

**Parent/Student**

**Handbook**

**2023-2024**

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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 and students participating in activities, services, and programs funded by Title l, Part A of the Every Student Succeeds Act (ESSA) (participating children), agree that this compact outlines how the parents, 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 will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2023-2024 school year.

**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 the State's student academic achievement standards as follows:
* Ensure a safe and nurturing environment;
* Maximize the effectiveness of instruction by keeping teachers updated on the most current instructional strategies;
* Increase student achievement in reading, writing, math and science;
* Collaborate with parents and community in a partnership characterized by communication and mutual respect;
* Teach and support core values such as honesty, self-control, respect, kindness, citizenship, tolerance, cooperation and responsibility.
1. Hold parent-teacher conferences annually during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held and the Compact will be discussed at:
* Conferences which will be held at least twice a year with the classroom teacher;
* Monthly parent meetings.
1. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
* Interim reports will be provided at the half-way mark for each quarter.
* Report cards will be provided at the end of each quarter.
1. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
* Classroom teachers will be available before school and after school for conferences;
* Administration and Support staff will be available before school and throughout the school day as needed.
1. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
* Field Trips
* School Events
* Assisting teachers with classroom activities

**PARENT RESPONSIBLITIES**

We, as parents, 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;
* Monitor the amount of television my children watch and video games they play;
* Participate, as appropriate, in decisions relating to my children's education;
* Promote positive use of my child's extracurricular time;
* 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;
* Serve, to the extent possible, on policy advisory groups, such as being the Title l, Part A parent representative on the school's School Improvement Team.

**STUDENT RESPONSIBILITIES**

 as a student, will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

* Do my homework every day and ask for help when I need to.
* Read at least 20 minutes every day outside of school time.
* Give to my parents or the adult who is responsible for my welfare all notices and information received by me 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……………………………………………………………………… 10:25a.m.-1:35p.m.

Dismissal K – 5th Grade...................................................................................... 3:00p.m.

**COMMUNICATION**

You can contact the School Office at (954)715-1777 during the hours of 7:30 a.m. – 3:30 p.m. Our Voicemail system can be reached before or after school hours. Through this system, you can call in your child’s absence, 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 DOJO, Facebook or Instagram, for periodic updates, and check your child’s backpack/folder daily for letters and flyers 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 3:00p.m. for K-5th Grade**.

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 4:30 p.m. are subject to be reported to Law Inforcement in accordance with state law.**

Please use the designated car line to pick up your K-5th grade child(ren).  Do not park in Davita’s parking lot. As a courtesy, we leave these parking spaces for patients receiving dialysis.

For safety reasons, parents/guardians will not be allowed to enter the building to pick up their child(ren). Parents must use the car line, and we will escort your child(ren) to the car.  Please display your name card.

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 absent from school.  Students must attend at least 25 days per quarter to receive a report card whether the absences are excused or unexcused.

A child will be considered tardy if he comes to school after 8:00 a.m.  Tardy minutes will be added to the overall attendance record and number of days.

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

5 absences, tardies, early dismissals – Warning letter is sent

10 absence, tardies, early dismissals – CPS team contacts parent and Attendance Contract signed

15 absences, tardies, early dismissals – Administration calls home

20 absences, tardies, early dismissals – Social Worker call (if no response, initiate wellness visit, Basis Referral)

25 absences, tardies, early dismissals – Principal Conference to discuss Truancy; Basis Referral

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   10:25a.m. - 1:35p.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 STUDENT 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 Student Conduct and the Broward County Public School Discipline Matrix (BCPS).

**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 –** Display kindness and concern for others

**BE DILIGENT –** Use grit, determination to get the task done

**BE RESPONSIBLE -** Consistently respond with a dependable work ethic and attitude: w/

tasks such as homework, obedience

**BE RESPECTFUL -** Show 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:
	* 1. Be Caring
		2. Be Diligent
		3. Be Responsible
		4. Be Respectful
3. Copy of Classroom Behavioral Plan should be displayed in class.
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. 2nd Referral to Dean of Students
6. 3rdReferral -Parent/Guardian conference with the Principal, determination of consequences.
7. Repeat offenders - In or Out of School Suspensions based on BCPS Discipline Matrix
8. SEVERE OFFENSES:  Parent/guardian conference with the Principal, determination of In or Out of School Suspension

**IN-SCHOOL SUSPENSION**

1. Parents/Guardians will be notified of in-school suspensions.
2. Students will be assigned to work in the alternative classroom for a full or half day.
3. School work/assignments will be provided by his/her teacher to be completed accurately and neatly.
4. Students are expected to work in silence.
5. 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 Dean of Students.

1. Each incident will be noted in student log.
2. Student will eat his/her lunch at a specified area in the cafeteria 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.

