

Kid's Community College® Charter Schools



Parent & Student Handbook

Table of Contents

| | |
|--|-----------|
| Table of Contents | 2 |
| Welcome | 5 |
| Handbook Description | 6 |
| About Our School | 7 |
| ANNUAL NOTIFICATION OF NONDISCRIMINATION * | 8 |
| School Procedures | 9 |
| Hours of Operation | 9 |
| Impact Children for Life (ICFL) Before and After Care Program | 9 |
| Admission and Enrollment | 9 |
| School Attendance | 10 |
| Non-Attendance Notification Due to Illness (Required) | 10 |
| Absences | 11 |
| Make Up Work | 11 |
| Arrival | 11 |
| Dismissal | 11 |
| Sibling Round Up | 12 |
| Sign Out for Early Dismissal | 12 |
| Student Use of Motor Vehicles – High School | 12 |
| Homework | 13 |
| STUDENTS IN TRANSITION – MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE | 13 |
| Items from Home | 13 |
| Birthdays | 14 |
| Meals | 14 |
| School Lunch Charges | 14 |
| Field Trips | 14 |
| PRIVATE TRANSPORTATION | 15 |
| Extracurricular Activities – Clubs and Sports | 16 |
| Student Assembly | 16 |
| Communication to Parents | 16 |

| | |
|--|-----------|
| Conflict Resolution | 17 |
| Student Records | 17 |
| Change in Student Information | 18 |
| Volunteering | 19 |
| Volunteer Policy | 19 |
| Campus Parent Advisory Board | 20 |
| Conduct and Discipline | 22 |
| Code of Conduct | 22 |
| Expected Behavior | 22 |
| Student Discipline | 23 |
| Classification of Violations | 23 |
| Expulsion/Corporal Punishment | 23 |
| Level 1 - Zero Tolerance Offenses | 24 |
| Level 2 - Other Major Offenses (Serious Misconduct) | 25 |
| Level 3 - Other Offenses | 26 |
| Bullying | 27 |
| Harassment | 28 |
| OPEN DISPLAYS OF AFFECTION | 29 |
| Student Performance and Evaluation | 30 |
| Student Recognition | 30 |
| Student Rights and Responsibilities | 31 |
| Patriotism | 32 |
| Religion | 32 |
| Student Searches | 32 |
| Locker Policy | 33 |
| Uniforms | 33 |
| Textbooks and other School-issued Property | 34 |
| Student Planners | 34 |
| Fees and Charges | 34 |
| Cell Phone Policy (including smart watches) | 35 |

| | |
|---|-----------|
| Online Safety and Security | 36 |
| Personal Devices | 36 |
| Copyright and Plagiarism | 37 |
| Curriculum Overview | 38 |
| Electives | 38 |
| Physical Education | 38 |
| Health and Safety | 39 |
| Child Abuse Reporting | 39 |
| Medication | 39 |
| Illness | 40 |
| Immunization Requirements (2017-2018) | 42 |
| Insurance – Accidents and Property Damage | 43 |
| Inclement Weather | 43 |
| Medical Treatment and Emergencies | 43 |
| Other Emergency Procedures | 44 |
| Visitors | 45 |
| Civility | 45 |
| KCC STUDENT FORMS | 46 |

Welcome

Dear Parents and Students,

Thank you for enrolling your child with us. At Kid's Community College[®] Charter Schools, we realize that choosing a school to entrust with your child's education is a very important decision. We are dedicated to making sure that you receive the best possible developmental and educational services and care.

One of the keys to our success as a company is hiring good team members. We employ team members that have the skills and the potential to help both our company and your child succeed. We believe that a strong dedication to the learning and developmental processes we employ and a commitment to your family will not only help us succeed, but will give us all a sense of pride and accomplishment.

Welcome and we look forward to a rewarding partnership. We will do what it takes to make you proud to be part of our student family. We look forward to partnering with you and fully expect your support and involvement in the education of your child.

Kid's Community College[®] Charter Schools is dedicated to the well-being and educational success of every child.

Kid's Community College Charter Schools

Handbook Description

This Parent-Student Handbook contains information about the policies and practices for Kid's Community College® Charter Schools. Policies and practices in this Handbook are subject to change to accommodate actions of the Florida Legislature, the Florida Department of Education, state and/or federal law, the School's Governing Board or the local School Board. Any policy changes will be communicated to parents in writing. In the event that policy changes are not immediately reflected in the online version of the handbook, policies adopted by the Board prevail.

We expect each student family to read this Parent-Student Handbook carefully as it is a valuable reference for understanding our policies and procedures. During your parent meeting, highlights of this handbook will be discussed; however, it is the student family's responsibility to read the handbook and become familiar with the content therein. This Handbook includes the Code of Student Conduct and information about academic requirements. The school reserves the right to revise delete and add to the provisions of this Parent-Student Handbook. All such revisions, deletions, or additions must be in writing and must be voted on by the Board of Directors (as applicable). No oral statements or other representations can change the provisions of this Parent-Student Handbook. This Handbook highlights student related policies and procedures. For full explanations of any provision or for questions, contact the Campus Director.

Nothing contained in this Parent-Student Handbook shall be construed as constituting a contract or as creating any contractual obligations on the part of Kid's Community College® Charter Schools or any of its employees or affiliates. None of the information contained herein constitutes, or is intended to constitute an express or implied contract guaranteeing service or enrollment.

The Parent-Student Handbook is the property of Kid's Community College® Charter Schools. All rights are reserved. No part of this Parent-Student Handbook may be reproduced in any form or by any electronic or mechanical means, including information storage and retrieval systems, without permission in writing from the School's Governing Board. Some policies and practices have been adopted directly from local school districts and the Florida Department of Education.

About Our School

Kid's Community College® Charter Schools are tuition-free public schools of choice that aim to be the premier provider of high-quality nurturing and learning environments that prepare students to excel developmentally and academically. We dedicate ourselves to the well-being and educational success of every child by taking a leadership role in quality care giving services and by promoting higher learning, community enrichment, and cultural diversity. Our strong foundational system of learning is deeply rooted in Howard Gardner's *Multiple Intelligence Theory* that is customized for the specific learning modalities students we serve.

Similar to state universities, Kid's Community College® offers a network of comprehensive community colleges just for kids ages 4 months to 5 years and Kindergarten through 12th grade. Unlike large university charter schools, charter management companies run schools or other traditional public schools, our efforts and resources are dedicated to providing top-rated, personalized care giving services. These services are coupled with high quality, activity based, thematic learning environments tailored for each child. We respond to the needs of our students with personalized instruction, a modified advanced curriculum, diverse programs and integrated community partnerships.

We maintain a strong commitment to accessibility and diversity. Our open door policy embraces all who desire to provide a better quality of care, preparedness and education for children and are committed to supporting their children and school in all aspects of the educational process. We are always working to provide high-quality care giving and education by offering a broad range of programs, services and innovative learning approaches.

At the core of our educational philosophy rests our approach to individualized, well-balanced learning. Utilizing our Individualized Development and Education Plans (IDEP) tool, we are able to actively assess, monitor and develop each child individually. Parents, professors and administration all contribute to understanding how your child learns and creating an individual plan for success.

