



**Parent - Scholar Handbook  
2018-2019**

## CHARLOTTE CHOICE CHARTER SCHOOL PLEDGE

I pledge allegiance to my school, that I **EXCEL** and follow every **RULE**.

To keep me **SAFE** and show **RESPECT**, to be **ORGANIZED** and **ATTENTIVE** is what I expect.

**RESPONSIBILITY** is the key, **PATIENCE** and **LEADERSHIP** was given to me.

So panthers, panthers we shall **SOAR**, panthers, panthers hear me **ROAR**.

### **VISION:**

To be a leader in STEAM education, preparing and motivating scholars to become 21<sup>st</sup> century pioneers and meet the challenges of our global society through innovation, collaboration, critical and creative thinking.

### **MISSION:**

To work together as a community of teachers, staff, students, families and volunteers to provide students an advanced academic experience with an emphasis on science, technology, engineering, arts, and mathematics (STEAM).

Calendar

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**Welcome to Charlotte Choice Charter School**

Greetings,

On behalf of the Board of Directors, Principal, Faculty, and Staff at Charlotte Choice Charter we welcome you here at CCC. We are excited that you have decided to enroll your scholars in our school and look forward to a rewarding school year.

This handbook is designed to acquaint you with policies and expectations of the school as well as give parents information that will be beneficial throughout the school year. Please use the material as a guide to a successful year.

You have chosen Charlotte Choice Charter as your school of choice. CCC is a tuition free public school of choice. It is our endeavor to meet the academic, social, physical, and emotional needs of not only your student, but ALL students. Our goal is to provide a curriculum of rigor and a rich learning experience in the classroom.

Thank you again for choosing Charlotte Choice Charter as your school of choice. We work very hard to meet your expectations and ours. In order to meet and exceed our expectations, we need the support of our parents. The support of parents will ensure that we are creating and maintaining a safe, clean, nurturing environment in which all scholars feel accepted, valued, respected, and ready to learn. We look forward to serving your scholars.

High expectations equal high achievement for all.

# DUE PROCESS AND STUDENTS' RESPONSIBILITIES & RIGHTS

## STUDENT RESPONSIBILITIES

- To be caring and honest,
- To do his or her best to learn and master all he/she can,
- To respect school rules, regulations, and policies,
- To be sure that personal expressions do not interfere with the rights of others,
- To follow state law and school policies concerning substance abuse,
- To respect and protect the personal and property rights of others and of the school,
- To treat all members of the community with full respect, fairness, and courtesy,
- To abide by all the expectations of the school and its community,
- To follow the prescribed guidelines for participation in school activities, AND
- To adhere to due process procedures.

## STUDENT RIGHTS

- To feel safe in the school environment,
- To take full advantage of the learning opportunities,
- To work in an environment free from disruptions,
- To express his or her opinions, ideas, thoughts, and concerns,
- To have a healthy environment that is smoke, alcohol, and drug free,
- To use school resources and facilities for self-betterment under appropriate supervision,
- To expect courtesy, fairness, and respect from all members of the community,
- To be informed of all expectations and responsibilities,
- To take part in a variety of school activities, AND
- To have the right to due process.

All students at CCC are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student, who exhibits any of the unacceptable student behaviors or Conduct Violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range from notification of parents, isolation, detention, and emergency removal from a school activity, to suspension, expulsion, and criminal prosecution. In all instances, CCC's policies and procedures governing due process for suspensions and expulsions will follow North Carolina Education Law. All students at CCC have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible, and reports will be kept completely confidential.

## GRIEVANCE POLICY

**Grievances** During the academic year problems and between scholars, parents, and teachers may arise. The best way to resolve these problems is to keep an open, yet orderly channel of communication between all parties. The following is a strategy that will allow an open channel of communication between parents and the staff of CCC.

The following steps are critical in maintaining a sense of discipline.

Step 1: Make an appointment with your scholar's teacher or team to discuss issues and concerns.

Remember that teachers will not be able to have conferences and lengthy conversations in the classroom or in the hallway during class time. If you are not satisfied with the results from a teacher conference go to Step 2.

Step 2: Contact the Principal and request a conference between yourself, the teacher, and the Principal. The Principal will contact you with the conference time and location. Please allow 3-5 days for a written response from the Principal unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act. If you are not satisfied with the results of this conference go to step 3.

