

Parent Handbook

2019-2020



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Dear Parent/Guardian:

Welcome to Emma Jewel Charter Academy. We look forward to serving the needs of children in our community at the highest level possible. Please read through this handbook in its entirety.

Core Belief

We believe that all children can demonstrate academic excellence when they are placed in a nurturing educational environment where they are valued and celebrated for their uniqueness.

Mission

Emma Jewel Charter School's mission is to instill within each child a passion for learning, a strong desire to nurture their family members, friends and their community. The school will empower each scholar to be lifelong learners, problem solvers and positively impact their community.

Please take the time to read and become familiar with this handbook. There are two identical pages at the back of this handbook that require the signatures of both the parent/guardian and the scholar. One page must be returned to the school and the other must remain in the book.

Our Foundations for Success:

Parental Commitment & Accountability- *Emma Jewel Charter Academy is a school of choice and parents will be encouraged to choose our program. Those that choose our program do so by entering into a partnership with the school and community to ensure the academic success of their child. Through this partnership the school and the parent will work collaboratively to meet the needs of the children and ensure they are successful in school. At EJCA we believe that the primary person responsible for a child's academic success is the parent. The role/purpose of EJCA is to support the parent in their efforts to provide a high quality education and a positive educational experience. Each parent/guardian will be required to complete 10 volunteer hours per child enrolled at the school.*

Academic Excellence- *Each scholar will be valued for their uniqueness and educated based on their individual learning styles. EJCA believes that a nurturing environment is an important factor in a child being successful academically. Educators will receive on-going professional development determined by the needs of our scholars and will be trained to identify and respond to different learning styles with various instructional approaches. EJCA will holistically educate each child by providing rigor and relevance in subject areas that include, but are not limited to, language arts, mathematics, critical thinking, reading, science, social studies, performing arts, health and nutrition, community service and athletics.*

Community Service and Civic Responsibility- We operate under the strong belief that the school should be an extension of the community. Positive activities and events from our local community will be welcomed and encouraged to participate and collaborate with the day to day operations of school. Everything positive in the school will be brought to the community in an effort to have a positive impact on the Diamond Square Community and surrounding areas.

Each scholar in grades 2nd - 8th will be required to perform a total of 10 community service hours per year within the Diamond Square Community.

Positive Character Growth/Safe Learning Environment- Positive character growth is just as important as academic growth. Not only do we want our scholars to be intelligent scholars but we also want them to be morally good people. We will provide a safe learning environment where scholars are free from bullying and feel empowered.

Health and Nutrition- We will promote healthy living and proper nutrition for all of our scholars. We will infuse health and nutrition education into our core curriculum program as well as our supplemental curriculum. EJCA believes that in order for children to be successful they must be well nourished and healthy. We will strive to educate our scholars on the importance of proper nutrition and demonstrate to them the link between proper nutrition and responsible lifestyles. Healthy and well educated scholars will become healthy and well educated members of their communities thus improving the quality of life for everyone.

Key Contacts

Principal	Thomas Cole
Assistant Principal	Mary Karnetsky
Dean of Scholars	Johnny Jordan
Administrative Assistant	Tatianna White
ESE Contact	Melinda Ingram
ESOL Coordinator	Jamie Karnetsky
Gifted Services Contact	Melinda Ingram
Cafeteria	Angela Jackson
Reading Coach	Melinda Ingram
Math Coach	Kimberly Harrell-Cole
Social Worker	Joan Barton
Transportation Coordinator	Mustapha Husain
Academy Leader K-2	Jason Ingram
Academy Leader 3-5	Ashmahalah Martin
Academy Leader 6-8	Jordan Gibbs

You may also refer to our website for additional contact information for all staff at www.emmajewelcharter.com.

Governing Board Members

NAME	POSITION	Contact Information
Erik Jones	Board Chair	Erikb91@hotmail.com
Reginald Jones	Vice Chair	Reginaldjones72@yahoo.com
Richard Blake	Secretary	Rblake@emmajewelcharter.com
Phillip Holder	Treasure	Psholder34@gmail.com
Ross Whitley	Community Member	rossawhitley@gmail.com
Alexis White	Parent Liaison	alexisrwhite@aol.com

PROCEDURES FOR FILING A GRIEVANCE

Any parent/guardian and /or scholar may file a complaint regarding a violation of school policies, regulation, rule or procedures by contacting the school Administrator. If the matter cannot be resolved, then parents are requested to put the matter in writing to the board chairman.

General Information

School Hours

8:30 AM to 3:45 PM - There is no supervision available for scholars prior to 7:30 AM or after 3:45 PM, unless they are enrolled in the Emma Jewel Charter Academy Before or After School Care program or other school sponsored event.

