

# **Oakwood Academy Charter School**

## **Student /Parent Handbook**

The purpose of Oakwood Academy Charter School's Student/Parent Handbook is to provide information and help with communication between school and home. This information includes Oakwood Academy Charter School's policies, practices, and procedures. We encourage your participation in your child's education both at school and home. Therefore, any comments, complaints, concerns, ideas, and/or questions you would like to voice, please first contact us at:

Oakwood Academy Charter School  
7145 Babcock Street S.E.  
Palm Bay, Fl 32909  
Phone (321) 723-0150  
Fax (321) 723-0650

After contacting Oakwood Academy Charter School and you have found no resolve, your next step is to contact Mrs. Cindy Thomas, Head of Schools. She may be contacted at:

Mrs. Cindy Thomas, Head of Schools  
1240 Banana River Drive  
Indian Harbour Beach, Fl 32937  
Phone (321) 779-0031  
Fax (321) 777-9566

Items to be considered for placement on the upcoming agenda for the Oakwood Academy Charter School Board of Directors must be faxed or mailed to Board of Directors' Recording Secretary at the office two weeks prior to the meeting date. Please send the fax to 321-777-9566 or mail to:

Oakwood Academy Charter School Board of Directors  
Attention: Recording Secretary  
P.O. Box 360267  
Melbourne, Fl 32936-0267

### **Administrative Procedures**

Age Requirements- Oakwood Academy Charter School closely follows the guidelines established by the State of Florida with regard to age. The **Florida Statute 1003.21** states that a child must be five years old on September 1<sup>st</sup> of the current school year in order to begin kindergarten. **The Florida Statute 1003.21** also states a child initial entry to first grade in the Brevard County Public schools has attained the age of six on or before September 1<sup>st</sup> and has satisfactorily completed the requirements for kindergarten based on Brevard County requirements.

Immunizations- All children entering Florida public schools for the first time must have completed the following immunizations, unless they have a valid certificate of exemption:

### **Grade: Kindergarten – Fourth**

Diphtheria, Pertussis, Tetanus/ same as DtaP	5 doses
Polio Vaccine	4 doses
Measles Vaccine (MMR)	2 doses
Hepatitis B series	3 doses
Varicella Vaccine	1 do

### **Grade: Fifth and Sixth**

Diphtheria, Pertussis, Tetanus/ same as DtaP	5 doses
Polio Vaccine	4 doses
Measles Vaccine (MMR)	2 doses
Hepatitis B series	3 doses

Physical Examinations- Within thirty (30) school days of a child’s initial entry into a Brevard County school, the school shall require evidence of a physical examination performed within one year prior to the date of entry. An appointment for a physical examination by a county health officer or licensed physician may be accepted, provided the school is given evidence of the physical examinations within one week of such examination. Students transferring into Brevard County schools from a school within the State of Florida who have a completed physical examination form as part of their school record need not be re-examined.

Home Language Survey – Each student entering a Brevard County school for the first time must complete a Home Language Survey. The survey form, which has three questions to be answered concerning the student’s language, is a part of the Student Registration Form.

If a student answers “yes” to any one of the three questions on the survey, the school will assess the student’s English proficiency to determine eligibility for services through the English for Speakers of Other Languages (“ESOL”) Program. All students have a right to comprehensible instruction.

Correct Addresses and Phone Numbers – Please notify the office if you have a change of address and /or phone number. If the information included on the school roster is incorrect for your child, please notify the office so we can update our mailing list.

School Calendar- Parents will receive a calendar of the school year at the start of school.

Free and Reduced Lunch Program – Oakwood Academy Charter School Participates in the Brevard County School System Free and Reduced Lunch Program. If you feel your child is eligible to participate, please complete the form provided with the enrollment package or request a form from office personnel. Free Breakfast Program is also offered this year. Parents must order student’s breakfast for the month.

Withdrawals/Transfers-Notification- Parents should notify the school or their child’s teacher of their plans for withdrawal or transfer as soon as possible prior to the last day of attendance. The notification should include the last day of attendance and the next school the child will be attending. Before the withdrawal or transfer is completed, all school property must be turned in or accounted for, and all charges paid.

