with their understanding or academic concepts.
 - Have high expectations for learning and achievement for all students.
 - Assure that every student has access to quality learning experiences appropriate to their development.
 - Assign appropriate homework that extends and reinforces lessons taught at school.
 - Believe that each student can learn at his/her pace and strive to meet individual needs.
- 2. Hold a parent/guardian-teacher conference during which this compact will be discussed as it relates to the individual child's achievement.**
 - Title One Annual Public Meeting
 - Conferences are held during the second grading term and by appointments during the school year.
 - IEP meetings are conducted as mandated.
- 3. Provide parents/guardians with frequent reports on their child's progress.**
 - Progress reports are sent home with students every 4-5 weeks. Report cards will be issued at the end of each quarter. See the Broward County Schools Calendar.
 - Teachers may send home weekly results of chapter tests, quizzes, etc.
 - Standardized test scores will be sent home in the last report card of the school year.
- 4. Provide parents/guardians with reasonable access to staff.**
 - Parents/guardians may schedule appointments before and after school with their children's teachers.
 - Administration and Support Staff will be available before and throughout the school day as needed.
- 5. Provide parents/guardians opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**
 - Chaperone field trips for approved volunteers.
 - Mentoring students.
 - Assisting teachers with classroom activities and school wide functions.

PARENT/GUARDIAN RESPONSIBILITIES

We, as parents/guardians, will support our children's learning in the following ways:

- Make sure my child has the necessary school supplies and is ready for school each morning.
- Monitor my child's on-time attendance.
- Make sure that homework is completed.
- Provide updated current phone number.
- Attend school conferences and Parent/Guardian Meetings and other related events.
- Review the Broward Schools Code of Conduct with my child.
- Monitor the amount of television my child watches.
- Volunteer in my child's classroom.

- Participate, as appropriate, in decisions relating to my child’s education.
- Promote positive use of my child’s extracurricular time.
- Complete the Title I Annual Parent Survey.
- Stay informed about my child’s education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Commit to communicating to Administration any of my child’s educational needs and/or my concerns to best lead to the success of my child’s education.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve Florida’s high standards by:

- Completing and turning in all class and homework assignments on time.
- Coming to school every day on time and prepared with all necessary supplies and ready to learn.
- Asking my teachers questions when I don’t understand.
- Paying attention in class and maintaining appropriate behavior.
- Respecting myself, others and school property.
- Read at least 30 minutes every day outside of school time.
- Giving to my parents/guardians all notices and information received from my school every day.

SCHOOL HOURS

Arrival/Breakfast.....	7:30a.m.-8:00a.m.
School Begins (after this time students are considered tardy)	8:00a.m.
Morning Meeting.....	8:00a.m.-8:15a.m.
LUNCH.....	10:30a.m.-1:15p.m.
Dismissal for Kindergarten Students.....	2:40p.m.-3:00p.m.
Dismissal for 1 st – 5 th Grade Students.....	2:45p.m.-3:00p.m.
CCLC (Grades 3-5).....	3:05p.m.-6:05p.m.

COMMUNICATION

You can contact the School Office at (954)715-1777 during the hours of 7:30 a.m. - 4:00 p.m. Our Voicemail system can be reached before or after school hours. Through this system, you can call in your child’s absence, contact the CCLC program or leave a message for anyone on our staff including your child’s teacher. You may also communicate information through email at info@innovationcharter.net.

Parent/Guardian notifications are sent regularly to announce upcoming events by mode of flyer or text message. Please ensure contact information is kept up to date and contact the school office to make any necessary changes. Visit our social media platforms, such as Facebook or Instagram, for periodic updates, and check your child's backpack/folder daily for letters and bulletins from teachers and staff. Student work and school communications will be sent home with Friday papers for parent communication and signatures.

Parents/Guardians are required to inform the ICS School Office of any change in address or telephone number. A change in address requires that documentation of the new residency be provided to the ICS School Office. This information is critically important in the case of an emergency.

Policies may be added or amended during the current school year. Any major policy changes will be communicated to students and their families in writing.

ATTENDANCE

DROP OFF PROCEDURES

Parents/Guardians are to drop off their child at the school entrance. Please do not drop your child off before 7:30 a.m. and leave them unattended. Students will enter at the School Office. Parents/Guardians will not be able to go beyond this point. Students who arrive after 8:00 a.m. must sign in at the School Office and receive a pass to enter the classroom. All students arriving after 8:00a.m. will be marked tardy by the teacher.

PICK UP PROCEDURES

Dismissal begins at 2:40 p.m. for Kindergarten and 2:45 p.m. for grades 1-5.

All dismissal changes should be communicated before 2:00. You may not sign your child out after 2:30 p.m.

ALL students should be picked up before 3:30 p.m. Children not picked up by 6:30 p.m. must be reported to the Police in accordance with state law.

Please use the designated car line to pick up your K-5th grade child(ren).

For safety reasons, parents/guardians will not be allowed to enter the building to pick up their child. We prefer parents use the car line, and we will escort your child(ren) to the car. Please display your name card. If you choose to get out of the car, have identification ready and wait outside under the overhang for your child to be delivered.

Should you need to speak with the teacher, we encourage you to use email, send in a note with your child or request a phone or face-to-face conference. Parent/Guardians-Teacher Conferences will begin after 3:15 p.m. Parents/Guardians may wait in the school office until the teacher comes to the school office for the conference.