Step 3: The formal procedure shall be initiated by submitting to the Administrator a written request for redress that succinctly states the specific grievance(s), the supporting facts, the basis in Board policy or law (citing specific policies or laws), the requested relief, and the efforts made to resolve the matter informally. The Administrator may require submission of an approved form for such grievance filing.

The Administrator shall determine whether informal resolution requirements have been satisfied or are not required. If the Administrator determines that the grievant is entitled to a formal grievance process, he shall provide a copy of the formal grievance to all other persons implicated by the grievance. The Administrator shall reasonably investigate and consider the matter (which may include meeting with the parties involved and holding an informal hearing) and issue a decision within 10 school days from the date of the grievance is filed; additional time for the Administrator's decision shall be allowed when reasonably required by circumstances. All deliberations shall be held in confidence where feasible and involve only persons in a need-to-know position. A decision by the Administrator under these grievance procedures shall be considered a "final administrative decision."

**Appeals of Right to CCC Board.** A person has the right to appeal any final administrative decision affecting a constitutional or other legal interest, and/or an interest of the type listed below:

- (1) Suspension or expulsion of a scholar for more than 10 days (per School suspension and expulsion procedures required by Chapter 115C, Article 27 of the North Carolina General Statutes);
- (2) An alleged violation of a specified federal or state law, State Board of Education rule, or local Board policy;
- (3) Any other decision that, by law, provides for a right of appeal to CCC Board and for which there is no other statutory appeal procedure.

Any person seeking a hearing under this section, within 10 school days after the final administrative decision by the Administrator, may request a Board hearing, by submitting to the Board Chairperson a request in writing by certified mail or personal delivery. The person making such request shall also promptly deliver a copy of the hearing request to the Administrator.

## ACADEMICS

### POWERSCHOOL

Parents can see their children's academic improvement, daily homework assignments, projects, discipline records, and attendance records through Powerschool. Parents will be provided a username and password, which will provide access to ONLY their student's records. We strongly encourage parents to visit Powerschool on a daily basis to stay informed of their student's progress. The link for Powerschool is <https://charchoice.powerschool.com/public/>

### CONFERENCES

Parents and teachers should maintain a good working relationship to help students get the best possible education. Conferences are good communication tools. Our most important form of communication is the parent-teacher conference. Parent/teacher conferences are scheduled for 10/30/2018, 10/31/2018 3/28/2019 and 3/29/2019 Additional conferences may be requested at any time during the school year. If you would like to have a conference with any staff member, please contact the school and arrangements will be made.

### REPORT CARDS

Report cards will be distributed on 11/6/2018, 1/25/2019, 4/4/2019 and 6/7/2019

### HOMEWORK POLICY

Homework is an essential part of your successful educational program at CCC. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is each student's responsibility to complete and turn in homework on time. If students or their parents have questions about homework, immediately contact the teacher who assigned it. Teacher's e-mail is available and daily assignments are posted on Powerschool at our web site: [www.charlottechoicecharter.org](http://www.charlottechoicecharter.org). Students are required to read nightly. Grades K-2 will read at least 20 minutes a night, and grades 3-8 will read at least 30 minutes a night. All students will log their reading time into their reading logs.

### RETENTION POLICY

At the end of the school year, the Student Academic Committee (Including Administration, and one core subject teacher) will review each student's case and make a recommendation to the principal for final approval.



1. Any student failing 3 or more core classes for an academic year is automatically retained at that grade level.
2. Any student failing 2 core subjects in a given year and fails EOGs in 2 or more subjects may be retained. If a parent requests retention, the final decision will be made from the retention team and the principal. The principal may implement her authority to make the final decision based on the best interest of the student. When a student reaches a total amount of 18 days or 144 periods of excused or unexcused absences the student will may be retained.