## Attendance At School

Coming To School- Students should attend school each day and be on time. When a child is sick or there is a family emergency, the child may remain at home. When the students returns to school, be sure to have a note from the parents or guardian, explaining why the child was absent. Schoolwork that is missed for excused absences must be made up within ten school days. Any work missed due to an unexcused absence will not be accepted.

An unexcused absence is one of the following: a vacation not pre-approved, any days missed without a doctor's note after 3 consecutive days of not attending school. **A child with more than 9 unexcused absences per year may be retained (not promoted) for the current school year.**

Vacations- All vacations *must* be pre-approved by an administrator. FTE dates in October and February cannot be granted approval due to school funding. Each day missed will be counted as an unexcused absence. **A child with more than 9 unexcused absences per year may be retained (not promoted) for the current school year.**

Release of Students – Students are released to the parents /guardian of record only. A written notice is required if your child is to be picked up by anyone not listed on your authorization.

**Children will not be released to an unauthorized person!** If you expect to have another person pick up your child on a regular basis, please let us add this person's name to the authorized pick up list. This is for your child's protection and safety. School personnel may require persons who are requesting to pick up children from school to show proper identification.

*Note: Even if you are having another child's parent picks up your child, the school must have official word from you in writing that you approve.*

## Arrival And Dismissal Procedures

One of Oakwood Academy Charter School's goals is to address a need for creating more independence in our students and allowing our staff to make the most of their preparation time. Therefore, we are asking that students take responsibility for their belongings upon entering the classroom. This will help them acquire a degree of independence by making them fully responsible for their things at the end of the day.

Please note that the teachers' preparation time, both before and after school is vital support time needed for our classrooms. Therefore, we ask that students wait to enter the classrooms until the teacher opens the door.

The first and last moments of classroom time are very important times of communication between the teacher and the students. During opening and closing moments, we ask that parents refrain from being in the classroom. Students will be dismissed when closing procedures are completed for the day.

## Carpools

Carpools are encouraged. Please *list all persons authorized* to pick up your child on the child release form.

## **Tardiness/Early Removal**

Prompt arrival at school is very important. Please make every effort to have your child at school on time. All students arriving late will need to be signed in at the office by an adult. Please try to avoid early dismissal unless absolutely necessary. Early dismissal will require that the parent/guardian sign the student out through the sign-in /sign-out book. If your child arrives after the designated arrival time, they will be considered tardy. Five tardies will be considered 1 unexcused absence. **Again, a child with more than 9 unexcused absences per year may be retained (not promoted) for the current school year.**

## **Health Policy**

Please keep your child at home if he/she has any of the following:

- Fever (free of fever without the use of medication for 24 hours)
- Acute cold
- Swollen glands
- Sore throat and earache
- Bad cough
- Red or discharging eyes
- Nausea or vomiting
- Skin eruptions or rashes
- Chills, flushed appearance, headache
- Pediculosis (head lice)
- Diarrhea

Children who arrive at school with symptoms of illness will be sent home. Please report contagious diseases to the office immediately so that notice of exposure can be sent home to the parents of the child's classmates.

You will be asked to sign an accident report should your child be involved in even a minor accident. This report will be kept on file in the office.

When emergency medical care is required, we will contact the names listed on your child's Emergency Card in order of your preference, including your doctor. Should we be unable to make contact, and immediate medical help is needed, we will call 911.

Occasionally, it will be necessary for your child to receive medication during school day. We can dispense medicine only if the following procedures are followed:

1. All medications must be submitted to the school in the original container from the pharmacy, along with written permission from the parent/guardian explaining why the student requires medication during the school day.
2. The medication must be a bottle from the pharmacy and labeled with the child's name, the dosage, the drug name and the times of day it is to be taken.
3. All medications must be accompanied by an "Authorization for Medication" form from our office and signed by the parent/guardian.
4. Please do not give your child vitamins pills or any other pills, **including cough drops, in his /hers lunch box to take during lunchtime.** Teachers are directed to not allow any child to take medication unless the above procedures have been followed.

## Additional School Information

### Clothing

Appropriate school attire is required for each child. The school uniform should be worn Monday through Thursday. It consists of the blue uniform shirt, khaki slacks, shorts, and skirts shirt, and white socks. (Shirts and slacks can be purchased at Turners Department Store, Melbourne.) All students *must* tuck in the blue uniform shirt at all times.

