



2016-2017 Handbook

**Date of Issue:
July 1, 2016**

Carlton Landing Academy Inc.
10 Boulevard, Unit A
Carlton Landing, OK 74432
(918) 710-7977

(This document is subject to all Federal Laws, State Laws of Oklahoma
and Title 70 Oklahoma School Code.)

Table of Contents

I. Welcome.....	4
Mission.....	5
Vision.....	5
Core Values	5
Pledge of Allegiance.....	5
Symbolism	6
School Mascot.....	6
School Colors.....	6
II. ADMISSIONS	
Criteria for Admission	6
III. RECORDS	
Student Record.....	8
Immunization Requirements.....	8
School Schedule	9
IV. General Information	
Pick Up/Drop Off.....	9
School Uniform Policy.....	9
Lunch.....	9
School Visitors.....	9
Weather-related closures.....	9
Volunteer Program	9
V. Safety	
Fire and Tornado Procedures	10
Medication.....	10
Emergency Care	11
Accidents.....	11
V. Attendance Policy	
Attendance	11
Absences.....	11
Tardiness	12
Sign-Out Procedure	12
VI. Student Academics and Evaluation	
Grading Scale	12
Parent / Teacher Conferences.....	12

Homework Requests in the Event of Absence.....	12
VIII. Conflicts of Interest	
Purpose	12
Definitions	12
Procedures.....	13
Procedures for Addressing the Conflict of Interest.....	13
Violations of Conflicts of Interest Policy	14
Records of Proceedings.....	14
Compensation.....	14
Annual Statements.....	14
Periodic Reviews.....	14
Use of Outside Experts.....	15
IX. Standards of Conduct.....	15
Out-of-School Suspension.....	16
X. Student Due Process	16
XI. Tobacco Policy	17
XII. Drug-free schools Alcohol, Drugs and Other Controlled Substances	17
XIII. Bullying / Harassment / Intimidation.....	17
XIV. Sexual Harassment.....	17
APPENDICES;	
Pick-up / Drop-off Diagram	
Parent / Student / Teacher Contract	
General Release	
Medical Release	
School Calendar, 2016 - 2017	

Dear Parent / Guardian:

Welcome to Carlton Landing Academy Charter School - where we raise up students who value "learning and leading with head, heart and hands!"

We are so thrilled to have your student as part of the community of learners at the Carlton Landing Academy Charter School. This year at the Academy, we look forward to leading and nurturing your child in an environment where students are challenged to be independent, life-long learners, explorers of their natural environment through hands-on experiences, and confident leaders who walk in integrity. This is the passion and motivation of our amazing teaching staff.

This year, you'll notice that our carefully selected curriculum provides exceptional opportunities in every discipline, including math, science, technology and the liberal arts. Also, we invite you to participate in the parent-led enrichment program which allows students to explore a diverse set of subject matter, skills and activities that will feed their curiosity and allow them to discover what they are passionate about. Through all of this, we are committed to providing your student with a well-rounded education and the skills needed to excel in life.

Thanks again for choosing Carlton Landing Academy Charter School. I look forward to partnering with you, the family and loved ones who care for these special students, in the hard work of educating our children and raising them up for greatness!

Here's to a great year!

Jen Humphreys
Chair
Carlton Landing Academy Charter School Board

I. ABOUT THE ACADEMY

a. Mission Statement.

“Carlton Landing Academy Charter School cultivates and equips students to be well-rounded, valued, contributing members of society through rigorous curriculum and project-based learning experiences so that they can understand and take an active role in improving their natural, built, social and economic environments.”

b. Vision Statement.

Learning and leading with Head, Heart and Hands!

We are a premier learning environment that cultivates educational excellence by inspiring life-long learning.

c. Core Values.

- i. **PROJECT BASED LEARNING EXPERIENCES** provide practical, real-world opportunities for students to effectively reiterate and reinforce classroom curriculum and the taught knowledge base.
 - ii. **ACTIVE PEDAGOGY** addresses teaching across disciplines. We are a premier learning community that involves all students in holistic, multi-sensory environments that create a lifelong love of learning.
 - iii. **CULTURE AND CHARACTER** present the Academy’s approach to building and sustaining a strong school culture that fosters extraordinary character building, academic excellence, lifelong learning, high expectations and equity.
 - iv. **LEADERSHIP AND SCHOOL IMPROVEMENT** describe how effective leaders support high achievement and continuous improvement.
 - v. **STRUCTURES** address how school leaders organize time, faculties and students to support project-based learning experiences, active pedagogy and the intentional cultivation of culture.
 - vi. Our **DIDACTIC APPROACH** is to train and equip students through a holistic learning approach of academic rigor, character development and connection with nature to become life-long learners.
- d. **Pledge of Allegiance.** Patriotism, by definition, is the love and loyal support a person shows his/her country with an attachment to that country’s land and people, admiration for its customs and traditions, and devotion to its well-being. Our school endeavors to develop patriotism in order to create an appreciation for the common memories, hopes

and traditions of our country. This is achieved through the daily reciting of the Pledge of Allegiance in the classroom and the recognition of patriotic holidays and events.