**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. Wearing a unified uniform helps students be in "school-ready, learning mode."

**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.

**SCHOOL UNIFORM POLICY**

**Shirts**: Solid Navy shirts. ICS t-shirts

**Bottoms:** Khaki or navy shorts, pants, jumpers, skorts or skirts

**Outerwear:** Solid navy sweatshirts or sweaters only!

PLEASE LABEL ALL OUTERWEAR

Athletic shoes/sneakers are recommended and closed toed shoes are required for safety purposes.

NOT ALLOWED: Any article of clothing with logos, pictures, sayings, etc. No Jeans. NO LEGGINGS (leggings may be worn under shorts, skorts or skirts during cold weather only – never worn just as pants).

**\*\*\*Attention Kindergarten & First Grade\*\*\***

Please make sure your child has an extra change of clothing, including undergarments, in their backpack at all times.

The ICS school short sleeved t-shirt is included as part of the uniform and may be purchased in the school office for $8.00 each, the long sleeved t-shirt is $10.00, and the ICS hoodie is $25.00.

Research has proven that students who wear uniforms are mentally better prepared for school. A unified school uniform helps students function better socially. We ask that you help us in this area as we strive to provide the best environment for your child. We will inform you in advance when we have special dress down days for school spirit week.

**UNIFORM RESTRICTIONS**

Students may not wear:

1. For your safety, open backed shoes are not permissible.
2. Clothing or hairstyles that disrupt the orderly learning environment or bring attention to oneself;
3. Clothing that is torn, has holes, or pants that are frayed;
4. Athletic shorts, cut-off pants, short-shorts, or running shorts;
5. Clothing that exposes body parts in an indecent and vulgar manner;
6. Clothing that is form fitting, leotard or spandex, unless proper outer garments are worn over top of it;
7. Visible undergarments, or sleepwear
8. Outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:
9. Promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or
10. 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.
11. A manufacturer’s logo/image is acceptable.
12. Hats, headgear, or other head coverings, inside the school building, except when approved by the principal/designee;
13. Jewelry or accessories that may be used as weapons, such as chains, spiked jewelry or arm bands;
14. Sunglasses inside the school building.

**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.

**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 according to the BCPS Discipline Matrix.

**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.

Homework for all students in grades K-5 will include independent reading. The time spent on independent reading will vary based on a child’s age and developmental level. If you need independent reading books for home, please request them from your child’s teacher.

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.

**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 10 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 20 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 30 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**

Late work will be accepted up to 2 days after an excused absence. In other circumstances, late work will be accepted on a case-by-case basis at the teacher’s discretion.

**ASSESSMENTS**

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

**IXL**

All students K-5 are progress monitored in Reading and Math using the IXL online program which provides information on student’s proficiency in Florida’s B.E.S.T. Standards. IXL consists of learning paths for all subject areas: reading, math, science, and social studies. In addition, IXL’s diagnostic is a flexible tool that reveals exactly what a student knows and the areas in which students need development. Teachers use IXL’s real-time diagnostic data to plan individualized small group instruction to meet the needs of all students. A diagnostic assessment is administered in the fall, winter and spring.  Students are monitored to meet a weekly goal of 80% proficiency on one reading and math goal working on their individualized skill paths.

**F.A.S.T ASSESSMENT (FLORIDA ASSESSMENT OF STUDENT THINKING)**

All students in grades K-5 will participate in F.A.S.T. progress monitoring three times per year, assessing students’ learning growth and areas of needed growth concentration. Scores are recorded with Broward County Schools and Florida Department of Education in TERMS.

**Kindergarten–Grade 2 Star Early Literacy, Star Reading, and Star Mathematics Overview**

FAST for students in grades K–2 will be administered three times a year using Renaissance Learning’s Star assessments. Student scores will be reported to parents and guardians following each assessment period.

**Grades 3–5 FAST Overview**

* Grades 3–5 FAST ELA Reading and grades 3–5 FAST Mathematics assessments are aligned to the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.
* FAST assessments are administered three times during each school year: once at the beginning of the year (PM1), once in the middle of the year (PM2), and once at the end of the year (PM3).
* Each PM event is tied to a blueprint for the full grade-level content.
* While PM1 and PM2 are for informational purposes only, PM3 will be used for school accountability beginning in the 2023–24 school 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.

**PARENT – TEACHER COMMUNICATION**

Parent – teacher communication can take place via ClassDojo, which is an online school to home messaging system. In addition, all teachers at ICS are available via email.