Light colored tennis shoes are appropriate for daily wear. Tennis shoes facilitate participation in P.E.; they are strongly recommended. If tennis shoes are not worn, a pair should be brought from home for use during P.E. and recess. A keylime green P.E. shirt with the school logo is an optional choice that is now available for purchase. Comfortable clothing that allows movement but does not draw undue attention is suggested. On Fridays, children may wear appropriate clothing of their choice. There should be no bare midriff even when raising the arms. Halter tops, spaghetti strapped tops or tank tops will **not** be permitted. Pants need to be secured at the waist – not down on the hips. Shorts should be fingertip in length on the thigh. Hair color should be natural shades. Kool-Aid dyes or other unnatural colors should not be used. The parents will be called to bring a change of clothing for their child when needed.

### Physical Education

Every class will have P.E. on a regular basis, with the intent to accomplish as many requirements on the road to the Presidential Physical Fitness Award as possible. By following this outline, the children will work toward the achievement of their maximum physical fitness potential. Please have your child wear appropriate clothing. See CLOTHING for appropriate footwear information. This is most important in helping your child learn to be physically fit.

### Group Sharing

In the Elementary program, the purpose of this type of group sharing is to develop skills in communicating to a large group. Each grade will handle this differently, so be watchful for information from your child's teacher concerning group sharing.

### Field Trips

Field trips are planned to extend and enhance classroom experiences when opportunities and resources permit. We believe the child learns from experiencing and doing. You will be informed of the destination, departure and arrival. The school will arrange transportation for the field trip. **Students attending must use the planned mode of transportation, both arriving and departing.** Transportation is usually provided by school buses. **No siblings** are permitted to attend field trips. Each participating student must have a permission form signed by a parent /guardian. A parent may choose not to have a child attend. If this choice were made, the student would then stay with another class or stay home. Students are supervised and chaperoned by adults while on field trips. We often need parent volunteers to chaperone and assist with the field trips, however sometimes limited due to tickets or seating, etc. (Parents may need to carpool for a field trip.) When private automobiles are used for transporting children, the owner of the vehicle must sign special insurance forms. Please provide us with a copy of your insurance papers to keep on file. Please volunteer your services whenever possible. Please try to avoid planning doctor appointments, etc. on field trip days.

Misbehavior on Field Trips - Students are required to follow school rules and guidelines while on a field trip, the same as in the classroom at school. Students shall, at all times, follow the instructions and directives of teachers, sponsors or chaperones in charge of the field trip. Whenever a student misbehaves on a field trip, disciplinary action will be taken which may include a warning, in school suspension, out-of-school suspension or dismissal.

### **Fire Drills**

Fire drills are held at school as required by law. Drills may occur at any time of day. Students are requested to move quickly, as directed by the teacher, to the designated exit-area. Upon completion of the drill, an all-clear signal may be sounded; at which time all persons will return to their classroom.

### **Special Days**

We would like to keep birthday treats to a single, simple item that the teachers can serve at an appropriate time during the day. Example: cupcakes instead of a whole cake, which would need to be sliced and served; or individually wrapped ice cream choices. We also celebrate traditional holidays in the classroom. We would like to have you share your talents and time on those holidays that are special to you. We would like to have celebrations that acquaint the children with holiday traditions of other cultures.

### **Food**

*Please do not permit your children to bring gum or candy to school.*

Snacks: Students may bring a healthy snack in his/her lunch box. The snack should be nutritious, not to be eaten with a fork or spoon. Finger food such as vegetables, fruit, crackers or cheese work well. Items made with chocolate are not appropriate.

Lunch: Children in school should bring lunches in containers clearly marked with first and last names. Any containers should be unbreakable. Lunches should be interesting and well balanced and may include a sandwich made with cheese, meat or vegetable, a raw fruit or vegetable, raisins, nuts, seeds, or granola. Please do not include carbonated drinks, candy or deserts high in sugar. Fruits are a more desirable dessert. The lunch should be a happy, relaxed social period where manners become a natural habit. We encourage you to involve your child in planning and selecting nutritious items for lunch. A sack lunch may also be ordered on a daily basis from Columbia Elementary cafeteria for a \$1.40. Free and reduced lunches require the proper paperwork to be filled out by parents.