e. Symbolism.

i. **School Mascot:** The Academy chose the OSPREY as our school mascot as it is a native bird to the Eufaula Lake area. Sometimes known as sea hawks, fish eagles or fish hawks, the Osprey has a worldwide distribution and is found in temperate and tropical regions of all continents except Antarctica. Here are some cool facts about the Osprey:

1. Fish make up 99% of the Osprey's diet. Occasionally, the Osprey may prey on rodents, rabbits, amphibians or small reptiles.
2. Osprey typically take fish weighing 5–10 oz. and about 10–14 inches in length, but the weight can range from 2–68 oz.
3. The Osprey is particularly well adapted for catching fish. They have closable nostrils to keep out water during dives, and backwards-facing scales on the talons which act as barbs to help hold its catch.
4. The typical lifespan of an Osprey is 7–10 years, though rarely individuals can grow to be as old as 20–25 years.
5. In the late 19th and early 20th centuries, the main threats to Osprey populations were egg collectors and the hunting adult birds.
6. There was a medieval belief that fish were so mesmerized by the Osprey that they turned belly-up in surrender, and this is referenced by Shakespeare in Act 4 Scene 5 of *Coriolanus*, "I think he'll be to Rome as is the osprey to the fish, who takes it by sovereignty of nature."
7. The Osprey is depicted as a white eagle in heraldry, and more recently has become a symbol of positive responses to nature, and has been featured on more than 50 postage stamps.
8. The Osprey was used as the inspiration for the naming of the NFL's Seattle Seahawks.

ii. **School Colors:**

1. Lake Blue – Symbolic of water, the natural habitat for the Osprey, and for Lake Eufaula.
2. Osprey Gray – Symbolic of the color markings on the head and body of the Osprey.

II. ADMISSIONS

a. **Criteria for Admissions.** Carlton Landing Academy does not have any limiting or discriminatory criteria for student admission. The Academy speaks to its non-discriminatory policy in other sections of this Handbook. As for criteria relating to any priority levels for admission, the Academy contemplates two (2) tiers.

i. **ADMISSION TIER 1.** The Academy will accept applications on a non-discriminatory basis for students residing within the geographical boundaries of the sponsor school district. If applications for enrollment from resident students of the sponsor school district exceed the capacities of the Academy, a neutral lottery will be conducted as further provided for herein.

- ii. **ADMISSION TIER 2.**The Academy may also accept applications from students that reside outside the geographic boundaries of the sponsoring school district. These applications will be considered Tier 2, and will only be considered for admission after the Tier 1 applications have been exhausted.
 - iii. **After the first year of applications,** the Academy intends to grant students enrolled at the Academy an opportunity to continue to attend the Academy prior to determining the available seats for the subsequent years application and enrollment. The Academy also intends to grant a priority preference to siblings of students that are already attending the Academy, teachers and staff working at the Academy, and children of any Board members.
- b. **Non-Discriminatory, Open Enrollment.** In compliance with 70 O.S. §3-140, the Academy will have an open application and enrollment with freedom of choice and will not limit enrollment based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measures of achievement, aptitude, or athletic ability.
- c. **Timeline for Student Registration.** Students who reside within the attendance boundaries will be accepted at any time and will be given priority for admissions. Applications for admission from students currently attending the school, siblings of students currently attending the school and children of staff and teachers at the Academy will be in February of the year preceding the start of the school year. Additionally, applications for admission from students who reside outside of the attendance boundaries will also be in February of year preceding the start of the new school year. Applications for admission from students who reside outside of the boundaries and who desire to transfer to the Academy will be submitted with appropriate transfer documents in accordance with the timelines set forth in the Education Open Transfer Act, 70 O.S. §8-101.1, *et seq.* Applications for emergency transfers may be considered at any time in accordance with the law.

Applications will be received by the Head of School who will review and consider applications for approval. The Head of School will notify parents/students in writing of approval or denial within 45 days of receipt of the completed application for admission. Once admitted, if the student is not a resident of the attendance boundaries, the parent must complete the appropriate transfer documents in accordance with the law and school policy.

Upon acceptance into the Academy, parents of students who are residents of the Tier 1 Priority Boundary, will have 30 days in which to notify the Head of School in writing that the student(s) intends to enroll and to complete any necessary enrollment paperwork. Upon acceptance into the Academy, parents of students who are not residents will complete the necessary transfer paperwork, and upon approval of a transfer, complete the required enrollment paperwork within 30 days of approval of a transfer.