# ATTENDANCE

## Absences and Tardiness

CCC recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

## Excused Absences

CCC accepts only the following as excusable reasons for absence from school. **Parents or guardians must notify the school in the morning on any day their child is not attending.** The excuse shall be submitted to the school office and filed as part of the student's school record. An excuse for absence from school may be approved for one or more of the following reasons or conditions:

- **Personal Illness:** Personal illness of the student or when attendance in school would endanger the health of the student or the health of others is excused. Upon the student's return to school, appropriate medical documentation is required within three days of the absence(s). Your parent or guardian should call the school each morning you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian or it will be an unexcused absence. The school may require a doctor's confirmation if the student has 3 or more medical excused absences.
- **Serious Illness or Death in the Family:** Serious illness or death in student's immediate family necessitating the absence. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as an excused absence within three days of the student's return to school. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian or doctor.
- **Court Order:** ***Court order by a governmental agency mandating the student's absence from school is excused.*** Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring a copy of the court order documentation.
- **Special or Recognized Religious Holidays:** ***Special or recognized religious holidays observed by the faith of the student.*** Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **Weather or Environmental Conditions:** Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **Out of School Suspension:** *School days missed as a result of an out-of-school suspension shall be counted as excused.* Students who miss school due to an out-of-school suspension are allowed to make up any work missed (refer to the section Make-up Work for Absences).
- **Other:** Other absences to be determined by and at the discretion of the board of directors may be excused.

- Educational leave can be approved by the principal. Educational leave forms can be found in the front office.

### **Unexcused Absences**

An unexcused absence is a part of a student's school record. Students will be marked for an unexcused absence for:

- Failure to Attend School: Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences will be considered unexcused absences.
- If students are absent for 10 consecutive days without contacting the school, students will be automatically withdrawn from the school.

### **School Tardy**

***A student is tardy when he/she arrives at school after the beginning of the official school day, or is not in the assigned class at the official beginning of the class period.***

- Excused Tardy: Late arrival to school or class as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with court order, etc. shall be excused. Students who are late to school must have their parent(s)/guardian(s) come into the school office to sign the student in as tardy, and provide the reason for the tardiness. For carpools arriving late, the driver responsible for the carpool that day must come into the school office and sign in each student as tardy, and provide the reason for the tardiness. Once the student(s) have been properly signed in, they will get a "late slip" for admittance to class. If this procedure is not followed, the student(s) will receive an unexcused tardy.
- Unexcused Tardy: Arriving late to school or class with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc. shall result in an unexcused tardy. Tardiness to school – whether the result of oversleeping, car problems, baby-sitting, athletic workouts, or socializing – is unacceptable.
- **Habitual School Tardy: 15 unexcused tardies result in referral to the Mecklenburg Department of Social Services-this includes** students who repeatedly demonstrate their inability to arrive at school on time, and/or attain fifteen (15) unexcused tardies.

### **TARDY POLICY**

- School starts at 8:00 with instruction beginning promptly at 8:05. Every student needs to be in their room by 8:15. If a student comes in late to the classroom, they will be marked tardy. Parents do not need to sign their child in, in the mornings unless they have a note for being excused.

### **Make-up Work for Absences – Excused or unexcused**

An excused or unexcused absence from school, even for several days, does not remove any student from his academic responsibilities. Missed work should be made up. **Students who have been absent will be given the same number of days that they were absent to make up missed work.** For an absence to be considered excused, a note should be submitted to the school office no later than three days after returning to school.

**On the day the student returns to school, it is the student's responsibility to find out what work is required and when the work needs to be completed. Failure to do this will result in a zero for each of those assignments.**

For students who have been absent, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If the student fails to do this, the teacher is not obligated to set another time for the make-up. If the student fails to make up a test without making other arrangements, the teacher is not required to give the student the test.

## **EARLY CHECKOUT**

***Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout.*** A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student's records at school will be allowed to check out a student.

- To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.
- A parent or legal guardian must bring appropriate documentation showing the necessity of an early checkout at the time the student is released from school.
- Early checkouts are not permitted during the last hour of the school day. Therefore, students will not be dismissed after 2:00pm on regular school days, and after 11:00am on half days.