EARLY DISMISSAL

If you need to pick up your child during school hours, you must do so through the school office. You will be required to sign an Early Dismissal Log at which time we will call your child to come to the office. We encourage parents to schedule doctor appointments after school hours in order to minimize disruption to the classroom. **You may not sign your child out after 2:30 p.m.**

ATTENDANCE POLICY

ICS has developed the following attendance policy to comply with the School Board of Broward County, Florida. We encourage all students to attend school on a regular basis. Each day that a student attends school, he/she has opportunities to develop personal, social, and academic skills. We encourage the commitment of students, parents, and staff to work together on this endeavor. Students are responsible to be on time to school, notify school when absent, make-up assignments missed and turn in work assigned on time.

When your child will be absent from school, please call the school office and leave a message that morning to report the absence and reason for absence. If you do not call in to report the absence within 48 hours and/or provide written documentation on the day of return, your child will receive an “unexcused absence”. You must call in each day your child is out.

Review the follow guidelines for cumulative absences (absences, early leaves, tardies)

3 absences - teacher contact

5 absences - warning letter

7 absences – Administrative call with parent

10 absences – Administrative conference (attendance contract is signed)

15 absences – Administrative Team decision to report for Truancy

A child will be considered tardy if he comes to school after 8:00 a.m. Research has shown that there is a strong correlation between attendance and achievement in school. Extenuating circumstances will be considered on an individual basis. Therefore, our attendance policy will be strictly enforced in accordance with Broward County Truancy Regulations. Please do your best to get your child to school on time every day!

WITHDRAWALS

A Withdrawal Slip is necessary when a child leaves school during the school year. The registering parent/guardian will be the only person allowed to withdraw the student from the school. Please inform the school office prior to date of withdrawal, in order to fill out a withdrawal form. After informing Innovation Charter about the withdrawal, please provide the next school with our email address, info@innovationcharter.net, in order to request records for your child. Upon request, we will provide a copy of documents, such as last report card, test scores, immunization and physical. Be sure that all school property has been turned in by the child before he or she leaves the school. All confidential paperwork (i.e. ESE/ELL) can be sent to the new school once registered and requested.

TRANSPORTATION

BUS ROUTE SELECTION

1. Parent/Guardian will indicate on registration if a student will need school bus transportation.
2. Parent/Guardian will fill out transportation request indicating the students contact information.
3. Parents/Guardians will indicate on the transportation request form if student may be released without an adult present at the stop. Only students in Grades 3-5 may be considered for release without an adult present.
4. Upon receiving transportation form, school will inform Transportation Company of request.
5. Transportation Company will assign student to the closest stop. They will also notify the school there is not a stop within 1 square mile of the student.
6. School bus transportation request forms including a list of bus stops and a map are available upon request.

BUS STOP PROCEDURES

1. Students should arrive at the assigned bus stop at least ten (10) minutes before the published bus stop time.
2. Students that are nine (9) years of age or younger should be escorted to the bus stop by a responsible adult. Parents/Guardians should assure that students dress appropriately for the weather, rain gear for inclement conditions, proper footwear for walking to and from and waiting at the bus stop.
3. The bus stop and the school bus are considered an extension of the classroom and students are expected to observe the same code of discipline expected in the school classroom.
4. All bus riders will sign a transportation behavioral agreement.
5. Students are not allowed to eat, drink or chew gum while on the school bus.
6. Students are expected to abide by the school bus operator's instructions while boarding the bus, on the bus and when departing the bus, at the bus stop or school location.
7. PLEASE REMEMBER THAT RIDING A BUS IS A PRIVILEGE!

SCHOOL MEALS

Innovation Charter School is a National School Lunch Sponsor. ICS provides a free breakfast and lunch for each student. Menus are listed on the school website. ICS encourages all children to eat

breakfast at the beginning of each day to help them prepare for the day's learning experiences. Children may bring their lunch from home or provided with a school lunch daily.

MEAL TIMES

Breakfast	7:30 a.m. - 8:00 a.m. (Served before school starts)
Lunch	10:25 a.m. - 1:15 p.m. (Served by grade level schedule)

SNACKS

We encourage healthy eating habits, so please send in healthy snacks daily. We also ask you to limit the sugar intake in your child's lunch. There are to be no cans of soda, no carbonated drinks and no glass bottles in school. Any food allergies should be listed on the Emergency Form and verified with a doctor's note.

CODE OF CONDUCT

ICS adheres to a culture of Caring and Excellence in academics and behavior. Our goal in correcting poor choices is a changed behavior. To promote a fair and consistent means of correction and consequences, we abide by the Broward Code of Conduct.

GOAL

The goal of Innovation Charter School is to promote a family oriented and wholesome school environment where each child will develop self-discipline. To attain self-discipline, we believe children must understand the importance of choices and the results of those choices.

ICS RULES

BE CARING - Treats others with kindness

BE DILIGENT – Uses grit, determination to get the task done

BE RESPONSIBLE - Dependable with tasks: homework & obedience

BE RESPECTFUL - Shows courtesy in word & deed

CLASSROOM BEHAVIOR

1. A classroom behavioral plan with classroom rules is developed and posted in the classroom by the teacher and/or grade level where students change classes.
2. The classroom behavioral plan includes focus on the following student behaviors:
 - a. Be Caring
 - b. Be Diligent
 - c. Be Responsible
 - d. Be Respectful

3. Copy of Classroom Behavioral Plan should be displayed in class and sent home to parents/guardians for signature.
4. Teachers will contact parents/guardians, determine consequences according to classroom discipline plan and communicate to Administration when needed.

OUTSIDE OF CLASSROOM

When students are not under the direct supervision of their classroom teachers and are in the **cafeteria or on the playground**, those who do not follow school rules will be redirected by the adult staff or supervisors. The first warning will serve as reminder and students will be counseled by their classroom teachers. If students receive a third warning the adult supervisor will send student to the Director of Student Services.