- d. **Lottery.** If the number of eligible and qualified applicants exceeds the capacity of the Academy, to include but not necessarily limited to, program capacity, the Academy will conduct a lottery in compliance with the applicable law. Those students that reside in

the designated Tier 1 Priority Boundary will be considered Admission Tier 1 and given priority for admission. The Academy will conduct a public lottery for any admission tier to include Admission Tier 2 and Admission Tier 3 that are oversubscribed. The lottery may also be conducted by grade, or any other applicable capacity limiting reason.

III. **Records.**

- a. **Student Records.** In accordance with the Amended Family Educational Rights and Privacy Act (FERPA) of 1974, Carlton Landing Academy maintains the following education records directly related to students and will be maintained yearly at an absolute minimum:
 - i. Academic records
 - ii. Personal information records
 - iii. Disciplinary records
 - iv. Attendance records
 - v. Standardized testing records
 - vi. Access to educational records is limited to the following:
 1. Parents of students under 18
 2. Parents of students over 18, if such student is a dependent as defined in the Internal Revenue Code
 3. Students age 18 or over
 4. Officials of this school who have a legitimate educational interest
 5. State and local officials to whom information is required to be reported.
 6. Certain testing organizations
 7. Accrediting organizations
 8. Appropriate persons in connection with an emergency
 9. Pursuant to subpoena or court order
 10. Any person with the written consent of the parent of students under 18 or the student over 18
 11. School to which a student seeks or intends enrollment
- b. **Immunization Requirements.** State Statute 1210.191 (700.S.1991) as amended, states “NO minor child shall be admitted to any public, private, or parochial school operating in this state, unless such child can present to the appropriate school authorities certification from a licensed physician, or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles, mumps, polio, varicella, Hepatitis A, and Hepatitis B, or is likely to be immune as a result of the disease. Parents or guardians of all children attending Carlton Landing Academy shall present a certificate of required immunizations upon school entry or present evidence that the immunization process is in progress. The law provides three kinds of exemptions to these immunizations. These are as follows:
 - i. Medical Contradictions: A signed statement, using ODH Form 216-A from a licensed physician, stating that the immunization would endanger the life or health of the child;
 - ii. Religious Objection: A signed statement, using ODH Form 216-A from the parent or guardian, stating immunizations are contrary to the teaching of their religion;

- iii. **Parental Objection:** A signed statement using ODH Form 216-A from a parent or guardian objecting to the required immunizations on philosophical grounds.

c. School Schedule

- i. **Daily Schedule** –Classes will begin at 8:15am and will end at 3:15pm. Daily and weekly schedules with specific courses and time periods will be provided by the teachers.
- ii. **Annual Calendar** - During the school year, students will have a minimum of 180 instructional days in addition to the scheduled breaks and holidays. The annual calendar can be found in appendix A.

IV. GENERAL INFORMATION

- a. **Pick Up / Drop Off.** To ensure safety of our children, it is important for parents who drive children to follow the established flow for drop off/pick up of the students. The diagram shown in appendix B provides the directional flow.
- b. **School Uniform Policy.**
 - i. **TOPS:** White, navy and hunter green knit shirts as defined on the Land's End website (under the Carlton Landing Academy uniform section). Shirts will be embroidered with the logo for Carlton Landing Academy.
 - ii. **BOTTOMS:** Navy blue or khaki pants, walking shorts, slacks, skirts, and skorts from the uniform section any major retailer will be acceptable.
 - iii. **FOOTWEAR:** Students must wear closed toe and heel shoes.
 - iv. **OTHER:** Students will be permitted to wear a school-sponsored T-shirt and/or sweatshirt and denim shorts or jeans on Fridays or school spirit days as designated by the teachers.
- c. **Lunch.** Students will have several options for lunch including bringing a lunch, purchasing a lunch at a local food vendor (such as Bud's on the Lake or the Boulevard General Store), or leaving campus for lunch. Please notify your classroom teacher in writing if your student will be leaving campus for lunch. Order forms for Bud's will be sent home to each family as needed. These may be returned daily or weekly as desired by the individual family. Please refrain from sending items such as red drinks or jello in lunches as these could stain carpet or clothing.
- d. **School Visitors.** During school hours, all visitors to the school must check in with the teacher prior to any work or activity.
- e. **Transportation.** The Academy does not provide transportation for students. At the request of the parents or legal guardians of a student, the Academy may work with families facing transportation concerns that may arise on a case-by-case basis in an effort to determine a solution such as car pooling or shared rides with the families of other students.

- f. **Volunteer Program.** Carlton Landing Academy has a robust enrichment program supported by community volunteers. Volunteers should contact the teachers or a member of the school board to coordinate dates, times, and level of support that will be provided.