Early Release

Early release days are every Friday. School hours on early release days are 8:30 a.m. to 1:30 p.m. If your child rides a bus, arrive at the bus stop two (2) hours prior to their normal bus drop off time.

Handbook

As with all handbooks, it is important to list every possible situation that might arise in a school. We have attempted to cover as many areas of concern as we could. Please read this handbook very carefully. We also require you to read the Brevard County Student Code of Conduct. The handbook contains a page that must be signed by the scholar and parent/guardian. This signed form must be returned to school for placement in the scholar file. Please note that scholars/parents are responsible to abide by both the Emma Jewel Charter Academy and the Brevard County Codes of Conduct.

Board Agenda Items

To request to speak during the Public Comments portion of the Governing Board Meeting, please see the Principal two weeks prior to the board meeting with a typed request and detailed statement. Note that each speaker will be allowed two (2) minutes each during the board meeting. The board will not resolve your issue on the night of the meeting. The board chairman will respond in writing to the concern within 72 hours.

Communication

Communication with parents/guardians is an integral part of a scholar's education. A mutually beneficial relationship between home and school is important to us. When calling the school for any reason, please inform the receptionist of the nature of the call and you will be directed to the appropriate person(s) who will provide you with the assistance you need. Educators are required to return your phone call within one working day.

Please visit our web page at www.emmajewelcharter.com. Pertinent information about school functions and events will appear on this page. For educator contact, please call the school or see the website for links to the educators' email addresses.

Emergency Situations

Scholar Safety is our priority. In an emergency situation, scholars will first be moved to a safe and secure location. Parents/Guardians will be contacted as soon as all scholars are accounted for and in a secure location. At that time parents/guardians will be directed to the designated scholar checkout location. Scholars will be released to only those adults listed on the Authorized Pick Up Form currently on file.

Scholars in Crisis

Referrals for mental health concerns may be submitted by school staff, parents, as well as self-reported by scholars. Referrals will be submitted to the school Social Worker, who will assess the scholar to determine if any services are needed, such as mental health counseling. The Social Worker will work with the parent/guardian to ensure that all resources are utilized in order to assist the scholar.

If a scholar is deemed to be a significant danger to himself or others, the parent/guardian will be contacted as soon as the scholar is moved to a safe location. Continuous adult supervision will be provided. The only instance in which parent/guardian notification would be delayed (up to 24 hours) is if abuse or neglect are suspected. A report will be made to the Department of Children and Families central abuse hotline in such cases.

Review Scholar File

Parents may make an appointment to review their child's cumulative file. Call the school office to make an appointment. The cumulative file may not be removed from school grounds. Copies of documents may be requested for a fee of \$0.20 per page.

Attendance Procedure/Policy

Any scholar that accumulates a total of six (6) days of unexcused absences in a period of sixty (60) calendar days will be considered habitually truant. The scholar and his/her parent shall be informed of excessive absences.

We want to encourage all scholars to attend school on a regular basis. Each day that a scholar attends school he/she has opportunities to develop personal, social and academic skills.

In addition, Emma Jewel Charter Academy requires a phone call the day a scholar is absent and a written note (from parent or medical documentation) within one day of the absence.

All absences, which have not been specifically identified as excused, are unexcused absences. Every 4 ½ weeks a letter will be sent home to parents of those scholars who have accrued (5) five or more unexcused absences. (6) Six or more unexcused absences are reported to the truancy office at Brevard County Public

Schools. A conference may be called to meet with the scholar and the parent/guardian to develop an attendance agreement.

If the unexcused absences continue, the Attendance Point Person will meet to review possible additional interventions. If a scholar accrues (9) nine unexcused absences per semester (18 days maximum for school year) the scholar may be considered for retention. Kindergarten scholars must attend a minimum of 162 school days to be eligible for promotion to first grade.

In the event an excess of nine (9) days per semester or eighteen (18) days per school year are accrued, a scholar may be retained due to excessive absences. An appeals packet must be submitted to the school by the parent/guardian no later than two weeks prior to the last day of school to be considered for an appeal of grade level retention. An attendance appeals packet includes academic progress and a statement from the parent/guardian.

Make-up Work

All scholars are expected to make up class work missed during excused and unexcused absences. For absences due to the scholar's illness, an illness of an immediate family member or a death in the family, the scholar has two days to make up the work for each day the scholar is absent, not including the day of return.

Reason for Excused Absences

Death in the family, subpoena, religious holiday (faith of scholar), scholar sent home with contagious disease, participation in school or district-sponsored activities, doctor/dentist appointment, illness, or unusual emergency (i.e., house flood, hurricane, natural disasters). Documentation must be submitted for excused absences (i.e., doctor excuse, obituary)

Reason for Unexcused Absences

Last minute vacation, alarm clock failures, missed bus, out of school suspension, car trouble, and inclement weather.

