

# Parent/Student Handbook

## 2021-2022

**Oak Creek Charter School**  
28011 Performance Lane  
Bonita Springs, FL 34135  
239-498-6864

[www.OCCSedu.org](http://www.OCCSedu.org)

A Lee County Charter School

**Gwen DaPore, Executive Director**  
**Aline Sarria, Chief Academic Officer**  
**Jose Rubio, Principal**  
**Yesenia Gonzalez, Assistant Principal**

*Oak Creek Charter School of Bonita Springs represents a microcosm of the community-at-large that include families from different cultural, ethnic, racial, and religious backgrounds. The Oak Creek Charter School family learns, lives, and works harmoniously based on a foundation of mutual respect, without compromising their beliefs or their identities. Moreover, Oak Creek Charter School celebrates diversity in a multicultural environment and champions the cause of excellence and equity!*

### **FORZA Education Management**

727-642-9319

[www.FORZAedu.com](http://www.FORZAedu.com)

Board Approved: 8/5/2021

**PLEASE NOTE:** Throughout the *Parent/Student Handbook* the term, “parent(s)” includes legal guardian(s) or other persons standing in loco parentis, such as a grandparent(s) or stepparent(s) with whom the child lives, or the person(s) who is/are legally responsible for the welfare of the child.

**The Parent Guide and Code of Conduct are available  
in the main office and on our web page.  
OAK CREEK CHARTER OF BONITA SPRINGS (OCCS)  
CONTACT INFORMATION**

PHONE NUMBER	(239) 498-6864
FAX NUMBER	(239) 495-7178
WEBSITE	www.occsedu.org
FORZA Education Management	(727) 642-9319

**2021 - 2022 SCHOOL CALENDAR  
First Day of School: Tuesday, August 10, 2021  
Last Day of School: Wednesday, June 1, 2022**

**SCHOOL HOURS**

Office Hours	7:30 a.m. – 4:30 p.m.
Classroom Teachers	7:30 a.m. – 4:00 p.m.
Students	7:50 a.m. – 3:15 p.m.
Tardy	8:00 a.m.
Breakfast	7:30 a.m. – 7:50 a.m.

**Nutrition Services: Breakfast and Lunch will be free this year according to the state of FL.**

**ACTIVITY CALENDAR**

The main office will maintain a master calendar of all school related events. An updated copy will also be posted on our web page:

[WWW.OCCSEDU.ORG](http://WWW.OCCSEDU.ORG)

An updated month-to-month calendar will be sent home each month.

**Dismissal Times:**

*Parents must comply with these times and are not to come too early, or too late.*

Kinder - Grade 8	3:15 p.m. – 3:35 p.m.
Tutoring Program	3:45 p.m. – 4:45 p.m.
After-School Care	3:20 p.m. – 6:00 p.m.
Sports, Clubs/Activities	3:45 p.m. – 4:45 p.m.

**ON EARLY DISMISSAL DAYS**

**Students Dismissed at 12:00 p.m.**

## **IMPORTANT INFORMATION**

Some policies in this handbook may change due to COVID guidelines for 21-22. There will be a COVID School Guidelines for the beginning of the year. Decisions and changes will be communicated from the school administration as the year progresses.

### **Oak Creek Charter School's Mission & Vision Statement**

The mission of Oak Creek Charter School of Bonita Springs is to prepare students of Lee County in grades K-8 for success in high school and beyond.

The mission of the program aligns with the legislative intent regarding secondary schools, "so that students promoted from the 8<sup>th</sup> grade have the necessary academic knowledge and skills for success in high school" and beyond (s.1003.413(1) F.S

To fulfill its mission, OCCS will utilize a rigorous curriculum combined with an ongoing assessment/monitoring program. To the academic program, the school will add daily instruction in fitness and health coupled with an integrated character education program.

The **Vision** of Oak Creek Charter is to establish an authentic learning community and environment, which will lead to greater academic achievement for all students. Moreover, OCCS will introduce lifelong physical fitness and cultivate the students' character and creative ability to an optimum level, all within a safe and orderly school environment. The culminating effect will be student mastery of the standards-based curriculum, fostering a successful high school and college career. This in turn will empower students to reach their fullest potential and generate access to more opportunities in the job market, enhancing their probability of making significant contributions and creating a healthier, globally competitive and more productive society.

## **It is the responsibility of each student and parent to read, understand, and abide by this handbook.**

This handbook has been developed to inform you and your parents of the policies, procedures, and organizations of Oak Creek Charter School. We believe that well-informed parents and students promote a positive learning environment.

Every effort has been made to include within the Oak Creek Charter School Parent/Student Handbook, all policies and procedures pertaining to the 2019-2020 school year. However, any changes that the administration may make during the school year shall be considered a part of this document.

**ALL POLICIES LISTED IN THIS HANDBOOK ARE SUBJECT TO CHANGE BY THE OAK CREEK CHARTER SCHOOL BOARD OR SCHOOL ADMINISTRATION. PARENTS AND STUDENTS WILL BE NOTIFIED WHEN SUCH CHANGES OCCUR AND AN UPDATED HANDBOOK WILL BE POSTED ON OUR WEB PAGE. [WWW.OCCSEDU.ORG](http://WWW.OCCSEDU.ORG)**

**BOARD OF DIRECTORS**

**Mark McCabe  
Thaddeus Deitrich  
Brett Baugh**

**Board Meetings are held as scheduled by the Board of Directors. Meeting days, dates and times are posted in the lobby and on monthly calendars at:**

**[WWW.OCCSEDU.ORG](http://WWW.OCCSEDU.ORG)**

For Oak Creek Charter School to provide a positive learning atmosphere for students, these guidelines must be followed:

- Students transported to school by parents may not arrive earlier than 7:15 AM. There will be no supervision until this time.
- Students may be walked to the back of the building entrance of the school, where parents will wish them well and send them to the cafeteria or gymnasium until class begins. Parents may not wait in the entrance with their children, as there is not space for everyone, and the time before school lends itself to social time for the children with their peers.
- Parents who need to pick up their students during the school day must report to the office—**not the classroom** and sign them out. The office will send for the student. **Students will not be released after 2:30 p.m.** Please inform the office if you are planning to pick up your child early. **Students will ONLY be released to those listed by the parent on the child's emergency card. Picture identification will be required by anyone picking up a child.**
- All visitors are expected to observe the fire regulations, which prohibits smoking on the school campus.
- Students are to leave their toys, games, family heirlooms, sports equipment (such as basketballs or footballs), rollerblades, scooters, etc. at home. The school provides everything needed for the classroom, physical education, and recess. Soda, bubble gum, chewing gum, candy, and similar items are not permitted. Alcohol, cigarettes, and illegal drugs are clearly illicit and forbidden from the

campus. Moreover, parents should see that their children do not bring large amounts of money to school. Please send only the money a child needs for the day. Under no circumstances should a child be allowed to bring knives, bullets, fireworks, spike bracelets, rubber bands, china stars, “peashooters”, BB guns, firearms (real or replicas), toy guns, chains, matches, lighters, or any other hazardous objects to school. Law enforcement officers will be called to investigate violations. **The school staff will not accept responsibility for the loss of or damage to personal items.**

- Students are expected to return home using the same means of transportation by which they arrived at school. All changes require notification by a parent/guardian to the school regarding the change. **All notifications should be directed to the Office Staff, who will notify the teacher. Students may only ride on their assigned bus; they may not change buses.**

**Parents have the responsibility to:**

1. Notify the school of any change of address, phone numbers and emergency contact numbers.
2. Notify school personnel if the family is relocating or if there is a family emergency.
3. Be aware of the school calendar and coordinate trips, vacations, and personal business **to support attendance on school days.**

**PARENT CODE OF CONDUCT**

OCCS requires the parents of enrolled children to always behave in a manner consistent with decency, courtesy, and respect. One of the goals of OCCS is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of OCCS, but also of each parent or adult who enters OCCS. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on OCCS property thereafter.**

**SWEARING/CURSING**

No parent or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express this frustration or anger using non-offensive language. At **NO** time shall inappropriate language be directed toward members of the staff.

**THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS, OR ADULTS ASSOCIATED WITH OCCS**

Threats of any kind will not be tolerated. In today’s society, OCCS will not sit idly by while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated,

OCCS will not assume the risk of a second chance. While it is understood that parents will not always agree with the employees of OCCS or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

**PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES. PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT OCCS WILL NOT BE TOLERATED.**

OCCS does not support or condone corporal punishment of children, such acts are not permitted anywhere on the OCCS Campus. Moreover, while verbal reprimands may be appropriate at times and made in the correct manner, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher(s) and seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher, Principal, Dean of Students, or Executive Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher, Principal, Dean of Students, or Executive Director. At that point, the teacher, Principal, Dean of Students, or Executive Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and administration are strictly prohibited from discussing anything about another child with you. All children enrolled at OCCS have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting OCCS.

### **SMOKING**

For the health of all OCCS employees, children and associates, smoking is prohibited anywhere on the OCCS Campus. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of OCCS. Parents who are smoking or using tobacco in any form in their cars, must dispose/extinguish any tobacco products prior to entering the parking lot.

### **VIOLATIONS OF THE SAFETY POLICY**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of OCCS. Please be particularly mindful of OCCS entrance procedures. We all like to be polite, however, we need to be careful not to allow unauthorized individuals into OCCS. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises.

Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Principal, Dean of Students, or Executive Director.

**ATTENDANCE: ABSENCES & TARDINESS – DISMISSAL & EARLY DISMISSAL**

Students are required to attend 180 days of school. Poor attendance or excessive tardiness may result in failing grades. Students must be in their rooms and seated by 8:00 a.m. for homeroom. If the student arrives after 8:00 a.m., said student will be considered tardy.