ANNUAL NOTIFICATION OF NONDISCRIMINATION *

Nondiscrimination Policy

Kid's Community College® Charter Schools do not discriminate or tolerate harassment of employees, students, or applicants on the basis of race, ethnicity, color, national origin, gender, gender identity, sexual orientation, disability, marital status, age, religion, genetic testing information, family medical history, pregnancy or any other basis as defined by law in any educational programs, activities, services or in any employment policies, or practices conducted by the School. Equal access shall be provided to public school facilities for the Boy Scouts of America and other designated youth groups as required by the Boy Scouts of America Equal Access Act. Questions or concerns related to this policy should be directed to the following:

*In accordance with the following: Title IX, Title VI, Title VII, the Age Discrimination Act of 1967, and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act, and the Florida Education Equity Act of 1984.



School Procedures

Hours of Operation

Office Hours: 7:30 a.m. - 4:00 p.m.

School Hours: Elementary - 8:30 a.m. - 2:55 p.m. (Students are tardy after 8:30 a.m.)

Middle – 8:00 a.m. – 3:25 p.m. (Students are tardy after 8:15 a.m.)

High – 8:00 a.m. – 3:20 p.m. (Students are tardy after 8:15 a.m.)

KCC Orange- 8:00 a.m. - 2:30 p.m. (Students are tardy after 8:00 a.m.)

Impact Children for Life (ICFL) Before and After Care Program

Students regularly attending ICFL must be enrolled and balances current to utilize this service. Drop-in services are available on a prorated basis. Parents will not be able to use this service if balances are not timely paid in full.

Before Care Hours: 6:45 a.m. – 8:00 a.m.

KCC Orange: 6:45 a.m. - 7:40 a.m.

After Care Hours: 3:00 p.m. – 6:15 p.m.

KCC Orange: 2:30 p.m. - 6:00 p.m.

Admission and Enrollment

Admission and enrollment information for Kid's Community College Charter Schools can be found at www.mykidscc.org. Parents may also contact the School for admission and registration information.

Parents of students currently enrolled at Kid's Community College Charter Schools must create and maintain a Parent Portal at www.mykidscc.org. The Parent Portal is the primary vehicle to manage school registration, parent-teacher conference scheduling, and to receive other important information. If parents need assistance in creating their Parent Portal account, contact the campus Registrar.

School Attendance

Florida Statute §1003.21 requires that all children attend school regularly until they are 16 years old. It is the parent's responsibility to ensure that regular attendance is maintained and that their child is on time.

To fully benefit from our instructional program, students are expected to attend school regularly, be on time for class, and satisfy all course requirements. Poor attendance or excessive tardiness will affect your child's educational success and is grounds for removal from the school.

When a student is absent five days during a grading period, a letter shall be sent to the parent or guardian unless school personnel have informed the parents previously. When a student accumulates ten unexcused absences (not including suspensions) within a ninety calendar day period, a letter shall be sent to the parent or guardian.

The principal shall refer the case to the school's problem solving leadership team. A meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact that the referred student is exhibiting a pattern of "non-attendance."*

If an initial meeting does not resolve the problem, the child study team will implement the following:

- ¥ Frequent attempts at communication between the professor and family;
- ¥ Evaluation for alternative education programs;
- ¥ Attendance contracts.

The child study team may, but is not required to, implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy report. Parent cooperation is strongly encouraged to avoid being subject to prosecution under the Compulsory School Attendance Act.

Florida Statute §1003.26

Non-Attendance Notification Due to Illness (Required)

In the case of absences due to a reportable communicable disease, we request an immediate call to the office. Upon return to school, the student must submit a letter to the office indicating they are no longer contagious.

Absences

The Campus Director must approve absences in advance. Students attending School sanctioned activities away from campus should be counted present and will be able to make up missed assignments. The Florida Legislature enacted requirements (Section 322.091, F.S.) that students who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges.

Make Up Work

Students with excused absences are allowed to do make-up work. This work may be requested 3 days prior to the expected absence or up to 3 days after. It is the parent and/or student's responsibility to discuss make up work with the professor(s). The professor will set deadlines for the work to be made up that will be based on the number of days missed and the amount of work to be done.

Arrival

Students may not be on campus if they are not supervised. School personnel will not be responsible for students who arrive before the campuses designated arrival hours, (i.e. 7:40 a.m. at KCC Orange or 8:00 a.m. for other KCC campuses) unless they are participating in a supervised activity or are enrolled in the student before care program. Enrollment in the before school program will be required prior to the campus designated time of arrival. Unsupervised students on campus prior to 8:00 a.m. will be sent to this program and the family will be billed the appropriate

Homeroom is of the utmost importance and is a crucial part of our curriculum. It is important that students be present during this time. It is disruptive to the group, as well as your child, if you arrive late. Therefore, we request that you be at school at least 10 minutes prior to the start of the instructional day.

Dismissal

Once dismissed, students are required to go directly home or attend the after care program. If there is a change in a student's mode of transportation, please call the school office prior to 12:30 p.m. the day of pickup so the student can be notified in a timely manner. **ALL STUDENTS MUST BE OFF CAMPUS no later than 20 minutes after dismissal**, or in a supervised class, participating in an intra/extramural activity, or attending the after care program. If a student is otherwise still on campus, they will be placed in the Impact Children for Life After School Program. Families will be charged accordingly.

Sibling Round Up

Families utilizing the sibling round up service should enroll in the program at the beginning of the school year with the front office. Students that enroll will be taken to an appropriate sibling round up classroom with proper supervision until the 3:25 dismissal time. Older siblings are expected to pick up the younger students at dismissal. Students that are not picked up will be taken to after care.

Sign Out for Early Dismissal

During “closed campus” times of the year (i.e., state mandated testing) students are not permitted to be released (unless it is an absolute emergency) during testing so as not to disturb the testing environment. Only the school Director or designee is permitted to approve the release of a student during testing.

Students who become ill during the day must contact their parent/guardian in order to receive permission to leave campus. When students become ill at school, every effort shall be made to notify parents, guardians, or an emergency contact person.

An **Emergency Information Card** must be on file in the school office. Students shall be released **ONLY** to persons listed on the Emergency Card or authorized pickup list unless otherwise notified by the parent. **PHOTO ID WILL BE REQUIRED** for anyone removing a student from school during the instructional day. An emergency number must also be on file in the school office. The school should be immediately notified as changes occur.

Student Use of Motor Vehicles – High School

Students are responsible for the property of others, observation of road safety regulations, and courtesy and consideration toward others when operating a motor vehicle. Kid’s Community College Charter Schools will not be responsible for vehicles that may be lost, stolen or damaged. Students, along with their parents, assume the risk of the use of a motor vehicle for travel to and from school. Kid’s Community College Charter Schools will not assume any responsibility or risks associated with students transporting other students.

Students are not permitted to leave campus during the instructional day. In the event of an emergency or upon prior parent approval, students may be permitted to leave campus during the instructional school day at campus administration’s discretion.

Homework

Homework may be given each school night (including some Fridays). When your child is absent and needs his/her homework assignment, please email the classroom professor. The professor will reply as soon as possible with assignments. Appropriate books may be sent home when necessary. Homework assignments can be picked up in the front office or sent home with another child if requested from the classroom professor.

Parents should be sure to check their child's folder and/or planner each night for important information such as parent communication memos, lesson plans, homework assignments, art projects, or special notes from the professors.