CONSEQUENCES

1. Teacher Redirection
2. Time Out
3. Repetitive Behavior - Consequence
4. Parent/Guardian Contact with repetitive classroom disruptive behavior
5. Referral to Alternative Classroom
6. 3rd referral - Parent/Guardian conference with the Principal, determination of consequences.
7. Repeat offenders = In or Out of school suspensions
8. SEVERE OFFENSES: parent/guardian conference with the Principal, determination of In or Out of school suspension

ALTERNATIVE CLASSROOM - LOSS OF PRIVILEGE

1. Students will be assigned to the Alternative Classroom when discipline appropriate.
2. Students will be expected to do class work provided by their teacher or a book to read.
3. Students are expected to work in silence.
4. In some cases, student will complete a reflection during Alternative Classroom. Students will have parents/guardians sign reflection and return to their teacher and/or Director of Student Services.
5. Each incident will be noted in student log.

IN-SCHOOL SUSPENSION

1. Parents/Guardians will be notified of in-school suspensions.
2. Students will be assigned to work in the Alternative classroom a full or half day.
3. School work/assignments will be provided by his/her teacher to be completed accurately and neatly.
4. Student will eat his/her lunch in the Alternative classroom and **will not** participate in outdoor recess with his/her peers.

OUT OF SCHOOL SUSPENSION

Principal reserves the right to suspend students that have committed any of the before mentioned infractions.

MENTION OF GUNS

There is a NO TOLERANCE policy for guns or the mention of guns at ICS. This type of conversation will be grounds for suspension.

ANTI-BULLYING POLICY

ICS is in agreement with the School Board of Broward County Anti-Bullying Policy 5.9 and follows these guidelines for any bullying offences. The Broward County Schools Anti- Bullying Policy 5.9 in its entirety can be found at:

<http://terms.browardschools.com/SiteMedia/Docs/Schools/PDFs/Anti-BullyPolicy-5-9.pdf>

DRESS CODE FOR GRADES K-5

Students are expected to dress for school and school activities in a way that contributes to their health and safety, promotes a positive school learning environment, and does not disrupt the events and activities of the school.

SCHOOL UNIFORMS

Innovation Charter School Board finds that school uniforms are necessary for the safety and welfare of students and school personnel. Uniforms promote an environment that enhances learning and safety; encourages the expression of individuality through personality and achievements, not outward appearances; and creates a sense of school pride and belonging.

All students in kindergarten through grade 5 are required to wear a school uniform at all times while attending school or any school-sponsored activity during the school day.

BASIC UNIFORMS

Girls: The basic uniform for girls is a long or short-sleeved collared solid colored (white, gray, orange or black) blouse or polo shirt with skirt, pants, uniform shorts, jumpers, or skorts (khaki, navy, gray or black). Leggings are not to be worn as pants. They may be worn under skirts, jumpers, or skorts.

Boys: The basic uniform for boys is a long or short-sleeved, solid colored (white, gray, orange or black) collared shirt, such as a polo, sport shirt, or dress shirt with pants or uniform shorts (khaki, gray or black).

Clothing must be the appropriate size for the student, not be oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. Students may not wear baggy/saggy pants.

Shirts/blouses/dresses must cover midriff, back, and sides at all times; should be fastened with no visible cleavage or undergarments; and may have a small manufacturer's logo.

Shorts/skirts/jumpers/skorts/dresses shall be worn no shorter than "mid-thigh." Mid-thigh is determined by extending the arms to the sides of the body and finding the tip of the longest finger (using normal posture).

Shoes must be safe and appropriate. Students may not wear bedroom slippers or shoes with wheels. A manufacturer's logo/image is acceptable. Elementary only, students must wear shoes that are closed toe and closed heel and/or athletic shoes; platforms, sandals, flip flops, crocs or jellies are not permitted.

Students may wear coats, jackets, sweatshirts, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons. The outer garments must be of the appropriate size for the student and shall not be overly baggy or violate any other provisions of the dress code.

The principal may waive the school uniform policy on a case-by-case basis for either disability, medical condition or sincerely held religious belief.

ALTERNATIVES

In addition to the above basic uniform, the principal may designate:

1. Collared shirts with a school logo;
2. School-sponsored T-shirts with a crew neck; and
3. More restrictive dress code requirements, if approved by the school's SAC.

EXCEPTIONS

If a student enters Innovation Charter School after the start of the school year, there will be a grace period of ten (10) school days before being required to wear the school uniform. Students may wear special clothing necessary for a school-sponsored activity, as permitted by the principal.

UNIFORM RESTRICTIONS

Students may not wear:

1. Clothing that is not properly fastened;
2. Clothing or hairstyles that disrupt the orderly learning environment;
3. Clothing that is torn, has holes, or pants that are frayed;
4. Athletic shorts, cut-off pants, jeggings, short-shorts, or running shorts;
5. Clothing that exposes body parts in an indecent and vulgar manner;

6. Clothing that is unlined sheer or unlined lace;
7. Clothing that is form fitting, leotard or spandex, unless proper outer garments are worn over top of it;
8. Visible undergarments, sleepwear or outer garments traditionally designed as undergarments such as boxer shorts or bras;
9. Outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:
 - a. Promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or
 - b. Denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender.
 - c. A manufacturer's logo/image is acceptable.
10. Hats, bandannas, sweat bands, headgear, or other head coverings, inside the school building, except when approved by the principal/designee;
11. Body piercings, except for earrings on the ears. All other body piercing jewelry must be removed or concealed;
12. Jewelry or accessories that may be used as weapons, such as chains, spiked jewelry or arm bands;
13. Combs, curlers, or hair picks; or
14. Sunglasses inside the school building.

Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours.

FINANCIAL CONSIDERATIONS/ASSISTANCE

Students will not be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the school uniform if such failure is due to financial hardship. Parents/guardians should notify the principal if assistance is needed.

The school board/principal shall develop procedures to offer assistance to students who would have or are having difficulty complying with the school uniform policy due to financial hardships and shall develop a program to provide for uniform donations or uniform clothing.

DRESS CODE NON-COMPLIANCE

The principal or designee has the authority to decide if clothing complies with school policy. If the principal determines that a student's clothing does not comply with school policy, a parent/guardian may be asked to bring an appropriate change of clothes to school, or the student may be asked to leave an after-school activity. The student may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences.

ACADEMICS

ICS holds the responsibility of teaching your child with highest regards. We strive to teach your child with excellence and to partner with you as our goal is the same: the success of your child.

HOMEWORK POLICY

Homework is given for the purpose of review and reinforcement of the day's lessons. Below is a general outline of the time and days suggested for homework. All students will have reading and math homework on Monday-Thursday. In addition to this, unfinished class work may also be sent home for completion. Other subjects may be included in evening review. Math facts should be reviewed daily.

All projects and major assignments should have short term accountability follow-up and planned class time for teacher monitoring and conferencing.

Kindergarten: There will be daily homework assignments to reinforce the day's lessons. We suggest that parents/guardians assist their child by reviewing classroom activities and reading for 10-15 minutes each night. Reading logs may be requested.

First Grade: Students should be given reading, vocabulary words, and spelling words to practice. Math will be assigned nightly. Students should be reading nightly for a minimum of 15 minutes. (Asking *who, what, where, when, why* and *how* will improve student comprehension.) Social Studies or Science activities may also be assigned. Homework should take about 10-15 minutes nightly, not including reading.

Second Grade: Students should be given reading vocabulary words and spelling words to practice. Math will be assigned nightly. Students should be reading nightly for a minimum of fifteen minutes. (Asking *who, what, where, when, why, and how* will improve student comprehension.) Social studies or science activities may also be assigned. Homework should take about 20-25 minutes nightly, not including reading.

Third, Fourth and Fifth Grades: Students should have 30-45 minutes of homework daily. Math will be assigned nightly. Student may receive spelling, writing prompt and vocabulary homework. Students should be reading nightly for a minimum of twenty minutes. (Asking *who, what, where, when, why, and how* in discussion with your child will improve comprehension.)

**PROJECTS will be completed in class and introduced with planned assessments and rubrics, short term goals with teacher checks, and teacher monitoring to give the student direction and accountability as well as performance assessment explanation during the Project's schedule of completion.

MAKE-UP WORK

District policy states that the student has 2 days to make up work. The student and the teacher will work together to make up any missed assignments, tests, homework, etc., whether for excused or unexcused absences, up to the specified absence limit.

For extended absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the student has **two days** to make up the work for each day the student is absent, **not including the day of return.**

The teacher will compile a file of make-up work to be completed with a schedule for completion. Immediately upon return to school from an absence, the student shall be given the number of days missed plus one additional day to submit the make-up work for full credit. For extended absences, parents/guardians are to communicate to the School Office and communicate to the teacher the specific dates and a packet or work will be provided for the student to complete.

LATE WORK

Teachers may assess a penalty of no more than ten (10) points per day for up to 3 days before a zero may be given for work not turned in on time.

ASSESSMENTS

Your child is assessed in a variety of ways as he/she progresses through Innovation Charter School.

i-READY: All students K-5 are assessed in Reading and Math with an online program called i-Ready. A diagnostic assessment is administered in the fall, winter and spring to determine areas of strength and areas of support students may need. This computer adaptive program provides information on student's progress in Phonics, Phonemic Awareness, Vocabulary, Fluency and Comprehension in Reading. The Math assessment provides data on student's performance on all Math standards for their grade level. Student are monitored to meet a weekly goal of 45 minutes working at their individual grade level lessons with a 75% weekly passing rate. Also, a yearly growth projection is monitored, and parents/guardians can ask for a copy of this monthly.

FLORIDA STANDARDS ASSESSMENT: Students in Grades 3-5 take the end of the year FSA (Florida Standards Assessment) which calculates student learning gains and overall results into the School Grade. All students in our school are tested for learning growth and areas of needed growth concentration. Scores are recorded with Broward County Schools and Florida Department of Education in TERMS.

Portfolios are a collection of student's work and assessment. Each student in ICS has a portfolio which consists of work accumulated throughout the year.

WEEKLY COMMUNICATION

Weekly papers will be sent home for parents/guardians to view on Friday. These should be returned on Monday with a parent/guardian signature to verify parents/guardians have viewed the assignments and are aware of student efforts, behavior, and academic progress.

TEACHER CONFERENCES

All parents/guardians are required to meet with their child's teacher 2 times during the school year, October and February. Academic performance, behavior concerns, and student progress monitoring plans are reasons for parent/guardian communications and conferences. We encourage you to have conferences more often as effective communication is one of the cornerstones of education.

REPORT CARDS

ICS follows the Broward County calendar for sending Interims and Report Cards each quarter. Also, ESE/EP progress reports will accompany report cards each quarter. Report Card sleeves should be returned to teacher with a parent/guardian signature.

The chief purposes of this report are:

- to help parents/guardians understand the child's progress in relation to the school's objectives;
- to help parents/guardians share in planning for future progress; and
- to help the child grow through an evaluation of his habits, attitudes, and achievements.