It is the parent's responsibility to **call the school office (239) 498-6864 between 7:30 a.m. and 9:00 a.m.** the day a student will not attend school. A note from a parent/guardian to explain an absence must be submitted to the main office upon a student's return. A doctor's note is required if the student is absent three (3) or more consecutive days.

1. When a student accumulates **five** (5) days of absences, other than out-of-school suspensions, whether excused or unexcused, the Principal or designee shall make a good faith effort to contact the parent or guardian by telephone to discuss the reasons for the absences and shall document such contact.
2. When a student accumulates **seven** (7) days of absences, other than out-of-school suspensions, whether excused or unexcused, a record of absences will promptly be mailed to the parent/guardian of the student. The letter/records of absences will include information about Truancy Court.
3. When a student is absent **ten** (10) or more days, whether excused or unexcused, a record of absences will promptly be mailed to the parent/guardian of the student. If appropriate, a parent conference will be required and at the discretion of the Principal or designees, the parent or guardian may be required to verify absences with appropriate documentation (e.g., doctor's visits, etc.). A student found to be habitually truant, will be referred to Truancy Court.

**Excused Absences**

1. An accident/illness of the student or a medical or dental appointment; a **doctor's note** must be submitted at the office when student returns.
2. A death in the student's immediate family.
3. An observance of an established religious holiday; documentation of the religious affiliation of the student may be required by OAK CREEK CHARTER SCHOOL.
4. A subpoena by a law enforcement agency or a required court appearance.

**Unexcused Absences**

1. Are not excused absences.

2. Contribute to truancy of the student.
3. Are caused by an out-of-school suspension. A student suspended out of school is responsible for all work missed. The teacher will decide if the work missed will count as a "0," or will be made up for credit or partial credit.
4. The administration will notify the district for excessive unexcused absences.

**The school will contact student services to refer the student who is exhibiting a pattern of non-attendance.**

**If an initial meeting does not resolve the problem, a Child Study Team shall implement the following:**

- A. Frequent attempts at communication between Oak Creek Charter and the family.
- B. Attendance contacts.
- C. Evaluation for alternative education programs

**Make-Up Work:** Students are expected to make up any work missed from excused absences and will receive grades earned on said make-up work. Students will have the same number of days to complete assignments as they were absent. Make-up work will only be given in advance during a lengthy illness (no sooner than three days), special arrangements may be made with the teachers and/or Administration.

### **COMPULSORY SCHOOL ATTENDANCE\***

If a child is to succeed in school, he/she must attend regularly. Every one of the 180 days in the school year is important to your child's success. Chapter 232.10, Florida Law, states "*Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required under the provision of Florida School Law.*"

**\*Please be advised that excessive or unexplained absences or tardiness will result in an inquiry by the attendance officer.**

**\*\*Parents/guardians are required to notify the school when their child is absent and inform the school of the reason for the absence within 48 hours.**

### **TARDINESS**

A student is tardy when the student arrives after the beginning of the school day or when the student is not in their assigned seat or station when the school day begins. Students must be in their homerooms and seated by **8:00 AM**. Students who arrive after 8:00 AM MUST be signed in at the Main Office.

Families must make every effort for students to be in class **on time**. A student failing to make an effort to attend class shall be considered truant and subject to disciplinary



action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action and will be reported to the District.

**Excused Tardiness:**

A student will be considered as excused ONLY if a parent/guardian personally escorts their child to the front desk and has a note to excuse the tardiness. The reasons for excused tardiness are as follows:

1. Doctor's appointments with notes from the doctor/dentist, etc.
2. Court notice mandating student's appearance

**Excused tardiness will not count toward the student's tardy record.**

**Unexcused Tardiness:**

A student will be considered as unexcused because of alarm clock failures, car trouble, inclement weather conditions, etc. Unexcused tardiness will count toward the student's record. Your children must be in school and **ON TIME** by state law.

**DISMISSAL PROCEDURE**

**Please be patient the first few weeks of school during dismissal. It typically takes a few weeks for teachers and parents to get accustomed to the new dismissal procedures. We believe in safety first and want to ensure that students are being dismissed properly and safely.**

**PLEASE MAINTAIN SLOW SPEEDS DURING  
DISMISSAL TIMES**

**There are FOUR dismissal options:**

1. **BUS SERVICE:** See bus information page.
2. **AFTER CARE PROGRAMS:** All participating students **MUST** be registered in the After Care program before attending.
3. **CAR RIDERS:** Parents are to use the car line entering from Race Track Road and proceed to the back of the school for dropping off and picking up students by car. Cars may not be in the bus zone (front of the school) as that is **only** for bus loading and unloading. Car riders are to arrive by 7:50 a.m. For the safety of children, traffic flow will be restricted to one lane at morning drop off. Staff and Safety Patrols will assist students arriving and/or departing by cars. Students designated as car riders will be loaded into

their vehicles and dismissed through the car line. Drivers are asked to display ***the Placard i.e., car sign***, listing the student's name(s) in the front windshield. **Drivers who do not have this placard properly displayed will be asked to go to the office for an identification check (be sure to have your picture ID with you).** Your child will meet you in the lobby once identification has been established.

4. **WALKERS:** For your student to be dismissed as a walker it is necessary for a parent/guardian to complete the Walker Application. This application can be found on the transportation page of the Oak Creek Charter school packet.

**Parent(s)/Guardian(s):**

**In the “Car Rider Line,” please remember to be courteous to faculty and staff. Moreover, it is YOUR responsibility to be patient and vigilant of students as they are walking to their cars. Cell phone use is PROHIBITED in the car line.**

**In addition, parents are NOT under any circumstance permitted to BLOCK any local businesses during dismissal. Failure to abide may result in ticketing by law enforcement and/or vehicle towed by businesses owners at your expense and revocation of walker status.**

**\*\*Parents maintain communication with your child's classroom teacher notifying them how their child will go home on a regular basis.** If your child follows a regular or irregular pattern, please make it clear in writing. Please try to keep a regular routine of dismissal procedure(s) for your child. In case of an emergency, if you need to change the normal routine, please notify the office in the morning of said change. If it is a last-minute emergency change, please call the office (239-) 498-6864 no later than 2:30 p.m.

**Procedures:**

- Students who remain in After-School care will report to grade level holding locations.
- Walkers and bus riders will be dismissed at 3:15 p.m.
- Parents are **NOT permitted** to enter the building right before or during dismissal, unless it is before 2:30 p.m. Walkers will be led off campus by an OAK CREEK CHARTER SCHOOL staff member.
- Parent meetings **will not** be scheduled to commence until 3:45 p.m.
- Parents are **NOT permitted** to use their cell phones when they are in the car line. The safety of all OAK CREEK CHARTER SCHOOL students and staff is paramount!
- Be sure to place your child's car placard with your child's name (first and last) and grade level in the front window. **Car placards are available in the front office.**
- Parents must be vigilant of other cars and students in the parking lot.
- If you need to wait for your child/children, please move up in the right lane as far as possible. This will allow others to easily move into the pickup area.

- To ensure safety, parents must keep their speed to a minimum throughout the pickup area!
- All drivers must be courteous and patient. The reward will be safety and efficiency.

Any student leaving school early must be signed out by a parent/guardian. The sign-out book is located at the reception desk. **Students are not permitted to be dismissed early after 2:30 p.m. Early dismissal will not be authorized by the Administration to simply avoid the car-line process.**

**EARLY DISMISSAL PROCEDURE (PRE-APPROVED AND EMERGENCY)**

We strongly discourage parents from picking their child up early during the school day. **In the event a student must leave early, the parent must make the request in person in the main office.**

**Please be aware that students are not permitted to leave school after 2:30 PM.**

**Excused Early Dismissal may include the following:**

1. Doctor/Dentist Appointment, with note provided
2. Court appearance (subpoena required)

**Unexcused Early Dismissal include the following:**

1. Forgotten items (for instance, books, lunch, money, homework, projects)
2. Violation of dress code (to obtain appropriate dress)

**RELEASE OF STUDENTS**

During school hours the main office will permit a child to leave school ONLY in custody of one of the following people **with valid photo ID**

1. Parent/Guardian
2. Person listed on emergency contact card

**AFTER CARE**

After Care is offered from 3:15 p.m. – 6:00 p.m. The cost for After Care is \$11.00 per day per student. Registration with a credit card/checking account withdrawal payment method is mandatory when signing up for the After Care Program. An upcharge of \$5.00 per student will be applied on early dismissal days.

All fees **MUST** be paid by **FRIDAY** of each week the services are rendered. Tuition is expected based on the student’s enrollment and will be billed weekly to the student’s account for the days of attendance. **A late payment fee of \$25 will be applied to student accounts on Monday for payments that are not made by 6:00 p.m. Friday of the previous week.** Fees can be paid with Master Card, Visa, Debit Card, Checking Account Withdraw, Money Order, or Personal Check. **NO CASH PLEASE!**

**Overdue Balances:**

Families that become overdue on balances will be subjected to consequences as listed below:

- Aftercare – **BALANCES OVER \$100** per student. Students will be suspended from After Care until the balance is paid in full.
- Field Trips – If the above balances are in place prior to student’s field trip, the student **may not be permitted to attend until balances are paid in full.**

**BUS SERVICE**

Oak Creek Charter School is offering bus service on a limited basis. Parents will complete and submit a bus application to the Administration by a certain due date

**BUS RIDERS**

A student who misses their assigned bus at dismissal shall promptly go the office and report to the secretary. The student’s parents will be contacted immediately to arrange transportation. If students are not picked up in a timely manner, they will be placed in After Care and the parent will be charged for said service.