### **Classroom Procedures/Information**

Observation of Classrooms - Parents are welcome to observe any classroom at a prearranged time. For Information regarding observation procedure and /or to arrange a convenient time to observe a classroom, please contact the school's office.

Homework Procedures/Progress - In addition to reinforcing skills learned during class time, doing some homework helps in the development of good study habits, which will bring about more success in higher grades.

It is also a method of communicating to the parent what is happening during the day and gives an opportunity for some parent/child involvement while sharing this information.

Suggested lengths of time for your child to spend on homework are as follows:

4 <sup>th</sup> Grade	45 - 60 minutes
5 <sup>th</sup> Grade	45 - 90 minutes
6 <sup>th</sup> Grade	45 - 90 minutes

If your child has difficulty finishing within these limits, please contact the teacher to see if there might be a problem. A special project, assigned by the teacher, might require additional time.

School Supplies- Students will be asked to use only their personal school supplies. Please make sure that your child is happy with his/her own supplies so he/she will not be tempted to borrow a neighbor's. Please label each item with your child's name.

Hardback Books - Please make sure that all hardback books are covered at all times. The younger child will need your assistance. Please do not stick contact paper or tape of any kind directly to the book.

### **Parent Involvement**

There are a variety of ways in which parents can be involved in the school - all of which will enrich the children's experiences. **Families are required to participate at the school a minimum of ten hours per year.** Attending PTO meetings and helping with activities may count. Please be sure to log in your volunteer hours through the office.

#### **Direct Involvement with the Class**

For example, coming to class for a special interest time and sharing your pictures and slides, love for nature, cooking, art, playing an instrument, your vocation or avocation. The children love to have their own parents come to class.

#### **Service to the School Environment**

Making and /or repairing materials, sewing, laminating and volunteering for special projects.

#### **Field Trips**

These will be a part of our classroom throughout the year. We will need parents who drive and accompany us on these days. You will receive information or interesting ideas about trip possibilities; please tell us YOUR ideas.

#### **Parent Teacher Association/Organization (PTO)**

The PTO is a group of parents who formed an organization as a service to the school. We encourage you to get involved at whatever level you are comfortable. Get acquainted! Everyone benefits!

## **Visitors at School**

Parent/Guardians, visitors and volunteers may visit the school office at any time. It is necessary for you to identify yourself to the school principal or his/her designee prior to contacting a child or entering school grounds. This is done for the protection of the children, the parents and the school. **Please make sure to sign in and out on the Visitor Log each time you visit the school.**

## **Changes in Home Environment**

Please let the teachers know about any changes in your routine home environment, as these changes affect children. Our knowing can guide us in helping the child deal with such situations as illness of a parent or grandparent, death of a family member or friend, divorce, new sibling, lengthy absence of a parent, etc. Also, please let us know if your child's behavior or attitude at home changes dramatically over a long period of time. All this type of information is privileged and will be regarded as confidential.

## **Cell Phones and Electronic Paging Devices**

Oakwood Academy Charter School students are discouraged from having in their possession a cellular telephone and electronic paging devices. This is required to limit interruptions and distractions during school hours. Such interruptions will result in disciplinary actions. However, we recognize there are times when an emergency may arise. In such cases, a parent may seek permission for the device. The school administrator must authorize all cellular phones. If permission is given, the cellular telephone is to be labeled with the student's name, checked in at the office of Oakwood Academy Charter School upon student's arrival, and checked out after dismissal from the classroom teacher. *The school will not be responsible for lost or stolen devices.*

## **Civility Code**

Students will:

- Be a positive role model and positive about their school
- Arrive on time to school and be ready to learn and succeed in their school work
- Tell the truth and be trustworthy
- Respect themselves, teachers, school property and equipment
- NOT put down others
- Be a good listener and follow classroom rules

Teachers are expected to implement and monitor the Civility Code:

Classroom Intervention steps may include:

1. There will be an attempt to counsel the student within the classroom
2. A 10 minute timeout within the classroom
3. Parent contact will be made and child will lose classroom privileges
4. Individual behavior plan
5. Referral to child study team
6. After school detention, at the administrator's discretion

## **Types of Behavior for Referral:**

When the teacher has exhausted all classroom interventions dealing with violations of the Code of Civility, the student will be referred to the Administrator.