V. SAFETY

- a. **Fire and Tornado Procedures.** In the event of a fire, students will move to the parking area behind the Meeting House. In the event of a tornado warning or threat, students will be moved to the primary shelter location at 31 Boulevard (home basement of Jen and Grant Humphreys). The alternate location is the Meeting House, directly across from the school. Teachers will account for and be responsible for all students until the fire or tornado emergency is cleared.
- b. **Weather-related closures / Hazardous Weather.** In the event it becomes necessary to cancel school for hazardous weather conditions or other reasons, Carlton Landing Academy closing will be announced on the following: television , radio stations, Tulsa Television Channels: KJRH – CHANNEL 2 KOTV – CHANNEL 6 KTUL – CHANNEL 8 Area Radio Station—KCES 102.5 FM EUFAULA.
- c. **Medication.** If possible, all medications should be given at home. Designated school staff can administer medications when this is not possible. However, to ensure the safety of all students, the following requirements must be followed:
 - i. A Medication Request and Release form must be completed and signed by the parent/guardian on any medication, prescription or over-the-counter (OTC). Medications will not be administered without this form. One form for each medication/treatment given is required. This form is to be renewed each school year.
 - ii. A written record will be kept with student’s name, name of medication, and date and time medication is taken.
 - iii. For all students’ safety, it is required that the parent/guardian bring and pick up medications. No medications will be sent home with the student.
 - iv. Prescription medications must be brought to school in the original pharmacy container properly labeled with the student’s name, name of medication, dosage and special instructions, and date and time medication is to be administered. Parents may request that the pharmacist dispense a separate labeled container for the school.
 - v. Over-the-counter (OTC) medications must be in a new, unopened, container. Any OTC medication, which is not designated on the label as appropriate for the child’s age will not be given without written physician approval.
 - vi. Medications will not be accepted in envelopes, plastic bags, or any other form not listed above.
 - vii. Students requiring self-administration of medications for anaphylaxis (life-threatening allergies), asthma and/or diabetes may be allowed to do so according to the following requirements:
 - 1. Medication Request and Release Form completed by parent and physician.

2. Parent acknowledges student is capable of, and has been instructed in the proper method of self-administration of medication and/or treatment.
 3. Student will inform a teacher, school nurse, principal, coach, or other designated school personal when such medication and/or treatment are used while at school.
 4. Students will not share their medications with other students.
 5. The Carlton Landing Academy and its employees will not be liable (to student or parent/guardian of the student) for civil damages (for any personal injuries) to the student, which results from acts or omissions of the school nurse or designated employee in administering any medication.
- d. **Emergency Care.** If a child becomes ill at school, the teacher will try to determine the nature and severity of the illness. If the student cannot, in our judgment, remain at school, we will contact the parents or the emergency phone listed. Children may be sent home if they have an active case of head lice, scabies, pink eye, or any other contagious illness.
- e. **Accidents.** Accidents are attended to by the teacher on duty or one of the coaches. First aid is applied if needed.

VI. ATTENDANCE POLICY

- a. **Attendance.** Students are expected to attend school on all instructional days as scheduled on the school calendar. If there is a reason for a student to be absent, it is the parent or guardian's responsibility to notify the teacher not later than 9:00am on the day a student is absent as to the reason for being absent.
- b. **Absences.** Oklahoma state law requires school officials to keep attendance records and report excessive absences to the District Attorney's office. Ten (10) unexcused absences within a semester constitutes excessive and thereby may be reported to the District Attorney's office. If a student misses more than 10 days in a class during a semester, he or she may not receive credit. If a student misses more than 10 days due to serious illness or injury, the administrator must determine that the illness or injury is serious enough to prevent the student from attending school. The Carlton Landing School Board of Education and/or administration may require a doctor's verification to certify that any student is physically and/or mentally able to attend classes or unable to attend classes. A student who is absent more than 10 days in the previous semester may not be allowed to participate in school activities. Students who are absent for ten (10) consecutive days will be withdrawn from the District if student's parent/guardian has not communicated with the student's school concerning these absences. Student must be re-enrolled prior to returning to school.

Criteria for excused absences:

1. Any medical treatment that is substantiated by a physicians written statement

2. Forty-eight (48) hours to treat and clear head lice with appropriate medical documentation upon return to school
 3. Any event that is approved as a school activity
 4. A court subpoena
 5. Religious holidays or activities
 6. Bereavement
- c. **Tardiness.** As described herein, the school day begins promptly at 8:15am. In order for the Academy's teaching staff to accomplish their objectives and deliver the intended level of education, it is essential that all students are physically present at the Academy and ready to learn before the start of each school day. Two (2) tardies constitutes one absence. A tardy is defined as a student not being in the classroom when the last bell has stopped ringing.
- d. **Sign-Out Procedure.** Students who need to leave early for appointments (such as medical, dental, vision care, etc.) must have parental authorization to sign out. Students must sign out with the teacher if they leave the building before the close of the school day. Students who leave early or arrive late are counted absent for the periods missed.