It is important that students realize that the same high standards of conduct are expected on the bus as in all other aspects of school life. Students are asked to sit facing the front of the bus and talk quietly. Students receiving bus referrals will be disciplined. Repeated referrals will result in suspensions from the bus.

<b><u>SCHOOL BUS DISCIPLINE</u></b>	
<b>1<sup>st</sup> offense</b>	<b>Verbal warning and parents will be contacted.</b>
<b>2<sup>nd</sup> offense</b>	<b>Not permitted to ride the bus for 1-3 days.</b>
<b>3<sup>rd</sup> offense</b>	<b>Not permitted to ride the bus for 3-5 days.</b>
<b>4<sup>th</sup> offense</b>	<b>Suspended from riding the school bus for the remainder of the year</b>

**NOTE:** Late bus notices are posted, as needed, on our home page

**[WWW.OCCSEDU.ORG](http://WWW.OCCSEDU.ORG)**

“Late Bus Notice” link will be on the right side of the page. It appears any afternoon that a school bus is running more than a half-hour behind schedule. Just click to learn if your child’s bus will be late.

## **EARLY RELEASE DAYS**

The Oak Creek Charter Board has provided early release days so that staff may engage in professional development activities. Teacher planning days and early release days are the same as the Lee County School District. Please refer to the month-to-month calendar for scheduled early release and teacher planning days.

Students will be dismissed at 1:00 p.m. and After-School care will be available for those enrolled. The Staggered Dismissal will be at 1:00 p.m. and 1:05 p.m.

The PE classes will alternate on early dismissal days. Parents/guardians are encouraged to review the “going home” procedures with their children on these Early Release days.

## **DISCIPLINE**

The design of the Student Handbook and Code of Student Conduct enables the school to enforce its provisions consistently and uniformly. The administration is responsible for discipline and determines the level of the offense and its appropriate consequence. Discipline can be enforced for any violation occurring on school property and at school-sponsored events, and at Oak Creek Charter bus stops.

In addition, reassignment to another school may occur if a student continues to violate school rules and regulations or if a student commits a crime off school property. Students may be disciplined for engaging in other objectionable conduct even if the conduct is not specifically described below.

Students are required to follow all classroom and school rules and regulations. The teacher will send students to the main office after multiple verbal warnings. Students are only sent to the office after the teacher in the classroom has exhausted every strategy.

## **BULLYING**

**Bullying** is a repeated form of aggression and occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever he/she may be, to intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site, Oak Creek Charter bus stop, or school sponsored activity or event.

**Bullying** may also occur as various repeated forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. Students who engage in such conduct shall be subject to a range of punishments to include verbal or written reprimand, out-of-school suspension, or change of placement and/or expulsion.

### **Examples of Bullying**

1. **Physical Bullying** - punching, shoving, poking, strangling, hair-pulling, beating, biting and excessive tickling.

2. **Verbal Bullying** - hurtful name-calling, teasing and gossip.
3. **Emotional (psychological) Bullying** - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure.
4. **Sexual Bullying** - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault. In many cases, gender and cross-gender sexual harassment may also qualify as **bullying**.
5. **Cyber-bullying** - the use of information and communication technologies such as email, cell phone, and pager text messages, instant messaging (IM), FACEBOOK, SNAPCHAT, defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education. It is quite possible for bullying to occur in many different types of interpersonal relationships in a school setting such as manipulating friendships, obstructing classmates and spreading malicious rumors.

**Bullying** may be limited to a single incident. However, in most cases, the bullying is characterized by repeated harmful actions on the part of the bully. Personnel at all levels are responsible for taking corrective action to prevent bullying.

**Retaliation** is defined in the dictionary as meaning “to pay back (an injury) in kind.” [When a person is accused of having engaged in an inappropriate fashion, especially **bullying**, the common reaction of that person is to be angry and want to pay the “victim” back (retaliate).] Retaliation must **not occur and will not be tolerated**. **Bullying will not be tolerated and will lead to possible suspension, expulsion** and or transfer from Oak Creek Charter School.

## **HARASSMENT**

State and federal law specifically prohibit harassment. Instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the school board. Harassing activities by students or employees will not be tolerated.

**Harassment** is when a person continually teases, annoys, threatens or insults another person in either a verbal, physical or written manner. Harassment occurs when a person subjects another person to any unwelcome conduct because of sex, race, origin, religion, etc., on school property or at a school-sponsored event. Persons who engage in such conduct shall be subject to a range of punishment.

**Sexual harassment** is when a person bothers another person using sexual words,

pictures, gestures, or conduct that the other person would find offensive. Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive.

While more cases of males harassing females have been reported thus far in the United States than any other type, it is quite possible for males to harass other males or for females to harass males or other females.

**Unwanted and Unwelcome Harassment:**

Sexual comments, jokes or gestures; suggestive comments; being “sexually rated” by an individual, for example, on a scale from 1 to 10; being pressured to go out with someone; being the recipient of whistles, jeers, or catcalls; being touched, grabbed, or pinched in a sexual way; being intentionally brushed up against in a sexual way; spreading sexual rumors about a person; having clothing pulled in a sexual way; being shown, given, or left sexual pictures, photographs, illustrations, messages or notes; being forced (because of their location) to view centerfolds, photographs, posters, or drawings of a sexual nature; having one’s way blocked in a sexual way.; others placing messages or graffiti written about that person on a computer screen, bathroom walls, in locker rooms, or any other public site; being forced to kiss someone; being forced to do something sexual other than kissing; being called gay, lesbian, or any other term that denigrates sexual identity; having clothing pulled off or down; being spied on while dressing; requesting sexual favors; continually teases, annoys, threatens or insults another person in either a verbal, physical or written manner; teasing annoying, threatening and insulting.

**Confidentiality** must be maintained as much as possible during any harassment investigation. Confidentiality is maintained when the identity of the people involved or the circumstances surrounding the incident are kept private. For example, you do not maintain confidentiality if you tell your friends the name of the person that harassed you.

**Oak Creek Charter School policy forbids harassment.** The school will not tolerate harassment of any kind at any of its sites or activities. Personnel, at all levels, are responsible for taking corrective action to prevent harassment. Allegations of harassment will be promptly investigated, giving due regard to the need for confidentiality.

Information relative to the prevention and correction of harassment shall be provided in writing to personnel and students. Persons who engage in such conduct shall be subject to a range of punishment. Proven allegations of harassment can have serious consequences for the party deemed guilty, including but not limited to the following:

1. The range of punishment for a party found guilty of harassment could include verbal and written reprimand, out-of-school suspension, change of placement,

and/or expulsion.

2. If the party deemed guilty is a school employee, the range of punishment could include written reprimand, suspension without pay, and/or termination.

3. If the party deemed guilty is neither a student nor a school employee, appropriate steps shall be taken, which could include limiting the access of this party to school property and any other action deemed necessary.

### **VANDALISM AND DEFACING SCHOOL PROPERTY**

Vandalism in our school can cost thousands of dollars and jeopardize our lease agreement. For the students' own protection, they should stay away from the school buildings when school is not in session.

Vandalism and the defacing of school property is a serious offense. Students guilty of these infractions to their own school or to other schools in any county shall face severe disciplinary action, which could include restitution, suspension and/or expulsion and the student shall be reported to the appropriate law enforcement agency and shall be subject to arrest and prosecution. This includes spray-painting buildings and similar types of vandalism. Any damage to the school or school property by a student is the sole responsibility of the family of the student.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not possess, handle or transport weapons of any type or any object that resembles a weapon.

**Students violating this policy are subject to suspension, expulsion, transfer and/or arrest.**

#### **Examples of Weapons:**

Guns, knives, dirks (daggers), razor blades, ice picks, explosives, chains, pipes, brass knuckles, Billy clubs, Chinese stars, mace, tear gas or any mixture of chemicals used as a weapon, dangerous instruments, toy guns, or anything that resembles or could be considered a weapon on school grounds and up to 500 yards from school grounds, or at related activities are prohibited. Any student that brings a weapon to school, any school function, or on any school-sponsored transportation may be expelled, with or without continuing educational services and referred for criminal prosecution following an administrative hearing.

### **ZERO TOLERANCE OFFENSES**

Oak Creek Charter Academy of Bonita Springs has adopted a zero-tolerance policy for serious crimes involving violence, weapons, drugs and behaviors that threaten the safety of students or personnel; illegal activities are intolerable. The 2001 Florida Legislature enacted CS/CS/HV 267 which requires school districts to adopt a policy of zero tolerance for victimization and prohibits any student who is adjudicated of certain specified felony



violations against another student from attending the same school or riding on the same school bus as the victim or the victim's sibling(s).

Exceptional education students are not exempt from the provisions of this bill. However, the implementation in the case of ESE students must be provided within the Individuals with Disabilities Education Act (IDEA), 20 U.S.C., and Chapter 33 as amended by: Public Law 105-17.

**Examples of Zero-Tolerance Offenses:**

Alcohol; arson; aggravated battery, threat or intimidation of an Oak Creek Charter employee, agent, or student; bomb threats or general threats to school population; breaking/entering of school board property; false fire alarms; homicide; kidnapping; major disruption to a school function; misrepresentation of facts resulting in public slander toward an Oak Creek Charter employee; motor vehicle theft; passing counterfeit money; possession, use, or sale of a firearm, bombs, explosives or a weapon; possession, use, sale, distribution, purchase, or being under the influence of a controlled substance; possession, or purchase, either knowingly or unknowingly, of any drug paraphernalia; possession, or purchase, either knowingly or unknowingly, of any illegal contraband; sale or distribution, or purchase of any substance represented by a student as being a controlled substance; sexual battery; use of a non-weapon as a weapon; willfully and knowingly attempting to do bodily harm to an Oak Creek Charter employee, agent or student, gang related activities i.e., robbery or possession of any weapon or firearm that resembles a true weapon or firearm.