STUDENTS IN TRANSITION – MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE

A homeless/transition student is defined under the Federal McKinney-Vento Homeless Education Assistance Act as lacking a fixed, regular and adequate nighttime residence, and includes: Sharing the housing of other persons temporarily due to loss of housing, economic hardship, or similar reason (doubled up); living in emergency or transitional shelters, or abandoned in hospitals; living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; living in motels, hotels, temporary trailer parks, or camping grounds due to the lack of alternative adequate accommodations; awaiting foster care placement; migratory children living in one (1) of the above circumstances described above; and unaccompanied youth living in one (1) of the above circumstances described above.

Please contact [Guidance Services at \(813\) 671-1440 x. 259](tel:8136711440) for assistance and additional information.

Items from Home

Students may bring books, special discoveries from home or on trips with their families (examples: interesting seeds, flowers, souvenirs, or other nature specimens) or other items with permission from the professor. Please keep all toys, jewelry, electronics or other expensive items at home. Kid's Community College® is not responsible for broken or lost items. Trading cards of any kind are NOT allowed on campus and any item that causes a disruption will not be allowed at the discretion of the classroom professor.

Birthdays

Parents are encouraged to celebrate their child's birthday at school with their child's class. We ask that parents give the professors ample notice so that the schedule for that day can be modified and the cafeteria staff made aware. Treats may be distributed at the class's regular lunch time to the entire class, or at some other time coordinated with the child's professor. Private birthday party invitations may not be distributed unless the entire class is invited.

Meals

Kid's Community College® will have scheduled lunch times daily. A monthly meal menu will be provided in advance and on the school website. **School lunches must be ordered in advance and funds must be available on the student's lunch account or an alternative option will be provided.**

School Lunch Charges

Parents can send a lunch from home or a school lunch can be purchased for \$3.75 when paid in advance. To help our lunch program run efficiently, all lunches must be purchased in advance on a monthly basis. Breakfast is also available daily for \$1.75.

Free and reduced lunch prices are available to students who qualify. Free and reduced lunch forms can be found on the Parent Portal or in the campus Finance office.

ALL STUDENT MEALS MUST BE PRE-PAID. Payments to the student's meal account may be made by cash, check, money order or credit card payment in the school office. If a student owes a balance to the cafeteria he or she will not receive a hot meal. A cold alternative meal will be served at a charge of \$1.75. Your child will also be restricted from participating in extra-curricular activities until the money owed is paid in full.

Field Trips

Field trips are an important part of each student's educational experience. It is the school's policy to use field trips to enhance the curriculum being taught to students throughout the year. Field trips are considered a **privilege** for our students. Students whose grades are not satisfactory or students who have not exhibited exemplary behavior, may not be allowed to go on field trips. Campus administration has the authority to exclude a student from participating in school related activities if the student's conduct, at school or outside of school, is deemed unacceptable.

Parents may have to pay a fee in order for a student to participate in a field trip. Field trips shall not be of a prohibitive cost to a student. Fees for field trips may be non-refundable, including if students have been suspended or are not otherwise permitted to attend due to behavioral issues. There will be no exceptions.

PRIVATE TRANSPORTATION

The transportation of students in private vehicles may be authorized by the Campus Director on a case-by-case basis when the transportation is in connection with a school function or event in which the school has undertaken to participate and:

- the function is a single event which is not part of a scheduled series or sequence of events to the same location; such as, but not limited to, a field trip, recreational outing, a competitive or cooperative event, or an event connected to an educational program; and
- transportation is not available, as a practical matter, using school transportation or school approved passenger vehicle; and
- each student's parent or guardian is notified about the transportation arrangement and gives written consent before a student is transported in a private vehicle.

Any private vehicle used to transport students under this policy shall be currently registered in the State of Florida, be insured for personal injury protection and property damage liability in at least the minimum amounts required by law, and be in good working order. An employee, parent, or other adult wishing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration, and insurance ID card along with the completed form in substantial compliance with the form herein attached to the Campus Director within a reasonable amount of time before the planned travel. The Campus Director will due diligence to determine whether approval of the request to transport students in a private vehicle is appropriate.

Student transportation in private vehicles may only be authorized for trips within the State of Florida. When transportation is authorized in a private vehicle, students may only be required to use the occupant crash protection system provided by the vehicle manufacturer. A student who is transported to an activity in a private vehicle approved under this policy shall return from the activity in the same vehicle, unless the student is released to his/her parent.

Benefits due from private vehicle insurance will be primary, except for workers' compensation, in accordance with State law. Parents or other adults are not covered by the School's liability program when they are transporting students and, therefore, must have adequate insurance during the time that the vehicle is being used to transport students.

Notwithstanding any other provision of this policy, in an emergency situation that constitutes an imminent threat to student health or safety, school personnel may take whatever action is necessary under the circumstances to protect students.

Extracurricular Activities – Clubs and Sports

Students are encouraged to participate in extracurricular activities of their interest offered by the school. Sports activities and various clubs are offered throughout the school year. The expectation is that students will choose to participate in those activities or clubs that do not interfere with their academic programs. Students must also understand that participation is a privilege and therefore, students found to be in violation of offenses outlined in the Code of Conduct or that are experiencing a decline in their academic performance may not be permitted to participate in extracurricular activities. **All school issued forms required for participation must be completely filled out and submitted to the school prior to participation. If the appropriate forms are not on file, the student will not be allowed to participate.**

The respective coaches and club sponsors set criteria for participation in a sports activity or club. Availability in certain sports or clubs may be limited. Membership dues or costs may be required for participation. Student accounts must remain current to participate in any extracurricular activities.

Student Assembly

Students may choose to assemble and otherwise associate within an organization for social, athletic or other appropriate purposes. Assemblies must not disrupt the School's orderly process, and students must conduct themselves in a constructive manner. Students must not seek to organize that would deny membership to any student based on race, sex, religion or any other protected class as outlined in the School's nondiscrimination policy.

Communication to Parents

Kid's Community College® has an open door policy. Parents are welcome at any time to schedule a meeting or to call the Campus Director. **A professor's instructional time cannot be interrupted.** Please contact the classroom professor **first** with any questions or comments concerning your child's classroom or academic progress. The use of email or the daily planners is strongly encouraged as a method of communicating with your child's professor.

Conflict Resolution

Any parent or any other individual who has a complaint regarding the school may do so formally to the school to seek relief. The following process must be followed to resolve concerns:

First contact your child's Professor for violations, issues or complaints. We encourage parents to document events and familiarize themselves with the school's guidelines and handbook. If no resolution with the Professor, the appropriate Team Lead or Assistant Campus Director may be contacted. As a final matter of resolution, the Campus Director should be contacted. Parents are also encouraged to contact the Parent Liaison for each campus whose contact information is listed on each campuses' website.

If a parent or guardian is not satisfied with the outcome or decision pertaining to the incident or complaint, the parent may appeal to the school's Governing Board. The Board meets publicly on a regular basis. Its meeting calendar is located on the header page for each campus on the website under the "Important Links" section and is publicly announced via the Friday Focus. Parents are encouraged to contact the Board to schedule items on the meeting agenda or with the committee that deals with such matters.