## **TRUANCY**

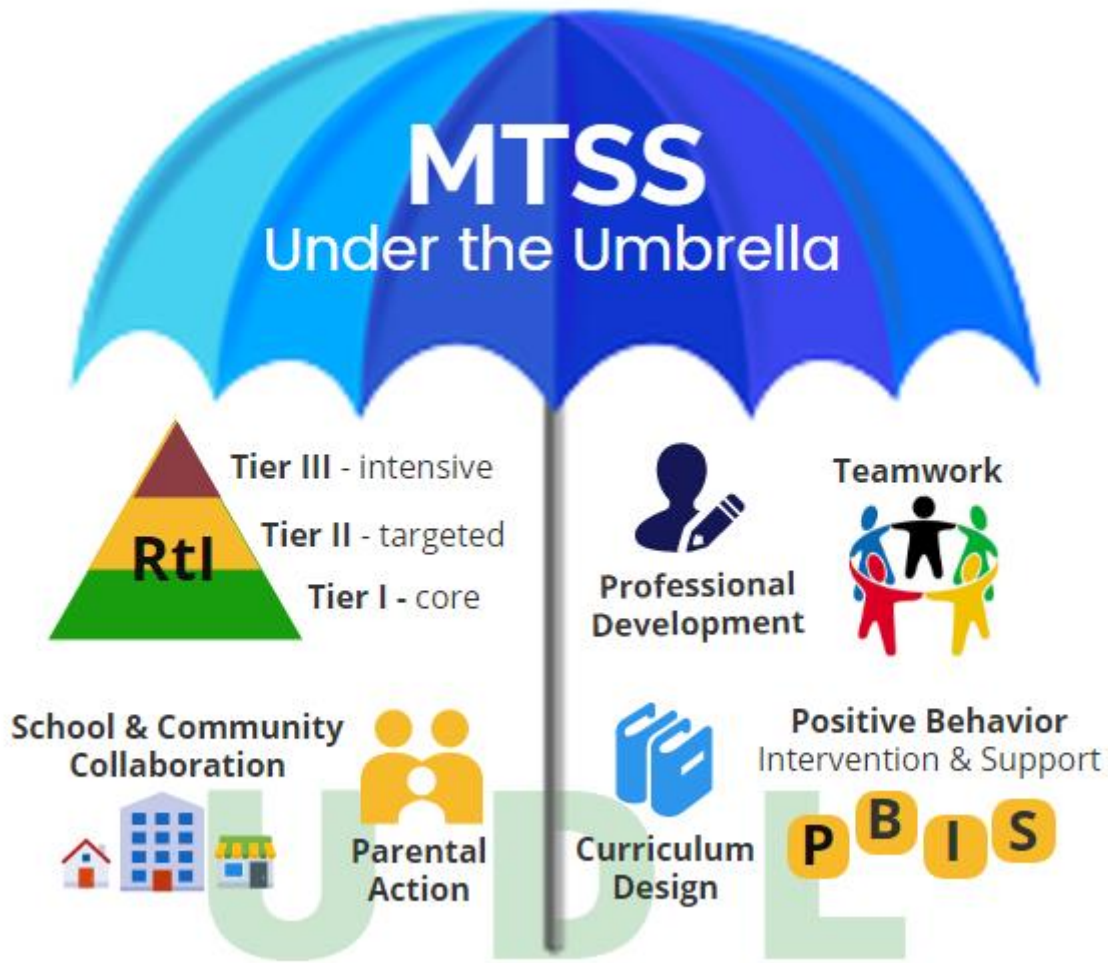
***Any child who is subject to the compulsory attendance law who has more than five days of unexcused absences during the calendar school year is considered truant.*** Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant, no credit will be recorded for work you missed as a result of truancy.

When administrative actions taken to correct truancy have proven ineffective, the school system may file proceedings in court and furnish evidence for the conviction of parents/legal guardian and/or child for non-compliance with state attendance laws.

## **PERFECT ATTENDANCE**

Students are recognized if they maintain perfect attendance. Perfect attendance is considered as zero absences and zero tardies to school. Whether the absence/tardy is excused or unexcused is not a consideration.

To improve the effectiveness of instruction and behavior this year, we are using a multi-tiered system of support. This will include intervention processes for academics and behavior support for discipline.