**Consequences of Zero-Tolerance Offenses:**

1. The student will be suspended immediately.
2. A parent or guardian will be notified.
3. The student may be suspended, expelled, or recommended for change of placement.
4. Referral to law enforcement agency as appropriate.

**Consequences of Felony Drug-Related Incidents:**

1. The student will be suspended immediately and parents will be contacted.
2. The authorities must be contacted immediately.
3. Any student reprimanded with drugs or drug related incidents might be expelled or arrested.
4. The OCCS and local school board will decide if the student is permitted to return to school.

**Tobacco or tobacco products consequences:**

1. Mandatory parent conference.
2. Referral to law enforcement.
3. Mandatory anti-tobacco education as stated in F.S. Section 386.212 and Section

569.11.

4. Out-of-school suspension as determined by the administration.

**Fighting Consequences:**

1. 1 to 10 days out of school suspension and a mandatory meeting will be scheduled with a parent.
2. Successful completion of peer mediation, conflict resolution or anger management training.
3. Referral to law enforcement as appropriate.
4. Student may be expelled or transferred to another school depending on the incident.

**\*\*Actions that were taken clearly in self-defense without prior physical or verbal involvement shall not be considered an intentional act under this rule, but a student will still be suspended for fighting or striking a student back.**

**Sexual harassment Consequences:**

1. Verbal and written reprimand. (Mandatory parent meeting)
2. Out-of-school suspension; 1 to 10 days.
3. Change of placement and/or expulsion.

**Drug Possession Consequences:**

1. Out-of-school suspension 1-10 days and mandatory parent meeting.
2. Referral to law enforcement.
3. Referral to the Juvenile Drug Court Program.
4. Permission to attend a regular school program if the student participates in a Drug Court program and/or treatment center.
5. Failure to successfully complete Drug Court program and/or treatment center may result in a recommendation for a change of placement and/or other sanctions.
6. Oak Creek Charter School and local school board will decide if the student returns to school.

**BEHAVIOR CONSEQUENCES**

There will be a school-wide discipline plan, however, all teachers will have their own classroom rules and regulations that all students must adhere to. Each teacher will be sending this information home on the first day of school. After all behavior strategies have been exhausted in the classroom, teachers can send a student to the main office. **This is always a last resort for teachers!** The administration will make the decision to give the student a referral based on the Lee County Code of Conduct.

**\*SEVERE CLAUSE:** Fighting, Profanity, Disrespect or Disruptive behavior may result in immediate suspension from school (OSS). A parent will be contacted and may be called to pick up the student.

**\*Please see your child’s teacher to find out his/her management system.**

**\*Suspensions may be given to any student that is sent to the main office for violating the rules and regulations listed in this handbook.**

**We will be using the Lee County Code of Conduct as a guide to our discipline procedures, but the Administrative Team and FORZA Management will make final decisions as they relate to disciplinary actions. Attached is a copy of the Code of Conduct levels of behaviors and consequences. [https://www.leeschools.net/our\\_schools/code\\_of\\_conduct](https://www.leeschools.net/our_schools/code_of_conduct)**

**DRESS CODE**

A higher standard of dress encourages greater respect for one another and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. The Oak Creek Charter School Administration reserves the right to interpret these guidelines and/or make changes to them during the school year. Students are expected to follow these guidelines and every student **MUST** wear a school uniform.

**OAK CREEK CHARTER UNIFORMS CAN BE ORDERED AT <https://www.oakcreekcharter.org/dress-code>**

<p><b><u>SHIRTS</u></b></p>	<p>K – 5<sup>th</sup> students <b>MUST</b> wear the short or long sleeve school polo shirt with the OCCS logo in either purple or gray Monday – Thursday. Spirit shirts in purple or gray may be worn on Friday.</p> <p>6 – 8<sup>th</sup> students <b>MUST</b> wear the short or long sleeve school polo shirt with the OCCS logo in either maroon or green Monday – Thursday. Spirit shirts in maroon or green may be worn on Friday.</p> <p>These are the only shirts permitted to be worn in school. Shirts are to be worn tucked in at all times. All undershirts <b>MUST</b> be solid in black, navy blue, or white.</p>
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<p><b><u>SWEATSHIRT</u></b> <b><u>S</u></b></p>	<p><b><u>ONLY</u></b> OCCS spirit sweatshirts will be worn inside the building in cooler temperatures. (available for purchase)</p> <p>K – 5<sup>th</sup> will wear purple or gray 6 – 8<sup>th</sup> will wear maroon or green</p> <p>Hoods are not to be worn on any student’s head on <u>campus at any time before, during, or after school.</u></p> <p>Other sweaters and outer jackets, coats, hats, scarves, gloves, and mittens <u>must be removed upon entering the building.</u> In severe weather these may be used during outdoor activities as deemed appropriate.</p>
<p><b><u>BOTTOMS</u></b></p>	<p><b><u>BOYS - ONLY</u></b> uniform pants or shorts in Khaki are acceptable.</p> <p><b><u>GIRLS – ONLY</u></b> uniform pants, shorts, Capri-pants, skirts, skorts, or jumpers in Khaki are acceptable.</p> <p>Garments must fit, so as not to be so tight that movement is hindered, or so loose as to fall down from the waistline.</p> <p><b>The following are <u>NOT</u> permitted:</b></p> <ul style="list-style-type: none"> <li>*<b>Jeans, denim, stretch, spandex, cargo or decorated pants or shorts</b></li> <li>*<b>Athletic/sport-style shorts, sweat/warm-up style pants</b></li> <li>*<b>Tights or leggings in any color</b></li> <li>*<b>NO frayed edges or holes of any kind.</b></li> </ul>
<p><b><u>BELTS</u></b></p>	<p><b><u>All bottoms with belt loops require a solid color belt in blue, brown or black.</u></b></p>
<p><b><u>SHOES/</u></b> <b><u>SOCKS</u></b></p>	<p><b><u>ONLY</u></b> traditional tennis shoes with laces or Velcro closures are permitted. No boots, dress shoes, flats, heels, sandals or flip flops.</p> <p>Socks must be a solid in white, khaki, brown, navy blue, or black.</p>
<p><b><u>P.E. ATTIRE</u></b></p>	<p>All students will participate in physical education. Students are required to dress out for PE instruction. Students are to wear a black or dark colored soccer type shorts and a gray t-shirt. Spirit shirts may be worn on Fridays. Girls are not to wear leggings or Yoga pants for gym. Students are required to wear sneakers daily.</p> <p>Footwear for physical education classes must be suitable for outdoor physical activities and unsafe shoes such as, “skate tennis shoes,” are not permitted.</p>

**Any non-Oak Creek Charter School attire being worn without permission will receive a verbal warning and said attire will be maintained in the main office and returned to the student at the end of the day. The administration will be the final judge concerning the appropriateness of a student's clothing and appearance.**

### **Makeup**

Students in grades K-5<sup>th</sup> **may not wear** any makeup, not even lip-gloss. Students are permitted to have lip balm (chap-stick). K – 5 students wearing makeup will be sent to the restroom to remove it. If makeup is still not removed, students will be sent to administration. If students in grades 6-8 wear makeup, it may not cause distractions in any way. **No heavy/dark makeup is to be worn.**

### **Hair**

Hair must be neat and clean with no "unnatural" colors, i.e. fluorescent, bright green. No hats, bandanas or headbands may be worn. Essentially, no headwear except hair bows, hairbands, etc., for girls. If there is a question, please ask. Decisions are at the discretion of administration.

### **Perfume & Cologne (Health Concern)**

Boys and girls **are not permitted** to wear perfume or cologne, due to students and staff with allergies and asthma.

### **General**

- **Boys and girls may not wear body piercings other than earrings or studs in their ear lobes, for safety purposes. Nose rings and other facial piercing are not permitted.**
- **Students are not permitted to wear anything offensive, immodest, or deemed inappropriate by the faculty.**
- **Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear shall not be visible.**
- **Clothing shall not expose the mid-chest area.**
- **Head coverings shall not be worn in the building unless required for religious observance or health-related reasons.**
- **Mini-skirts, mini-dresses and short shorts are not permitted. Hemlines shall be no shorter than fingertip length.**
- **All pants and shorts shall be secured at the waist.**
- **Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which provoke violence or disruption in the school, shall not be worn.**
- **Wallet chains shall not be worn. Large dangling earrings are not permitted for boys or girls**

If the appropriateness of attire is questioned, students will be referred to the office and required to change, and the parent/guardian may be contacted. Disciplinary actions will be taken when violations are repeated.

The general appearance of a student should reflect neatness and good personal hygiene. Any student that violates the grooming and hygiene policy will be sent home. Students may return to school when their appearance is appropriate. **Students should be showering 1-2 times per day and students in third through seventh grade should be using deodorant.**

### **DRESS CODE CONSEQUENCES**

Teachers will be checking for dress code compliance as each student enters the classroom at 8:00 a.m. Students must be in the appropriate attire. Any student out of dress code will be required to change into the appropriate attire. A parent or guardian will be contacted to bring the appropriate clothing to school. Students are not permitted to attend class until they are wearing clothing as stipulated by the dress code. Continuous dress code violations will lead to a parent conference, suspension, or other administrative action.