Students receive grades for assignments that are recorded in the following weighted categories: classwork/homework/tech, quizzes, and tests. Report cards address social and emotional growth and academic growth. See the academic grading scale below.

Grading Scale:

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

For Grades Kindergarten - 2nd Grade

Grading of Standards per Reading, English Language Arts, Math, Science and Social Studies:

1. Mastered Skill - 90 – 100% (Indicates that the student is capable of using this skill or concept independently at the indicated instructional level)
2. Learning Skill - 70-89% (Indicates that the student is developing use of the skill or concept with teacher assistance at the indicated instructional level)
3. 69 or below – 69% and below (Indicates that the student has been introduced to the skills or concept, is receiving information, and continues to experience difficulty)

For Grades 3-5

Students will receive a grade for each subject: Reading, English Language Arts, Math, Science, and Social Studies. For Reading, English Language Arts and Math, student will receive the following level of instruction: *At or Above Grade Level: means the average is a 70% - 100%* or *Below Grade Level: means the average is a 69% and below*

Evaluation of Social Growth and Study Skills

1. Has mastered skill(s) independently
2. Is learning skill(s) with assistance
3. Areas of Concern

REASSESSMENT FOR MASTERY

Student grades shall reflect master of educational objectives which are related to essential knowledge and skills. Teachers will provide students who receive a failing grade on a test or other assessment which has a major impact on the grade an opportunity to receive review and reinforcement of the skills not learned. At the teacher's discretion, students may be reassessed for mastery of the same basic content with same level of difficulty as the original assessment.

RETENTION

At the end of the school year, the decision may be made for a child to be retained for the following year. This decision is made by the Principal, Administrative Team, and Teacher with a Promotion criteria provided by Broward County. The parents/guardians will be informed of the decision in the form of a formal conference.

STUDENT AWARDS

Additionally, at the end of each semester, ICS will hold an Awards Assembly at which time those students who have completed the following will receive awards:

1. **Perfect Attendance** - Perfect attendance with no tardies
2. **Mathematics Award** - Successfully meets criteria in Math for this grade level:
 - a. Average of ALL Chapter Tests for each Quarter equals a 90% or above
 - b. i-Ready Math – Tier 1
3. **Reading Award** - Successfully meets criteria in READING for appropriate grade level or above by meeting the i-Ready Reading Tier I
4. **Bee's Principal Awards – Character Awards** - Successfully meets the criteria below with no discipline notations:
 - a. **Caring** – Treats others with kindness
 - b. **Diligent** – Uses grit & determination to get the job done
 - c. **Responsible** – Dependable with tasks: Homework & obedience
 - d. **Respectful** – Shows courtesy in word and deed

SCHOOL SUPPLIES

Each teacher will distribute a list of the necessary school supplies for the class. The list can also be found on the web site; www.Innovationcharter.net. Some items will be used for the entire class community, and some may be for your particular child. Please make sure that your child is prepared for class each day with several sharpened pencils, crayons, and anything else requested by the teacher.

FIELD TRIPS

ICS believes that field trips, both in and out of the county, can be an integral part of the learning process in many areas of education. For purposes of this policy, a field trip will be defined as an approved trip away from a school site or an approved field trip on our school campus. The teacher will send home a permission slip and field trip schedule for a parent/guardian signature. Any cost will be included in the parent/guardian communication. All students are encouraged to attend these hands-on learning experiences.

BIRTHDAY CELEBRATIONS

Birthday celebrations must be planned in advance with the classroom teacher and communicated to the school office. Grades 1 - 5 birthday celebrations may take place during lunch. Kindergarten birthday celebrations must be planned in advance with the classroom teacher, communicated to the school office, and may take place from 1:45 p.m. - 2:15 p.m. in the kindergarten classroom.

The following are guidelines for birthday celebrations:

- Store bought items
- Cupcakes only
- Keep snacks simple
- No goodie bags, candy, or decorations except balloons
- Parent/guardian should help tidy room
- Parties will have a 30 minute limit

No soda may be served in school at any time. Only juice boxes, water and milk are acceptable drinks. **No homemade food may be served.**

Birthday parties are welcome, but must adhere to the above guidelines. Other celebrations may be approved on a case-by-case basis. Teachers will send home a list of approved items for each child to donate. This helps prevent food overages and waste. Non-approved items will be sent home with the child.

STUDENT HEALTH

IMMUNIZATIONS

Please make sure that all of your child's immunizations are kept up to date. Children entering Kindergarten – 2nd grade must have their Hepatitis B immunization upon entering school.

STUDENT ACCIDENTS

Any student injured at school will be sent to the office. The parents/guardians will be contacted by the teacher or staff member in charge. All student accidents will be reported to the Principal and a STUDENT ACCIDENT REPORT completed.

ILL CHILDREN

Sick children belong at home so they can recuperate and not spread their illness to others. Children who become ill or injured will be escorted to the office. Upon arrival, we will note the child's symptoms as well as take their temperature. Children are allowed to lie down in the office for fifteen (15) minutes.

If a child has a fever, is throwing up, has diarrhea, or shows signs of pink eye, the parents/guardians will be called to pick up the child.

MEDICATIONS

All medications, including over the counter and Band-Aids, must be administered through the school office. The proper paperwork must be completed, and the office is responsible to schedule and administer all medications. Neither aspirin nor non-aspirin pain reliever are allowed without a doctor's note. **We do not supply any non-prescription medication.** If your child needs to take any medication during school hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to our office to be placed in your child's health folder. All prescription containers must be current and match the authorized prescription. No over the counter drugs can be administered by anyone on staff.

SCHOOL PICTURES AND YEARBOOKS

School pictures are taken yearly. Information is sent home for you to fill out and return if you wish to order the pictures. In the fall, we also take class pictures which can also be ordered. Yearbooks are sold in the spring. Information will be sent home regarding yearbook sales.

