



PARENT HANDBOOK

POLICIES AND PROCEDURES



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1. WELCOME:

We are delighted you have chosen Creative Inspiration Journey School (CIJS) to fulfill your child's educational needs. Educating your child is a responsibility we take very seriously. It is our goal to provide a loving atmosphere that emphasizes development of the whole child. We have qualified staff who are dedicated to providing quality education for your children. Please take time to read this handbook as it will answer questions you may have concerning our policies and procedures. We encourage you to become an active participant in the school activities and programs we offer. If you have any questions or concern, feel free to talk to your child's teacher or Principal. We want the best for you and your child.

2. MISSION STATEMENT:

Creative Inspiration Journey School provides a groundbreaking, organized Reggio-inspired approach that offers interdisciplinary learning, through project-based experiences. We differentiate and enhance instruction through "gifted teaching methods", that prepare every student for success in school and life. Our curriculum features environmental responsibility through an agricultural component and reliance on repurposed materials. We value compassion, mutual respect, creative and critical thinking, and collaboration, while recognizing the relevance of our actions locally, nationally and globally.

3. PHILOSOPHY:

CIJS provides an early childhood educational program that will establish and foster an environment where children love to learn through self-discovery, imagination, and creativity while interacting with others in a friendly and safe atmosphere. Our environmentally conscious and natural surroundings integrate the "Green Philosophy" that we implement on a daily basis. The curriculum is well-balanced and designed to foster each child's growth in social, physical, cognitive, and emotional development. It allows room for child-directed and teacher-directed activities that utilize critical thinking skills, communication and collaboration. We believe children are competent, resourceful, inventive learners, capable of co-constructing knowledge while fostering their natural talents. We embrace a collaborative partnership inclusive of the community, parents, teachers and students.

4. APPROACH TO SCHOOL DAY CURRICULUM:

Our innovative instruction is a Reggio Emilia inspired curriculum. We believe children have the right to:

- Express themselves
- Freedom
- Establish relationships
- Happiness
- Explore
- Express creativity
- Produce meaningful and research-based projects

Our students are capable of empathy and able to recognize different emotions and intentions of others at a very young age. They are able to construct complex communication strategies through the "hundred different languages" and can give complex meanings of his/her experiences. Our students can dialogue together in sophisticated forms as very young children. They share, develop and progress together as they produce theories that lead to experimentation and creativity. We promote peer teaching, which is a great tool to help students succeed.

Our Reggio Emilia inspired curriculum has allowed us to take the best philosophies from world renowned educators and integrate them to design our own curriculum. Children are not alike, don't think alike, and do not learn the same, therefore they should be treated as individuals. We strive to meet the developmental needs of each student, targeting their independent learning level.

Not only do our teachers take time to get to know each child on a one on one basis, but we enter into a unique partnership with all our students that allow us to engage in learning together by guiding each other through



experiences and open-ended discovery. Our curriculum allows for an atmosphere where respect is a mutual experience for both students and teachers. It goes both ways!

Our environmental approach to integrate subject matter into our curriculum aids in a true understanding and teaches children respect for our earth. Our curriculum reinforces critical thinking and true comprehension so that children actually understand what they are learning, and can apply it to the real world. Students learn best through a hands-on approach; therefore, our students are encouraged to explore their environment and express themselves through movement, drawing, painting, reading, writing, building, sculpting, shadow play, collage, drama play and music among many other communicative and cognitive means. They are not rushed from one activity to the next, but instead encouraged to repeat key experiences, delve further into subject matter, continue multiple observations, consider and reconsider, represent and re-represent. There is no better way to learn!