### **HOMEWORK/GRADING**

**Homework** should be a meaningful and relevant activity that reinforces school learning. It should match the student's individual abilities and interests to ensure the facilitation of independent, successful completion. Moreover, it should be an extension of the activities begun in school by the students under the guidance of their teachers and continued at home. Teachers and parents can work together to guide students as they discover knowledge and achieve independence.

The purpose of work that teachers would like the students to complete at home is to develop study habits in children early in their academic lives and also for students to have the opportunity to share their learning with parents. If a child does not understand their assignment after attempting to complete it with you at home, please send a note to the teacher explaining the issue.

Homework will include varied activities that reinforce the basic skills or extend and enrich concepts learned. Homework should not be utilized to introduce new concepts. Assignments will be made according to individual student needs and abilities. Homework assignments should not be punitive in nature or require students to have specific resources such as Internet access.

Assignments should be coordinated among team members so as not to exceed the recommended amount of time devoted to homework.

Teachers will provide regular feedback to students and parents regarding assignments. Parents should be notified when a student routinely does not complete homework.

Appropriate completion of homework assignments will be reflected in mid-term quarterly reports and under the Expected Behaviors section of the report card.

### **HOMEWORK POLICY**

This is a general outline (by grade) of the time and days suggested for homework. In addition to this, unfinished class work will also be sent home for completion.

- ❖ **Kindergarten:** There are occasional homework assignments. Parents are encouraged to assist their child by reviewing classroom activities and reading to him/her each night.
- ❖ **First Grade:** Students will be given reading, spelling, math and vocabulary words to practice. Reading for enjoyment may also be assigned many nights. Social studies or science activities may also be assigned.
- ❖ **Second Grade:** Students should have 15 to 20 minutes of homework, four to five nights per week (Monday-Thursday). Reading for enjoyment may also be assigned many nights. Social studies or science activities may also be assigned.
- ❖ **Third-Eighth Grade:** Students should have 30-60 minutes of homework graduating with grade levels, four to five nights per week (Monday-Friday). Reading for enjoyment may also be assigned many nights. Social studies or science activities may also be assigned.

**\*All Grades:** We encourage students to read **at least twenty to thirty minutes every night.**

**\*\*Homework may be assigned on Fridays and over long breaks. This applies more for grades 3-8.**

### **ACADEMIC DISHONESTY**

#### **CHEATING**

##### A. Types of cheating

1. During testing
  - a. Looking at another student's paper.
  - b. Holding paper so that another student can read and/or copy.
  - c. Using "cheat sheets," or other concealed information.
  - d. Opening book to answers.
  - e. Giving another student or students answers or test questions.
  - f. Writing answers on desk.
  - g. Sharing information via cyber or electronic communication devices.
2. Homework Assignments

- a. Copying another student's answers, papers, or assignments.
  - b. Submitting written report without having read complete assignment, i.e. reading a summary instead of a book
  - c. Plagiarism of any source including the Internet.
3. Altering or changing answers on class papers.
  4. Passing answers or information to other students between classes.
  5. Paying or bartering others to do school work.

#### B. Disciplinary action related to cheating

**1st offense:** failing grade on work and parents notified.

**2nd offense:** failing grade on work and conference with an administrator, parents, and teacher. Other penalties will be determined from conference.

**3rd offense:** parents notified; possible loss of credit in course, following an administrative hearing, consisting of parents, administration, management, and the student

Cheating and Plagiarism constitutes academic dishonesty and students can be suspended 1-5 days. Students may justly be denied awards, privileges, and honors that the school bestows on those students that uphold the integrity of Oak Creek Charter School. Furthermore, any student suspended for academic dishonesty is barred from participating in any field trips and after school activities on the days they are punished, including sports, practices, and games.

#### **GRADING POLICY/GRADES**

Students shall be informed by the school of their academic progress and shall have periodic reviews of their instructional achievement by the school staff. Students' academic marks in each class will be presented fairly and impartially regarding their academic progress in that class. They should have the opportunity to periodically review their marks with their teacher. Students shall be graded on their progress and class work. Conduct, while not a part of a student's grade, may bear a direct relationship to said academic grade, especially when a student is absent from a class and unable to make up work due to misbehavior.

A student must accept the responsibility for regular class attendance. He or she must also perform all tasks required for the successful completion of the course. He or she must be responsible for making up all work missed during excused absences. A student shall complete all classroom assignments to the best of his or her ability to earn the best possible grade. A student shall cooperate with the teacher to provide a good learning environment in class. A student has the responsibility to refrain from cheating or



plagiarizing on all tests and work assignments. Students will receive interim progress reports and quarterly report cards.

**ACCOUNTABILITY AND TRACKING**

Oak Creek Charter’s Accountability Plan must provide information needed to measure and track the school’s progress toward its goals, make program adjustments when needed, and report to parents, the community, and the Charter Authorizer on performance and progress.

It is the intent of Oak Creek Charter School that all Kindergarten through 8<sup>th</sup> grade students become proficient in reading, writing, math, science, social science, and Physical Education classes each year at, or above their grade level. Moreover, that the students will make progress towards Oak Creek Charter achievement standards in preparation to meet or exceed the Florida Standards as tested on the Florida Standards Assessment (FSA) instrument that is administered to all 3<sup>rd</sup> through 8<sup>th</sup> grade students.

In addition, all grade levels will achieve mastery of the Florida Standards as monitored by the SAT 10 and IReady Tests for reading and math. Pre, Interim, and Post Tests will be used as a quarterly benchmark in monitoring each student’s learning gains throughout the school year. The results obtained, utilizing the above evaluative and monitoring tools, will generate the “**evidence of facts**” that will present the annual Oak Creek Charter School’s “**snapshot**” to the school community, Lee County, and the Florida Department of Education.

**REPORT CARDS**

OAK CREEK CHARTER SCHOOL will use the Focus System for Attendance and Grade Reporting. Parent/Student Portal access will be made available for online tracking of student assignments.

**PROGRESS REPORTS (INTERIM)**

Progress reports will be sent home in accordance with the Lee County School District’s schedule. These will indicate the child’s progress in class and any comments about the child. Once sent home, they are to be signed by the parent and returned to the teacher.

Oak Creek Charter School’s goal for every student is that they become proficient in all Florida Standards for their grade level by the end of each school year in order to be successful in their future school experience.

Grade Level	Grade Report Schedule
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<b>K-5</b>	Grades K-5 students will receive two different reports each nine-week grading period: An <b>Interim Report</b> and <b>Report Card</b> .
<b>6-8</b>	Grades 6-8 students will be receiving two reports each nine-week grading period: An <b>Interim Report</b> and a <b>Report Card</b> .

This information will provide parents with a clear, concise, and well-defined report regarding their student’s current level of performance and continuous improvement over the school year. This will be viewed as one part of a larger accountability system for students and parents, based on performance and mastery of the standards in each academic area.

**Lee County/Oak Creek Grading Scale 6<sup>th</sup>- 8<sup>th</sup> Grades:**

- A+ 98%      Excellent Progress**
- A 94%**
- A- 90%**
- B+ 87%      Above Average Progress**
- B 83%**
- B- 80%**
- C+ 77%      Satisfactory Progress**
- C 73%**
- C- 70%**
- D+ 67%      Needs Improvement**
- D 63%**
- D- 60%**
- F 0-59%      Unsatisfactory Progress**

**K Grading Scale**

- S – Satisfactory**
- N – Needs Improvement**
- U – Unsatisfactory**

**1-5 Grading Scale**

- A – 90-100%    Excellent Progress**
- B – 80-89%    Above Average Progress**
- C – 70-79%    Satisfactory Progress**
- N – 60-69%    Needs Improvement**
- U – 0-59%    Unsatisfactory Progress**

**Assignment Percentages - K-2**

**5% Homework**

**5% Participation**

**30% Assessments**

**60% Classwork**

**Assignment Percentages - 3-5**

**10% Homework**

**5% Participation**

**30% Assessments/Projects**

**55% Classwork**

**Assignment Percentages - 6-8**

**10% Homework**

**5% Participation**

**30% Assessments/Projects**

**55% Classwork**

**Students may receive a 0% for homework/participation.**

**Homework should not count more than 5-10% toward each student's grade. (This does not apply to Kindergarten students.)**

**SPECIAL SERVICES**

Oak Creek Charter School offers ESE, ELL, speech, language, and OT/PT services for any student that qualifies. Documentation from your family physician or any other Doctor must be submitted, coupled with implementing and completing the RTI process

before any special services can begin. Contact your student's teacher should you feel your child needs these services.

### **CHARACTER EDUCATION**

Character Education is one way to enhance every child's self-concept, improve overall behavior, enhance learning gains, moreover, reduce tardiness, absences, and conduct that results in student suspensions. In addition, Character Education will increase a sense of purpose, citizenship, responsibility, and community. OCCS School Administration will oversee the Character Education curriculum and will disseminate the information that needs to be addressed by teachers with their students.

### **CHILD ABUSE/NEGLECT**

Under the law, teachers are obligated to report any case of suspected child abuse. Teachers are protected under the law against a lawsuit from parents for reporting a case.

### **HEALTH ISSUES AND MEDICATION**

**Illness** – The health and physical well-being of all students is a matter of great concern to us. **A student who is sick with a fever (100 degrees or higher), headache, diarrhea, vomiting, nausea, open sores, or similar illness should not be sent to school.**

A student must be without a fever for 24 hours without the aid of fever reducing medication before returning to school. Health conditions such as pink eye are highly contagious and must be properly treated before your child may return to school.