SAFETY PATROLS

Safety Patrols are students in fifth grade who have been chosen to help enforce the procedures of ICS. The Safety Patrols are supervised by the Safety Patrol Committee, which is comprised of the Principal, select Teachers and the Security Guard. Students must have good attendance, perform well academically and behaviorally, and have permission from his/her parents/guardians to qualify for becoming a safety patrol.

LOST AND FOUND

In order to avoid problems before they occur, we ask that you label everything that belongs to your child. We also request that you do not send valuable items (e.g. jewelry, family heirlooms) to school with your child. Please contact your child's teacher first and then contact the School Office

if your child is missing something. All Lost and Found items will be held for one quarter, and those items not claimed will be donated.

FEES

Any fees accrued must be paid to the front office. Accepted forms of payment are: credit card, cash, or checks made out to Innovation Charter School. Please indicate what the fee is for in the memo portion of the check. If you ever have any questions, please call the front office.

COMMUNITY AGENCIES

Provided are community agencies for your benefit or needs:

- Speech/Language Therapy can be scheduled through our ESE Department. Contact the School Office for more information.
- **Women in Distress** provides various types of counseling services for those families whom we refer. They also work with us on parenting workshops. If you are in need of their services and do not want to go through the ICS office, they can be contacted directly at 954-761-1133.
- **Chrysalis** provides family counseling services for those families who qualify. Parents/Guardians request a Chrysalis information form from ICS School Office and return completed form to the School Office. When approval is granted, Chrysalis will contact the family.
- **Homeless Education Assistance Resources Team - H.E.A.R.T.** seeks to help eligible families experiencing transitional living situation per the Federal law, called the McKinney-Vento Homeless Assistance Act. The main goal is to remove barriers that might prevent students living in transition from enrolling, attending and succeeding in school. Some examples of a transitional living situation include living “doubled-up” sharing the housing of friends or family due to a loss of housing or income needed to maintain housing. Other examples include living in a family or youth shelter, living in a motel, car, park or abandoned building due to loss of housing. HEART can help eligible families with school supplies and uniform items, family counseling, and referrals to school and community services such as medical, dental and mental health referrals.

EMERGENCY PLAN

** Innovation Charter School follows the Broward County Emergency Procedures Color Codes*

RED: No Movement

IMMINENT DANGER

Threat/Incident to the facility when the best course of action is to keep everyone in place to

include the School Administration Team. The following are sample incidents that could occur but are not limited to: Drive-By-Shooter, Outside Disruption, Terrorist threat, etc.

YELLOW: Limited Movement

Threat/Incident to the facility, when the best course of action is to keep everyone in place but requires the School Administration Team or others depending on the nature of the situation to react. The following are sample incidents that could occur but no limited to: i.e. Neighborhood Incident/Police Directed.

BROWN: Shelter-in-place/Evacuate/Lockdown

Threat/Incident to the facility, when the best course of action is to implement a shelter-in-place, lockdown, or evacuation. Procedure depends on nature of school emergency (i.e. chemical, toxin release, and explosion).

BLUE: Medical Emergency

Medical Emergency, when the best course of action is to notify Administration Team of a medical emergency.

BLACK: Bomb Threat

Evacuate Facility.

ORANGE: Evacuate

A situation warrants beyond previous codes.

GREEN: All Clear

REUNIFICATION

If Innovation Charter School building has to be evacuated, then the reunification will take place at our designated evacuation site; the back field on the south west corner of our campus. The site is large enough to accommodate the entire student body and all school staff, as well as caregivers and additional volunteers as needed. All teachers and staff members will help facilitate the grouping of students by grade level. This facilitates a more efficient process of finding individual children and reuniting them with their respective caregivers. This will be practiced several times throughout the school year as the location and procedures getting to the location are the same as our fire drills.

PARENT/CAREGIVER EMERGENCY CONTACT CARDS

ICS will use contact information provided by parents and/or legal guardians which is critical to the reunification process. Hard copies of these contact cards will be kept in binders in case access to electronic information is not possible (e.g., due to an evacuation, power outage, lack of available computer). These cards will be placed in alphabetical order, will have a picture of each child, and organized by classroom and grade level to facilitate easier retrieval of individual students and family information.

RELEASE PROCESS/ EVACUATION

All ICS students will gather in the staging area (outside field SW corner of the campus) lined up by grade level and class where attendance is taken. Parents and legal guardians arrive at the designated check-in location and form lines based on grade level just like the students are organized within the evacuation site. (NOTE: If caregivers are there to pick up more than one child, they should be directed to retrieve their developmentally younger children first). Here, they are greeted by school personnel, provide identification and complete a reunification card for each student they are picking up. Once custody rights are confirmed, the top part of the reunification card is given to a runner who goes to the student's staging area to retrieve them. The caregiver waits in a "reunification area" where reunification cards are matched and they are reunited with their child.

DRILLS AND EMERGENCY RESPONSE TEAM

ICS will have an emergency response team comprised of the Principal, the Assistant Principal, Administrative Assistant, and a Teacher Representative. The emergency response team will be in charge of updating procedures, teacher training, drill organization, and evaluating effectiveness of procedures. The team will meet to debrief each time a safety procedure is used whether it be for a drill or an emergency situation.

Drill Frequency:

- Tornado - Each Semester
- Fire - Monthly
- Lock Down/ Code Red - Monthly

These drills will be practiced with students as the Emergency Response Team deems necessary. Drills will take place during various times of day, including lunch and nap times, to ensure that teachers and students are ready to respond no matter what the situation.