Student Records

Notice of Rights

The School shall maintain, update and revise student records in accordance with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C.S.1232g and Florida Statutes Sections 1002.22 and 1002.221.

Student education records are records maintained by the school and in some cases other locations that directly relate to a student. Education records are maintained in accordance with School policy and consistent with local School District policies and may contain identifying data (student and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious or recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports and anecdotal records of professional staff. Separate disciplinary files may be kept for students involved in misconduct. Disciplinary files are updated and information may be removed pursuant to Florida records retention laws.

Parents, guardians and students have a right to inspect, review and challenge the student's information contained in the records. Contact the School's front office staff to

make an appointment. Any disagreement with the records must be appealed to the Campus Director. The Campus Director must decide whether to amend the record within a reasonable amount of time. If the Campus Director decides not to amend the record, the parent, guardian or student must be informed of the decision and their rights to file a complaint with the U.S. Department of Education.

A court may order disclosure or prohibit disclosure of records in response to a subpoena. Parents will be notified if the School receives a subpoena requesting information. If parents are divorced or separated, both natural parents will have access to records, unless a court order restricts that access. A certified copy of that order shall be provided and maintained in the student's cumulative file.

Release of Student Information

Directory information (students names, address, grade level – junior/senior, dates of attendance, participation in school sponsored activities and sports, awards and honors received) may be released without parent or student permission. Pursuant to FERPA, parents or guardians can contact the school to withhold the release of this information.

Change in Student Information

Parents or guardians must immediately notify the school of a change of address, email address, home, cellular or office telephone number or emergency contact information during the academic school year. Please call or send an email to the front office staff whenever this information is changed.

Volunteering

Kid's Community College® respects the role and influence of our parents and has many opportunities for our student families to get involved with their child's classroom and the school. Volunteer opportunities range from participating in school events to attending Governing Board or Campus Parent Advisory meetings. As a part of our philosophy of setting and maintaining higher standards for students, parents, faculty, staff, administration and board members, each year we require families to volunteer a minimum 20 hours of time per enrolled student in service to the school community. This volunteerism is a part of the Home-School Compact each family commits to on an annual basis. Kid's Community College® strives to establish the highest level of parental and community support to positively impact learning and achievement for all students.

Parents or guardians are responsible for ensuring volunteer hours are completed before the end of the school year. Contact the school prior to this deadline for additional information for how this requirement can be met, if for some reason a hardship prevents the completion of the hours. If for any reason there is a disability-related limitation to volunteering, notify the front office for different options that are available.

Volunteer Policy

Some of the volunteer opportunities are available during school hours and during other school related activities. To ensure continuity and order of volunteers during school hours and during other school related activities, office and administrative staff will adhere to the following guidelines:

- Volunteers must sign in and sign out at the front office.
- Volunteers must have evidence of proper background screening OR must be escorted by a badged staff member at all times. At no time should volunteers be alone with students.
- A list of volunteer opportunities and the number of volunteers needed shall be maintained by each Campus Director or other campus designee.
- Any volunteer opportunities during the school day and during other school related activities shall be pre-approved by the Campus Director or other campus designee.
- Volunteer opportunities during the school day and during other school related activities should last no longer than necessary to fulfill that volunteer commitment. For example, if a volunteer is on campus during the school day to assist with a special class project, the volunteer should not be there any earlier and/or much later than the time it takes to complete the project.

- At no time should a volunteer be on campus for more than a two-hour block of time to volunteer, unless the additional time has been approved by the Campus Director or other campus designee.

Campus Parent Advisory Board

Kid's Community College® also encourages our parents to become active in our Campus Parent Advisory Board (CPA). The CPA meets each month on a variety of topics. Dates and times will be posted on the communication board, on the school website and listed in the Friday Focus.





Conduct and Discipline

Kid's Community College® desires to provide a safe and equal learning opportunity for all students. It is important to keep the school free from disruption that interferes with a professor's ability to teach or a student's right to learn. Each staff member at Kid's Community College® Charter Schools accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct.

Code of Conduct

Expected Behavior

Students are expected to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high quality education in a uniform, safe, secure, efficient, and high quality system of education.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Parents are expected to ensure students understand and comply with the Code of Conduct. Parents must also ensure students understand that unacceptable behavior is subject to disciplinary action.

Student Discipline

Kid's Community College® will use a tiered approach to address behavior issues and exhaust all efforts to utilize corrective measures before dismissing a student. Students and parents will be notified of any infractions, have an opportunity to meet with school administrators and have the information weighed to determine any disciplinary action. Where two or more students are involved, information regarding any disciplinary action will not be provided to parents of the non-offending students. For any topic that is not specifically covered in this document, Kid's Community College® will adhere to the Code of Student Conduct of the Hillsborough County Public Schools.

Classification of Violations

Campus Directors are given a reasonable degree of discretion in determining the level of the offense and the resulting consequences. Students who are arrested or charged for off campus matters which would have been zero tolerance offenses or a major offense had it occurred on campus, may be suspended from extra-curricular activities or expelled from school in accordance with the Hillsborough County School District's procedures for expulsion.

*Students who are eligible for an IEP per the Individual with Disabilities Act or a 504 per Section 504 of the Rehabilitation Act of 1973 are afforded differing protections than students not covered by these provisions when addressing the needs of students with disabilities. School administration responsible for discipline should work closely with parents to understand any additional or differing procedures.

When disciplinary action is required, every attempt will be made to contact the parent or guardian. If telephone contact cannot be made, written communication will be sent home with the student or emailed. The student is responsible for the notification and/or delivery to his/her parent or guardian of all written communication from the school.

Expulsion/Corporal Punishment

Kid's Community College® will follow all applicable rules and regulations pertaining to suspension and expulsion in accordance with Florida law and the County School District's procedures for expulsion.

Kid's Community College® does not use corporal punishment.

Level 1 - Zero Tolerance Offenses

Offenses include but are not limited to:

- ¥ **bomb threats or general threats to the school population;**
- ¥ **breaking/entering;**
- ¥ **false fire alarms;**
- ¥ **gang activities;**
- ¥ **all activities classified as felonies by law enforcement;**
- ¥ **major disruption to a school function**
- ¥ **possession, sale, purchase or use of alcoholic beverages;**
- ¥ **possession, use, or sale of a firearm, bombs, explosives or a weapon;**
- ¥ **possession, use, sale, distribution, or being under the influence of a controlled sub- stance;**
- ¥ **possession, or purchase, either knowingly or unknowingly, of any drug paraphernalia**
- ¥ **threats/intimidation;**
- ¥ **use of a non-weapon as a weapon;**
- ¥ **sexually related offenses or inappropriate sexual conduct;**
- ¥ **willfully and knowingly attempting to do bodily harm to a school board member or school employee, agent or student.**

Consequences may include:

- ¥ **Report to Law Enforcement as appropriate;**
- ¥ **Three to Ten Day of out of school suspension;**
- ¥ **Recommendation for expulsion or change of placement as appropriate**

Level 2 - Other Major Offenses (Serious Misconduct)

Offenses include but are not limited:

- ¥ **Bullying**
- ¥ **Computer/internet misuse**
- ¥ **Using cell phones or texting in class**
- ¥ **Defiance disrespect or profanity directed at school employees, agents or students**
- ¥ **Falsely reporting incidents of bullying/harassment**
- ¥ **Fighting**
- ¥ **Larceny or theft**
- ¥ **Possession or use of tobacco or tobacco products**
- ¥ **Sexual harassment**
- ¥ **Trespassing**
- ¥ **Vandalism**
- ¥ **Using inappropriate language (verbal or written)**

Consequences may include:

- ¥ **Notification of parent or guardian**
- ¥ **In School Suspension or;**
- ¥ **Up to ten days out of school suspension;**
- ¥ **Restitution.**
- ¥ **Requirement for peer mediation, conflict resolution or anger management training.**
- ¥ **Report to Law Enforcement as appropriate.**
- ¥ **Change of placement or expulsion as appropriate.**

Level 3 - Other Offenses

Offenses include but are not limited to:

- ¥ **Horseplay of an aggressive nature.**
- ¥ **Acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, transportation or a student's learning process**
- ¥ **Violations of the dress code**
- ¥ **Repeated tardiness**
- ¥ **Plagiarism/cheating**
- ¥ **Violation of the cell phone policy**
- ¥ **Possession of lighters and/or matches**

Consequences may include:

- ¥ **Notification of parent or guardian**
- ¥ **Assignment of duties other than class tasks**
- ¥ **Consultation with Administration or school counselor**
- ¥ **Detention**
- ¥ **Mediation**
- ¥ **In-school suspension**
- ¥ **Out of school suspension up to ten days**
- ¥ **Parent shadowing**
- ¥ **Restitution**
- ¥ **Student behavior contracts**
- ¥ **Work detail**

Bullying

It is our policy that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Therefore, allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who reports an incident(s) of bullying.

“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation.

Examples or types of bullying include, but are not limited to:

- Physical: punching, shoving, poking, strangling, hair-pulling, beating, biting or excessive tickling;
- Verbal: hurtful name-calling, teasing or gossip;
- Emotional (psychological): rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing or peer pressure;
- Sexual: many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault. In many cases, gender and cross-gender sexual harassment may also qualify as bullying;
- Cyber bullying: the use of information and communication technologies such as email, social media sites, cell phone, and text messages, 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 student’s ability to receive an education. Students should be mindful of the digital footprint left behind when engaging in social media, sending text messages and email. Appropriate online communications and personas created by students should also be considered as students engage in social media, sending text messages and email.

Ways to Report a Bully

Verbally to an adult at school

Use the Reporting Form located in the Guidance Office

Online at <https://www.mykidscc.org/bullying>

Email any school administrator or Guidance Counselor

Harassment

Students and employees shall not discriminate on the basis of sex in its education programs and activities in violation of 20 U.S.C. §§ 1681 et. seq. and its implementing regulations 34 C.F.R. section 106 (“Title IX”). Further information about Title IX can be requested from the school’s guidance counselor. You may contact that office by calling the school’s main line.

Harassment is when a person continually teases, annoys, threatens or insults another person in either a verbal, physical or written manner. Sexual harassment includes but is not limited to the following: verbal harassment or abuse of a sexual nature; subtle pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication (for example, a person’s body, clothes or sexual involvement, display of sexually suggestive objects, pictures, or written materials); discrimination because of real or perceived sexual orientation/gender identity or expression thereof.

Harassment is specifically prohibited by state and federal law, and instances of harassment may result in both civil and criminal liability on the part of the individual harasser.

Harassment in violation of Title IX occurs when a person subjects another person to any unwelcome conduct on account of sex (or race, origin, religion, etc.) on school property or at a school-sponsored event. Persons who engage in such conduct will be subject to a range of punishment. The Consequences for proven allegations of harassment are addressed in Level Two – Other Major Offense. Harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature. Personnel at all levels are responsible for taking corrective action to prevent harassment.

An individual has the legal right at any time to raise the issue of harassment with appropriate site and/or KCC district personnel without fear of reprisal. Allegations of harassment will be promptly investigated, giving due regard to the need for confidentiality. Information relative to the prevention and correction of harassment shall be provided in writing to personnel and students. All claims of harassment, including sexual harassment, will be promptly and equitably investigated. Upon the

conclusion of an investigation, school administration will determine the method of resolving a complaint in conjunction with all of the parties involved. If appropriate, all parties will be made aware of the out come of the investigation and plan for maintaining the resolution.

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

Any acts of retaliation in response to bullying or harassment of any kind are strictly prohibited. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Retaliation is defined in the dictionary as meaning “to pay back (an injury) in kind.” When a person is accused of having engaged in an inappropriate action, especially bullying, the common reaction of that person is to be angry and want to pay the victim back (retaliate). Retaliation must not occur.

Some examples of retaliations are: attempting to discuss the matter in any way while it is under investigation; spreading rumors; following the person; becoming physical in any way; destroying property; using the telephone or any other electronic or written form of communication to retaliate in any way; ostracizing. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

*US Dept. Of Ed – Office of Civil Rights

OPEN DISPLAYS OF AFFECTION

Open displays of affection are NOT permitted on school grounds and may result in disciplinary action.

Student Performance and Evaluation

Report cards will be sent home at the end of each grading period.

The grading system will be used as a means of reporting student progress relative to the established curriculum goals and objectives. Professors will use their professional judgment to determine the weight of tests, assignments and daily performance in arriving at the grade a student earns. Report cards are designed especially for the following grade or grade spans: Kindergarten – 5th grade, 6th – 8th grade, and 9th – 12th. State standards and benchmark assessments are also conducted throughout the school year. Parents will be notified in advance when assessments are scheduled. Parents should contact the student's professor for additional explanation of assessment scores.

Student Recognition

Kid's Community College® incorporates an incentive program for all students designed to challenge each student to improve academic achievement, school attendance, behavior, and citizenship in the overall community. Students who meet the specified standards for each semester receive a variety of appropriate grade level benefits and privileges sponsored by individual professors, school administration and guidance.

Student Rights and Responsibilities

The total purpose of the school program is to provide for the maximum personal and educational development of each and every student in attendance and is affected by that program in a safe, secure and respectful environment. Students are therefore entitled to the protection of themselves and their property. To enjoy a safe school environment, students must understand and respect people and the property of others.

Students have the right to:

- ¥ Be protected from threats, assaults, or physical injury;
- ¥ Have their property protected from misuse, damage, or theft;
- ¥ Be protected from conditions that may be harmful or injurious to their health, safety, or property;
- ¥ Be informed of the established rules and regulations that govern their conduct and discipline;
- ¥ Privacy of their person and personal possessions subject to a lawful search and/or seizure of illegal drugs, weapons, or other material that pose a danger to himself or herself, others or school property.
- ¥ A meaningful curriculum that shall meet their immediate and future needs;
- ¥ Voice their opinions in the development of their curriculum;
- ¥ Pursue their education under competent instruction;
- ¥ Take part in in-school (instructional) activities and to decide if they want to
- ¥ Take part in after-school (co-curricular) activities.

Students have the responsibility to:

- ¥ Not threaten, assault, or cause physical injury to others;
- ¥ Not possess, handle, transmit, or use weapons, drugs, or other materials that may be harmful to themselves or others;
- ¥ Be informed and observe all the established rules and regulations that govern their conduct and discipline;
- ¥ Attend all classes regularly and on time;
- ¥ Contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
- ¥ Do all classroom assignments (except in the case of an unexcused absence) and meet all requirements of all classes;
- ¥ Respect the rights of others and to respect the views and backgrounds of those different from their own;
- ¥ Meet the approved criteria required for participation in instructional and co-curricular activities.