School Campus - Students are expected to follow directions of the personnel on duty in order to maintain a safe, orderly learning environment, Failure to consistently follow the Code Of Civility may be grounds for the office referral.

**Severity Clause-** Severe disruptive behavior will be referred to the administrator. Any additional office referral(s) may result in the student being asked to withdraw from Oakwood Academy Charter School.

When a student is referred to the administrator, the following procedures are followed:

**First Referral** - The administrator will counsel the student and the parent will be notified. The student may serve an in-school suspension.

**Second Referral** - The student will serve an in-school suspension. A parent conference will be held to create an individual behavior plan. The conference is intended to help the student in a positive manner and may include the student, teacher, and Administrator.

**Third Referral-** Parent notification of out of school suspension and a required parent conference.

Any additional office referral(s) may result in the student being asked to withdraw from Oakwood Academy Charter School.

### **School Board Rules Of Discipline**

1. **Misconduct** - Actions by students who are insubordinate or show disrespect for others or general misconduct that disrupts the learning situation shall not be tolerated. If the teacher cannot handle the situation, it shall be referred to an administrator. Definite corrective action appropriate to the individual situation shall be taken which may include suspension or dismissal.
2. **Profanity** - Profanity shall be interpreted to include any profane, obscene, vulgar, or unnecessarily crude utterance, gesture, or display. It shall not matter for disciplinary purpose whether it is directed toward the teacher, classmates or merely done overtly. Such instances shall receive the appropriate action, which may include suspension.
3. **Theft or Pilfering** - A student involved in the act of stealing or in possession of stolen property may be suspended from school. Parents or guardians may be requested to come for 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 student may be recommended for dismissal.

4. Vandalism and Tampering - Any deliberate or wanton abuse of school property shall be considered vandalism. Cases of vandalism by students shall reported to, the appropriate administrator as soon as possible. Action, regardless of the value of the damage, may result in suspension of the student from school. The parent or guardian shall be requested to meet with school officials to make arrangements for restitution for damage. Criminal charges may be filed. The student may be recommended for dismissal.
5. Violent Behavior - Acts of assault, violence, intimidation, fighting or extreme antagonism toward other persons shall immediately be reported to the appropriate administrator. Definite corrective action shall be taken.  
If, upon investigation, the facts warrant such, the pupil shall be suspended or recommended for dismissal. Criminal charges may also be filed.
6. Threats - Serious threats made by a pupil against the life of another student, teacher or there school personnel, shall immediately be reported to the appropriate administrator. Definite corrective action appropriate to the individual situation shall be taken, which may include suspension or a recommendation for dismissal. The school administrator shall inform the person to whom the threat was directed of the situation.
7. False Accusations - Accusations or charges made by a student against a teacher, 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 student. Any student found to have intentionally made false accusations or charges that jeopardize the professional reputation, employment, or professional certification of a teacher, administrator or other school personnel, shall be subject to disciplinary action for a serious breach of conduct, which may include a recommendation for dismissal or assignment to a second chance school operated by the district.

### **Zero Tolerance for School Related Crime**

#### **Important**

1. A student who commits any of the following offenses on school property, on school sponsored transportation, at a school bus stop, or during school sponsored activities, shall be subject to the most severe consequences of the district, which shall include dismissal and referral to the appropriate law enforcement agency:
  - a. homicide (murder, manslaughter);
  - b. sexual battery;
  - c. armed robbery;
  - d. aggravated battery;
  - e. battery or aggravated battery on a teacher or other school personnel;
  - f. kidnapping or abduction;
  - g. arson;
  - h. possession, use, or sale of any firearm, knife, or weapon;
  - i. possession, use or sale of any explosive device.

2. If an offense (violent act) involves a victim, school administrators shall notify the victim and the victim's parent or guardian of the victim's right to press charges against the offender.
3. The School Board has an interagency agreement with the Department of Juvenile Justice, Office of the State Attorney, Brevard County Courts, Sheriff of Brevard County, and the Chiefs of Police of the municipalities in Brevard County for the purpose of sharing information about juvenile offenders among all parties. If a student becomes a juvenile offender (commits an act that would be a felony if committed by an adult, or an act of violence), or is at risk of becoming a juvenile offender by virtue of having an arrest record, the school may share information about the student with the agencies that are a part of the interagency agreement. Information requested by the agencies, such as whether the student was enrolled, has been truant or suspended, is a dropout, has graduated, or was expelled, etc., may be shared without prior approval of the parent or guardian.
4. Upon receipt of notification from law enforcement agencies, the Department of Juvenile Justice, the Offices of the State Attorney, or the court system that a student has had certain types of contact with the juvenile justice system, the Superintendent or designee, within 24 hours shall inform the principal of the student's school of enrollment. The student's school principal, within 24 hours, shall provide such information to appropriate school personnel (student services personnel, school resource officers, student assistance coordinator) and the student's immediate teachers. Immediate teachers are those in whose courses or classrooms the student is currently enrolled.

