



PARENT STUDENT HANDBOOK 2010-2011

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1720 Harrison Street
Hollywood, FL 33020
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www.hollywoodcharter.org

SCHOOL HOURS:

Before School Care: 7- 8 am
School Opens: 8:00 am
Breakfast: 8:00 - 8:15 am
Warning Bell: 8:25 am
School Begins: 8:30 am

Student Dismissal: 2:45 pm K - 1st grade
2:55 pm 2nd - 3rd grades
3:00 pm 4th - 8th grades

After School Care 3:00 – 6:00 pm



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family of schools.



Dear HAAS Parents and Students,

Welcome to the 2010-2011 school year at Hollywood Academy of Arts & Science! The school's student and parent handbook is designed to assist you and your child with understanding the policies and procedures at HAAS.

As with all handbooks, it is impossible to list every possible situation that might arise at our school, but we have attempted to cover most areas of concern. We also require you to read to read the Broward County Student Code of Conduct. Please note that students and parents are responsible to abide by the Broward County Code of Conduct and the HAAS Student Handbook Addendum to the Broward County Code of Conduct.

Parents, please pay close attention to the school's policies on uniforms, gum, cell phones, as well as the school's proactive discipline plan. It is imperative that you understand and follow the sections relating to attendance and drop-off / pick-up procedures.

Please take time to read the handbook and discuss each item with your child. After reviewing the handbook, please complete the Parent Contract (similar to pages 3 and 4) sent home in your child's First Day Packet, and return it to your child's teacher by Thursday, August 26, 2010.

If you have any questions regarding the handbook, please do not hesitate to contact the school's main line, 954-925-6404, so that you may be directed to the appropriate person to further assist you.

We look forward to having a productive 2010-2011 school year!

Sincerely,

Ms. Donte' Fulton
Principal

Additional Copy of Parent Student Contract
Note: This contract is apart of the 1st Day packet sent home with students.

HOLLYWOOD ACADEMY OF ARTS & SCIENCE PARENT CONTRACT

I (We) the parent(s)/guardian(s) of _____, grade _____ have read and agree to abide by the Code of Conduct and the Dress Code of the HOLLYWOOD ACADEMY OF ARTS & SCIENCE.

WHEREAS, in order to provide my (our) child with a unique educational opportunity;
WHEREAS, by choosing to enroll my (our) child at the Hollywood Academy of Arts & Science is a decision of my (our) personal choice and not a privilege;
WHEREAS, my (our) desire to enroll my (our) child at the Hollywood Academy of Arts & Science is premised upon my (our) desire to become an active partner in the education of my (our) child;
NOW THEREFORE, in consideration of the foregoing:

As a parent of a student at the Hollywood Academy of Arts & Science, my (our) commitment is to abide by the following resolutions:

- A. To recognize and embrace my role as the primary educator of my child.
- B. To attend all conferences scheduled with any member of the Hollywood Academy of Arts & Science staff.
- C. To complete the required 20 hours of volunteering for one attending child, 30 hours of volunteering for 2 or more attending children, through the Parent Volunteer Program. (I understand that *half the parent volunteer obligation must be met by **January 14, 2011**, or the Student Recommit for the following school year will be considered invalid. The full parent volunteer commitment must be completed by **May 20, 2011** for Grades K-7, or the Student Recommit will be considered invalid, forfeiting your child's seat; and **April 29, 2011** for Grade 8, forfeiting end-of-year participation by Grade 8 students.*).
- D. To provide transportation to and from school for my child. I understand that if I am late picking up my child, Hollywood Academy of Arts & Science is not responsible for my child's safety. **If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to transfer to a school that is more accessible for my child.**
- E. To purchase uniforms for my child from the Hollywood Academy of Arts & Science uniform provider.
- F. To supply a lunch, either brown-bagged or purchased from the Hollywood Academy of Arts & Science approved vendor, each school day for my child.
- G. To be responsible for timely payment of any fees accrued to my account at the Hollywood Academy of Arts & Science.

- H. To read and use information sent home by the school for the purpose of keeping parents informed of the academic topics to be introduced and studied in the classroom.
- I. To abide by and support the Pro-Active Discipline Plan, which was adapted by SAC with 2 new additions implemented by the HAAS Administration regarding gum chewing and cell phone usage.
- J. To be responsible for my child's behavior and abide by any behavior contract that is mutually agreed upon by parents and administration and to agree to dismissal from the school should my child not be able to meet the tenets of the upon behavior contract.
- K. To be subject to immediate dismissal from the school or acceptance process for not being forthcoming or falsifying student/child documents.
- L. I understand that by law my child is required to attend school. I agree to provide support to my child in correcting any attendance concerns. In addition, to monitoring my child's daily attendance by personally telephoning the school if needed, to verify my child's attendance.

I (we) understand that by not fulfilling my contractual obligation to the School and to my (our) child, this may result in my (our) child requested to stay after school, be suspended, lose the opportunity to recommit for placement for the following school year or withdrawn and sent to a regular Public School at the sole discretion of the Principal as approved by the Hollywood Academy of Arts & Science Governing Board.

Signature of Parent/Guardian _____
Date

Acknowledged by: _____
School Official _____
Date

STUDENT

I certify that I have received a copy of the Hollywood Academy of Arts & Science Parent Handbook and together with my parents we have read and discussed this document.

Signature- Student _____
Date

PARENT

I am the parent/legal guardian of _____. I have had the opportunity to read the Hollywood Academy of Arts & Science Parent Handbook and have discussed it with my child