Patriotism

Students are encouraged to show respect for their country and allegiance to its flag. Students have the right to recite and display their feeling of patriotism providing they do not interrupt the educational rights of others, and participate in or refrain from activities involving loyalty oaths, saying a pledge, singing an anthem, saluting a flag, or taking part in a patriotic ceremony. Students have the responsibility not to interfere with the rights of other students to express or refrain from expressing patriotism. Students can refrain from reciting the Pledge of Allegiance and remain seated while the pledge is recited.

Religion

Students are free to study, examine, and discuss religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education. Students have the right to:

- ¥ Be released from school to observe religious holidays (with written parental permission).
- ¥ Practice their religion as long as their acts do not endanger the physical health or safety of themselves or others or disrupt the educational process.
- ¥ Decide for themselves whether they wish to participate in extracurricular activities that are religious in content but not sponsored and/or promoted by the board and/or administration.

Students have the responsibility to:

- ¥ Develop tolerance and respect for the beliefs of others.
- ¥ Inform school officials about any religious practices or beliefs that may be in conflict with school rules and regulations.

Student Searches

School administration, a professor or any other authorized school staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing or is about to commit a violation of Florida law or school rules and regulations.

In accordance with Florida law, school authorities may search any area without notice if there is a reasonable suspicion that a prohibited or illegally possessed substance or object is contained in the area. School authorities may also request to see social media pages related to incidences of threatened or perceived violence or bullying

Locker Policy

Lockers are the property of the school and will be assigned to students. Each student will be issued an individual locker. Students must provide their own lock and keep their locker locked but they must give the combination to their homeroom teacher and demonstrate that it works. Students are responsible for their own lockers and for securing their own belongings. **To ensure the health and safety of all students, lockers and their contents may be searched at anytime.**

Uniforms

Students will wear the school uniform Monday through Thursday. Friday is designated as spirit day and students can wear their KCC spirit T-shirt with jeans. The uniform and spirit shirts will be available through an approved vendor. Parents are provided with the uniform policy and are asked to acknowledge their child will adhere to the uniform policy that can be found under the respective campuses' tab at www.mykidscc.org.

**Deviation from the uniform policy that are required due to disability, religion, or medical reasons will be reviewed and decided on a case-by-case basis by administration.*

The uniform policy will be enforced to ensure minimal disruption to the school day. If students are able to remove/adjust articles to become compliant, no infraction will be given. Also if parents respond by bringing appropriate clothing then no infraction will be given. Consideration will be given to the severity of the infraction. The following process will be followed for uniform infractions:

1st infraction: Verbal warning; parents called or emailed and change of clothes requested; and a copy of the uniform policy is provided to parents.

2nd infraction: Parents called to request a change of clothes; email and letter sent notifying parents of infraction.

3rd infraction: Parents called to request a change of clothes; email and letter sent notifying parents of infraction and advising of detention - 1 day.

4th infraction: Parents called to request a change of clothes; email and letter sent notifying parents of infraction and advising of detention - 2 days.

5th infraction: Parents called to request a change of clothes; email and letter sent notifying parents of infraction and advising of detention - 3 days. A meeting with campus administration will be required.

6th infraction: Referred to campus administration for additional consequences as provided in the code of conduct.

***Students who are repeatedly asked to remove non-KCC outerwear will not be allowed to bring it back on campus.**

Textbooks and other School-issued Property

Students are expected to take good care of textbooks and other school-issued property. Students must assume full responsibility for the care of items issued to them. **Should a textbook or other issued item be damaged or lost, and/or should school property be damaged through misuse or an intentional act, the student and parent assume full responsibility for full replacement and/or repair costs.**

Student Planners

The student planner is an important academic tool. It serves as communication between school and home and an organizational tool for students. If the school issues planners, students are expected to have their planners in each class (except PE) and to record all assignments and test schedules in their planner. The planner should be taken home daily and information shared with parents and professors. Parents and professors are encouraged to check the planner daily for important information and to use it as a communication tool.

Fees and Charges

Kid's Community College Charter Schools may "not charge tuition and fees except those normally charged by other public schools" as indicated in Florida Statutes s. 1002.33.

Consistent with local school district policy, certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, technology and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips.

Families may contact the front office to request scholarships be granted for any student-family with financial hardship.

Cell Phone Policy (including smart watches)

Although there may be the necessity for students, faculty and staff to have cellular phones, cellular phone usage is disruptive to the normal instructional day and may also otherwise be misused. Therefore, cellular phone use during the normal instructional day is prohibited unless specifically permitted by school staff. This includes the use of any of the phone's applications, i.e., camera, messaging, social media, and internet.

Students may have in their possession a cell phone, but it must be kept in their backpack and must be turned off throughout the entire school day.

Any student found with a cell phone visible and/or in use will have the cell phone confiscated and it will only be returned to a parent. Should a student need to use a phone for school related business or emergencies, access will be provided in the main office. Students are strictly prohibited from using school phones located in areas outside of the main office.

The following consequences will be enforced with students who violate this policy:

First offense = the phone or watch will be confiscated and returned to the parent. A warning will be issued to the student.

Second offense = confiscation of the phone or watch, and a one day detention will be served by the student.

Third offense= confiscation of the phone or watch, and one week of detention will be served by the student.

Fourth offense = confiscation of the phone or watch and held by the school for the remainder of the year. The student will be issued In-School Suspension for two days (regardless of whether it is turned on).

Online Safety and Security

Students must use Internet access maintained by the school. Professors or other school staff will provide the proper network to be accessed by students. Students are prohibited from accessing any other networks. The School's student access ensures the restriction of access to material harmful to minors as defined by the Children's Internet Protection Act (CIPA). Student Internet access must be supervised at all times. Any unauthorized use of the Internet will be subject to disciplinary action. Students must first obtain permission from their professors or other staff to access email accounts; only then can email accounts be used only for instructional purposes. Email messages will be monitored for appropriate content. Prior approval must be given by school administration to access and transmit email messages in compliance with CIPA and the Neighborhood Children's Internet Protection Act (NCIPA). Hacking and any other unlawful activity will result in disciplinary action and/or revocation of privileges. In securing online programs, the school will make reasonable efforts to ensure privacy and confidentiality of student information pursuant to the Family Educational Rights and Privacy Act (FERPA).

Personal Devices

On occasion, professors may request specific permission from administration and parents for students to use their personal devices in class for an academic purpose. Only safe and secure educational activities are approved for use of personal devices. At their own risk, students may bring their own electronic devices for educational and technologically relevant purposes. The school will not be responsible for lost or damaged electronic devices. KCC makes no guarantees of error-free functioning of networks. Students are responsible for backing up their personal devices and any costs incurred through accessing unauthorized networks and applications.

With prior approval from professors and other staff, students may wirelessly access the appropriate student network for educational purposes only. Students are prohibited from accessing any other networks on their personal devices. These devices include phones, tablets, notebooks/laptops, iPods, or other similar devices. Any functions used on devices that are disruptive to the educational environment will be subject to disciplinary action and confiscation. Students should refrain from sharing passwords or using other students' passwords.