Late Arrival

Scholars late to school must obtain a late pass. Only tardies for doctor/dentist appointment or unusual emergency will be considered excused (see Tardy Policy below). When arriving to school from the appointment the scholar must submit proof of the date/time of this appointment.

Tardy Policy

It is important that every scholar arrive at school on time for class every day. For every 5 unexcused tardies a scholar will be assigned (1) one unexcused absence. Additionally, scholars may be assigned administrative detention for every (3) three

unexcused tardies. If a scholar is consistently tardy, a parent conference will be required in order to find a solution.

Dress Code

A higher standard of dress encourages greater respect for individual scholars and results in a higher standard of behavior. It also prepares scholars for the dress code requirements of the workplace. Our dress code guidelines indicate appropriate dress for normal school days. Emma Jewel Charter Academy reserves the right to interpret these guidelines and/or make changes during the school year. Scholars are expected to adhere to these guidelines. Every scholar in attendance must wear a school uniform. Failure to wear any part of the school uniform may result in disciplinary action. Our uniform consists of khaki pants, oxford style uniform shirts and sweater with school logo.

If a scholar arrives to school out of uniform, school staff will contact a parent to bring their child's uniform to the school. Emma Jewel Charter Academy will make reasonable accommodations based on scholars' religion, disability or medical condition.

Hair: Hair must be neat and clean. No hats, bandannas, headbands, or large hair picks may be worn.

Shoes: Scholars must wear closed toe shoes at all times. **No** flip flops, open-toe or backless shoes, heavy military type boots or shoes with metal tips or steel toes may be worn. Tennis shoes are preferred.

Socks: Only matching white, matching navy blue or matching black socks (crew or tennis length) may be worn. **No leggings (spandex pants) may be worn.**

Shirts: All shirts must fit appropriately; no oversized and/or undersized. Shirts must tuck in neatly (front and back). All uniform shirts and sweaters must have the approved **Emma Jewel Charter Academy Logo**.

Slacks/Shorts/Skirts/Skort: All uniform slacks/shorts/skirts/skort must be worn with a belt and be in good repair. Tight fitting and short shorts/skirts/skort are not acceptable. Skirts and shorts are to be no higher than one inch above the knee. Uniforms must be "Dockers-style" pants or shorts in **khaki color**. **No jeans/denim is allowed.** **Any other style or color is unacceptable.**

Pants: All pants must be worn at waist level at all times. Excessively baggy or low riding slacks are not acceptable and may result in disciplinary action.

Sweaters/Pullovers/Jackets: All sweaters must have the approved Emma Jewel Academy logo. Long sleeve and sweater vest styles are available for purchase through our All Uniform Wear. No other sweaters, pullovers or jackets may be worn.

Accessories:

Clothing, jewelry and accessories shall not convey messages that are: crude, vulgar/profane, violent/death-oriented (Gothic), gang related, sexually suggestive or promoting alcohol, drugs, weapons, or tobacco.

Piercings, jewelry or accessories that pose a safety concern for the scholar or to others are prohibited. Dog collars, wallet chains, or body chains that connect one part of the body to another are prohibited.

The khaki pants can be purchased at your local retail department stores. Once the weather changes and we enter the winter months, scholars will wear the pull-over sweaters and sweater vests that contain our logo. The vendor for uniforms is All Uniform Wear located at 2585 W. New Haven Blvd., West Melbourne – (321) 608-3845. All uniform pieces are kept in stock at the store. Parents are encouraged to order the following:

- 3 Short Sleeve Shirts
- 1 Long Sleeve Shirt (Winter Months)
- 1 Sweater Vest or Pull-over Sweater (Winter Months)
- 3 pair of khaki pants/skirts

General Policies

Book Bags/Folders/Personal Items

Book bags, backpacks, folders or any other personal items must not display obscene words, gang signs or any other item(s) that would be deemed inappropriate, offensive or reflect negatively on the School.

Care of School Property

Scholars are expected to respect the school buildings, property, furnishings and supplies. Containers are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious offense that will result in disciplinary action. Restitution will also be required. Any scholar who misuses school property will be required to make full restitution for damages. All food must be consumed in the cafeteria or area designated by the administration. A scholar who disregards this rule will incur disciplinary action.

Dispute Resolution Process

Parents and other stake holders are encouraged to utilize the Emma Jewel Charter Academy dispute resolution process below in the order listed:

Assistant Principal and/or Dean of Scholars
Principal
Parent Liaison
Governing Board

Dining Area Regulations

Each scholar is required to show good manners, courtesy, and consideration of others in the cafeteria. Containers are provided for the disposal of trash and each scholar is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over, or immediately upon the request of the cafeteria moderator. No scholar is allowed to leave the dining area during the lunch period without a written pass to another area of the school. A scholar is not allowed to leave the school grounds during the lunch period.