Signature- Parent/Legal Guardian _____
Date

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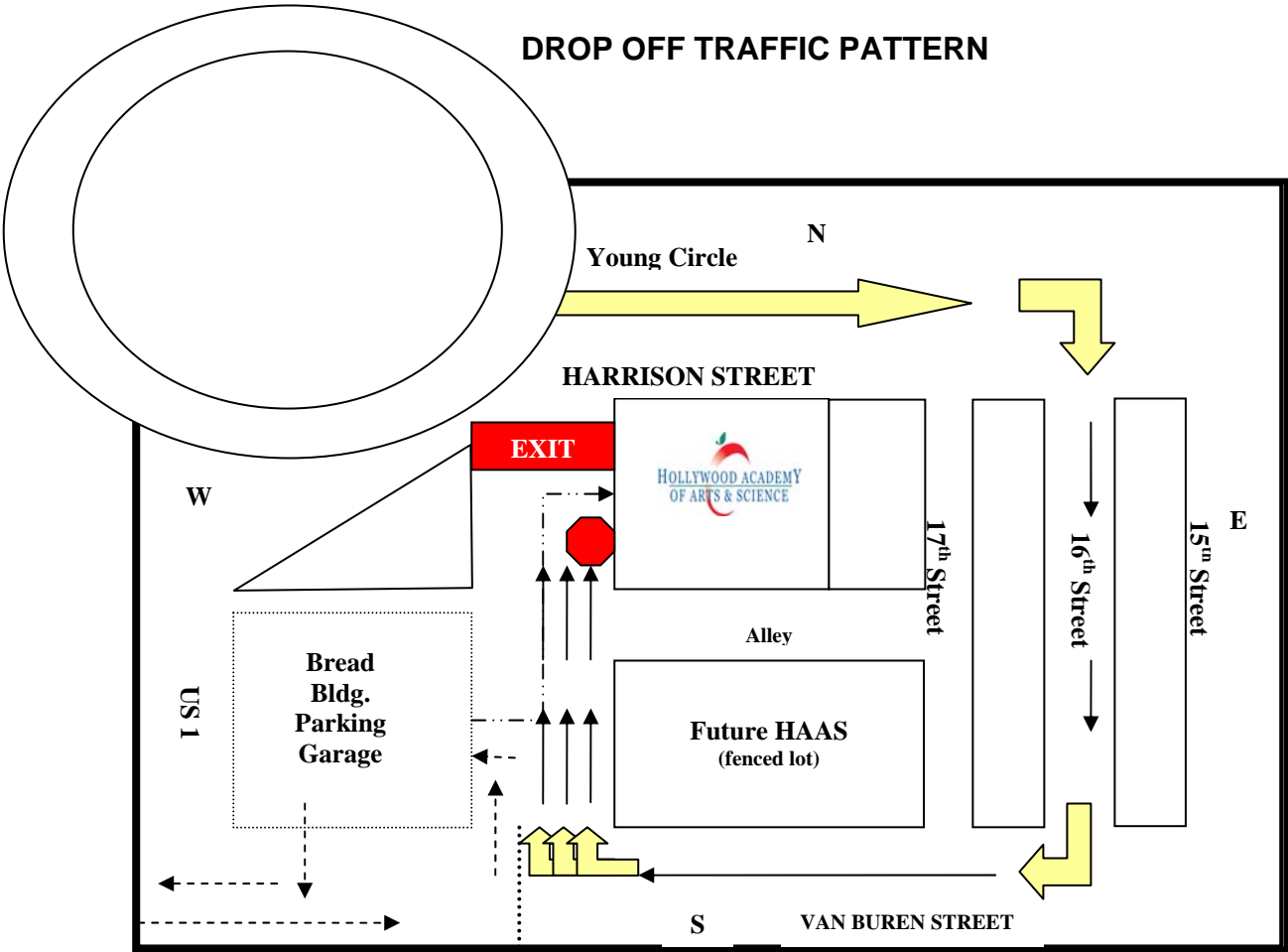
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AGENDA BOOK: All students in grades K-8 are required to purchase an agenda book and folder. **A parent must sign the Agenda Book daily for all students in grades K - 5 as this is an important form of communication.**

ARRIVAL:

Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** There is **no supervision before 8:00 am** for students who are not enrolled in the Before School Care program. Students eating breakfast may arrive at 8:00 am. Instruction begins promptly at 8:30 am. It is suggested that students arrive between 8:00 and 8:15 am. **PLEASE DO NOT DROP YOUR CHILD OFF NEXT TO THE PARKING GARAGE, IN THE ALLEY, AT THE PUBLIX SHOPPING CENTER, VAN BUREN STREET OR ON YOUNG CIRCLE.** This is a safety hazard for your child.

DROP OFF TRAFFIC PATTERN



Student Drop-off Traffic Pattern 8:00 – 8:25 am

Parents will head **East on Harrison Street**; they will pass the school and the Hollywood Arts and Cultural Center heading east. Parents will **turn right on 16th Avenue** (south). Parents will turn **right on Van Buren Street** (west). Parents will turn **right at the back entrance to the school** (north). Parents will stop at the cross walk and drop off their children with the monitors. Parents will **exit onto Young Circle**. **Parents can only turn right onto Young Circle.**

Parents need to walk their children up to the covered driveway before crossing in front of the drop off cars to avoid accidents. Parents will begin dropping off their children on the first day of school rather than walking them in to assist in eliminating disruption to each child's routine. Parents will be required to begin dropping off students on the first day of school. An orientation day is planned for the Friday before school starts for parents to meet teachers and show their children how to get to class. Staff will be available to walk all K & 1 students to class during the first week of school.

The safety of your children is our first priority. Please follow drop off procedures very carefully to keep all of our children safe. Remember, cell phone use is strictly forbidden while you are in the drop-off/pick-up line.

ATTENDANCE

ABSENCES:

1. Your children must be in school everyday by state law.
2. When you keep your child home due to illness, please call the Main Office to report the absence at 954-925-6404 between 8:00 and 9:00 am. If you do not report the absence, you will receive an automated *unexcused absence* call from the *Broward School District Automated Attendance System*.
3. When absences become a concern (5 or more), the teacher and/or the Registrar will double check for medical excuses for absences turned in and recorded.
4. The teacher will contact the parent regarding excessive absences (5 or more) or early dismissals via phone conference, email, teacher/parent conference or letter.
5. If absences continue (7 or more), a formal referral for attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral.
6. If absences (9 or more without doctor's notes) or early dismissals continue to exceed specified days then the case will be referred to the School Social Worker.
7. If absences continue (12 or more) after referral and visit by social worker, case will be referred to the State Attorney's Office per Broward County School Board Policy.

Anytime a student returns to school after an absence, a note **MUST** be brought from home. Acceptable excuses for students' absences are illness, a death in the family, a school-sponsored event or activity that has been previously approved or religious holiday.

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

Students who have 20 or more absences exhibit a pattern of absences and risk the possibility of retention and not being invited back to HAAS the next year.

TARDY POLICY:

A child is tardy when he/she is not in the classroom at 8:30 am. A student that enters a classroom without a late pass is considered tardy. All tardy students must be signed in at the front desk by a parent or guardian.

Excused tardies are given for doctor's appointments with notes from the doctor and extreme emergencies.

Your children must be in school and ON TIME by state law.

The procedures for abiding by state law are as follows:

1. Teacher and/or Administration will double check for medical excuses for tardies turned in and recorded.
2. An Administrative Detention will be issued for every 3rd unexcused tardy for students in grades 2 to 8.
3. Teacher and/or Administration will contact the parent regarding excessive tardies or early dismissals via phone conference, email, teacher/parent conference or letter.
4. If tardies continue, a formal referral for tardies will be made to administration with supporting documentation of parent contact and non-medical tardies stapled to the referral. If tardies (3, 6, then 9 without doctor's note) or early dismissals (3, 6, then 9 without doctor's note) continue to exceed specified days then the case will be referred to the School Social Worker.
5. If tardies continue after referral and visit by social worker, case will be referred to the State Attorney's Office per Broward County School Board Policy.

After 20 tardies, a child may not be invited to return to HOLLYWOOD ACADEMY OF ARTS & SCIENCE the following school year.

BUS TRANSPORTATION:

Hollywood Academy of Arts & Science does **not** provide bus transportation due to lack of an adequate drop off site. Therefore, parents are encouraged to car pool and observe the staggered drop off times.

CHILD ABUSE

State law requires that teachers, administrators and other school personnel must report suspected cases of abuse, abandonment, or neglect to the

DCF Hotline at 1 800 96-ABUSE

Reporting Procedures

1. The staff member will determine if the abuse is physical, emotional, sexual or neglect per the indicator guide (Child Abuse and Neglect Form 4002B).
2. If further consultation is needed before a decision is made to report, they will refer to the following:
 - a. Child Abuse/Neglect Designee (Donté Fulton, Principal)
 - b. Guidance Counselor
 - c. School Social Work and Attendance Office, Child Abuse Services (754 321-2492).
 - d. School Psychologist
 - e. Health Services
 - f. School Resource Officer
3. The report will be made by the person who has the most first hand knowledge of the situation. After the call is made to the HOTLINE, the child abuse designee must be notified.
4. A verbal report to the statewide toll-free hotline must be made. In making this report, the Child Abuse and Neglect Form (4002B) will be used as a guide.