Using electronic devices and cell phones to record audio or images without prior consent of the individuals being recorded is strictly prohibited. If a device is required for assignments, students without a device will be provided one by the school. This policy will be strictly enforced against the use of personal devices for any other purpose.

Copyright and Plagiarism

With the ease of information gathering via the Internet and other electronic applications, students must be careful not to download, copy and or paste content from the internet or any other publication. Although some content is licensed for fair use, this doesn't apply to most content. Professors must work with students to ensure the appropriate knowledge of copyright, fair use and how to avoid plagiarism. Professors should also ensure students understand how to research credible sources of information for school reports and assignments.



Curriculum Overview

Kid's Community College® provides core classes in at typical and advanced levels. Students are assigned to a course based on assessments, IDEPs and aggregated performance data from the prior year and professor input if available. Requests for parent overrides will be considered on an individual basis but must be approved by the school director or guidance counselor.

Electives

Kid's Community College® aims to provide cross curricular electives, complementing academic classes as well as differentiated instruction to help meet each student's fullest potential. Current electives offered include Art, Physical Education, Spanish, Keyboarding, Technology, Debate, Leadership, A/V Production, Peer Mediation as well as Office and Classroom Aides. In addition to the daily elective choices, there are several after school clubs offered to students.

Physical Education

Physical education is required as a part of the State's education standards. Elementary: 150 minutes of physical education each week for students in grades K-5. A minimum of 30 consecutive minutes is required on any day that physical education instruction is provided. Middle: one semester of physical education each year for students enrolled in grades 6-8. High: a one credit physical education requirement with the integration of health included.

Allowable Waiver Options:

GRADES K-8 PHYSICAL EDUCATION WAIVER OPTIONS: The student is enrolled or required to enroll in a remedial course; the student's parent indicates in writing to the school that the student enroll in another course from among those courses offered as options by the school district; the student's parent indicates in writing to the school that the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

GRADES 9-12 PHYSICAL EDUCATION WAIVER OPTIONS: Two seasons of an interscholastic sport at the junior varsity or varsity level AND a grade of "C" or better on the Personal Fitness competency test waives the full one credit physical education requirement; two years in an R.O.T.C. class waives the full one credit physical education requirement AND the full one credit performing arts requirement; one semester of marching band with a grade of "C" or better waives the .5 credit requirement of a physical education activity elective. (NOTE: another option is to have this waive the performing arts requirement). The student must still take the .5 credit Personal Fitness class to complete the requirement. One semester of a dance class waives the .5 credit requirement of a physical education activity elective. The student must still take the .5 credit Personal Fitness class to complete the requirement.

Waiver forms are available in the
guidance department.

*Florida Department Of Education

Health and Safety

We take the health and safety of our students very seriously and spare no expense or effort to ensure that our campuses are the highest caliber in health policy, cleanliness and safety.

Child Abuse Reporting

Chapter 39, Florida Statutes, protects children and disabled or aged adults from abuse and/or neglect. *Section 39.201 provides for a central abuse registry, (1-800-96-ABUSE) in the Department of Children and Families to receive reports of abuse and neglect and defines who must report abuse. The law assigns to the Department of Children and Families all responsibility for receiving, investigating and acting upon such reports. Child abuse is defined as including any non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare. Child neglect is failure to provide adequate food, clothing, shelter, and health care or needed supervision. Anyone who knows or has reasonable cause to suspect child abuse is required to report that abuse or neglect. Any person failing to report, knowingly preventing another from doing so or making a false report is guilty of a second-degree misdemeanor and can be prosecuted.

Reporters are occupation-specified in Chapter 39, F.S. (including daycare workers) and must confirm the oral report in writing to the local Department of Children and Families' Protective Investigations Office within 48 hours of the initial report. We at Kid's Community College® abide by these laws and will report any suspected child abuse to the proper authorities.

*Children are defined as persons less than 18 years of age.

Medication

If your child is on over-the-counter or prescription medication it must be accompanied by a physician's order and be brought in the pharmacy-issued container by a parent or legal guardian.

A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis. If it is necessary for the medication to be brought home, the parent/guardian must come to the school and pick up the medication in person. Under no circumstances will the medication be sent home with the student.

The medication label must indicate the student's name, name of medication, physician's name, dosage (amount), and time (frequency).

If the medication requires equipment for administration (cup, spoon, or dropper), the parent/guardian is responsible for supplying the articles labeled with the student's name.

When medication is discontinued or the end of the school year arrives, medication not taken home by the parent shall be destroyed.

Illness

Students with a temperature of 100.0 F or greater may not attend school under any circumstance. The student's parent/guardian is required to come to school to pick up the child.

Parents should notify Kid's Community College® if there has been an illness in the family over the weekend. An informal health inspection as each student arrives will be part of the daily routine of the facility. If your child is contagiously sick, your student will not be allowed on campus. If your student is ill, you will find alternative care arrangements. When your student is no longer contagious and able to participate in class, they may come back to campus. This helps protect the health and well-being of all the students on campus.

There are common symptoms that a student has a contagious condition:

- ¥ Active sneezing or coughing
- ¥ Colored discharge from the nose
- ¥ A sore throat with fever
- ¥ Discharge from the eyes or ears
- ¥ Diarrhea (two or more watery stools in 24 hours)
- ¥ Vomiting (two or more times in 24 hours)
- ¥ Fever (100 degrees Fahrenheit or more)
- ¥ Rash (especially with fever or itching)

If a child becomes ill while at school, parents will be notified and requested to pick up the child immediately. The sick child will be isolated from other classmates and quietly supervised until picked up.

If your child has been exposed to a communicable disease, parents must notify the school. These are common communicable diseases:

- ¥ Chicken Pox - A child may return to the campus after crusts have formed, at least six days after the onset of the rash.
- ¥ Conjunctivitis (Pinkeye) - Once a child has been seen by a doctor, he/she may return to the campus within 24 hours accompanied with a note from the doctor.

- ¥ Head lice, pinworms, impetigo, ring worms - children must be kept at home until the contagious condition no longer exists.
- ¥ Rash - any rash that is draining or spreading, is accompanied by a fever, or cannot be identified will be considered contagious until a specific diagnosis is made by a doctor.
- ¥ Allergies - not considered contagious, however, children with certain kinds of allergies may produce phlegm or could at times have a clear runny nose. These children may be considered contagious until a doctor's note stating the allergy and nature of symptoms to allow the child to remain on campus.
- ¥ Chronic Illnesses - students who are not contagious, but are considered to have chronic conditions (asthma, cystic fibrosis, eczema, etc.) must have a doctor's note at time of enrollment, or upon discovery of illness. Professors will become familiar with the illness and will learn any special procedures for administering medication.

Students with symptoms indicating the possible presence of a communicable disease shall be isolated from other students. The parent or guardian shall be contacted and asked to take the student home. The student shall be readmitted with a written statement from a licensed physician or when in the school nurse's judgment the student meets criteria for readmission.

A student may be exempted from the regular physical education program by a written request from the attending physician. A note from the school nurse, parent/guardian, or doctor may excuse a student from PE. for a short time (i.e., one or two days).