Emergency Procedures

In the event that school should be closed or dismissed at an unscheduled time due to an unforeseen emergency, we will follow Brevard County Public Schools protocols for all emergencies and/or closings.

Study Trips

Scheduled study trips will be educational in nature and considered part of the curriculum. Costs for transportation, entry fees, etc., may be assumed by the parent. It is necessary for parental permission to be granted before any scholar can accompany his/her class on a study trip. Written permission must be on file at the school before a scholar will be allowed to leave the building. Scholars must receive permission from their educators and/or administrators in order to attend any study trip. At the discretion of the Principal/Administration, scholars with an excessive number of absences or disciplinary infractions in a given marking period may forfeit the opportunity to participate in a study trip.

Volunteers

Ten (10) hours of volunteer service is required each school year for each family. Volunteers are encouraged to assist during school hours as well as at other school events.

Emma Jewel adheres to Brevard Public Schools volunteer background screening procedures. A basic volunteer must register through Keep-n-Track. A basic volunteer must be under the direct supervision of a school employee at all times.

Study Trip volunteers or those who will need to work independently with scholars, must be fingerprinted. Fingerprinting can be completed by completing the online application, paying a \$47 fee and getting fingerprinted at the District Security office at 2400 Judge Fran Jamieson Pkwy., Viera, FL, (321) 633-1000.

The online registration/application can be accessed at www.brevardschools.org.

VOLUNTEER REGISTRATION

- Visit: www.brevardschools.org
- Click on Parents & Students at the top of the web page
- At bottom right, click on Volunteer Information
- Click on Volunteers (located on the left under District and School Security)
- Click on Volunteer Application – complete application

Next step:

- At District Security Office, , pay \$35 to complete fingerprints/background screening. There will be an annual \$8 fee to renew after initial screening.
- Bring drivers license or other state identification card.
- Payment – credit or debit card only

- Volunteer will be notified when they have received clearance.

Brevard Public Schools
District Security
2700 Judge Fran Jamieson Way
Viera, FL 32940
321-633-1000 (Call for hours of operation)

Gang Symbolism

Scholar behavior, dress, signing, or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school sponsored events. Violation of this policy may result in detention, suspension, or expulsion. Emma Jewel Charter Academy works in conjunction with the Cocoa Police Department to determine what is gang related.

Healthy Lifestyle

Emma Jewel Charter Academy promotes a healthy lifestyle that encourages a healthy diet and daily physical activity. Physical Education classes will educate scholars on the benefits of exercise in their daily lives. Healthy diets will be encouraged at breakfast and lunch offerings in our cafeteria. A well balanced diet, including protein, grains and fruit and vegetables are provided in all meals served.

Your child is welcome to bring a healthy snack to school. Fresh fruit and vegetables are good choices. Other snack items must primarily contain protein or whole grains. Drinks permitted on campus are milk, water, or 100% fruit juice. Drinks that contain high fructose corn syrup are prohibited.

Snack suggestions: apple, banana, cucumber or zucchini coins, carrot sticks, pretzels, goldfish, baked chips.

Chips that contain maltodextrin are prohibited.

Celebrations are encouraged (birthdays, holidays, etc.) and many times will include edible treats. Only healthy treats may be brought on campus - including home packed lunches and snacks. Below is a list of requirements for all food brought to our campus:

- Juice - must be 100% fruit juice
- Popsicles -100% fruit juice
- Low sugar, Low fat, Low sodium

***Check ingredients list - Sugar (in any form, i.e., high fructose corn syrup) should not be listed in the ingredients.

Lunch

Lunch and breakfast is served each school day. Emma Jewel is a CEP (Community Eligible Program) approved school. All scholars receive both breakfast and lunch at no charge, regardless of family income. No application is required.

Emma Jewel is a recipient of the Fresh Fruit and Vegetable grant provided through the National School Lunch Program. During the school year your child will have the opportunity to try a variety of fresh fruits and vegetables each week. Your child will also learn why eating fresh produce is good for their bodies.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

Emma Jewel Charter Academy is an equal opportunity provider.

Medications

To enable scholars to receive their prescribed medications during the school day, a special medication/treatment form must be completed. A parent must bring and/or bring medication to the school. Medications must be properly labeled in the original container from the pharmacy. The prescription container must include dosage instructions. If the dosage must be administered different from the dosage instructions printed on the prescription container, written instructions from the prescribing doctor must be provided and kept on file at the school. Please notify the school administrator of any medication changes. A nurse or the principal's designee distributes medication in all circumstances.