COMMUNICATION:

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times. Weekly HAAS Updates will be posted on the school website at www.hollywoodcharter.org at the top of the "Getting to Know Us" web page on Mondays, or Tuesdays after an extended weekend. Students should purchase agendas for the school. Teachers will communicate with parents on behavior and academics daily through the agenda for all students in Grades K to 5. Please sign the agenda every night. However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff in their folder. An End of the Year Survey will be conducted and your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

In addition to the report cards and conferences, work will be sent home in a folder on Fridays for students in Grades K & 1. The parent/guardian will be asked to sign and return the folder by the following Monday. Progress Reports will be sent home once during the middle of each grading period. Parents may also view their child's current academic status through SIS, Student Information System at <http://parents.hollywoodcharter.org>, or can access SIS at the top of each web page on the HAAS website at www.hollywoodcharter.org

Logins and passwords will be sent home at the beginning of the school year.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parents and student, and every teacher welcomes a conference with any parent. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient before or after-school hour. **Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.** Please do not have impromptu conferences with teachers at the classroom door before or after school. This distracts the teacher from supervision of the students during a crucial time of movement.

DINING ROOM PROCEDURES

School lunch prices are determined in August of each school year.

A standard menu will be used. Breakfast and lunch will be served in the dining room for grades 2-8. Grades K and 1 will be served in the classroom. Students who bring lunch from home are able to purchase milk. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas to school. **Since we are trying to promote healthy eating habits, we request that fast food not be brought to school when a child forgets his/her lunch. In addition, we discourage sugary foods, candy, cookies, gum, and foods heavy in red dye. These foods can lead to hyperactivity and interfere with the learning process.**

Payment: All parents are encouraged to pre-pay for lunches on Friday so that money is always available for student purchases. Checks should be made out to **Hollywood Academy of Arts & Science** and include the **child's name** as well as **lunch number**. It is imperative that you pay for lunch on time. Students should not have to wait for a parent to bring money or a lunch to school.

Free/Reduced Price Lunches: An application for Free or Reduced Price meals will be sent home with students the first day of school. Parents must apply for this benefit yearly. It should be completed and returned to the office as soon as possible. Notification pertaining to qualification for free/reduced lunch will be sent directly to the home by the School District of Broward County.

Pro-Active Discipline Plan

DISCIPLINE PROCEDURES:

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a loving desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential.

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

1. Students are expected to respect the authority of teachers. All teachers and staff have authority over all students.
2. Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in any part of the school building or on the school grounds.
4. Items such as water pistols, matches/lighters, radios, **cameras, CD players, iPods, skateboards**, toys, **collectable trading cards, electronic handheld games**, weapons of any kind, etc. are not permitted at school and will be confiscated.
5. No notebooks, albums, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to drug culture or alcohol, gang or violence.
6. No profane, abusive or slang language is to be used.
7. **Zero tolerance for name-calling, insults, or aggression-whether verbal or physical.**

LEVELS OF DISCIPLINARY ACTION

There are three (3) levels of disciplinary action. The levels are determined by the seriousness of the act. Level One represents student behaviors that only impact their own personal learning. When a child's behavior is distracting enough that it impacts another student's learning the behavior then represents a Level Two offense. The disciplinary actions are stronger when a child's behavior is taking away from another child's education. When a child's behavior distracts the entire classroom setting or the total school setting, the offense is a Level Three offense. When a child repeats an offense of the same nature, the action/discipline will be taken at the next highest level. The object of a disciplinary action is to teach the child to not repeat the same action. If a lower level consequence has not stopped the behavior, the next incident will require a higher level action/consequence from teacher/administrator.

Level I Actions- Student behavior only impact his/her own personal learning. In order to resolve Level I discipline problems, the following options are available:

- Conference with teacher
- Parent Contact
- Conference with teacher and parent(s)
- Conference with Principal or designee
- Conference with counselor
- Time Out
- Behavioral Chart
- Detention (Teacher or Administrative)

Level II Actions- Student behavior impacts the education of another student. In order to resolve a Level II offense, more formal disciplinary actions shall be used. Formal actions include, but are not limited to:

- Detention (After school teacher or school administrative)
- Work Detail
- In school suspension
- Conference with Principal or designee
- Out of school suspension, if repeated offense

Level III Actions- Student behavior seriously disrupts the teaching environment of a classroom or a school setting, or puts child/children in danger/safety risk. In order to resolve Level III offenses, the options available are:

- Out of school suspension
- Dismissal from school
- Administrative review and reassignment
- Documentation of these offenses will be placed in the student's permanent record/file.

TIME OUT: Time out is a disciplinary action that allows the students time to reflect and refocus. The child is given time to sit quietly, to calm down and to refocus on the expected behaviors before returning to group instruction. It can be given in the classroom, in the office or in another classroom.

SUSPENSION: Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes, for a prescribed period of time not to exceed ten (10) school days. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions, or incidents involving serious misconduct.

Suspendable offenses include but are not limited to the following:

1. **Fighting or other dangerous and/or disruptive behavior.**
2. **Smoking on school grounds.**
3. **Being under the influence or having alcoholic beverages and/or drugs on school grounds.**
4. **Possession, and/or use of a weapon or any object that can be used as a weapon, including but not limited to: knife, brass knuckles, Chinese stars, chains, mace, etc.**
5. **Defacing or vandalism of school property.**
6. **Igniting any flammable substance.**
7. **Repeated disruptive behaviors.**

PERMANENT DISMISSAL: The Principal may recommend to the Board of Directors to dismiss a student for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.

2. Possession, use of or transmission of a substance capable of modifying mood or behavior. These include high caffeine/energy boost drinks such as Red Bull, Monster, etc. Over the counter medication are not permitted as well.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.

Prior to suspension or dismissal, the student has the right to a fair hearing.

Offenses and Disciplinary Action- Listed below are examples of situations that require disciplinary action with the level of consequence.