We will follow the local School District policy and procedures for dealing with nits and lice. Nits are the white eggs that lice lay which adhere to the strands of hair. If a child is identified as having head lice, he/she shall be excluded from school and shall not be permitted to return to school until his/her head is free from lice and nits. Parents or guardians are responsible for providing the appropriate treatment to eliminate head lice and nits before the child returns to school. Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law.

Immunization Requirements (2017-2018)

For students entering Kindergarten through 9th grade, the record must show that the student has met the minimal state requirements of:

4-5 doses DTaP (diphtheria-tetanus-pertussis)

*4-5 doses Polio (IPV or OPV)

2 doses MMR (measles-mumps-rubella)

3 doses Hepatitis B

2 doses Varicella (VZV) or has had the disease as documented by a healthcare provider

1 dose Tdap (tetanus, diphtheria, pertussis) for 7th grade and up

*NOTE: if the 4th dose, or last dose, of polio (IPV or OPV) vaccine were administered prior to the 4th birthday, an additional dose of polio vaccine is required. The final dose of the polio series should be administered on or after the 4th birthday regardless of the number of previous doses. The Varicella vaccine (VZV) is not required if varicella disease (Chickenpox) is documented by a health care provider.

For students entering 10th through 12th grades, the record must show that the student has met the minimal state requirements of:

4-5 doses DTaP (diphtheria, pertussis, tetanus)

+3-5 doses Polio (IPV or OPV)

2 doses MMR (measles, mumps rubella)

3 doses Hepatitis B

1 dose Tdap (tetanus, diphtheria, pertussis)

1 dose Varicella (chickenpox) or has had disease as documented by a doctor

*NOTE: a 4th dose of polio (IPV or OPV) is NOT required if the 3rd dose was administered at age 4 years old or older, and at least 6 months after previous dose.

(7th- 12th) Three vaccines which may not be mandated for your child's grade level, but are recommended to be discussed with your physician are: meningococcal meningitis, Hepatitis A series, and the HPV series. (The HPV vaccine has been approved for both males and females.)

(10th – 12th) 2 varicella vaccines are not mandated for your child's grade level, but are recommended to be discussed with your physician. If a child has had the chickenpox disease we must receive documentation of disease, verified by a physician, be given to the school.

Insurance – Accidents and Property Damage

Your personal insurance is the primary insurance for all accidents including accidents, injury or damage caused by your child. Kid's Community College® does not provide primary insurance coverage and does not cover injury accidents or damage caused by your child.

We have more than ample staff to student ratios. Students are appropriately supervised at all times, but there will still be accidents. Parents understand that should their child cause damage to school property or others, they will be financially responsible for any replacement or repairs. Parents must provide all necessary insurance and contact information requested to restore or replace damaged items or property.

Inclement Weather

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. Please monitor news reports via television and radio stations, as the School will follow all local School District closings.

Medical Treatment and Emergencies

The School will contact the parent immediately if a serious accident or injury occurs. Non-life threatening injuries (broken bone, sprained ankle, deep cut) will be reported to parents immediately and first aid will be performed. Parents should make arrangements to have the child picked up as soon as possible. If there is a minor injury (bruise, scrape or small cut) the parent will be notified at the end of the day. All accidents will be documented. Parents will be informed of any accidents or injuries. Accident forms are filled out, signed and filed in the front office.

When there is a medical emergency, or when a child needs immediate medical treatment, Kid's Community College® will take all reasonable steps to see that the children in their care receives adequate medical care. When appropriate, Kid's Community College® will call 911 and then contact the parent(s) or legal guardian(s).

If the parent(s) or legal guardian(s) cannot be reached, Kid's Community College® will call the designated Emergency Contacts listed on the registration form who are authorized by the parent to give permission for the medical treatment of the child.

If the parent(s), legal guardian(s), or the designated Emergency Contacts cannot be reached, Kid's Community College® will call the student's physician and/or arrange for immediate medical treatment. In the situation where the parent(s), legal guardian(s), designated Emergency Contacts or physicians cannot be reached, the nearest medical facility to the Kid's Community College® campus will provide the appropriate medical treatment for the child. In this instance, the parent or legal guardian accepts full responsibility for payment of medical services rendered.

False or incomplete medical information may result in delayed or the improper treatment of your child in the case of an emergency.

Other Emergency Procedures

EMERGENCY EVACUATION AWAY FROM BUILDING

- ¥ Students are lined up in room
- ¥ Students are loaded in KCC bus and staff cars
- ¥ Students are taken to a safe, designated location
- ¥ Keep students calm and listen for further instructions

EMERGENCY EVACUATION WITHIN BUILDING

- ¥ Students are lined up in room
- ¥ Students are kept with homeroom professor in homeroom classroom or nearest safe classroom
- ¥ Keep students calm and listen for further instructions

FIRE

- ¥ At fire alarm sound, remove all students from the building according to fire plan
- ¥ School Director or Safety Coordinator checks building to ensure all students are evacuated and closes all doors
- ¥ Students are counted at evacuation spot
- ¥ Keep students calm and listen for further instructions

HURRICANE

Kid's Community College® Charter Schools will close when local School District schools are closed and there is imminent danger for our student families -- i.e. travel dangers, flooding, high winds/rains, and/or electrical/water outages.

LIGHTNING

- ¥ Everyone is removed from the outdoor areas and taken indoors to appropriate classrooms.
- ¥ Students are kept away from windows
- ¥ Electrical appliances are turned off
- ¥ Keep students calm and listen for further instructions

TORNADO

- ¥ Children are moved away from windows to designated areas of the room
- ¥ Students are to sit in a crouched position on the floor
- ¥ Keep students calm and listen for further instructions

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

Visitors

Visitors must sign in and upon request provide identification to the receptionist. Individuals who are non-students must obtain administrative clearance prior to conducting business on campus. Parents and community volunteers must adhere to the Volunteer policy in this Handbook. A call to authorities will be made to report a trespass for any individual on campus without clearance, prior approval and/or a staff escort.

Civility

Anyone on campus at Kid's Community College® Charter Schools is expected to conduct themselves in a civil and orderly manner. Maintaining mutual respect, professionalism and common courtesy are essential in promoting an educational environment free from disruptions. Unacceptable behavior includes but is not limited to the following:

- Verbal or physical behavior that interferes with or threatens to interfere with school activities
- Loud and/or offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene communication by phone, in writing, by electronic or voice mail.

Anyone subjected to unacceptable behavior may bring his or her concerns to the attention of School administrators who will follow established procedures for review and resolution of the reported incident. Anyone displaying unacceptable or disruptive behavior will be asked to leave the campus and not return for a period of time. If you are asked to leave, you may only be on campus for a limited time related to a student(s). The proper authorities will be called to address anyone's refusal to comply with a request to leave the campus.

For the safety of our students, school personnel, parents, and visitors Kid's Community College® Charter Schools maintains a twenty-four hour video surveillance. Any suspicious activity will be immediately investigated. Any unlawful activity will be reported to the proper authorities.

KCC STUDENT FORMS

* FORMS INCLUDED HERE ARE FOR INFORMATION PURPOSES ONLY AND MAY NOT BE AVAILABLE FOR PRINTING. FORMS WILL BE AVAILABLE IN ON THE PARENT PORTAL AND INCLUDED IN THE FRIDAY FOCUS.