VII. Student Academics and Evaluation

- a. Evaluation and Grade scale
 - A- 90% to 100%
 - B- 80% to 89%
 - C- 70% to 79%
 - D- 60% to 69%
 - F- 0 to 59%
- b. **Parent / Teacher Conferences.** Parents will be notified frequently about student progress. During the school year, there will be a minimum of two formal parent teacher conferences scheduled for the parents and teachers to have one-to-one discussion regarding the student's progress.
- c. **Homework Requests in the Event of Absence Make-Up Work.** Students are required to complete all work missed as the result of an absence. Students have one day for every day they were absent plus one day to make up work. Example: A student misses 3 days. He/she will be given 3 days plus 1 for a total of 4 days to get their makeup work in. Parents requesting work for students absent from school should do so by 10:00 a.m.

VIII. Conflicts of Interest Policy

- a. **Purpose.** The purpose of the conflict of interest policy is to protect this tax-exempt organization's (the "Organization") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws

governing conflict of interest applicable to nonprofit, charitable organizations, and public school boards.

b. Definitions:

- i. **Interested Person.** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- ii. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 2. A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
 4. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
 5. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

c. Procedures:

- i. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- ii. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she will leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members will decide if a conflict of interest exists.

d. Procedures for Addressing the Conflict of Interest.

- i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she will leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- ii. The chairperson of the governing board or committee will, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- iii. After exercising due diligence, the governing board or committee will determine whether the Organization can obtain with reasonable efforts a more

advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

- iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee will determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it will make its decision as to whether to enter into the transaction or arrangement.
- e. **Violations of the Conflicts of Interest Policy.** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it will inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it will take appropriate disciplinary and corrective action.
- f. **Records of Proceedings.** The minutes of the governing board and all committees with board delegated powers will contain:
 - i. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
 - ii. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- g. **Compensation.** A voting member of the governing board may not receive compensation from the Organization.
- h. **Annual Statements.** Each director, principal officer and member of a committee with governing board delegated powers will annually sign a statement which affirms such person has received a copy of the conflicts of interest policy, has read and understands the policy, has agreed to comply with the policy, and understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- i. **Periodic Reviews.** To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews will be conducted. The periodic reviews will, at a minimum, include the following subjects:
 - i. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,

- ii. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.
- j. **Use of Outside Experts.** When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use will not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

IX. Standards of Conduct

- a. Carlton Landing Academy expects students to demonstrate good behavior on a daily basis. Our discipline plan is based on the Above the Line Program. The goal is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior. Behavior will be divided into three groups:
 - i. Above the Line, including but not limited to behaviors such as:
 - 1. Be respectful,
 - 2. Be Responsible,
 - 3. Be Polite,
 - 4. Be Safe,
 - 5. Be Cooperative,
 - 6. Be a Worker
 - ii. Below the Line, including but not limited to behaviors such as:
 - 1. Swearing,
 - 2. Teasing,
 - 3. Bullying,
 - 4. Hitting,
 - 5. Uncooperative,
 - 6. Wasting Time
 - iii. Bottom Line, including but not limited to behaviors such as:
 - 1. Weapons,
 - 2. Vandalism,
 - 3. Racial or sexual Harassment,
 - 4. Assault,
 - 5. Use of Drugs
- b. Students are expected to demonstrate Above the Line Behaviors. If a student makes a bad behavior choice and falls Below the Line, the student will be expected to assume responsibility for the behavior. The teacher in charge will give students who choose a Below the Line Behavior a choice. They will be asked to "Fix It" or if they want a consequence for going Below the Line. If the child selects the "Fix It" option, the child will be expected to assume the responsibility for developing a plan for fixing the problem he/she has caused with his/her Below the Line Behavior. When a child requests a consequence for a Below the Line Behavior, the consequence will be worked out with the child and the adult in charge. A consequence will be generated for every situation

following these guiding principles. The consequence must be Related to the behavior, delivered Respectfully, and it must be Reasonable.

- c. There are some behaviors that are considered totally inappropriate at school. These behaviors are considered Bottom Line Behaviors. A Bottom Line Behavior is a violation of state law, school policy, or any unacceptable behavior. When a student demonstrates a Bottom Line Behavior, it will require involvement by the administration, parents(s), guardian(s), and maybe a legal authority.
- d. **OUT-OF-SCHOOL SUSPENSION**

Students may be suspended out of school pursuant to the District's policy regarding student suspension.

Out-of-School Suspension Requirements

An out-of-school suspension shall be long term or short term. A long-term out-of-school suspension shall be an out-of-school suspension of eleven (11) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

POLICY FOR THE SUSPENSION OF STUDENTS WITH DISABILITIES

Short-Term Suspension: The District will follow the same policy and procedures for the suspension of students in conjunction with the short-term suspension of students without disabilities.