4.1. EXTENDED CARE CURRICULUM:

Students enrolled in the Extended Day program will be provided with supervised daily activities that are both age and grade level appropriate. Following is a list of activities that will be included:

- **Daily Recess:** Students will have recess daily. This may include time in the garden, with the animals or on the playground.
- **Snack and Drink:** CIJS will serve one snack for Extended Day students ONLY. Wrap students will need to provide their own snacks.
- **Arts and Crafts:** Theme related arts and crafts projects may be planned. Projects may include painting, drawing, cutting, pasting, and the use of other various mediums.
- **Movie Day on Wednesday:** Students are may be shown a movie on Wednesday afternoons, starting at 4:45 pm. All movies are G rated and are age-appropriate.
- **Homework Time:** If your child start(s) their homework at Extended Day, they are welcome to do so. Our staff will do their best to get the students started. Please note that CIJS is NOT responsible for making sure that assignments are completed or done correctly. There are multiple students in the program and they must pay attention to all of the students that are there. However, we will assist to the best of our abilities. We ask that parents/ guardians still check and review your child's work because we are not the "Homework Police" 😊
- To ensure your child(ren)'s safety, he/she will not be permitted to return to their classroom to retrieve any forgotten items including water bottles, jackets, etc.

4.2. PROGRESS MONITORING ASSESSMENTS:

CIJS utilizes STAR Assessments and DIBELS for our progress monitoring tools. The assessment will be given 3-4 times per year for both math and reading. Parents can receive reports for detailed information on their child's progress from their classroom teacher after each assessment is given (per your request). Other reading progress monitoring assessments include the Fountas & Pinell Reading Assessment and the state required STAR and Cambium assessments. These progress monitors are given 3-4 times per year in order to gauge your child's current reading level.

4.3. ESE STUDENTS/ EP STUDENTS/ 504 AND OTHER ACCOMMODATION PLANS:

CIJS strives to meet the needs of all of our students. CIJS attempts to provide individualized instruction to everybody. CIJS retains the services of an ESE teacher to assist with working with children who have special needs. When a child with an IEP (Individualized Education Program) is considering enrolling with the organization the family is informed of the services provided by the School and the current staffing levels. It is ultimately the responsibility of the IEP team to determine the most appropriate placement for a student within the broader context of services provided by the LEA. If a student were to be accepted to CIJS whose IEP requires services significantly above what is currently being offered at CIJS, we will convene an IEP meeting to discuss the placement and develop a plan for meeting the needs of the individual student.

CIJS works with Osceola county and abides by all school, State and Federal statutes and policies and procedures in developing and implementing IEPs. Once a child is determined eligible for an IEP through the Individuals with



Disabilities Education Act (IDEA), an MTSS team is assembled to determine provision of the appropriate services and interventions. CIJS provides services to students with reasonable supports and accommodations whose needs can be met in the regular classroom. These services include occupational, physical, or speech and language therapies where appropriate. CIJS determines the appropriate placement for students through the IEP process and professional evaluation, assessment, and documentation of progress. If a student cannot be best served by receiving at least 80% of instruction within the regular classroom (with appropriate and optimal supports in place), IEP team determines the Free Appropriate Public Education (FAPE) placement for the student.

The IEP team includes (at a minimum) the CIJS ESE teacher, an administrator, a parent, the child's regular classroom teacher and a representative of the parent (optional if the parent desires). All information relating to the IEP is communicated to the parent in his or her native language, including meeting announcements and content. The team devises the child's IEP through consultation and agreement. The IEP is reviewed at least annually and students are referred to the school psychologist for re-evaluation where indicated. CIJS acknowledges that it does not serve as its own LEA (Local Education Agency) as defined in the federal IDEA statutes. The sponsoring school district serves this role. As such, CIJS acknowledges that it will abide by all applicable and required policies of the sponsoring school district with regards to special education services as described within the IDEA.

CIJS is committed to fostering the development of exceptional children to their highest potential within the least restrictive environment, and to strictly adherence to the IEP (or 504) process. CIJS understands and supports the concept of normalization within children's educational experience, and does everything to provide normalizing experiences for children with exceptionalities within the regular classroom. The project-based, Reggio inspired curriculum at CIJS is especially suited to the differential instruction that makes classroom integration most feasible. In addition, the Reggio approach focuses on collaboration and open-communication with parents and other team members to make changes and modifications in differentiated instructional approaches and IEP plans to best support each child. Both ESE and regular teachers take part in district training in regulation, funding, compliance with Federal laws, and rights of exceptional students and their parents/guardians. CIJS consults with ESE staff in decision-making meetings and on procedural and instructional matters to be included in IEP/504 plans (including goals and accommodations/modifications). Someone from CIJS will meet regularly with all ESE team staff concerning students with disabilities. Any accommodations are recorded in the child's file.