1. Possession, and/or use of a weapon or any object that can be used as a weapon, including but not limited to: knife, brass knuckles, Chinese stars, chains, mace, etc.:
 - a. First offense - Level III
 - b. Repeated offense- Level III
2. Not complying/following school dress code policy (to include but not limited to, not tucking in clothes, no cargo pants, clothes too short/long, belt not worn with pants with belt loops, wearing “designer” labeled clothing, etc.):
 - a. First offense : Letter/Phone Call Home to Parent/Guardian
 - b. Second Offense: Administrative Detention
 - c. Third Offense: Internal suspension, student will be assigned class work in another class room for the day and will not participate in all enrichment activities until the proper clothes are work to school.
 - d. Repeated Offense: Internal/External Suspension
3. Possession, use, sale, storage or distribution of a firearm including, but not limited to, handguns, zip guns, rifles, shotguns, or flare guns:
 - a. First offense- Level III
4. Possession of toy weapons and laser pens:
 - a. First offense (minor) - Level II
 - b. Repeated offense (minor) - Level II or III
 - c. First offense (serious) - Level III

5. Mutual participation in an altercation involving physical violence (fighting). This does not include pushing, shoving, or minor confrontations.
 - a. First offense (minor) - Level II
 - b. Repeated offense (minor) - Level II or III
 - c. First offense (serious)- Level III
6. Uninvited physical contact of any person, including, but not limited to, pushing, pulling, and shoving another person:
 - a. First offense (minor) - Level I
 - b. Repeated offense (minor) - Level II or III
 - c. First offense (serious)- Level III
7. Being on school grounds without permission (trespassing, when on suspension):
 - a. First offense- reported to local law enforcement for trespassing
 - b. Repeated offense- Level II or III and reported to local law enforcement
8. Possession or use of tobacco products:
 - a. First offense- Level II
 - b. Repeated offense- Level III
9. Possession, use, sale or distribution of alcohol, drugs, high caffeine/energy boost drinks such as Red Bull or Monster, controlled substances, or counterfeit controlled substances:
 - a. First offense- Level III
10. Possession, use, sale of drug paraphernalia:
 - a. First offense- Level III
11. Possession, use, sale or distribution of over-the-counter medication (to include but not limited to, aspirin, vitamins, Tylenol, etc.):
 - a. First offense (minor) - Level I
 - b. First offense (serious)- Level II
 - c. Repeated offense- Level III
12. Use of profanity, public display of affection, vulgar or abusive language, or gestures:
 - a. First offense (minor) - Level I
 - b. Repeated offense – Level II or III
 - c. First offense (serious)- Level II or III
13. Insubordination or open defiance to a school staff member:

- a. First offense (minor) - Level I
- b. Repeated offense- Level II or III
- c. First offense (serious)- Level II or III

14. Vandalizing, defacing, or stealing school property or property of others:

- a. First offense - Level I
- b. Repeated offense- Level II or III
- c. First offense (serious)- Level III

15. Obtaining money or information through force or intimidation (extortion):

- a. First offense (minor) - Level I
- b. Repeated offense- Level II or III
- c. First offense (serious)- Level III

16. Participation in any form of gambling:

- a. First offense- Level I
- b. Repeated offense- Level II
- c. First offense (serious)-Level III

17. Offenses against morals (indecent exposure, sexual misconduct, inappropriate or obscene act); including pictures in cell phones or other electronic devices:

- a. First offense- Level II or III
- b. Repeated offense- Level III

18. Participation in and/or encouraging any activity that substantially disrupts the school and its related functions (bomb threat, arson, general class disruptions):

- a. First offense- Level III and reported to the local law enforcement agency

19. Discriminating against any person, student or staff on the basis of race, creed, color, sex, national origin, or disability:

- a. First offense (minor) - Level I
- b. Repeated offense- Level II or III
- c. First offense (serious)- Level III

20. Participating in a walkout, strike, sit-in, riot, or similar action:

- a. First offense- Level II or III
- b. Repeated offense- Level III

21. Disrupting by **bringing distracting items to school (toys, cards, electronic games, radios, headsets, electronic paging devices, cameras, laser pens, palm pilots, CD players, I-pods, etc.):**
- a. First offense (minor) - Level I and confiscation until parent comes in to pick up the item
 - b. Repeated offense - Level II or III and confiscated until the end of the school year.
22. Intentionally making false accusations against a staff member that jeopardize employment, professional certification, or reputation, including, but not limited to, accusations created and/or transmitted from computers or any electronic device:
- a. First offense- Level III
23. Gang-related activity (engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals, behaviors or dress):
- a. First offense (minor)- Level II
 - b. Repeated offense- Level II or III
 - c. First offense (serious)- Level III
24. Manipulating computer data and/or misuse of telecommunications services:
- a. First offense- Level II
 - b. Repeated offense- Level II or III
25. Threatening behavior and/or communication toward staff member, volunteer, chaperone, or student (including, but not limited to bomb threats):
- a. First offense- Level II or III and reported to local Law Enforcement
26. Unapproved posting or distribution of printed material, petitions, electronic messages, or graphic representations:
- a. First offense (minor) - Level I
 - b. Repeated offense- Level II
 - c. First offense (serious)- Level II or III
27. A student shall not engage in any form of bullying or harassment of another person, student, or staff (including sexual harassment):
- a. First offense (minor) - Level I
 - b. Repeated offense- Level II
 - c. First offense (serious)- Level III

28. Repeated events or multiple incidents of disciplinary action which disrupts the orderly environment of a school, school function, or extracurricular program or activity.
- a. Level III (Serious)
29. Cheating on a test or assignment, or plagiarism, will result in a zero on the assignment. Cheating on a standardized test by opening booklet, proceeding to other sections, discussing test or looking at other's booklet or answer sheet (serious).
- a. First offense- Level I
 - b. Repeated offense- Level II or III
 - c. First offense (serious)-Level II or III
30. Gum Chewing:
- a. First offense- Level I
 - b. Repeated offense- Level II or III
 - c. First offense (serious)-Level II or III
31. Electronic misuse (cell phone or electronic devices on during school hours):
- a. First offense- Level I
 - b. Repeated offense- Level II or III
 - c. First offense (serious)-Level II or III
 - d. Device confiscated for the remainder of the school year (Failure to comply may lead to dismissal)

32. Cafeteria Behavior

Students are expected to eat in an orderly fashion during lunch periods. Students are expected to use proper entrance and exit doors. Students will sit at assigned tables. Cutting in line, throwing food, leaving trays, leaving trash, and wandering around the cafeteria will not be tolerated. Administration will review each incident and recommend appropriate action.

- Disruptive Behavior, i.e. shouting, chanting, loud singing, banging on tables
- Leaving trays and trash on the tables
- Cutting in the lunchroom lines
- Disorderly Conduct (such as throwing food in the cafeteria)
 - 1st incident - Administrative Detention
 - 2nd incident – Internal Suspension
 - 3rd incident – External Suspension (1-2 days)

Please Note:

HAAS Middle School has implemented a merit/demerit discipline plan system that will be distributed and discussed to all students on the first day of school. The merit/demerit system will be used in conjunction with the proactive discipline plan.

END OF THE SCHOOL DAY DISMISSAL PROCEDURES:

Students must leave the school grounds immediately after dismissal unless enrolled in the AfterCare Program or an after school activity supervised by a staff member. Parents must pick up their child at the designated dismissal time for each grade level.

Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick-up students from the school. Valid photo identification will be required of all individuals picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will not be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's emergency contact card and custodial parents. Friends and strangers will be denied access to a student in the absence of verified parental consent. Dismissal begins at 2:45 pm

Students not picked up within 10 minutes after dismissal will be sent to AfterCare by school personnel and the parent will be assessed \$5 for every 5 minutes late. Students designated as walkers must have a signed form on file in the main office.

All parents must remain outside the school at dismissal time. Students will be sent to the designated pick up area.