**Medication** - Whenever possible, medications should be given at home. However, if it is necessary for your child to receive a prescribed or over the counter medication at school, the parent must bring the medication to school in the original container or packaging **with a Medication Authorization Form completed and signed by the prescribing physician and the parent/ guardian.**

1. All medications must be brought to school by the **parent/ guardian and signed in with the office staff.**
2. Medication must be delivered to school in the container in which it was purchased (dispensed). The medication label must indicate the student's name, name of medication, physician's name, dosage (amount) and time (frequency). If the medication requires equipment for administration (cup, spoon or dropper), the parent is responsible for supplying the articles labeled with the student's name.
3. A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis.
4. All medication must be kept in the school office; a student is never permitted to keep any medication. Students may not carry medications at school except in very specific situations, which require the written approval of the physician, parent/guardian and administration.
5. Only medication approved by the Food and Drug Administration

will be accepted for administering at school.

When medication is discontinued, or the end of the school year arrives, medication not taken home by the parent shall be destroyed. Special arrangements must be made if a student is self-medicating.

**Inhaler use** - a student who has experienced or is at risk for life-threatening anaphylaxis may carry an inhaler and self-administer while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization. The State Board of Education, in cooperation with the Department of Health, shall adopt

**Epinephrine use** - a student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization. The State Board of Education, in cooperation with the Department of Health, shall adopt rules for such use of epinephrine auto-injectors. A school district, county health department, public-private partner, and their employees and volunteers shall be indemnified by the parent of a student authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this paragraph.

#### **STUDENT ILLNESS OR ACCIDENT IN SCHOOL**

When a child becomes too ill to remain in class, the parents will be contacted. For this reason, *it is most important that we are notified immediately if a telephone number is changed, as emergency contact information must be kept up-to-date.* Facilities for emergency care in school are very limited.

Arrangements for taking your child home **must** be made promptly. If a serious illness or injury occurs, the parent will be notified immediately. Emergency Medical Services (EMS) may be called to render medical assistance, if deemed advisable by staff. The costs incurred in said emergency are the responsibility of the parent/guardian.

#### **COMMUNICABLE DISEASE**

School personnel cannot decide if a child with a rash or sores has a communicable disease. Only a physician can certify that a child is free of communicable disease. We can only call the parent and request that the child be kept home until an official clearance has been obtained, **in writing**. We appreciate your cooperation in this matter.

#### **“NO NIT” POLICY PROCEDURES:**

Oak Creek Charter School has a “No Nit” policy. If a child is identified as having head lice, he or she shall be excluded from school and shall not be permitted to return to school until his or her head is free from lice and nits. Nits are the white eggs that lice lay which

adhere to strands of hair. Parents are responsible to provide the appropriate treatment to eliminate head lice and nits before the child returns to school. A child should miss no more than one or two days of school due to head lice. Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law.

1. If a student has signs or symptoms of head lice, the clinic aide or trained staff will check the student's hair and scalp to determine if live lice or nits are present.
2. If live lice or nits are present, the parent must pick up the child promptly and will be given instructions for treatment and removal of the nits and/or lice. All siblings will also be checked.
3. The parent must accompany the child to school after treatment and be **present during recheck**. Students who continue to have live lice or nits upon recheck may not return to class.
4. Please check your child frequently and notify the office if lice and/or nits are found.

### **CLUB ACTIVITIES**

Clubs and organizations can provide learning experiences that broaden the cultural horizon of students, supplement the formal curriculum by increasing knowledge and skills, introduce participation in vocational and technical education programs, afford constructive use of leisure time, provide services to the school and community, and promote and recognize students' academic achievements and accomplishments.

Clubs and organizations will be shared with all parents once schedules have been established. Students have the opportunity to join any club that is offered. Research clearly suggests that involvement in clubs and activities is beneficial for most students. Additional clubs can be added throughout the school year, contingent upon student interest and coupled with securing a faculty sponsor and parent support. Permission forms must be completed and signed by a parent or guardian prior to a child participating in any club or activity.

### **TEAM SPORTS**

Oak Creek Charter School of Bonita Springs will be offering a "team sports" program for students in grades 6-8. Our students will have the opportunity to participate in several sports throughout the year. Practices will be held after school from 3:45 p.m. until 4:45 p.m. If your child is not enrolled in the After Care School program, he/she must be picked up **promptly before 4:50 p.m.**, to avoid After Care School care charges. Those students enrolled in the After Care School program will be supervised until 6:00 PM. All students must be in good academic and behavioral standing before they can participate in any team sports activity or club. Students are expected to exhibit good sportsmanship and teamwork in order to take part in OAK CREEK CHARTER SCHOOL'S team sports' program.

## **CONFERENCES**

Parents are required to contact their child's teacher when they wish to arrange a conference. Please send a note, email, or call the teacher directly and indicate two or three dates and times that are convenient for you. At least one-day notice should be given to the school unless it is an emergency situation. There will be at least **two scheduled conference nights** this school year. Parents will visit the school to meet with one or more teachers and said conferences will be scheduled in advance. All conferences will have a strict time limit.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)** **STUDENT RECORDS**

The revised Family Rights and Privacy Act became a Federal law in November 1974.

The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to a student who is 18 years old or an emancipated minor under Georgia law. These rights are:

- *The right to inspect and review the student's education records* within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Executive Director a written request that identifies the record(s) they wish to inspect. The school will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- *The right to request the amendment of the student's education records* that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school Executive Director, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the

hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- *The right to consent to disclosures of personally identifiable information contained in the student's education records*, except to the extent that FERPA authorizes disclosure without consent. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law. Upon request, our schools disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
- \* *Schools may also disclose*, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The media permission form sent home at the beginning of each school year gives parents an opportunity to instruct the school not to share any directory information about their child or allows them to request that certain information not be shared. Please be sure to make your wishes regarding directory information known to your child's school. Schools must notify parents and eligible students annually of their rights under FERPA. At OCCS, we notify you of these issues in our student handbooks.

For more information on the federal **Family Education Rights and Privacy Act (FERPA)**, visit the U.S. Department of Education's website at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

### **FIELD TRIPS & FIELD TRIP POLICY**

The Oak Creek Charter School Board 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 shall be defined as an approved trip away from the school site.

Two field trips per year may be approved during Teacher Pre-Planning weeks. Field trips may only be requested for educational purposes and aligned to Florida Standards and the School's vision and mission.

1. An Authorization for Trip Form signed by the parent must be on file at the school



for each K-8 student for him/her to make the trip.

2. Students may be denied the privilege of participating in field trips, social and/or extracurricular activities if said student(s) have been disruptive and have violated the student code of conduct or fail to conform to school rules and regulations. The final decision on whether the student may participate shall be made by the administration with documentation and input from pertinent staff. If student(s) remains on campus during an assigned field trip, the teacher is responsible for making arrangements for the student to be supervised in another classroom. The teacher will also provide work for said student(s).
3. **ONLY** approved Level 2 Volunteers may attend and assist in supervision on field trips.
4. **ALL** fines and fees must be paid in full for students to participate in field trips.

#### **Overdue Balances:**

- Families that become overdue on balances will be subjected to the consequences listed below:
- Lunch-Balances over \$30.00 - Students will be served a cheese sandwich, cheese stick, and water instead of a full student lunch.
- Aftercare - Balances \$100.00 or more - Students will be removed from aftercare until the balance is paid in full.
- Field Trips - If the above balances are in place prior to a student field trip, the student may not be permitted to attend until balances are paid in full.

#### **HOMEROOM**

During homeroom, teachers are responsible for taking daily attendance, checking dress code, and for securing an accurate lunch count. It is imperative that students be on time to school, so they are knowledgeable of the morning announcements and prepare for their day.

#### **JESSICA LUNDSFORD ACT**

This law went into effect on September 1, 2005, requiring a Level 2 screening (fingerprinting and FBI background check) of any non-instructional school district personnel or contractual personnel who are permitted access on school grounds when students are present, as well as those who have direct contact with students or who have access to or control school funds. "Contractual personnel" has been defined as any vendor, individual, or entity under contract with the school board.

#### **LOST AND FOUND**

Please be sure your child's name is in his/her wallet, purse, coat, sweater, lunchbox, raincoat, etc. Many such articles are lost and unclaimed. At the end of each grading period, all unclaimed items will be donated to a charitable organization.

#### **PARENT GRIEVANCE POLICY**

If parents disagree with established rules of conduct, policies, or practices, they can express

their concern through the 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 may discontinue the procedure at any step.

- **Step 1.** Communicate with the classroom teacher via telephone, email, and or send a note discussing the concern. Email addresses are available at the front desk and on the school web page.
- **Step 2.** Schedule a Parent Teacher Conference with the classroom teacher to discuss the concern further if needed. At this meeting, establish next steps or goals and the process for follow up, as necessary. For unresolved concerns, please follow Step 3.
- **Step 3.** Schedule an appointment with the Executive Director.
- **Step 4.** Contact or schedule an appointment with FORZA Education Management.
- **Step 5.** Submit your concerns in writing to the OAK CREEK CHARTER SCHOOL Board of Directors and the concern will be discussed at the next Board Meeting. Please seal your concern in an envelope and deliver it to the office manager. You can also attend the Board Meeting and address the Board during the Public Comment opportunity. Note: No individual Board Member can address your concerns per Florida State Law. The issue must be addressed by the full Board.

Parents may also, at any time, request to have an item placed on the Board agenda. The parent must put the request in writing to the Executive Director or Principal at least twenty-four 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 and educators develop confidence in each other. This confidence is important to keep the home-school partnership strong.