The above notifications and information will be provided if a student has:

- (a) Been taken into custody (arrested) for a delinquent act, a violation of law, which would be a felony if committed by an adult, or a crime of violence;
  - (b) Been charged by the Office of the State Attorney with a felony or a delinquent act that would be a felony if committed by an adult;
  - (c) Been adjudicated delinquent by the court, for an offense that would be a felony if committed by an adult;
  - (d) Had adjudication withheld by the court, for an offense that would be a felony if committed by an adult; or
  - (e) Been found guilty of a felony by the court.
5. All of the information about a student is CONFIDENTIAL and shall not become a part of the student's permanent record or shared with school personnel who do not have a need to know.

## Suspension And Dismissal

1. Suspension from School or from Riding School Bus
  - (a) When a student's actions are disruptive to himself/herself or to the school as to violate law, Board Policies, or school rules, the student may be suspended by the principal or designated representative. Suspension dictates that a student shall not be allowed to attend his/her regular classes or school-sponsored activities for a prescribed number of days not to exceed ten. The principal or designated representative may refer the student during the period of suspension to In-school Suspension, a Center for Special Counseling, or shall remand the student to the custody of his/her parent/guardian. Prior to suspending a student, except in emergencies, the principal or designee shall make an effort to employ alternative methods of dealing with the student and shall document such efforts.
  - (b) In no case shall a teacher suspend a student from school or class, nor shall a bus driver suspend a student from riding a school bus.
  - (c) Prompt notice of a suspension shall be given by telephone to the student's parent/guardian, if possible. Formal written notification to the student's parent/guardian and the Head of School shall be initiated within 23 hours of the time the pupil is informed of the suspension.
  - (d) Except in the event of emergencies or disruptive conditions which require immediate suspension, or in the case of a serious breach of conduct that is defined as willful disobedience, open defiance of authority of a member of the school staff violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school, all out-of-school suspension shall not begin prior to the beginning of the next school day following the infraction unless the parents or guardians have been notified.
  - (e) Prior to the suspension, the student shall be given an informal and impartial hearing before the principal or designee, and shall be informed of the charge(s) against him/her, which may result in suspension. If the student denies the charge(s), he/she shall be given an explanation of the evidence, and an opportunity to present his/her version of the case, and notification of the action taken by the principal or designee. In cases of extremely disruptive or dangerous behavior, persons or groups involved may be immediately suspended and ejected from school campus without the necessity of a prior hearing. In such instances, each pupil shall be afforded an informal hearing before the principal or designee prior to the expiration of the third day of suspension.
  - (f) The principal, or designated representative may suspend a student from school and/or from riding the school bus for a period not to exceed three school days. With advance approval from the Superintendent or designee, the pupil may be suspended for more than three days, but not to exceed ten days.

- (g) When the School Board takes action on a recommendation for the dismissal of a student is pending, the Superintendent or head of school may extend the suspension assigned by the principal beyond ten school days. If such suspension expires before the next regular or special meeting of the Oakwood Academy Charter School Board.

2. Waiver of Suspension

The Supervisor may grant to a principal the approval to waive mandatory suspension policies if the principal has submitted a request for the waiver and has an existing educational alternative program. Students at schools without alternative programs may attend alternative programs at their home school with the approval of both principals and Area Superintendents.