DISABLED STUDENTS

Before the beginning of each school year, the Emergency Response Team will meet and discuss if safety procedure accommodations are needed for students with disabilities. They will make sure local emergency agencies are aware of any disabled students and coordinate with the emergency agencies to ensure that the proper procedures are in place to keep disabled students safe. If a disabled student joins the school during the school year, the safety team will meet to determine accommodations to safety procedures to meet the needs of that student.

FIRE DRILL

During a fire drill, all classes will take the primary route indicated on the room Evacuation Chart. Students will walk silently in a single file line out of the room, exit the building, and line up on the field as specified by the teacher. All students should be at least sixty feet (30 steps) away from the building.

Fire drills are required by State Law at least once each month. Students and staff **MUST** exit the building upon a fire alarm signal, with the exception of the Administrative staff. No student or staff member should return to the building until the all clear signal is given. All students and staff should re-enter the building without talking in case verbal directions are needed to exit the building again.

BOMB THREAT/SERIOUS THREAT OR ENDANGERMENT

The threat/endangerment will be announced over the communication system. All students and staff members, with the exception of the Administrative staff, **MUST** evacuate the building immediately using the Fire Drill Plan unless otherwise specified over the walkie-talkie system. No student or staff member should re-enter the building until the all clear signal is given.

SEVERE WEATHER/TORNADO

A severe weather warning will be announced over the communication system. In the case of a severe weather event, students will take shelter along the designated area, the interior load bearing wall within the classrooms. All rooms with windows will be evacuated, and students will assume the proper position along in a hallway or area with a load bearing wall. All students and teachers will enter the designated area and crouch on the floor with their arms covering their heads and with their knees drawn in.

A tornado warning will be given verbally over the intercom system. All students and teachers are to enter the designated area and crouch on the floor with their arms covering their heads. If there is imminent danger, the teacher should instruct the pupils to lie face down, draw their knees up under their body and cover the back of their heads with their hands or a book. The pupils should take protective cover at the designated wall and away from windows or glass. Students will crouch at an interior wall with their heads covered.

SERIOUS INCIDENT

Should a situation occur where student/staff safety is concerned, an announcement will be made over the intercom system. At that time, all staff should remain in the rooms where they are located and the teacher should immediately lock all classroom doors. All students and personnel should relocate to the designated safe area. When there is no longer an emergency, the following announcement will be made over the intercom system.

BIO-HAZARDOUS THREAT

In the event that there is danger concerning our school where bio-hazardous material is concerned, all students are to evacuate their classrooms and go to a designated area. All air conditioning units will be turned off immediately. In the event that the danger is imminent, students will remain in classrooms, ensuring that all doors are sealed shut as well as all windows.

EMERGENCY EVACUATION

In the event that we are faced with a dangerous situation that requires students and personnel to be removed from campus, an evacuation route is in place. A walkie-talkie announcement will be made by Administration stating that there is an incident threatening our school, and to immediately follow emergency evacuation procedures. ALL students and faculty will leave their classrooms, and proceed in an orderly fashion toward the designated location.

COMMUNICATION WITH MEDIA

In the event of a Broward County Schools emergency or school cancelation, ICS will follow the Broward County announcement. If the event is an ICS emergency or school cancelation, it is the Charter School Office/Principal's responsibility to communicate with media.

SCHOOL CANCELATIONS

School may be canceled because of anything that poses a threat to the safety of students. If Broward County decides to cancel school for all schools in the district, ICS will also cancel school. If the school district still has school, the Principal may decide to cancel school. School cancellations will be posted on the school website and communicated to parent/guardian(s) through Parent Link.

PARENT/GUARDIAN PUBLIC INFORMATION

Parent/guardian(s) will be provided with an informational meeting to share school safety procedures during orientation. If they have questions about the emergency response plan, they are welcome to email or call members of the Emergency Response Team.

TECHNOLOGY EQUIPMENT USE POLICY: Loss, Damage & Theft

To protect Innovation Charter School's assets by ensuring that every student takes reasonable care of school property, we have created a technology policy. All students must take responsibility for individual behavior and attitude with TECH equipment and use, understanding that there will be consequences for poor choices.

Accidental or deliberate misuse, damage, or destruction of school TECH property: Chromebooks, headphones or other equipment will result in consequences and a parent contact.

GUIDELINES FOR STUDENTS

1. TECH equipment is available for ACADEMIC use only and not for personal use. Anyone who uses equipment for other than academic use shall be fully liable for damage, loss, or theft.
2. Student use of all equipment will take place under the supervision of the teacher.
3. Student's mishandling of equipment without the supervision or authorization of a teacher will result in charge for any damages.

4. If the equipment is damaged by the student unintentionally, no charges will be recovered from the student. However, the teacher must be aware that the damage done by the student was unintentional. If the teacher feels that the student has broken the item intentionally, then ICS will recover the charge from the student. An Equipment Damage/Loss/Theft report form will be sent home so parents/guardians are made aware of the situation.

CONSEQUENCES

1. As a way of teaching appreciation and care for the TECH equipment, students may be asked to clean computers during technology class, or help the technology teacher with TECH related chores.
2. Full replacement costs may be required if problem persists. Charge will be determined per the price of new item to replace damaged equipment.

*Administration will communicate to parent/guardian the amount charged for damages and further details for payment.

PERSONAL ELECTRONICS

In accordance with the Broward County School Code of Conduct, Section II Personal Technology, cell phones or items of personal technology (smartwatches, tablets, and mp3 players) are not to be used during instructional hours. If a student possesses personal technology, they should be turned off and kept out-of-sight inside a backpack or purse. If these devices disrupt the educational process or out at any point during the school day, the item in question may be confiscated. The item will be only be released to a parent/guardian. Pick up may occur from 8:00 am to 4:00 pm. School Board employees will not be held liable for wireless communication devices or other personal technology that are lost, stolen, or confiscated while in their possession.