#### **PLEDGE OF ALLEGIANCE 1003.44 (1)**

Each school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all citizens should stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The Pledge of Allegiance statement, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart.

The Pledge of Allegiance to the flag shall be recited at the beginning of the day in each

public elementary, middle, and high school in the state. Each student shall be informed by posting a notice in a conspicuous place that the student has the right not to participate in reciting the pledge. When the pledge is given, citizens should show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes. A student has the right not to recite the Pledge of Allegiance, but the student must stand.

### **SAFETY PATROLS**

Responsible fifth through eighth grade boys and girls are selected to serve on the School Safety Patrol. A staff sponsor oversees the training of these children. All students are expected to follow the directions of the patrol members while moving through the corridors, along the ramps, and other areas on or near the campus.

### **SCHOOL PARTIES**

Any classroom parties, or any other parties on campus, **MUST** be approved by administration. Soda **may not** be served in the school at any time - only water, milk, or fruit juice are acceptable drinks. Approved parties must take place **ONLY** during the last thirty minutes of the school day, as per Federal Lunch Program guidelines. Any snacks brought to school from home should be healthy and purchased from a store. Any snack purchased for a party must come in with a student or left at the front desk. **NO PARTY DECORATIONS ARE PERMITTED.**

### **STUDENT BIRTHDAYS**

**Birthday parties are not held at school.** Classroom teachers will acknowledge a student's birthday in a variety of ways IF family beliefs allow. Parents are permitted to bring in a store-bought treat to recognize their child's birthday. The timing of this will also be restricted to the final thirty minutes of the school day. **Invitations for home parties must be distributed to the entire class**, so as not to interfere with our academic program, or to cause hurt feelings. Please do not have flowers or balloons delivered to your child at school. They will not be delivered to the classroom as doing so would disrupt the academic focus of our work. Additionally, items of this nature are not permitted on buses.

### **SCHOOL PICTURES/ YEARBOOKS**

School pictures are taken twice a year with scheduled make-up days following each session. Information will be sent home for parents to complete and return if they wish to order said pictures. For Fall Picture Day, students are required to wear the normal dress code. During our Spring Picture Day, students may dress out of uniform. School yearbooks will be sold in the spring with a cost to be announced. Information will be sent home regarding yearbook sales.

### **SCHOOL SUPPLIES**

Each grade will distribute a list of the necessary school supplies for the class. Said list can also be found on the web site: [www.OCCS.ORG](http://www.OCCS.ORG). Some items will be used for the

entire community and some may be for your child.

Therefore, it is not necessary to label all supplies. Please make sure that your child is prepared for class each day with several sharpened pencils, crayons, and anything else requested by the teacher. Additional supplies can be donated to the PTO, which will count toward mandatory volunteer service hours. The school provides everything needed for physical education and recess. **Therefore, students should leave their toys, games, radios, sports equipment, etc., at home. This will prevent items from becoming lost/broken or causing disruption to the school setting.**

### **STRANGER DANGER PROCEDURES**

The single most effective prevention of danger from strangers is parents and concerned citizens monitoring all bus stops and routes that OAK CREEK CHARTER SCHOOL children take to and from school. The Lee County Sheriff's Office and Bonita Springs Police Department will continue to maintain enhanced and specialized patrols along these routes and at bus stops.

### **STUDENTS SHOULD FOLLOW THESE SAFETY TIPS:**

- Rule 1:** NEVER TAKE RIDES FROM STRANGERS
- Rule 2:** ALWAYS GO STRAIGHT HOME AFTER SCHOOL
- Rule 3:** ALWAYS GET HELP IF THERE'S TROUBLE
- Rule 4:** IF LOST, FIND AN AREA WITH A LOT OF PEOPLE
- Rule 5:** ALWAYS LET YOUR PARENTS KNOW WHERE YOU ARE
- Rule 6:** NEVER TAKE GIFTS FROM STRANGERS
- Rule 7:** NEVER OPEN THE DOOR TO A STRANGER
- Rule 8:** HAVE AN EMERGENCY PLAN

### **SEARCH AND SEIZURE**

All students shall have the right of privacy and shall be free from unreasonable search as well as seizure of personal property. These rights shall prevail unless there is "probable cause," then said rights must be set aside to protect the safety, health, and property of the students, staff, and school. One of our foremost goals is to ensure that each child attends a safe school where an environment exists in which teachers can teach and students can learn. Toward that end, the OAK CREEK CHARTER SCHOOL Board enforces a Zero Tolerance Policy for possession of weapons or items that appear to be weapons at school. Students have the right of privacy of their personal possessions unless there is reason on the part of the Administration or designee to believe that the student is concealing a weapon, illegal drugs or other material that is inappropriate and dangerous to themselves, others, or property; to be given prior notification of any searches unless in a case of emergency. Students have the responsibility not to carry, possess, or conceal any material that is prohibited by law, and to accept the consequences for their actions in cases where unlawful materials are found in their possession or in their lockers.

## **SEARCH & SEIZURE GUIDELINES**

### **Search in School Buildings or on School Property by the Administration**

The administration retains control over space loaned to students. The administration, therefore, has the right and duty to inspect and search students' desks. If the administration reasonably suspects, upon information received that drugs, weapons, dangerous, illegal, or prohibited matter, or stolen goods are likely to be found on the student's person or belongings, search and seizure procedures may be used to enforce school discipline and to protect the health and safety of the student and/or the student body. The fruits of such search may be turned over to law enforcement for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings. A parent or guardian can also request that their child's book bag be searched for any items that may not be his or hers. This request must be in writing. Law enforcement maybe called and may search the student or their property in accordance with local laws.

If the administration has received reliable information, that evidence of a crime or stolen goods not involving school property of members of the school staff or student body is located in a certain student's locker, desk, or student's or nonstudent's automobile, and search is unrelated to school discipline or health and safety of a student or student body, the administration shall request law enforcement assistance, and procedures to obtain and execute a search warrant shall thereafter be followed.

The administration has the right and duty to interview students in investigating crimes, or reports thereof, committed during school hours or on school property without prior notification or presence of parents. The administration may exercise his or her discretion in determining whether to request assistance of law enforcement in investigating a crime, or allegation of a crime, committed in the school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the law enforcement agency of the municipality in which the school building is located.

If the administration requests assistance, a law enforcement officer may conduct a general investigation within the school building and interview students as possible witnesses in school during the school day. The administration or his or her designee shall be present during the interview. If the investigation focuses on a student as a prime suspect of crime, the administration and the law enforcement officer shall follow the general guidelines herein set forth with respect to interview, search and arrest.

If a student is a suspect or is accused of a crime committed in the school during school hours or on school property at any time, an administrator may interview the student without the presence of parents and without giving the student constitutional warning regardless of the source of information.

If a student is a suspect or is accused of a crime not involving the foregoing, or if an interview of a particular student is law enforcement instigated, the interview of such student by an administrator may be deemed “state action,” the student may be deemed “in custody,” a parent shall be notified, and constitutional warnings shall first be given to the student before a statement is taken. In any event, the voluntariness of any admission or confession of the student shall later have to be established in any criminal prosecution, juvenile court proceeding or school expulsion proceeding.

### **Arrest by Law Enforcement Officers**

Ordinarily it should not be necessary for law enforcement officers to arrest or take custody of students during school hours at school for crimes committed outside of school hours.

No law enforcement officer shall arrest or take custody of any student in school during school hours unless upon lawful request by administration or unless the officer has “probable cause” to arrest for a violent felony or has an arrest warrant for a violent felony or juvenile commitment order, from a judge for an immediate appearance.

In cases where the student is to be taken into custody, the law enforcement officer shall first contact the administration and advise him/her of such fact. The student shall first be summoned to the office by the administration.

In emergency situations, where the commission of a crime or offense involving felony or breach of the peace in school has been witnessed by a law enforcement officer, or if the law enforcement officer is in “hot pursuit” of the student for such crime, the officer has the legal right to take direct and unhindered action in schools. The administration must be notified of the action as soon as possible.

### **INTERNET USE**

The school district maintains an Internet content filter as does FORZA Education Management. All Internet access by all students must utilize these filters to restrict student access to material harmful to minors as defined in the Children’s Internet Protection Act (CIPA). Public school student use of telecommunications services, through school equipment or authorization, will be supervised. District procedures that comply with CIPA guidelines include technology protection measures that block or filter visual depictions that are obscene, include child pornography, or are harmful to minors. A parent or guardian wishing to deny access to the Internet must notify the school in writing. Unauthorized users of the Internet will be subject to disciplinary action.

Email use by students is not allowed without specific instructional purposes and must be monitored at all times for appropriate content. This use requires prior approval by the OAK CREEK CHARTER SCHOOL to assure compliance with the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA).

Unauthorized access, including so-called hacking or other unlawful activities, will result in disciplinary action including, but not limited to, cancellation of privileges. Written parental permission is required prior to a student's participation in online programs that transmit personally identifiable information. The district will make all reasonable efforts in selecting online programs that ensure the privacy and confidentiality of the student and comply with Family Educational Rights and Privacy Act (FERPA). FERPA requirements will be communicated annually to parents, students, faculty and staff.

### **TELEPHONE/CELL/SMART PHONE GUIDELINES**

The office and classroom telephones are business phones, and not to be used by students except in a true emergency. School staff will assist children in placing such calls. Students will not be allowed to use the phone to make personal arrangements, such as requesting permission to go home with another student. Only emergency messages shall be taken for students. Students shall not be called from class to use the telephone or receive telephone calls.