PLEASE OBSERVE THE PICK UP PROCEDURES:

Student Pick Up Traffic Patterns 2:45-3:15 PM

2:45 – 2:55	Kindergarten and First Grades
2:55 – 3:00	Second to Third Grades
3:00 – 3:15	Fourth through Eighth Grades

- All Siblings will report to their youngest sibling's dismissal room and wait as a group to be called.
- All students that Car Pool or are dismissed to a Pick-Up, Van will report to the youngest members dismissal room and be dismissed as a group to the pick up area when called.

Parents, Car Pool Cars and Vans will prepare a placard provided by the school with child's /children's names and grade(s) written in large, clear print, last name included. Placard should be placed on the driver's side window so that staff can clearly read the name.

Parents will head **East on Harrison Street**; they will pass the school and the Hollywood Arts and Cultural Center heading east. Parents will **turn right on 16th Avenue** (south). Parents will turn **right on Van Buren Street** (west). Parents will turn **right at the back entrance to the school** (north). Parents will be directed into a lane according to their

child's/children's grade(s). The child's name will be called over the walkie talkie. Parents will **stop at the stop sign**. Staff will wave approximately 5-6 cars into the loading area (between crosswalk and alley). Parents will wait until they are directed to move forward. **All parents will wait until all children are safely loaded into the cars in the loading zone area. All parents in the loading zone area will wait for the all clear signal from staff before moving.** Parents will **exit by turning right out of the school loading zone onto Harrison Street**. Parents can then either head East on Harrison Street or head back into Young Circle.

PLEASE DO NOT TALK ON YOUR CELL PHONE WHILE IN THE PICK UP LINES. IT ENDANGERS THE STAFF AND STUDENTS. IT IS AGAINST STATE LAW AND WILL BE A TICKETED OFFENSE BY THE HOLLYWOOD POLICE DEPARTMENT (HPD).

The safety of your children is our first priority. Please follow pick up procedures very carefully to keep all of our children safe.

Student Walker Procedures:

If a parent wants a child to walk home on a daily basis, the parent must provide permission in writing. Walker students must report to the walker room. They will sign out in the walker log daily with the assigned walker teacher, who will stamp their hand. They will exit the building through the walker door and their hand stamp will be checked at the walker door. **If parents are asking for walker privileges to avoid pick up line, administration reserves the right to not release a child at dismissal unless a family member follows set procedures for dismissal to a waiting car.** Hollywood Academy will not release a child of any age to be picked up by a car on Young Circle, Publix, or any other parking/street area other than our designated car dismissal areas.

UNIFORM POLICIES AND GUIDELINES FOR

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. As a result, the students at HAAS will be expected to wear school uniforms and follow the dress code as set forth in this written policy.

Furthermore, the faculty at HAAS is mindful of the fact that the uniform needs for the Elementary school students may differ from those of the Middle School students in some respects. In addition, as times change, so may the policies and guidelines as they relate to the uniform requirements at HAAS. Therefore, it is anticipated that this policy may be amended, altered and changed throughout the years. It is expected that any changes will be first addressed by interested members of both the faculty and parents, and then brought before the SAC for approval, with final approval being made at the HAAS principal's discretion. This policy will attempt to distinguish between Elementary School students and Middle School students wherever differences are applicable. In the absence of a specific indication that a policy applies to either Elementary School students or Middle School students, it shall be assumed that the policy applies equally to both.

The following guidelines apply to all students at HAAS, whether the students are in Elementary or Middle School, with appropriate indications where a policy differs slightly

between Elementary and Middle School students. In the absence of a specific indication that a policy applies to either Elementary School students or Middle School students, it shall be assumed that the policy applies equally to both.

Shirts: All students must wear a HAAS designated school shirt, which will be purchased through a HAAS approved uniform company. The shirts will be emblazoned with a school logo. Shirts will be worn tucked in and must be in good condition.

- A. **Elementary School:** students will be required to wear a red or white polo shirt. Shirts must be tucked in and in good condition.
P.E. t-shirts are only allowed on the class designated P.E. day and field trip day.
- B. **Middle School Shirts (students in grades 6-8):** students will be required to wear light blue oxford shirt, clean and ironed. These shirts must be purchased from the HAAS designated and approved uniform company, and emblazoned with the school logo. Shirts must be tucked in and in good condition
Undershirts: Middle School students at HAAS are permitted to wear navy blue or white undershirts under their HAAS approved light blue oxford shirt.

Pants: All students at HAAS are required to wear either dark khaki or navy blue pants. Very light Khaki pants are not acceptable. Pants may be in the form of long, capris, shorts, or skorts.

These pants may be purchased from the designated uniform company, from the internet, or from various local stores, including Target, Wal-Mart, Old Navy, JC Penney's (Dockers brand) and Gap. In addition, capris-type pants, Dickies and skorts are permitted. **Cargo pants, tight pants, pants worn too low, pants in poor condition or pants with various adornments, will NOT be permitted.** The following requirements must be followed when purchasing pants for use at HAAS:

A. When purchasing HAAS approved school pants from common name stores on the internet, such as Old Navy, Gap, Target or Wal-Mart, you may only purchase pants under the heading "uniforms" or "School Uniforms." Most of the above referenced stores have internet sites with specific "uniform" headings. In cases where the site does not specifically reference "uniforms", you may purchase from one of the acceptable uniform name brands as discussed in (D), below. No other internet purchases will be permitted. The following internet sites can be utilized to purchase HAAS uniform approved pants:

- a. ibiley.com – inquiries may be made to: sales@ibiley.com
- b. oldnavy.com –click on "girls" or "boys" and find "school uniforms"
- c. gap.com –search department: Gap Kids: search term: uniforms
- d. target.com –click on an acceptable uniform name brand, such as

French Toast or Cherokee

- e. walmart.com –search: apparel/school uniforms. Then click “Shop School Uniforms” for the appropriate section of the website.
- f. dickies.com –click on “school wear”
- g. dockersstore.com –click on “boys” or “women”. There is no “girls” section for Dockers on line.

B. When purchasing HAAS approved school pants from a common name store, such as Target or Wal-Mart, you may only purchase the “uniform” pants that each store sells. For example, one of the Target brand “uniform” companies is French Toast. French Toast is an acceptable purchase from Target. As stated above, the color choices permitted will only be dark khaki or navy blue.

C. You may purchase HAAS approved school pants from the HAAS approved uniform company. Generally, these pants will be under the brand name “Dickies.” Dickies are acceptable uniform pants for HAAS. As stated above, the color choices permitted will only be dark khaki or navy blue.

Belts: Belts must be worn on all pants that have belt loops. Belts must be blue, black, khaki or brown.

Jewelry: Jewelry at all times must be tasteful and tactful. Unusual body piercing will not be permitted. The HAAS Administration has the final word on what jewelry will be permitted.

- a. **Elementary School** students will not be permitted to wear large hoop earrings.
- b. **Middle School** students will be permitted to wear hoop earrings that are not dangerous or distracting according to the opinions of Administration.

Make-Up:

- a. **Elementary School** students are not permitted to wear make-up.
- b. **Middle School** students are permitted to wear tasteful and tactful make-up.
- c. Final decisions regarding tastefulness will rest with Administration.

Hair: Hair must be kept neat and clean. Middle School students may color their hair, as long as the coloring is tasteful and not distracting. Blonde highlights are permitted at the Middle School level. Final decisions regarding tastefulness will rest with Administration.