## Charlotte Choice Charter School Expectations Matrix

	All Locations	Classrooms	Office	Cafeteria	Arrival/Departure	Hallways	Recess/Playground	Bathrooms
<b>Be Respectful</b>	Follow guided rules set by teacher.	Follow teacher directions.	Voice level at zero.	Eat most or all of my food and drink.  Stay in my own space in line.  Sit quietly until dismissed.	Take turns.  Use quiet voices.  Return to class quickly and quietly.	Walk to the right of the hallway.  Accept my place in line.  Keep all voices at zero  Walk in single file line at all times.	Take turns and share equipment.  Follow playground and game rules.  Share the grass area with students in other grade levels.	Take turns.  Use quiet voices.  Return to class quickly and quietly.
<b>Be Responsible</b>	Follow guided rules set by teacher.	Work well with other students.	Keep voice levels appropriate according to where you are at.	Clean up after myself.	Get to class on time and be ready for learning.  Know where you are going at all times.	Keep hands off the walls and the items on the walls.  Wear clothing that meets dress code.	Take care of school equipment.  Return the equipment to the shed or the classroom.  Be a good winner and a good loser (sportsmans hip).	Keep the floors and walls dry and clean.  Flush toilets.  Throw trash in trash cans.  Put toilet paper in the toilet.
<b>Be Safe</b>	Follow guided rules set by teacher.	Work together to keep the classroom clean and organized.	Never go to office without being accompanied by the resource officer or an administrator.	Use table manners.  Be courteous: saying thank you, please, excuse me, etc.  Talk quietly.	Walk on the assigned sidewalks and assigned crosswalks.  Be on time to school.	Keep my hands and feet to myself.  Keep my voice off while classes are in session.	Keep a walkie talkie with you at all times	Never fool around when sent to the bathroom.  Follow teacher rules for bathroom times and safety.

## Positive Behavior Intervention Support (Incentive) K-5

Paw printables

<http://www.timvandevall.com/shape-templates/paw-print-template-shapes/>

Small paws are for the class and large paws are individual paws to be traded in to teacher. The purple paws will come from the teachers and yellow are from administration. Purple paws are worth 1 paw and administration yellow are worth 2 paws.

Paw Parties

All parties, students should bring in the supplies. All parties Friday's at 2:30 for k-5 and during social studies for middle school on Fridays only. Please make sure to put your paw party sign on your door that day.

Pop party- you can have everything with the word pop in it!!!

Movie- approved by administration

Pajama day

Ice cream party

Shoes off- in class for the day

Dance party

Extra recess

Game party

Electronics day

Paw trade-in Every Friday last 5 minutes of class. Students should have paws out and ready for trade in. Students should be given a pass for gum chewing, sitting by classmate, helping out a teacher, and dress down day. ( more for middle school teachers) Hang this up in your classroom.

3-5 **shop** at school store (teacher discretion)

5- piece of candy

10- 10 minute brain break/ bring in favorite stuffed animal

15- chew gum in class for the day

20- help out another teacher

25- sit by you friend for the day

30- teacher assistant for the day

35- homework pass

40- eat with teacher

45- dress down Last Friday of every month

50-eat with principal

Teachers will use the monthly charts to communicate with the parent's about student behavior. Parents must sign the chart nightly. If a student has a pawrific day they will receive a paw stamp on the chart. If they have a p it's a warning. A- is a note home on the paw chart. W- is a phone call home to the parent. S-student will be sent to the principal.

## Positive Behavior Intervention Support (Incentive) 6-8

### Panther Bucks Program

This year we will be implementing a new PBIS program for Middle School. This program is called “Panther Bucks”. Each student will have the opportunity to earn Panther Bucks for classroom, hallway, free time, and cafeteria behavior. In their core classes, the students can earn 1 Panther Buck, per class, per day. This mathematically works out to up to 135 bucks per week. They can also earn Panther Bucks from specials, other faculty, and administration.

Rewards:

**Pass to go to Treat Cart:** 10-15 FOR THE WEEK

#### **Quarter Incentives**

**Tier 1:** Highly rewarding activities that allow students fun, free times at school such as field trips and classroom parties: 115+

**Tier 2:** Rewarding activities that are fun school day breaks such as a classroom movie or a game time: 100-114

**Tier 3:** Fun academic activities that give the students a break while also being academic in nature such as an educational film, a creative STEM experiment, or a fun academic game: 75-99

**Tier 4:** An education experience that is a school break, but still academic in nature such as a fun in-class activity: >75



**Behavioral Warning System:**

Middle School students who are not following the expected behaviors listed on the Behavioral Matrix will be subject to a warning system in class in order to give them a chance to self-correct their behaviors.