Cell phone use is not permitted unless otherwise directed or instructed by OAK CREEK CHARTER SCHOOL staff or Administration. This includes having such devices in any silent, vibrate, or visual-only mode. Students may keep a cell phone in their bag for emergencies, but it must be turned off. Any student that is found using a cell phone during the day will have the phone confiscated and their parent or guardian may be required to pick up the device. A second offense will result in an automatic referral and the student will not be permitted to bring the phone to school for the remainder of the year.

Personal electronic devices, i.e., beepers, CD players, radios, and electronic games or any unnecessary devices deemed potentially disruptive shall not be permitted at school. The same consequences as having a cell phone will be adhered to.

Students bringing any electronic devices for a class project must make arrangements with the teacher or administration for safekeeping.

Cellular devices shall be defined as any electronic device that reproduces, transmits, or records (voice, pictures, text, or any other type of media.)

The school shall not accept responsibility for personal electronic devices or personal property of any kind.

### **TEXTBOOKS**

Students are expected to take good care of textbooks. All students must assume full responsibility for the care of books issued to them. Books are issued by the subject area teacher and must be returned to the same teacher upon completion of the school year or upon withdrawal from school.

Responsibility for textbooks rests with the student to whom the textbook is issued. Lost books are no excuse for not doing class assignments.

The full purchase price shall be collected for lost, destroyed, or unnecessarily-damaged textbooks unless the book has been in use more than one year. Collection should never be less than 50% of the purchase price. Failure on the part of any pupil to make good such damage shall deprive the student of further issuance of free textbooks. Loss of books due to theft or other circumstances shall not be accepted as an excuse for non-payment. If the book is found and returned, the bookkeeper shall make a refund to the student. An invoice will be sent to the parents for payment. Any non-payment on a lost textbook will be entered into the OAK CREEK CHARTER SCHOOL main computer system and will prevent the student from graduating or attending events.

### **TUTORING PROGRAM**

OAK CREEK CHARTER SCHOOL will offer an After-School free tutoring program for students in the Fall and Spring. The classroom teacher will refer students for the tutoring program. One teacher per grade level (Gr. 3 – 5) will be tutoring. Middle school teachers will tutor if it is necessary. The program will be from 3:45 – 4:45 on Monday and Tuesday afternoons. Parents/Guardians of students selected for tutoring will be notified by their child's teacher. **If the students are unable to participate, they must meet with Administration to discuss the mandatory nature of tutoring.**

### **VISITORS**

It will be our pleasure to have visitors on campus to see our beautiful facility, our students and staff engaged in learning activities, to participate in school activities, and to volunteer. However, visitors, INCLUDING PARENTS, are **NOT** permitted to go to their child's classroom unannounced during school hours, as this disrupts the classroom's educational process. For the safety and protection of all students, visitors (including parents) must present a valid Florida Driver's License and be checked in by the Front Office. Cooperation will enable the school to provide a safe and orderly environment for all students.

### **VOLUNTEER PROGRAM**

Parents or guardians are required to volunteer at the school a minimum of 20 hours per year. Single-Parent households are required to volunteer a minimum 10 hours per year. The main office will be tracking parent volunteer hours. Please sign-in at the main office to receive credit for your hours.

Please remember that for your child to be re-enrolled in OAK CREEK CHARTER SCHOOL for the following school year, you must have all of your volunteer hours completed before the last day of school.



It is OAK CREEK CHARTER SCHOOL's goal to provide a safe environment for students and staff while encouraging parents or guardians to work as school volunteers. To achieve this, volunteers shall be screened based on (1) the level of direct contact they may have with students and (2) the types of duties they may perform. Outside agencies that provide volunteers that work with students are required to screen their volunteers at a level consistent with this policy and provide evidence of insurance pursuant to board policy and/or practices.

All volunteer applicants must complete an online Volunteer Application, submit their government ID to the front office at school, and receive approval before being assigned as a volunteer. In accordance with F.S. 943.043151, all school volunteers must be checked against the Florida Department of Law Enforcement Sexual Predator/Offender database. OAK CREEK CHARTER SCHOOL reserves the right to deny placement to an applicant volunteer based on any results not in accordance with OAK CREEK CHARTER SCHOOL standards or to revoke the volunteer's clearance based on subsequent information. OAK CREEK CHARTER SCHOOL shall maintain all volunteer application materials and records in a confidential manner consistent with Chapter 119 (Public Records). All files and other records maintained pursuant to this policy shall be stored in a central location.

The "Volunteer Level" provides the minimum guidelines for determining the documentation and background check required. Each volunteer will be assigned to one of the following levels:

1. **Volunteer Level I:** A volunteer who has direct contact with students, within the presence of a school employee or is assigned duties such as an office assistant that may not directly involve students.
2. **Volunteer Level II:** A volunteer who has direct one on one contact with students outside of the presence of a school employee except as noted above.  
**Minimum Volunteer Level II screening requirements:** Same as Level I (complete an online Volunteer Application, submit government ID to the front office at school plus fingerprints).

### **PLEASE NOTE**

Volunteers requiring fingerprints must register for this process at **[www.fieldprintofflorida.com](http://www.fieldprintofflorida.com)** before the volunteer is able to serve in a Level II capacity. **Volunteers will need to use field print code: FPSchoolLeeCoNonCert2** when registering online. Fingerprints will need to be retaken every 5 years to maintain Level II

status. **The cost of fingerprinting is \$53.50 must be paid online by debit or credit card at the time of registration.**

**\*\*No children under the age of 18 are permitted to accompany a volunteer anytime in the school or during field trips.**

### **WITHDRAWALS**

A Withdrawal Slip is necessary when a child leaves OAK CREEK CHARTER SCHOOL during the school year. The teacher is responsible for completing a portion of the withdrawal form. The Office Manager will ensure that all school property has been turned in by the child before said student leaves OAK CREEK CHARTER SCHOOL. Parents will be charged accordingly for any school property that is not returned.

### **IMPORTANT PHONE NUMBERS AND WEBSITES:**

For the most up-to-date and accurate information including school closings coming directly from Lee County Public Schools, please rely on the school district's emergency information sources:

- **Emergency Information Hotline** – call 1-888-994-NEWS (6397) for toll free updates in English and Spanish.
- **School District Website** – log on to [www.leeschools.net](http://www.leeschools.net) Your 24/7 source for all school and school district information.
- **The Education Channel** – tune in to Comcast, cable 99, for the latest emergency information and school-related TV programming.

### **General State, District, and School Websites**

- <http://www.myflorida.com>
- [www.tumblebooks.com-\(www.Leeschools.com/sge/mediacenter.htm\)](http://www.tumblebooks.com-(www.Leeschools.com/sge/mediacenter.htm))
- <http://bookadventure.com>
- <http://Google.com> - for research

### **These sites offer educational activities that primary students enjoy:**

- <http://alfy.com/>
- <http://funbrain.com/kidscenter>
- <http://primarygames.com/>
- <http://www.Khanacademy.org>

### **Florida Standards Assessment preparation and research sites:**

- <http://www.fsassessments.org>
- <http://kz.com/login.htm>
- <http://go.grolier.com/>
- <http://discoverer.sirs.com>

## **SAFETY AND SECURITY**

**Providing a safe and secure environment for students to learn, is a top priority of Oak Creek Charter School. Measures have been taken to ensure that staff and students are prepared in the event a crisis occurs in the school. A comprehensive Crisis Management Plan has been adopted below to guide staff through a wide variety of situations. Fire drills, tornado drills, lockdowns, evacuations are practiced, to ensure that routines and safety procedures are well established and familiar to all staff.**

## **CRISIS MANAGEMENT PLAN - SAFETY CODES**

When Oak Creek Charter School responds with emergency measures, its sole priority is to keep all students, faculty and staff safe. Teachers and Substitute teachers must be cognizant of and prepared to follow and expedite all emergency procedures. Oftentimes, in cases of potentially serious school safety threats, students, faculty and staff remain in the building under a lockdown even after the school day has ended. These measures are often frustrating for parents who want to remove their children from the school during a threat. The parents of Oak Creek Charter School will need to appreciate that the school must protect itself from all potential incoming individuals-even if the incoming individuals are parents.

## **SUMMARY OF UNIVERSAL PRECAUTIONS**

### **Blood-borne Pathogens**

Universal Precautions are the steps taken to reduce the spread of blood-borne diseases from one person to another. It is very important that these steps be fulfilled within the school to protect children, staff members, vendors, visitors, and others who have contact with the facility.

1. It is a requirement to wear vinyl or latex gloves when touching body fluid.
2. Wash hands before and after all emergency procedures. If skin comes in contact with body fluid, wash the affected area immediately with soap and water.
3. If your skin comes in contact with body fluids, report the incident at once to a school administrator or immediate supervisor. Not all reported situations will automatically be considered "exposure incidents." Each situation will be handled on an individual basis, including the determination by OSHA standards whether or not the Hepatitis B vaccine will be offered.
4. Never recap, bend, or break needles. Dispose of needles in red sharps containers.

The Exposure Control Manual is in the main office of the building. If you have any questions about the prevention of the spread of blood-borne pathogens, speak with a school administrator.



**The students at Oak  
Creek Charter School are,  
"TOTALLY ENGAGED,  
EVERYDAY!"**

**POWERED BY FORZA**

**“Tell me and I forget, teach me and I remember, involve  
me and I learn.”**

**----Benjamin Franklin**

### **OAK CREEK CHARTER HANDBOOK AGREEMENT**

Please sign and return this page of the handbook the first week of school.  
I have read, understand and reviewed the above policies with my child. I agree to abide by the  
policies. I understand that failure to comply with school policy may result in the dismissal of my  
child from Oak Creek Charter School.

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### **Student Handbook Agreement**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name/Grade

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date