Hats: No hats, bandanas, or hoods may be worn. Exceptions may be made for spirit type hats, or head coverings, as Administration sees fit.

Purses: HAAS students are permitted to carry purses; however, HAAS is not responsible for the loss of any items brought to school in purses.

Shoes: Students must wear closed shoes at all times. Exceptions may be made for certain occasions of dress up, such as Honor Roll Assemblies and dances. No heavy military boots or shoes with metal tips are permitted. **“Heelys” (tennis shoes with wheels) are not permitted. Flip Flops will not be permitted.** The final word on the acceptance of any type of shoe permitted will be left up to the discretion of Administration.

Not complying/following school dress code policy (to include but not limited to, not tucking in clothes, no cargo pants, clothes too short/long, belt not worn with pants with belt loops, wearing “designer” labeled clothing, etc.):

- a. First offense : Letter/Phone Call Home to Parent/Guardian
- b. Second Offense: Administrative Detention
- c. Third Offense: Internal suspension
- d. Repeated Offense: Internal/External Suspension

Sweatshirts/Outerwear: HAAS students may wear navy sweatshirts, either with or without the HAAS school logo. In addition, the fleece jackets and wind breakers previously sold to HAAS families by earlier vendors will also be permitted. These fleece jackets and windbreakers are emblazoned with the school logo for identification.

Honor Roll Assemblies: Honor Roll Assemblies are special “dress up” days at HAAS. Children receiving an award may wear the regulation uniform on that day, or choose to dress up to receive their award. It is NOT a dress down day. On Honor Roll Assembly days, children may deviate from the closed toe shoe policy, as discussed under **“Shoes”**, above.

Dark Blue or White PE/Field Trip T-Shirts: Students at HAAS are permitted to wear the Dark Blue PE T-shirt on days that student has physical education. In addition, students at HAAS are required to wear the Dark Blue PE T-shirt on days that the student is leaving the HAAS school facility for a field trip.

Casual Fridays: The Administration at HAAS has declared Fridays to be “Casual Fridays” for Middle School students. This declaration will be reevaluated yearly to assess its success. The following information applies to this declaration:

- a. On Fridays, Middle School students at HAAS may wear any HAAS sanctioned shirts. For example: PE shirt, Specialty Field Trip Shirt, HAAS Knights shirts, Field Day, etc.

General: At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. **ALL CLOTHING SHOULD BE LABELED WITH NAME.** ***Parents of students in kindergarten and first grades are required to leave a Ziploc bag labeled with the child’s name with a spare change of clothes in the classroom throughout the year.***

PE Clothing- K-8 students may wear the school Navy or White PE T-shirt on PE days.

Students may ONLY wear school sweaters if chilly during the school day.

School sweatshirts and fleece jackets are outerwear only. *Parents may purchase solid navy sweaters, sweatshirts that do not bear any logo of any kind from local department stores.*

Dress Down Days: Students may only participate in dress down day on designated days according to the school calendar. Any student out of uniform on a Friday that is not dress down day, will call home for a change of clothing. Students must dress within the parameters of the dress code outlined in the Broward County Code of Student Conduct on Dress Down days.

EARLY DISMISSAL:

Excused early dismissals are given for doctor's appointments with notes from the doctor and extreme emergencies. If you need to take your child out of school before the end of the school day, come to the front desk downstairs and sign him/her out and a school employee will call for your child, as long as it is before 2:15 pm. We can not dismiss children after 2:15 pm due to our dismissal processes beginning. Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Early dismissal from a field trip site is not permitted.

If excessive early dismissals continue throughout the year, the State Attorney's Office will be notified per Broward County School Board Policy and state law.

1. Your children must be in school everyday by state law.
2. When early dismissals become a concern (5 or more), the teacher will double check for medical excuses turned in and recorded.
3. The teacher will contact the parent regarding excessive early dismissals (5 or more) via phone conference, email, teacher/parent conference or letter.
4. If early dismissals continue (7 or more), a formal referral for attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral.
5. If early dismissals (9 or more) continue to exceed specified days, then the case will be referred to the School Social Worker.
6. If early dismissals continue after referral (12 or more) and visit by social worker, case will be referred to the State Attorney's Office per Broward County School Board Policy.

After 20 early dismissals, a child may not be invited to return to Hollywood Academy of Arts & Science the following school year.

No child will be dismissed from the classroom after 2:15 pm
Parents must wait until the dismissal time.

ELEVATOR: Use of the elevator is for teachers, cafeteria staff, maintenance, visitors and parents. Students may only use the elevator with an elevator pass authorized by the principal or assistant principal. **Elevator passes are only issued with doctor notes.** Students in K & 1 may never ride the elevator without an adult present. Students with

elevator passes must be accompanied by an elevator buddy chosen by the homeroom teacher. Any unauthorized students caught using the elevator will receive a level II consequence.

EMERGENCIES:

Illness: The importance of regular attendance cannot be over-emphasized, but **students should not be sent to school when they are ill. Children should be free of fever, vomiting and diarrhea for 24 hours before returning to school after being ill.** If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency. **PLEASE KEEP YOUR CHILD'S EMERGENCY CARD UPDATED.**

SEE SECTION ON MEDICATION

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

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

FAMILY RIGHTS AND PRIVACY ACT:

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

FIELD TRIPS:

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. The Guidelines for Chaperones form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines.

Parents accompany students on overnight field trips, must be fingerprinted and background check per the Jessica Lunsford Act, in effect since September 2005.

1. Participation in field trips is a **privilege**, not a right.
2. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct.
3. Students may also be excluded from attending a trip or activity if they:
 - a. Have received excessive referrals or major code violations
 - b. Have excessive tardies or absences
4. If a student has been excluded from a trip or activity as a result of the above-mentioned items, **a refund will not be issued.**

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the student will not be permitted to take part in the field trip without a completed signed permission slip. Students are to wear their HAAS t-shirt on field trips for security reasons.

Early dismissal from a field trip site is not permitted.

GRADING SCALE:

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

GRIEVANCE PROCEDURE:

The Renaissance Charter School, Inc. Board of Directors:
Ken Haiko, Chairman
Denis Clark, Vice Chairman
Thomas Wheeler, Treasurer

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

1. Carefully analyze the problem - be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher if applicable.
4. If there is no solution, meet with the School Administration.

After meeting with the principal, if you feel that the issue needs further attention, you should contact Charter Schools USA, (954) 202-3500. At which point you will be directed to one of the following:

Mary Vecchione - Governing Board Liaison
or
Sherry Hage - V.P. of Education

HALLWAY BEHAVIOR: Students should travel through the hallways quietly to avoid interrupting ongoing classes. Students should always arrive to class on time. Failure to do so could result in detention or in-school suspension.