Cellular Phones

Electronic devices such as cell phones are allowed in school and on the bus as long as these devices remain powered off at all times. In addition, these devices must be kept in a book bag or purse where they are not visible. If a scholar is caught using these devices during school hours the scholar will be subject to disciplinary action. Scholars that are continually using electronic devices during school hours will forfeit the opportunity to be in possession of them on school campus. Confiscated electronic equipment will only be returned to the parent. A signed cell phone contract must be on file at the school in order for a scholar to possess a cell phone during school hours.

Anti-Discrimination Disclaimer

Emma Jewel Charter School Incorporated DBA Emma Jewel Charter Academy shall not discriminate on the basis of race, religion, national origin, gender or age in either the hiring or other employment practices of the school or in its admission policies for scholars. Further, the Corporation shall be open to all scholars in its authorized geographic area on a space available basis and shall not discriminate in its admission policies or practices. The Corporation shall conduct all of its activities in accordance with all applicable local, state, and federal anti-discrimination laws, as well as in accordance with all other laws and regulations applicable to the operation of public charter schools in the State of Florida.

Parent Conferences

Conferences can be set up at the request of the school or the request of the parent. Parents requesting conferences with school personnel should make this request in writing or email the educator directly using the Emma Jewel Charter Academy website, www.emmajewelcharter.com. School personnel will get in touch with the parent and arrange a mutually agreed upon time for the conference. Conferences requested by the school will give a specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building and obtain a visitor's pass before going to any classroom. Please be aware that educators are not available for unscheduled conferences during the day because they are instructing children.

Personal Property

Tablets, iPods, MP3 players, toys, computer games, large sums of money, etc., should not be brought to school. If they are brought to school and are lost or stolen, the school is not responsible for the loss. If a scholar is disrupting the learning environment and these types of items are confiscated, they will be turned in to the administration and only returned to the parent.

Search of Person or Property

When a scholar is suspected of being in possession of items considered harmful or dangerous, he/she will be given an opportunity to surrender those items voluntarily. If this does not occur, then he/she will be searched by an Administrator. If a search is necessary scholars will only be searched by a person of their same gender. During searches we do not request any clothing to be removed nor do we touch scholars during a search. If scholars are believed to be in possession of dangerous items and refuse to be searched, they will be isolated from other scholars and the Cocoa Police Department will be notified. All backpacks are subject to search.

Technology

Scholars may not bring any computer applications, including games, to school for any reason. School workstations may not be altered without direct administrative permission.

Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copyright violations, or attempted access to unauthorized data will result in disciplinary action that may include restitution.

With access to computers and the World Wide Web comes the availability of material that may not be considered to be of educational value in the school. Please be aware that questionable materials that are not appropriate for this age may be available to inquisitive searchers. Emma Jewel Charter Academy firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the School.

Scholars and parents should be aware that, as with any school property or activity, the inappropriate use of the Internet connection would subject the scholar to disciplinary action. Examples of inappropriate behavior include the accessing, downloading, and distributing of inappropriate materials, vandalism, or any other use incompatible with district or individual school policies.

Any violation as related to the Internet will result in disciplinary action, including detention, suspension, and/or the withholding of Internet access.

Telephone Use

Scholars are not allowed to use the office telephones unless it is an emergency and has been approved by an administrator. Calls originating from the school will be strictly supervised. No scholar will be called to the office to receive personal calls. An administrator or counselor will deliver emergency messages to the scholar. Always leave a voice message (when no answer) so that the return call can be directed to the correct scholar or educator.

Trespassing

Scholars are not to enter or remain on the school campus without proper authorization. Violators may be subject to suspension and/or arrest for criminal trespass. Scholars on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. There is no supervision on school property before 7:30 AM or after 3:45 PM. Scholars must be picked up within 15 minutes of dismissal unless they are involved in a supervised after school activity. A referral to the Cocoa Police Department and/or the Department of Children and Family Services will be made for any scholar on campus before 7:30 AM or after 3:45 PM if the scholar is NOT ENROLLED in a Before or After Care school program.

Anti-Bullying Policy

The goal of the anti-bullying policy is to ensure that scholars learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone. It is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will scholars be able to fully benefit from the opportunities available at school.

Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where there is an imbalance of power that makes it difficult for those being bullied to defend themselves. The main types of bullying are:

Physical: hitting, kicking, theft

Verbal: name calling, racist remarks

Indirect or emotional: spreading rumors, excluding someone from social groups, tormenting (i.e., hiding books, threatening gestures)

Cyber Bullying (texting, Facebook, etc.)

Scholars who are being bullied may show changes in behavior, such as becoming shy and nervous, sudden illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lack of concentration or truancy from school. All educators and staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy.