Long-Term Suspension: Before implementing the suspension of a student with a disability for more than ten (10) accumulated or consecutive school days, the District will notify the student's parent or guardian in writing of the proposed suspension and convene a meeting of the student's Individualized Education Plan (I.E.P.) team or 504 accommodation plan team to discuss additional concerns and delivery of services during the suspension. If the student poses an immediate threat to his/her own safety or to the safety of others, the District may immediately suspend the student for up to ten (10) school days. During the suspension period, the student's team will meet to determine whether the misbehavior is related to the student's disability and whether further evaluation is necessary

Attendance at School Pending Appeal Hearing

Pending the appeal hearing of an out-of-school suspension, the student will have the right to attend school under such "in-school" restrictions as the principal deems proper (and this time may or may not count against the total penalty time), except that in the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal: 1. The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members, or school property; or 2. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

X. Student Due Process.

It is desired that all situations be handled at the lowest level. Behavior will be monitored at the classroom level. The Teacher is in authority in the classroom or during school activities. Referrals will be made to the Principal. Appeals or grievances may be made to the Board of Education. All decisions of the Board will be final.

XI. Tobacco Policy.

The Carlton Landing Academy Charter School Board is committed to providing a healthy and productive environment for all persons using the school facilities. Smoking, Chewing, or any other use of tobacco by staff, student, and members of the public is prohibited on, in, or upon any school property 24 hours a day, 7 days a week, including non-school hours. This policy applies to all school sponsored events held on or off campus.

XII. Drug-free schools Alcohol, Drugs and Other Controlled Substances.

The Drug Free Schools and Communities Act Amendments, PL. 101-226 requires that state, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students. The possession or use of certain drugs is a serious violation of the law and is punishable by fine and/or imprisonment. A student is required to know the laws about drugs and is required to obey the same laws on school grounds as elsewhere. Schools are a part of society and are subject to the same laws as the rest of society.

XIII. Bullying / Harassment / Intimidation

Bullying is the general term applied to a pattern of behavior whereby one person with internal anger and consequent aggression and lacking interpersonal skills chooses to displace his/her aggression onto another person, chosen for his/her vulnerability with respect to the bully, using tactics of constant criticism, exclusion, isolation, teasing, etc., with verbal, psychological, and physical violence. Threatening behavior is defined as any pattern of behavior or isolated action whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel, or school property. Threatening behavior, harassment, intimidation and bullying is strictly prohibited. Threatening behavior, harassment, intimidation and bullying by electronic communication, whether or not the communication originated at school is strictly prohibited. Electronic communication is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone, or other wireless telecommunication device, or a computer.

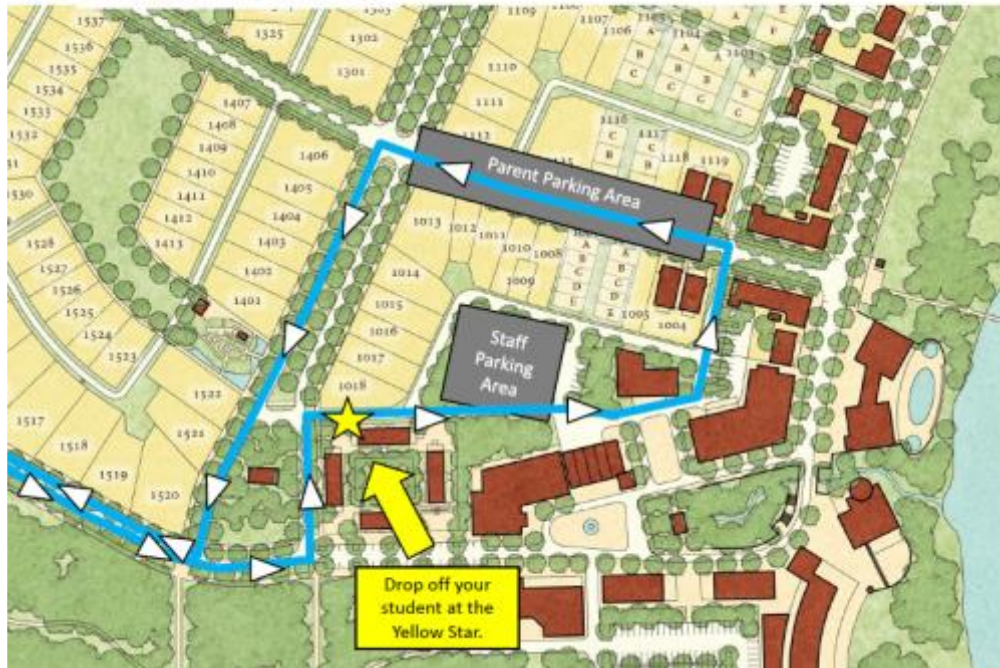
XIV. Sexual Harassment

Sexual harassment will be considered an assault and may result in out-of-school suspension. Sexual harassment is defined as any persistent offensive behavior of a sexual nature that is unsolicited and unwelcomed.