**TEACHER CONFERENCES**

All parents/guardians are required to meet with their child’s teacher 2 times during the school year, October for all students and February for struggling students.  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. Proficient - 90 – 100% (Indicates that the student has mastered the standard)
2. Approaching Proficiency - 70-89% (Indicates that the student is working towards standards mastery)
3. Needs Development– 69% and below (Indicates that the student needs support in order to show mastery of the standard)

**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 mastery of Florida’s B.E.S.T. standards. Students who do not show mastery of a standard or standards will receive opportunities for reteaching and reassessment. The reassessment will be scored with the same weight 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. Third grade is a mandatory retention year for students not scoring a level 2 or higher on the 3rd grade F.A.S.T Reading assessment during PM3.

**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

1. **Mathematics Award -** Successfully meets criteria in Math for this grade level by scoring Level 3 or above scored on most recent F.A.S.T. progress monitoring assessment.
2. **Reading Award -** Successfully meets criteria in READING for this grade level by scoring Level 3 or above scored on most recent F.A.S.T. progress monitoring assessment.

1. **Bee’s Principal Awards – Character Awards -** Successfully meets the criteria below with no discipline notations:
2. **Be Caring** – Display kindness and concern for others
3. **Be Diligent** – Use grit & determination to get the task done
4. **Be Responsible** – Consistently respond with a dependable work ethic and attitude
5. **Be Respectful** – Show 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 or individually wrapped treats
* Keep snacks simple
* No cakes, goodie bags, candy, or decorations except balloons
* 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**. Parents must pick up the child within one hour of being called.

**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.

**LICE**

ICS is a nit free school. If a teacher suspects a child has lice, the student will be sent to the school office to be checked. As we care for the student and family, we will make sure his/her dignity is left in tack. A letter will be sent home with the student and then a notification will be sent to the class to the class if lice has been identified. The following are the steps to identify and communicate lice:

1. If a teacher suspects a child has lice, the student will be sent to the school office.
2. We will check the entire class if a student in the class is identified as having lice.
3. We will check the sibling and the siblings’ classes too.
4. We will cross check to see any commonalities including identifying what bus the students ride.
5. Parents must bring the student to school to be checked and therefore, approved to enter class.  They may not ride the bus to school their first day back.
6. A letter will be sent home with the student who has lice.
7. A letter will be sent home to the class of the student identified with lice.
8. If a student is identified as having lice at the end of the day and they are being picked up by a Day Care, we must call and inform the parent and the Day Care.
9. Signs:  Itching of the scalp, neck and behind the ears.
10. Lice does not like gel or oiled hair.
11. Lice can live up to 48 hrs. without a host (human).
12. Lice cannot survive hair straighteners or hair dryers.
13. There are over the counter shampoos and nit combs for home use.
14. There are companies that for a fee will remove the lice.
15. Stuffed animals, pillows, blankets and hats are not allowed in the classroom.  The exception for hats will be on specific school spirit days and then it is important to communicate to the students that sharing of hats, combs and brushes is not allowed for hygienic health reasons.
16. Peak season are summer months
17. Lice do not like coconut, tea tree oil, lavender, eucalyptus, rosemary and lemongrass

**SCHOOL PICTURES AND YEARBOOKS**

School pictures are taken yearly.  Students must wear the school uniform for school pictures. 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.

**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. No stickers are allowed on Chromebooks. 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. No stickers are allowed on Chromebooks.
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 8:00am to 3:30pm. 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**

*Benchmark Advance* 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.

*Envision* is a K-5 program aligned with the Florida’s B.E.S.T. Standards.  The program focuses on deep conceptual math understanding aided by visual models, personalized learning and 3-act tasks. *Envision* curriculum emphasizes interactive learning with frequent assessments to support individualized instruction.

*STEMscopes* is a K-5 science curriculumdesigned for students to learn through hands-on experiences with experiments, exploration of ideas, interpretation of what they observe, and relating science to the real world. This curriculum is aligned to Florida’s B.E.S.T. Standards andcreates a student-centric, STEM learning environment where students actually get “to do science.”

*Morning Meeting* is a beginning of the day class conversation to discuss character of the month and other relational and/or social emotional topics that teach children how to cooperate, be assertive, show responsibility, empathy and self-control.  This time is scheduled to teach 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.

IXL is an accelerated computer curriculum for reading, math, science and social studies aligned to Florida’s B.E.S.T. Standards. It consists of learning paths for all subject areas: reading, math, science, and social studies. In addition, IXL’s diagnostic is a flexible tool that reveals exactly what a student knows and the areas in which students need development. This computer curriculum aids in improved test scores, increased self-confidence, and improved learning gains.

*Scholastic News* is a support for the newly adaptive Civics standards for grades 1-5. This lively magazine incorporates reading social studies and civics along with grade level standards. Benchmark Advance integrates these civics standards into the reading curriculum during Units 3,6, and 9.

**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.