A Bullying Reporting form may be acquired at the school office. Reports may be submitted by a parent, scholar or school personnel. A full investigation of the allegations will be conducted by the Dean of Scholars. Parents/Guardians of both the accused and the accuser will be notified of the results of the investigation (founded or unfounded).

In addition, a campus mailbox is located in the administration office that can be used to deliver an anonymous report of bullying and/or harassment.

School

The following steps may be taken when dealing with bullying incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- A clear account of the incident will be recorded and given to the educator
- The educator (administrator or mediator) will interview all concerned and will record the incident
- Parents will be kept informed
- Disciplinary measures will be used as appropriate and in consultation with all parties concerned

Parents

Parents should communicate with the school immediately when a child reports a bullying incident. The parent may communicate with the child's educator, mediator, or administrator.

Scholars

Scholars who witness bullying are expected to report the incident immediately to a educator or other staff member.

Scholars who have been bullied will be supported by:

- Being provided an immediate opportunity to discuss the experience with a member of appropriate staff
- Reassuring the scholar
- Offering continuous support
- Restoring self-esteem and confidence

Scholars who have bullied will be helped by:

- Discussing what happened
- Discovering why the scholar became involved
- Establishing the wrong doing and need to change
- Informing parents or guardians to help change the attitude of the scholar
- Offering training in replacement behaviors

The following interventions or disciplinary steps can be taken for bullying:

- Mediation
- Assigning a helping or caring activity to replace the bullying behavior
- Official warnings to cease offending
- Detention
- Participation in a social skills group
- Exclusion from certain areas of school premises
- Suspension
- Expulsion

The school will raise the awareness of the nature of bullying through classroom lessons such as the Bully Proofing Your School Program, Life Skills, Second Step, group counseling sessions, school assemblies, and parent awareness meetings, as appropriate, in an attempt to eradicate such behavior.

Code of Conduct

Parent and Scholar Responsibility

Parents and scholars must be aware of both the Code of Conduct for Brevard County Public Schools and the School. Parents and scholars are required to sign the Code of Conduct and Dress Code Policy. Additionally, to obtain a copy of the Brevard County Code of Conduct you may request one from the school or visit www.brevardschools.org.

Failure to comply with the Code of Conduct may result in the following:

- After School Educator Detention
- After School Administrative Detention
- Assignment to Reflection Room
- Saturday School
- Out of School Suspension
- Expulsion/Dismissal

Policy Statement

The Code of Conduct at Emma Jewel Charter Academy exists to protect the rights of all scholars and adults and to establish a safe, well-ordered environment where scholars and educators can focus on quality teaching and learning. Mutual respect, good manners, and positive behavior are essential elements of daily life at the School.

School authorities will hold scholars and parents strictly accountable for any action that interferes with the learning process, good order, and/or the day-to-day operations.

All parents/guardians must *sign* and *return* the Code of Conduct in the Scholar Handbook. By signing the Emma Jewel Charter Academy Handbook, you are also acknowledging the Brevard County Code of Conduct, as well.

After-School Classroom Detention (Educator Assigned)

After school classroom detentions are assigned by the educator for classroom based offenses after other interventions have been unsuccessful and documented. Classroom detention will be served on Mondays through Thursdays and will last between 20 and 35 minutes, with the assigning staff member. The staff member assigning the detention will determine the exact date and time of the detention and will notify parents, at least one day in advance, accordingly. Scholars not promptly picked up by the end of the assigned detention will be escorted to the After Care Program and fees will be assessed.

After-School Administrative Detention (Administrator Assigned)

After school detention will be held from 3:45 PM to 4:45 PM after school for all scholars. Scholars who miss an after school detention due to a medical appointment will be permitted to reschedule the detention. A note from the medical provider, including the time/date of appointment will be required. **Parents may reschedule a detention ONLY ONE TIME. If the scholar fails to attend the rescheduled detention, he/she will be subject to further disciplinary action.**

Parents must arrange transportation home - transportation will not be provided. Scholars serving detention who ride the bus, will not be dismissed prior to 4:45. Scholars not promptly picked up by 4:45 PM will be escorted to the After Care Program and fees will be assessed.

Positive Behavior Management Plan

It is our philosophy that school should be:

A safe atmosphere where there is respect for the dignity of everyone.

A positive learning environment, where everyone is held responsible for his/her own behaviors and their consequence, in a consistent manner.

A place where the entire school community participates in and supports the school's discipline policies.

To support these beliefs, Emma Jewel Charter Academy maintains a formal Positive Behavior Management Plan. Scholars who make good choices will be rewarded by all school employees.

We have prepared an outline of the Positive Behavior Management Plan for your information. Please read this carefully and discuss it with your child. Please reinforce to your child that their education is important to all of us, and that he/she will be held accountable for their participation and conduct in all school activities.