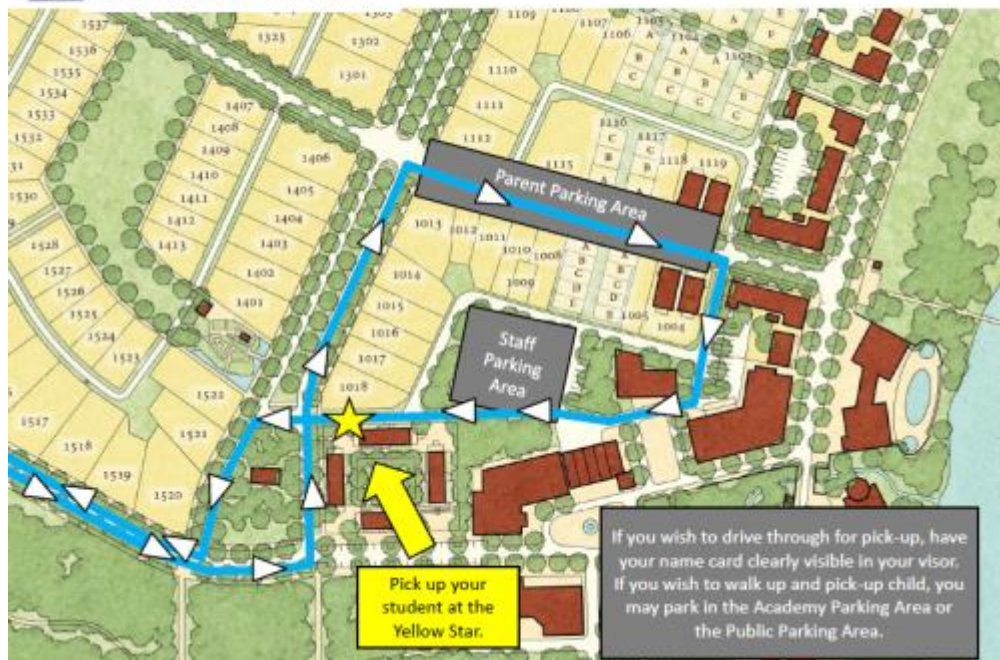
Student Pick-up/Drop-off Diagram



Morning Drop-Off Route



Afternoon Pick-Up Route





Academy / Student / Parent Contract

This Contract is a statement of understanding between Carlton Landing Academy Charter School (the "Academy"), the student identified below (the "Student") and the parent(s) or legal guardian(s) of the Student (the "Parent"). The Academy, the Student and the Parent hereby commit to the following:

The Academy hereby commits to:

- Provide a clearly articulated mission statement and operate the Academy in accordance with that mission.
- Create a climate and learning culture of high expectations in which the staff demonstrates that all students can attain mastery of essential skills.
- Have a teaching staff which models positive attitudes and possesses the influence necessary to shape the attitudes of students.
- Be knowledgeable and skillful in research-based, high-yield strategies, learning theory, and teaching methods that will enable students to achieve success. Provide differentiated instruction, specific interventions and opportunities for learning enrichment.
- Build instructional leaders who share leadership with the staff. Together with teachers, the administrators will advance teamwork by providing job-embedded opportunities for teachers to collaborate and grow professionally.
- Measure student academic progress frequently. A variety of assessments will be used and the results of the will be used to improve student performance and to improve the instructional program.
- Give all students the opportunity to learn. Learning is the constant. Time and support are the variables. Lack of previous opportunity will not be interpreted as a lack of ability to learn. Allocate a significant amount of classroom time to instruction in literacy and math.
- Develop a safe, orderly, and caring atmosphere that is free from threat or harm and is conducive to learning.
- Recognize student accomplishments and provide opportunities for students to develop leadership and citizenship.
- Partner with parents so that they will understand the mission of the Academy, support that mission and are given an opportunity to see the mission realized in the successful education of their student.
- Empower all stakeholders to take the risks necessary for growth when encompassed in a climate of mutual respect, care, and compassion in which mistakes are seen as opportunities to learn and their ideas and efforts are appreciated. The entire staff will extend the same respect to students that we desire to receive from them and each other.

The Parent hereby commits to:

- Support my child's learning by ensuring that he or she has proper rest, nutrition, and maintains excellent attendance and punctuality.
- Provide transportation to and from school.
- Abide by the Code of Conduct, procedures, and policies of the Academy.
- Obtain the required uniform(s) and ensure my child abides by the Uniform Dress Code of the Academy.
- Support my child's learning by reading with him/her 20 minutes each day, set a positive tone for learning at home, and provide "protected" time for homework completion.
- Strive to make positive use of my time with my child ("quality" one-on-one time).
- Participate in decisions relating to my child's education through a mutually respectful relationship with school staff.
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers).
- Support my child's class/school (i.e. helping in class/school, volunteering in my child's classroom/school, communicating with my child's teachers, attending school events when possible, etc.).