“HOMELEARNING” POLICY

PURPOSE AND REASONING:

HAAS recognizes the important role that homework plays in the enhancement of a child’s overall education. The following list identifies some of the main benefits of homework:

1. Provides practice and review of lessons learned in class;
2. It teaches the use of resources, such as the internet, reference materials, and the library;
3. Can provide an opportunity for the educator to present lessons in a more creative and interesting way than time permits in class;
4. Can be tailored to meet an individual’s specific needs; for example, making the homework material harder or easier depending on the child’s academic level. This benefit also meets the goals of HAAS to create a curriculum that meets each child’s individual needs;
5. Helps provide children an opportunity to manage time, encourages good study habits, independence and self discipline;
6. Works as a bridge between the school and the parents in requiring parental involvement, and provides the parent a clear understanding of what the child is working on in class;
7. Allows further exploration of a subject than time allows in class;
8. Ensures that reading skills are being practiced, as well as other concepts, such as multiplication and division, that need to be reviewed over and over until mastered; and
9. Homework has the ability, when properly administered, to show a child the real life connection between the lessons or skills he or she is learning in class and the world in which they live.

HAAS also recognizes that these benefits must be weighed against legitimate family concerns and desires to have their children participate in after school activities, religious and family events, as well as much needed leisure and downtime. Studies have shown that any activity, no matter how rewarding, can only be rewarding for a limited time. If a child spends too much time on academics, both in or out of school, they will become bored, frustrated, and the benefits of homework will be lost. Therefore, the HAAS homework policy strives to create a balance between the need to give homework and the needs of the family. For these reasons, homework shall not be excessive, and the

teacher shall take into account the overall amount of homework given each week, as well as whether the in class lessons are particularly challenging or difficult.

DEFINITION OF HOMEWORK:

Homework is defined as specific tasks assigned by teachers to be completed during non-school hours. Homework assignments should be clearly connected to classroom lessons or calculated to enhance a specific skill designed to show the student a connection between the work taught in the classroom and real life situations. Homework should be age appropriate and, whenever possible, creative, so as to avoid boredom and to enhance the benefits listed above. In keeping with the HAAS goal to tailor a curriculum that meets each child's specific needs, teachers are encouraged to vary homework assignments in degrees of difficulty and the specific tasks involved, in accordance with a child's level within the class.

EXAMPLES OF HOMEWORK ASSIGNMENTS:

Homework assignments can and should be varied and creative. Homework assignments can include however, not limited to:

1. Reading a book either independently or with a family member;
2. Reading a newspaper or specific magazine;
3. Looking something up on the computer or in a reference book;
4. Writing a book report, paragraph, poem, or creative story with spelling words;
5. Math handouts and problem practices;
6. Flash cards;
7. Or any specific skill the teacher feels the child or class needs to practice.

HOMEWORK GUIDELINES:

Teachers shall be given broad latitude in designing homework keeping in mind that each assignment should attempt to enhance one or more of the benefits listed above to achieve maximum results. In addition, the HAAS homework policy expects and encourages parental involvement in the homework process. However, it is expected that the child will do their own work. Finally, homework has been found to be most beneficial to the learning process when checked and returned to the student. Therefore, homework shall be checked and returned regularly. The following suggested guidelines are offered:

KINDERGARTEN AND FIRST GRADE

K-1 Homework assignments should not exceed 20 minutes a day and may consist of the following:

- a. Reading with a family member or guardian;
- b. Handout of numbers, letters, sounds, or other class assignments;
- c. Math practice

- d. Review of papers done in class for correction, reinforcement and practice, and sent home for parent or guardian review.

SECOND THROUGH EIGHTH

In the second grade, and in order to foster independence and teach the skill of time management, whenever possible, weekly homework packets shall be sent home.

Packets may or may not be appropriate at the third through eighth grade level. Packets should be sent home on Fridays, but no later than Mondays, and should be due on the following Friday. At a minimum these packets should contain the spelling words for the week, and the spelling or reading assignments for the week. Any writing assignments known about in advance should also be included. It is contemplated that the packet may contain some material not yet covered in class, leaving the family unit free to decide whether to expose the child to the new material early, or wait until the material is taught in class. In addition, it is also contemplated that not all children will have identical homework assignments, as the assignment should be tailored to meet the needs of the child at that particular time. To that end, other homework assignments may be given out during the course of the week as needed. At all times, however, the child should be given a reasonable amount of time within which to return the assignment to the teacher, preferably, with the packet on Friday. Homework should not be given out on weekends, holidays, or during periods of state, benchmark or other standardized testing. Teachers may provide “retention” packets for completion and practice over extended breaks; however these packets will not be counted for grades. At all times any homework assignment should follow these recommended time guidelines, including time for reading:

Grades 2-3 25-35 minutes per day

Grades 4-5 35-60 minutes per day

Grades 6-8 45-70 minutes per day

These guidelines may be altered or changed to take into account any special projects, book reports, research papers or other special assignment or event.

FAMILY PARTICIPATION:

Studies have shown that homework is most beneficial overall when families are involved in the homework process. The HAAS homework policy contemplates parental involvement in the process. Parents should be required to initial the homework packet prior to the child turning it in, in order to ensure parental involvement in the homework process, as well as to inform the parent about what lessons the child is working on in class. In addition, parents are encouraged to review homework with the child that has been checked by the teacher in order to note any corrected answers. Finally, parents are expected and encouraged to read to their children regularly, or have their older children read an age appropriate book as part of their daily homework routine.

The family unit is also expected to create and enforce a homework routine for their child. Children should be provided a desk, writing utensils, and a place to work that has few distractions. Parents and guardians should be on hand to answer questions, review the work, and provide support. If the parent or guardian notices a problem with the

homework process, or has an idea for improvement or any other concern about the child's performance, it is important that the parent or guardian immediately contact the teacher to discuss the situation and any remedies. If all parties work together, the benefits of homework can be achieved.

HONOR ROLL REQUIREMENT:

Principal's Honor Roll - All A's in all subjects. No N's or U's at all (includes electives).

Assistant Principal's Honor Roll - All A's and B's in all subjects; no "N's" or "U's" at all (includes electives).

Students will be recognized at our quarterly Honor Roll Assemblies. Invitations for parents/guardians will be sent home with report cards.

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS AND SUPPLIES:

All textbooks and library books needed by students for school and homework assignments are furnished by the school. The school also provides the materials and equipment requested by teachers for classroom instruction.

Students need to realize that books and materials are expensive and that they should be cared for properly. Students are required to cover all books that are issued to them. A brown grocery bag makes an excellent book cover. At the beginning of the school year, some businesses offer free book covers to the students. Students should print their names and room number on the front of each book cover. Books must not be written in or on, unless they are consumables. **Charges will be made for damaged or lost books and/or materials.** Students must learn to be responsible for the care of personal and school materials. Book checks will be conducted each nine weeks and letters will be sent home for reimbursement of lost/damaged books.

Supplies lists will be provided for all students at the orientation during the week before school begins in August. Students will be expected to provide all of these basic supplies. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

LABELS:

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

LIBRARY BOOKS:

Library books must be returned within two weeks from the date of check out. Any books returned late will result in a fine of .05 cents a day. Charges will be made for lost or damaged books at replacement cost. Bins for returning library books are available on the first floor by the front desk and on the second floor stairway landing.

LOST AND FOUND:

Throughout the school year, items that have been lost are turned into the school office. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go to the designated area to claim it. There are many items lost and never claimed each year. These items are donated monthly to various charitable institutions. Therefore, please label your child's personal belongings.