If a student is exhibiting behaviors not in accord with our expected behavior matrix, they will be given three levels of warnings.

**Level 1:** Verbal Warning: This is an official verbal warning that continued behaviors will not be permitted. If a student receives a verbal warning, he or she should understand that their behaviors need to be changed immediately.

**Level 2:** Written Warning/Parent Contact: At this level, a student who has already received a verbal warning has still not corrected their behaviors. If a student is at this level, the student's parent will be given a phone call that explains the behavior and that it wasn't changed after a verbal warning. The student will be expected to fill out a written form explaining their behaviors and a plan for changing it.

**Level 3:** Office Referral: If a student has still not corrected his or her behavior even after Levels 1 and 2, the student will be given a formal office referral. The administration will then determine the appropriate course of action for the student.

**\*\* Note \*\*** Some behaviors are automatically **Level 3** behaviors such as violence, extreme disruption, extreme disrespect, and vandalism/property destruction.

## **DRESS CODE**

Students are expected to wear the CCC uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. The principal or other authorized school official shall determine whether any particular use of the school uniform is in violation of the spirit and/or the intent of this school uniform policy. Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness. Students are not permitted to change out of their uniforms during or after school unless participating in an after school activity that requires non-uniform clothing.

### **Guidelines for clarification are as follows:**

#### **1. Uniforms must be worn properly at all times while at CCC:**

1. Students must be in complete uniform when they arrive at CCC. All shirts must be tucked in. Belts must be worn and can be either black or brown. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
2. Students can only change out of their uniform if they participate in an athletic, dance, and/or other club that requires flexible clothing or athletic gear. If student changes clothes when not appropriate, disciplinary action will be taken.

#### **2. Colors**

CCC has different color combinations for the different levels of the school. Grades K-5 will wear purple polo shirts with the CCC logo and khaki pants, shorts, or skirts. Grades 6-8 will wear black polo shirts with the CCC logo and khaki pants, shorts, or skirts.

#### **3. Shoes**

1. Shoes must be closed toed dress shoes, majority solid black or athletic shoes that are majority black. Shoes must be worn at all times.
2. The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured or with Velcro – nothing may dangle or drag from the shoe. Slippers or thin soled shoes, flip-flops, or open-toed shoes are not permitted.
3. Uggs, and high-heeled shoes are not permitted - Heels on shoes may not be higher than one (1) inch. Roller shoes, “wheelies” or shoes with wheels are not permitted.

#### 4. Boys - Pants or Shorts:

1. Pants or shorts must be khaki for elementary and middle school. All pants and shorts must have belt loops, and a belt must be worn through all the loops and fastened appropriately. Front pockets must be side seam pockets and back pockets must be sewn inside the pants or shorts – no outside pockets, patch pockets, or additional pockets are permitted. Pants or shorts may not have rivets or braids, split seams at the bottom of the legs, or flaps on the pockets. Students may not wear cargo pants or cargo shorts. Material may **not** be suede or corduroy – it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.
2. Pants or shorts must be worn properly at the waist and not sag below the top of the hips. Pants or shorts may not be rolled up or folded up. Shorts must be at least fingertip length and not longer than the top of the knee when standing. Capri style pants are **not** acceptable for boys. Pants or shorts must not fit too snugly. **Students may not wear the top of their pants or shorts below their buttocks. If student does not keep pants at waist level, disciplinary action will be taken.**
3. Athletic shorts are not permitted. Athletic type shorts, such as those used for biking, are not permitted.
4. Bottoms can be purchased from Famous Mart, K-Mart, Walmart, Target, and Belk.

#### 4. Girls - Capris/Pants/Scooters:

1. Capris/Pants/Scooters: Capris/Pants/Scooters/Skirts must be khaki for elementary and middle school. All Capris/Pants/Scooters must **not** be made of jean, suede or corduroy material. Front pockets must be side seam pockets and back pockets must be sewn inside the pants or shorts – no outside pockets, patch pockets, or additional pockets are permitted. Capris/Pants/Scooters may not have rivets or brads, unmanufactured split seams at the bottom of the legs, or flaps on the pockets. Material may **not** be suede or corduroy – it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.
2. Pants, jeans, pajama bottoms, leggings or other apparel may **not** be worn under the Capris/Pants/Scooters.
3. Capris/Pants/Scooters must be worn properly at the waist and not sag below the top of the hips. Capris/Pants/Scooters may not be rolled up or folded up. They must not fit too snugly. Students may not wear the top of their pants or shorts below their buttocks. No spaghetti straps, and shorts and skirts must be to the knee.
4. Bottoms can be purchased from Famous Mart, K-Mart, Walmart, Target, and Belk.