CURRICULUM

Journeys is a comprehensive reading program with rigorous instructional design that integrates reading, phonics, grammar, spelling, technology, and test-taking skills. The program consists of cutting-edge digital learning tools, including mobile apps and interactive whiteboard lessons to help teachers maximize their effectiveness.

Go Math! is a K-6 program aligned with the Florida Standards. The program emphasizes Big Ideas and depth of understanding through interactive lessons, research based instructional approaches, best practices from around the world, and different instructional resources to ensure success for all students.

Science Fusion is a state of the art program designed to build inquiry-based lessons and optimize learning in the classroom, at home, on a computer, or using the science text book.

Think Central is an online resource link for students, parents and teachers to support the reading, math and science curriculum.

Responsive Classroom is a Social Emotional Learning program that teaches children how to cooperate, be assertive, show responsibility, empathy and self-control. Responsive Classroom teaches students the how to respond to others, be respectful, make good choices and helps to develop characteristics that students need to become responsible and productive citizens in our society.

i-Ready is an accelerated computer curriculum for reading and math. It addresses the learning needs of students at their level as they work at their own pace. This computer curriculum has improved test scores, increased self-confidence, and improved learning gains.

Top Score Writing is an analytic assessment, a method of looking at the main characteristics of writing and assessing them independent of one another. This model provides classroom teachers with a tool for communication about writing performance.

Foundations is a hands-on phonics program for Kindergarten through 2nd Grade. Students will learn the sounds and blends as well as sight words. This knowledge base will guide our students to sound out words and begin reading with fluency and accuracy.

COMMITTEES

School Advisory Council (SAC) meets once a quarter and is responsible for assisting the Principal in making various decisions regarding different aspects of the school's functioning. This committee also gives input for long-range academic and capital planning. ICS encourages parents to participate in committees that are available to them. In order to participate, parents have to apply to be on the committee and then attend the meetings.

VOLUNTEERS

Volunteers are welcome at ICS. From reading to our Primary age students to mentoring our Intermediate students, we have ample opportunities for volunteer workers. Application cards may be filled out in the School Office.

GUIDELINES

1. The safety and education of students must be the main concern of volunteers while engaged in school activities.
2. Volunteers are required to sign in and out.
3. Volunteers are required to wear a name badge when helping with school activities for identification.
4. Volunteers will be assigned only to staff members requesting assistance.
5. Punctuality and reliability are expected since teachers plan for volunteer assistance.
6. Volunteers are expected to be well-groomed and dressed appropriately.
7. Volunteers should set a good example for students by their manner, appearance, and behavior.
8. Volunteers will be under staff supervision and will not be left alone with a child.

SUGGESTIONS

1. Read to a large or small group of children
2. Create learning centers
3. Tutor in math and reading
4. Reinforce skills by providing extra drill
5. Work with non-English-speaking children
6. Play spelling, phonics language, math games
7. Assist with art projects
8. Help children choose books
9. Speak to a group of children
10. Display special collections
11. Explore career opportunities
12. Give performances or demonstrations in the Arts
13. Give comment on experiences in other countries/cultures
14. Chaperone field trips
15. Help in the classrooms (make flashcards/drill students, prepare bulletin boards)
16. Help in the school office, Cafe, media center
17. Set up for special events (i.e. School Spirit Week, Book Fair, Literacy/Math Night, Graduations, Picture Day)
18. Make copies for teachers
19. Help with projects for our school facilities
20. Suggest something you would like to do

*Please, read *Bees Buzz* and notes sent home throughout the year for announcements of special volunteer opportunities.

GRIEVANCE PROCEDURES FOR PARENTS/GUARDIANS

ICS has a Parent Liaison who is available for all parent/Guardian concerns.

Tammy Hoskins

Tammyhoskins@innovationcharter.net

954-968-3044

If parents/Guardians disagree with established rules of conduct, policies, or practices, they can express their concern through this problem resolution procedure.

If a situation occurs when parents believe that a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The parent/Guardian may discontinue the procedure at any step.

- Parent/Guardian presents problem to the Principal, in writing or scheduled conference, within 5 school days after incident occurs. If the Principal is unavailable or the parent believes it would be inappropriate to contact the Principal, parent may present problem to the Parent Liaison.

- Principal responds to problem during discussion or within 5 school days, after consulting with appropriate management when necessary. Principal documents decision.
- Parent/Guardian presents problem to the Parent Liaison within 5 school days, if problem is unresolved.
- The Liaison reviews and considers problem. The Liaison and Principal decide whether the problem can be resolved at the school level or requires a Board decision. The Liaison informs parent of decision within 5 school days.

Parents/Guardians may also, at any time, request to have an item placed on the Board agenda. This is done by putting the request in writing to the Principal or Liaison at least 24 hours before a Board meeting.

Not every problem can be resolved to everyone's total satisfaction, but only through discussion and understanding of mutual problems can parents/guardians and educators develop confidence in each other. This confidence is important to keep the home-school partnership strong.

ADMISSIONS POLICY

As stated in Florida Statute 1000.05, the "Florida Educational Equity Act," discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee in the state system of public K-20 education is prohibited. Innovation Charter School's admissions practices comply with the State charter school laws, other applicable state law, the school's charter, Part B of the individuals with Disabilities Education (IDEA) Act, and Federal civil rights laws, including, but not limited to Title I of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990, as applicable.