MEDICATION:

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of **Hollywood Academy of Arts & Science** without specific written authorization by a medical doctor of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the medical doctor must sign an authorization form. You can download this form off the school's website, www.hollywoodcharter.org on the *School Information Page* under Student Medications, or obtain this form from the school's Main Office. The medication, including over the counter medication, will be kept in the main office and will be administered by certified office personnel.

Rewards Programs

HAAS also participate in the following "rewards" programs that donate money to our school just for mentioning the ID number when making purchases:

- **Target Rewards:** HAAS ID Number #121457 ; Acct. #0318 0877 138580.
- **Office Depot Rewards:** HAAS ID #702 042 85, purchases on-line, after confirmation click on link for donation-enter school ID Number.
- **Dade Recycling:** Printer Ink Cartridge and Cell Phone Recycling – Donation bin located at First Floor Front Desk.
- **Box Tops for Education** (each top is worth 10 Cents, drop off at front desk).
- **Campbell's Soup Labels** (school receives supplies, drop off at front desk).
- **Pop-tops for Ronald McDonald House** (drop off at front desk).
- 2 Book Fairs each year

Monies generated by fundraising events will be used to purchase materials and equipment for the students.

PEDICULOSIS: (HEAD LICE)

Students will be checked periodically for head lice. Students will be sent home if school personnel detect lice and/or nits (lice eggs) in his/her hair. The entire class will be checked for any head lice if it is detected on a student in the class.

The students **MAY NOT** return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student and parent must report to the office and the student will be checked to determine if any nits are still present before admission to class. If a child has a reoccurring case of lice, a doctor's note may be required.

To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly. Lice does not like hair products such as gels, mousse, hair spray, leave in conditioners, etc.

PUPIL PROGRESSION:

HOLLYWOOD ACADEMY OF ARTS & SCIENCE will follow the Broward County School’s Pupil Progression requirements and procedures for K – 8 students.

SCHOOL ADVISORY COUNCIL: (SAC)

The School Advisory Council works with the Administration regarding issues related to the overall academics and school wide concerns. This council has monthly meetings and represents all grade levels with in the school. Attendance at SAC meetings will earn the family 2 volunteer hours.

SCHOOL HOURS:

(Elementary and Middle)		
Before School Care	7:00 – 8:00am	
Breakfast Hours	8:00 – 8:15am	
School Opens	8:00 am	
Class Instruction Begins	8:30 am	
Student Dismissal	2:45 pm	K-1 st grades
	2:55 pm	2 nd -3 rd
	3:00 pm	4 th -8 th
After School Care	3:00 – 6:00pm	

SCREENINGS:

<u>Type of screening</u>	<u>Grades</u>
Vision	K, 1, 7, ESE and all new to county K-7.
Height/Weight	K, 1, 2, 3 and all new to county K-7.
Hearing	K, 1, 7 and all new to county K-7.
Scoliosis	7 and all new to county after screening 7 & 8.

STUDENT RECORDS:

Student records and grades cannot be released until property and textbooks have been returned or paid for. All accounts must be brought up to date from the library, dining room, textbooks, fundraisers, and aftercare program, etc. prior to any records being released. The final report card will be held until all account balances are cleared with the business administrator.

STUDENTS’ RIGHTS

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

Parents who have a conflict with a student other than their own child are requested to speak to the Administration. At no time may parents approach the student or other parents directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student, parent or employee **will NOT be tolerated.**

TEACHER CONFERENCES:

All parents should meet with their child's teacher twice during the school year. We encourage you to have conferences more often as effective communication is one of the cornerstones of education. Please call your child's teacher to schedule conferences after 1st and 3rd quarters.

TELEPHONE:

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone without permission and only for emergencies.

Students in grades 5-8, who sign out as walkers, may keep a cell phone in their back pack or on their person to be used off campus *only*. **(All cell phones must be OFF at all times while on school grounds and my not be set to silent or vibrate.)** If a student is found with his/her cell phone openly visible, the phone will be taken and sent to the Main Office. A parent will be required to pick up the phone from the Main Office in person. Please see proactive discipline plans for consequences of having cell phones and other electronic devices visible and on during school hours.

All phone calls made to family members during school hours must be made from a school telephone with a staff member present. Failure of any child to follow this policy will result in external suspension from school.

It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.

SEVERE WEATHER INFORMATION:

HOLLYWOOD ACADEMY OF ARTS & SCIENCE will follow the same instructions as Broward County Public Schools in case of severe weather emergencies. Parents should watch the local news for information about school closings.

VISITORS:

VISITORS, **INCLUDING PARENTS**, ARE **NOT PERMITTED TO GO TO THEIR CHILD'S CLASS UNANNOUNCED DURING SCHOOL HOURS BECAUSE THIS DISRUPTS NORMAL ROUTINE AND INSTRUCTION.** **For the safety and protection of all students, visitors (including parents), must present their drivers license at the front desk, state who they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom.** Per the Jessica Lunsford Act, all visitors must have photo identification and will be scanned using the Raptor system linked to the FDLE database. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

VOLUNTEER HOURS:

Parents have many opportunities to volunteer their time both at school and at home. Volunteer opportunities will be available throughout the school year, based on the school's needs. Parents are required to log the volunteer hours in the volunteer notebooks. Name badges will be given out at the front desk in order to volunteer in a designated location. **All volunteers will be screened every time they visit the school.** Volunteer opportunities are listed on the school website at www.hollywoodcharter.org.

Please be sure to enter your volunteer hours so the hours can be accounted for each quarter. A statement of hours completed will be sent home quarterly so that parents know how many hours they have completed. Parents are required to volunteer 20 hours for the first child and 10 hours per sibling for the school year.

- Volunteer Coordinators will use Room Parents to disseminate information regarding volunteer opportunities.
- **Half of all volunteer hours need to be completed by January 14, 2011, prior to the re-enrollment period (Student Recommit), for your child to be eligible for re-enrollment.**
- **All volunteer hours must be completed by May 20, 2011, OR this will result in your child being withdrawn from the school. All Grade 8 parents must complete their volunteer hours by April 29, 2011 or the Grade 8 students will forfeit participation in any end-of-year activities.**

VOLUNTEER GUIDELINES:

- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Individual student's grade records and abilities are personal and confidential information. Students have the right to confidentiality under Florida Statutes 1002.22 that covers academic work completed, standardized test scores, health data, interest inventory reports, reports of serious or recurrent behavior patterns, family background information, attendance records, grades and teacher or counselor rating and observations.
- Students may not be given medication by volunteers.
- Volunteers will not contact parents regarding student performance or behavior.
- Classroom supervision and student discipline are the responsibilities of the teacher and school.
- Permission for a student to leave the classroom must always be given by the teacher.
- Volunteers are required to sign in and out. The office will determine where and when a volunteer is needed within the school.
- For identification, volunteers are required to wear a name badge when helping with school activities.
- **Volunteers will be assigned only to staff members requesting assistance.**
- Punctuality and reliability are expected since teachers plan for volunteer assistance.
- **Comparing and criticizing teachers and students is not acceptable volunteer behavior.**
- Volunteers should be in good physical and mental health.

- Volunteers are expected to be well groomed and dressed appropriately.
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Volunteers will be allowed in the classrooms during instructional time ONLY when scheduled by the teacher in writing at the front office.

WITHDRAWAL PROCEDURES:

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