We ask for your cooperation and support of the Positive Behavior Management program. If you require more information, please contact us and we will answer any questions you may have.

Emma Jewel Charter Academy Positive Behavior Management Plan Outline

Regular school attendance is the first step to a quality education and the best opportunity to obtain learning gains each school year. Arriving in full school uniform sets the standards high and prepares the scholar to do their best each day on both academic and behavioral choices.

Classrooms will qualify for a weekly class popcorn party if all scholars are present, on time and in complete school uniform each day of the week. Attendance data will be displayed near the front office for all to view. The goal will be to consistently reduce absent days and tardies throughout the school year. Classrooms who earn a popcorn party will be recognized during Friday morning announcements. Scholars will have the opportunity to earn Warrior Bucks each school day for good choices they make. All school staff may award Warrior Bucks. Warrior Bucks may be redeemed every Friday for rewards, such as, but not limited to, pencils, cheezit snacks, Smart Pop, frozen juice bars, uniform items.

Examples of Good Choices: ***Six Pillars of Character***

Trustworthiness: Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

Respect: Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility: Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

Fairness: Play by the rules • Take turns and share • Be open-minded; listen to others
• Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

Caring: Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship: Do your share to make your school and community better • Cooperate
• Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

Positive Support Interventions

Some incidents may require consequences meant to discourage scholars from continuing to make poor choices.

Educators will immediately address the scholar's misbehavior in their classrooms. If the targeted behavior is of a serious nature or if the behavior continues to escalate after educator intervention, the scholar will be referred to Administration.

Due Process

It is our goal to provide the best possible learning environment for your child. Behavior problems have a negative effect on the individual, as well as the entire school community. Each scholar will be provided due process as outlined in the Brevard Public School Scholar Handbook. We look forward to working in partnership with you and your scholar in realizing this goal.

Assignment to Reflection Room

A scholar may be assigned to the Reflection Room for partial or whole days. The scholar will be required to complete all classroom assignments while serving time in the Reflection Room.

Saturday School

Saturday School may be assigned. Saturday School hours are 8:00 a.m. to 12:00 noon. Saturday School participants will be provided academic practice to complete.

OSS – Out of School Suspension

At Emma Jewel Charter Academy we make every attempt to keep scholars actively engaged in the learning process. For disruptive behaviors that continue after previous interventions have been unsuccessful, or for scholars that consistently display extreme behaviors, they may be suspended from school.

The School may automatically suspend for acts of physical and/or verbal aggression, harassment/bullying and racial insensitivity.

Misrepresentation

Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, or using false identification is considered a serious offense. The penalty for committing any of the above mentioned offenses will result in disciplinary action.

Pledge of Allegiance

Upon written request submitted by his or her parent, a scholar must be excused from reciting the pledge of allegiance, including standing and placing the right hand over his or her heart. When the pledge is recited, **unexcused** scholars must show full respect to the flag by standing at attention, removing any headdress, except when such headdress is worn for religious purposes.

Public Display of Affection

Public Display of Affection (PDA) is in poor taste. Scholars who continue to engage in PDA after being warned by the educator shall be referred to the appropriate administrator. If the problem continues after a warning, it shall constitute an act of misconduct, which may result in suspension. Scholars are strongly encouraged not to touch each other inappropriately.

Theft

A scholar involved in the act of stealing or in possession of stolen property may be suspended from school. Parents or guardians may be requested to attend a conference with school officials. Efforts shall be made to secure reimbursement or replacement of the money or items taken. Criminal charges may be filed. The scholar may be recommended for expulsion.

Tobacco/Smoking Regulations

Emma Jewel Charter Academy promotes and maintains a smoke-free environment; therefore scholars are prohibited from smoking or using tobacco products or having tobacco in their possession at any time during the school day or at any school sponsored activities. Before and after school, scholars are not to use or be in possession of tobacco products on the school grounds. Violations will result in disciplinary action.

Misconduct

Actions by scholars which are insubordinate or show disrespect for others or general misconduct which disrupts the learning environment shall not be tolerated. If the situation cannot be handled by the educator, it shall be referred to an administrator. Definitive corrective action appropriate to the individual situation shall be taken, which may include suspension or expulsion.

Verbal Abuse or Profanity

Verbal abuse shall be interpreted to include any profane, obscene, vulgar, racial slur, slang or unnecessarily crude utterance, gesture or display reflecting on an

individual's gender, race, color, religion, ethnic or national origin, age, sexual orientation, social and family background, linguistic preference or disability which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. For disciplinary purposes, it shall not matter whether it is directed towards the educator, classmates, or merely done overtly. Such instances shall receive the appropriate action, which may include out of school suspension.