3. Dismissal

- (a) A principal may recommend to the superintendent the dismissal of a student. The principal shall provide the superintendent an adequate history of the student's actions and alternative measures taken relevant to the recommendation. When the Superintendent makes a recommendation for dismissal to the School Board, written notice shall be given to the pupil and his/her parent or guardian of their right of due process.
- (b) Dismissal is the removal of the right and obligation of a pupil to attend a public school for a period of time and under conditions set by the School Board not to exceed the remainder of the term of school year and one additional year of attendance.
- (c) All students who are candidates for dismissal shall undergo screening to determine if they qualify for exceptional education programs.
- (d) Application Requirements for Earned Return of Dismissed Students and/or Students Whose Dismissal is Held in Abeyance. Any student who has been expelled for violent behavior (acts of assault, violence, intimidation or fighting), possession of weapons, or the sale or transfer of alcoholic beverages, narcotics, illegal drugs and /or prohibited substances, as defined in School Board Rule 6Gx5-4.103(3)(b), shall not be considered eligible for earned return under this rule.

Students dismissed from school and eligible for earned return may apply for readmission in accordance with this rule. Applicants must provide documentation of the following:

- (i) The student has made successful progress in a state approved rehabilitation and/or counseling treatment program;
- (ii) During the dismissal period, the student has demonstrated continued academic progress in the district approved off-site Abeyance Alternative Program or other Board approved program;
- (iii) A controlled urine screening immediately prior to application to verify that he/she is medically clean of drugs, if requested.

The parents/guardian of a student eligible for earned return may complete one or more parenting classes. The classes and the parents/guardian's involvement in the progress are to be considered by the principal in making a recommendation.

A student and parents/guardian may apply for return to the regular school program commencing the semester following completion of the requirements for earned return of expelled students. The student shall return to school at the beginning of the semester or summer session following final approval of the application. Application can be made in the same semester or term that the dismissal occurs. The application for earned return shall be submitted to the principal of the school where the student was last enrolled and expelled. It shall be accompanied by a written conduct agreement between the principal/designee, the student, the parent(s)/guardian delineating responsibilities if the student is readmitted to the regular school program. Such agreement shall outline conditions of the earned return and may include provisions such as, use of periodic controlled urine screening, student responsibility for attendance, school performance, discipline procedures, special services or other provisions. It shall include a provision stating that, if a student does not meet the requirements of this contract, the original dismissal order remains effective. If the School Board has not entered a dismissal order, the student will return to the off-site Abeyance Program.

The Principal, Head of School and/or the Area Superintendent shall review the application and approve or disapprove where deemed appropriate by board standards.

Thank you for sharing your child with us. Their individual goals and needs are very important to the design of our school and program. We all work very hard to provide the quality educational environment needed for meeting those individual goals.

Cynthia D. Thomas  
Head of School

**Discipline Agreement**  
**2005-2006 School Year**

**As a Oakwood Academy Charter School Student:**

- I will attend school on a regular basis with **no unexcused absences**.
- I will arrive on time**, ready to learn with supplies and materials requested by the teachers.
- I will wear the school uniform as described in the Student Handbook
- I will contribute to a safe and respectful school environment by following the code of student conduct.
- I will transport home any notices from the teacher of school, or from home to school.
- I will care for books, computers, furniture, equipment, classroom, and all school property.
- I will be responsible for completing and turning in daily assignments, projects and homework.
- I understand any violations of the above may result in my being withdrawn from the school.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**As a Oakwood Academy Charter School Parent of an Oakwood Academy Student:**

- I will make sure my child is on time to school each day.**
- I will support my child in meeting the student agreement.
- I will support the mission, goals, and objective of Oakwood Academy Charter School.
- I will support the programs, teachers, and the administration.
- I will provide emergency information, change in address, phone numbers, and health concerns.
- I will participate in parent/teacher conferences in person or by phone once each grading periods.
- I will respond to school correspondence as directed or requested.
- I will participate in school activities including some form of volunteer work (i.e., Fundraising, Volunteer Committee, field trips, etc.) for a minimum of 10 hours.**
- I understand that violation of these arrangements may result in being asked to withdraw my child from Oakwood Academy Charter School.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**As Oakwood Academy Charter School:**

- We will treat students and parents with respect, dignity and professionalism.
- We will maintain a safe, clean and positive environment for all children.
- We will communicate with parents/guardians on regular basis.
- We will implement a variety of special programs and activities consistent with the uniqueness of our school.
- We will provide highly trained, effective and caring teachers to meet individual student needs.
- We will assure responsive leadership and quality services from our staff.

Signature \_\_\_\_\_ Date \_\_\_\_\_