## 5. Top Options:

**Embroidered CCC school logo** is required for all top options. The logo should only be embroidered on the left upper side of the top apparel. Polo shirts are purchased through Flynn O'hara. Ordering information can be found on our school website or by visiting the front office.

1. Polo shirts must be a pique or jersey fabric in purple (K-5) or black (6-8) and the embroidered school logo is required. These polo shirts can be either short sleeve or long sleeve. Students who continually have to be reminded to tuck in their shirts, will receive disciplinary action.
2. Jackets for cold weather temperatures must be black if they are to be worn inside the classroom. Jackets of other colors than solid black will be hung up in the classroom, however they will be able to wear the jacket outside for recess and dismissal.

## 6. Accessories:

1. Belts must be leather, braided leather, or fabric in the solid colors of black, brown or khaki. Grommets or excessive ornamentation on the belt is not permitted. Belts are required to be worn properly with all pants or shorts – this means that the belt must go through all the belt loops on the pants, be properly fastened or buckled, and the “end” of the belt must not be allowed to hang down (it must also go through the loops if there is excess). The belt must also be tightened enough to prohibit the student's pants, shorts or Capris/Pants/Bermuda's **from sagging below the hips.**
2. Socks, stockings, tights or hose may only be in solid color of black. Clear or skin-colored hose are also acceptable. Fishnet or other patterned stockings or hose are not permitted. Stockings, tights, or hose must cover the full length of the student's legs and feet – leg warmers are not permitted. Socks must match, and be in solid colors of red, white and blue only. Boys are not allowed to wear socks to the knee. Colorful socks are not permitted.

## 7. Appearance

Hair must be neat and non distracting. Unnatural colors are not allowed. All students must be dressed neatly, and have a clean appearance.

## SERVICES FOR STUDENTS

### AFTER SCHOOL ACTIVITIES

A number of extracurricular clubs and/or enrichment activities are offered for students as a privilege. A brochure describing these activities is available in the school office. There is no better way for students to enrich their education than by taking part in clubs and after-school activities or through working with a teacher. These opportunities will allow you to explore things you already enjoy and to try other areas that sound interesting.

In order to participate in any after school extra-curricular activity, including music performances, plays, etc., students must arrive in time to be counted present during the school day. Students must be present that school day to be able to go to clubs. Students staying for after school activities will be expected to follow the following rules or they may be banned from all after school activities:

- You may not stay after school to wait for another student.
- **Excessive tardiness and absence to a club/athletic team may result in automatic withdrawal from club/team.**
- **You must be with a teacher or other staff member at all times.**
- You must abide by the CCC Code of Conduct while participating in the activity.
- **Your school activity privileges will be cancelled if discipline becomes a problem.**

### COMMUNICATIONS BETWEEN SCHOOL & HOME

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school's staff members via e-mail, voicemail, written request, or by accessing the school's web page. Please allow 24 hours for a response from the school. A softcopy of the newsletter will be sent home weekly via e-mail announcing upcoming school activities and events. Hardcopy versions will be available at the end of each week in the front lobby of the school. Bright Arrow messages will be sent out via phone, email, and text message to keep parents informed of happenings at CCC.

### FIELD TRIPS

Field Trips offer exciting ways to learn. CCC students will have the opportunity to go on field trips at various times throughout the school year. Grade level and/or team sponsored day field trips are offered to most students. Any student who has demonstrated the inability to follow rules prior to a scheduled fieldtrip may forfeit his/her chances of participating - this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable. For all field trips, you will be expected to follow these rules:

- You must abide by the CCC Code of Conduct and Discipline Plan while on the field trip.
- You must follow the CCC Dress Code.
- You must bring to school the **Field Trip Permission Slip**, signed by your parents or guardian, by the specified date. No phone calls or e-mails will be accepted as permission.