The Student hereby commits to:

- Respect and obey those in authority.
- Proudly follow the behavioral standards expected at our school and abide by the Code of Conduct, school creed, expectations, procedures, and policies of the Academy.
- Ask questions and seek out additional support when I am not sure about a lesson or learning objective.
- Make good choices like paying attention in class, staying on task, doing my best, and working hard at my schoolwork.
- Be the very best that I can be each and every day.

Parent / Guardian Name: _____ Date: _____

Child's Name: _____ Date: _____

Teacher's Name: _____ Date: _____



STATEMENT OF CONSENT AND INDEMNIFICATION

This **STATEMENT OF CONSENT AND INDEMNIFICATION** (herein, the Statement) is made effective this ____ day of _____, 20__ (the "Effective Date") and shall continue in force in during the academic term of the Student as defined below. The parent(s) and/or guardian(s) listed below attest that they are legally responsible for:

Student's Name: _____

(the "Student"), a student voluntarily choosing to attend Carlton Landing Academy. The Parent / Guardian(s) agree(s) to:

- Indemnify, defend and hold harmless Carlton Landing Academy, Carlton Landing Community Foundation Inc., Carlton Landing Owners Association, Inc., Humphreys Partners 2009 LLC, and Carlton Landing Enterprises LLC (herein collectively, the "Carlton Landing Entities") including the affiliates, employees, directors, representatives and contractors of the Carlton Landing Entities (herein, "Carlton Landing Personnel")
- Permit the Student to participate in activities, excursions and field trips within Carlton Landing and outside of the local area including risks inherent in travel and transportation.
- Permit the Student to participate in activities, excursions and field trips in a natural environment involving risks inherent in a natural environment including threats by climate, plants, insects and animals.
- Permit the Student to participate in activities, excursions and field trips in and around water including swimming, kayaking, paddle boarding and water sports.
- Permit photograph(s) of my minor child in print or online materials designed for news, informational or educational purposes related to Carlton Landing Academy.

Such consent applies to any and all claims, action, costs, loss, injury, expenses, damages, liabilities or hospitalization including but not limited to attorney's fees arising out of, connected with or resulting from the Student's involvement with Carlton Landing Academy.

The Parent / Guardian(s)

Parent / Guardian Name (Print)

Parent / Guardian Signature

Medical Release Form

Student's name: _____

Authorization for Treatment

I hereby authorize the nearest medical facility to administer treatment in the event of an emergency. I also authorize the use of an ambulance, if necessary, to transport my child. I further agree to pay for all services provided for my child.

Signature: _____ Date: _____

Parent/Guardian/First contact _____ Relationship: _____

Phones: (H) _____ (W) _____ (cell/other) _____

Parent/Guardian/Second contact _____ Relationship: _____

Phones: (H) _____ (W) _____ (cell/other) _____

Other emergency contact _____ Relationship: _____

Phones: (H) _____ (W) _____ (cell/other) _____

Health History

Physician: _____ Phone: _____

Insurance: _____ Policy Number Group number: _____

- Does your student have any potentially life threatening allergies, medication or other? (If yes, please list)

- Does your student have any chronic or significant health problems, or any physical limitations? yes/no (If yes, please explain)

- Does your student currently take any medications? yes/no (If yes, please list)

CARLTON LANDING ACADEMY 2016-2017

SCHOOL CALENDAR

	BREAKS/HOLIDAYS	STARTING	ENDING
1ST 9WKS AUG 8-OCT 14	LABOR DAY	Sept 5	
2ND 9WKS OCT 17-DEC 23	FALL BREAK	Sept 26	Sept 30
3RD 9WKS JAN 9 -MAR 17	THANKSGIVING BREAK	Nov 21	Nov 25
4TH 9WKS MAR 20-MAY 26	CHRISTMAS BREAK	Dec 26	Jan 6
PARENT/TEACHER CONFERENCE	WINTER BREAK	Feb 20	Feb 24
PARENT/TEACHER CONFERENCE	SPRING BREAK	April 10	April 14
	MARTIN LUTHER KING, JR DAY	Jan 16	

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
					1	2	1	2	3	4	5	6					1	2	3	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10										
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17									
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24									
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31									
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24										
31														25	26	27	28	29	30	30	31						27	28	29	30																				
JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
1	2	3	4	5	6	7				1	2	3	4					1	2	3	4					1	2	3	4	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10									
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17									
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24									
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30											
														30																																				

In service days/professional development days/teacher workdays Holiday No School End of 9wks Parent/Teacher Conf.