Vandalism and Tampering

Any deliberate abuse of school or private property shall be considered vandalism. Cases of vandalism by scholars shall be reported to the appropriate administrator as soon as possible. Regardless of the value of the damage, this behavior may result in suspension of the scholar from school. The parent or guardian shall be requested to meet with the school officials to make arrangements for restitution for damage. Criminal charges may be filed; the scholar may be recommended for expulsion.

Violent Behavior

Acts of assault, violence, intimidation, fighting or extreme antagonism toward other persons shall immediately be reported to the appropriate administrator. Definitive corrective action shall be taken. If upon investigation, the facts warrant such, the scholar shall be suspended or recommended for expulsion. Criminal charges may also be filed.

Threats

Serious threats made by a scholar against the life of another scholar, educator or other school personnel shall immediately be reported to the appropriate administrator. Definitive corrective action appropriate to the individual situation shall be taken, which may include suspension or a recommendation for expulsion. The school administrator shall inform the person to whom the threat was directed of the situation.

False Accusations

Accusations or charges made by a scholar against a educator, administrator or other school personnel shall be reported to the Principal or designee, who shall conduct a complete investigation of the accusations or charges made by the scholar. Any scholar found to have intentionally made false accusations or charges that jeopardize the professional reputation, employment, or professional certification of a educator, administrator or other school personnel, shall be subject to disciplinary action for a serious breach of conduct which may include a recommendation of expulsion or assignment to an alternative school operated by Brevard County Public Schools. Criminal charges may also be filed.

Inciting Others or Disruptions

A scholar who instigates another person to riot, disrupt, or be absent or otherwise violate school rules, or who disrupts or interferes with the lawful administration or

functions of the school shall be subject to suspension or expulsion, depending upon the severity of the act.

Cyber-bullying

The use of information and communication technologies such as e-mail, cell phone, instant messaging (IM), 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 scholar's ability to receive an education.

Aggressive Behavior

Aggressive behavior is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a scholar's educational, physical or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidation, menacing, coercion, name-calling, taunting, tormenting, making threats and hazing.

Any scholar who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal. The scholar may also report concerns to a educator or mediator who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Board Chairman.

Consequences for any of the above behaviors will follow the progression steps below (exceptions at the discretion of Administration may apply):

First Offense: Educator assigned detention

Second Offense: Administrative Consequences (Detention, In School Suspension or Saturday School)

Third Offense: Out of school suspension

A mandatory parent conference is required prior to a scholar being readmitted to class after serving an out of school suspension. A behavior contract may be developed at this time.

Bus Conduct

Riding the bus to and from school and to other school sponsored activities is a privilege and comes with responsibilities from both scholars and parent.

Expectations:

Scholars must remain seated in their assigned seats at all times.

Scholars must comply with posted bus rules.

Show respect to self and others at all time.

Food and drink (except water) MAY NOT be consumed on the bus.

Remain silent at railroad crossings.

Potential Interventions:

First Offense: Written Warning, signed by parent and returned to Administration

Second Offense: 1-3 day suspension

Third Offense: 5 day suspension

Fourth Offense: Bus privileges revoked

Parents will be required to attend a mandatory conference with their child and administration prior to being admitted back onto the bus after completion of a bus suspension.

Parents MAY NOT board the bus at any time unless they have the driver's permission. Parents must contact school administration to discuss any concerns they may have.

If a scholar does not ride the bus for a period of ten (10) consecutive days, the scholar will be removed from the bus roster. A new Transportation request will need to be submitted if a seat on the bus is required and is approved based on space availability. Administrative approval is needed to reserve a seat on the bus in special circumstances for extended absence from use of bus services.

Scholars will only be released from the bus at their assigned stop. Temporary and permanent changes in bus stops require approval from Administration at least one (1) week in advance. A bus stop change form is required to be completed by the parent/guardian. The bus stop change form can be picked up from the front office.

Code of Conduct

This page must be signed and remain in handbook

Scholars, parents, educators, counselors, administrators, office staff and volunteers all have important roles to play in our school. With so many people working together, problems may occur from time to time. Rules have been made to address these problems. Like laws, rules apply to everyone and they work only when everyone knows what they are.

This Scholar Handbook serves as an addendum to the Secondary Code of Conduct of Brevard County Schools. It is understood that scholars will also be subjected to the Brevard County Student Code of Conduct. This book also refers to our general policies and procedures as well as academic information.

Since parents/guardians can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken.

Emma Jewel Charter Academy must have proof that every scholar and every parent/guardian has had a chance to read the Scholar Handbook in its entirety or hear it read aloud. Signed forms must be part of every scholar's record. Your signature means that you have received this booklet and will review the rules, as well as consequences.

Parent/Guardian Signature Date

Parent/Guardian (Print Name) Date

Scholar Signature (3rd – 8th grade) Date

Scholar (Print Name) Date