### LUNCH/NUTRITION PROGRAM

Students may purchase a nutritional lunch through our caterer or may bring their lunch from home. The cost for student lunch will be announced by the caterer. Please inform an administrator with a physician's note about any allergies or special requirements your child may have.

## **SPECIAL EDUCATION SERVICES**

CCC shall comply with federal and state law to ensure that all students with disabilities will be provided with a free appropriate education (FAPE).

## **TRANSPORTATION TO AND FROM SCHOOL**

Students should be dropped off in the designated area. When picking a student up at dismissal time, please use the carpool lanes. Please see arrival and dismissal handout for a detailed explanation of procedures. Please do not get out of cars and walk up to the door to pick-up students. This is an unsafe measure for students, parents, and staff. You may not pick up your child after 2:00 PM for early dismissal.

# **HEALTH AND SAFETY**

## **MEDICATION POLICY**

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school (including Aspirin, Tylenol, etc.), these procedures must be followed:

The medication to be administered by designated school personnel must be brought to school by the student's parent/guardian. The school must receive a **Medication Administration Directions Form** signed by the student's physician and parent/guardian.

The following information must be printed clearly on the medication container:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the school.

## **SELF-ADMINISTRATION OF MEDICATION**

As a general rule, students are not allowed to carry any medication with them in school. However, students may carry and administer their medication **if both of the following conditions are met:**

- It is warranted by a potentially life-threatening condition and advised by their physician **AND**
- A **Medication Self-Administration Form** is on file in the office signed by the student's parent, the physician, and the principal.

# **GENERAL INFORMATION**

## **ANNOUNCEMENTS**

Official announcements are provided on our website ([www.charlottechoicecharter.org](http://www.charlottechoicecharter.org)), a weekly newsletter, and Bright Arrow messaging system. As a common practice, announcements made by the administration, which affect the school community, are made through these three communication devices. CCC encourages parent(s)/guardian(s) to check our website on a regular (daily) basis. The Board of Directors, administration, teachers and staff at CCC are dedicated to keeping our community informed.

### **BOOKBAGS AND PENCIL BAGS**

Students may use book bags to transport only school materials to and from school.

Only handheld pencil bags are permitted.

### **CELL PHONES**

Although students are permitted to bring cell phones to school, it is not encouraged. If a student brings a cell phone to school, it may not be used inside the school building. **The cell phone must be turned off before entering the school building and immediately placed in their book bag.** The student may not carry the phone with them during school hours. Students not complying with these requirements will have their cell phone confiscated and the cell phone will only be returned directly to the parent/guardian. **Should there be additional offense(s), the student also will be given an *Office Referral Form* for repeated violations of school rules.**

### **CLASSROOM OBSERVATIONS**

CCC values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. To minimize disruption of the classroom environment, **all classroom observations are limited to one per semester and must be scheduled 48hrs in advance with the assistant principal and teacher.** Parents should arrive to observation at the scheduled time, be considerate to classroom, and turn off all electronic devices.

### **CORRECTIONS AND/OR MODIFICATIONS TO THIS HANDBOOK**

CCC reserves the right to make changes or modifications to this handbook as needed throughout the school year. Changes or modifications made during the school year will be announced in the weekly newsletter. The latest version will always be available on our website at [www.charlottechoicecharter.org](http://www.charlottechoicecharter.org)

### **EMERGENCY DRILLS**

Regular emergency preparedness drills will be held throughout the school year so that students will be trained to act properly in an emergency. These drills will include fire, tornado, and other crisis emergency drills. A comprehensive emergency preparedness plan is on file in the office.

### **LOST & FOUND**

Personal items that are found should be turned in at the front office. Students should check with the front office secretary for lost articles. Unclaimed items will be donated to charity every month after students are informed about the deadlines to check lost and found items.

## **MISSING ITEMS**

When an item is missing, students should report the missing item to the front office administrative assistant. A lost item will be returned to the owner should it be found or located. Should the owner find the item themselves or it be returned directly to them, they should notify the front office as soon as the item has been located.

## **PARENT PARTICIPATION**

We encourage parents to take part in their child's education. There are a number of opportunities at CCC for which a parent can volunteer. Contact the office for more information. A background check must be performed before parents can volunteer within the school building.