Educational Plans (Gifted): Educational Plan updates for students who have been identified as Gifted will be held as needed. Parents can request to hold a meeting at any time during the school year.

504 Accommodation Plans: Accommodation plans will be updated as needed.

To schedule an IEP, EP, or 504 accommodation plan meeting, or to request an evaluation please contact the office and they will direct you to the correct person.

Please refer questions about accommodations to the principal.

4.4. MTSS INTERVENTIONS:

While CIJS strives to integrate projects for all students with varying levels of needs, there are times when additional intervention activities are necessary. MTSS interventions are for students who are performing below grade level expectations for academics and/or behavior. All students at CIJS receive Tier 1 support, which includes our core curriculum and instruction. Students who are performing below grade level may be placed in Tier 2 interventions for their area of need. Tier 2 interventions will occur within the general education classroom for reading, writing, math, and/or behavior. Your child's teacher will collect data on your child's progress within the tier 2 interventions. If your child makes limited to no progress on Tier 2 interventions, they will be referred for Tier 3 interventions. Tier 3 academic interventions typically, but are not required to, occur three times a week for reading/writing and twice a week for math. Students will be monitored on student progress through classroom assessments, STAR Reading & Math, DIBELS, and F&P reading assessments. Tier 3 behavior interventions will be individualized depending on the student's needs. Data will be tracked to determine student progress.



4.5. GRADING:

CIJS utilizes a standards-based grading system. This grading method allows teachers to differentiate instruction based on the projects the students are doing. It also allows for the teacher to utilize interdisciplinary learning (teaching across subject areas). The detailed grading systems ensures that each student is mastering the necessary skills to meet grade level satisfaction. For those who are struggling or excelling, it gives the teacher an opportunity to utilize data to drive the instruction for students in an individualized manner, which lends itself well to the Reggio approach. Teachers can reteach skills and/or add challenging concepts into daily lessons on an individual basis.

Teachers spend the entire term creating lessons that integrate each standard. The goal is for each student to establish mastery with every standard. We do not care if a child does poorly on that standard at the beginning of the semester (term), we only care if they master the standard at the end. For this reason, we DO NOT average grades throughout the semester. The question will always be.... Did this student master the skill or not? If not, we reteach using different methods. If they did, then we move onto the next set of standards. Rubrics are also based on questions such as, did they complete the assignment? Did they participate.

How often will families be informed about students' progress?

As of the 2022/2023 school year, CIJS will implement a 4 term grading structure with term 1 and term 3 are NOT full report cards, but utilize more of an interim report fell. Families will receive the following reports throughout the year.

- **Report cards-** 2x per year for term 2 & term 4
- (Will contain all of the standards covered during that term)
- **Interim reports-** 2x per year (Will not contain as much information as term 2 & term 4 report cards)

What is a standards-based reporting system?

A standards-based reporting system is designed to inform families about their child's progress towards achieving specific learning standards. CIJS establishes high and challenging performance expectations for all students. Standards-based reporting lends itself well with the project-based curriculum because it describes what students should know and be able to do while allowing teachers to assess student progress with multiple standards while engaging in projects. This allows for meaningful assessments that are applied to real world situations.

What is the purpose of the standards-based report card?

The purpose of the standards-based report card is to clearly communicate student performance of grade level standards and expectations to families. It also provides an in-depth outline in each of the major academic content areas, and shows how well he/she is progressing towards the grade level goals. By providing a more detailed description of progress, CIJS is able to establish an environment that meets the need of each student individually. This provides the ability for both parents and teachers to differentiate instruction based on each child's individual needs.



In addition, standards-based learning prepares students for intrinsic motivation which is extremely powerful. When a student is involved in the learning process by knowing their strengths and weaknesses, the parents, teacher and student can work together to set meaningful individual goals, strive to achieve the goals, and experience success. This reduces frustration in students and increases their confidence level as they discover their true ability. Students can see for themselves that they are able to make progress towards each skill instead of failing over and over because they are expected to meet an expectation that is set too high.

How will standards-based teaching, learning and grading challenge students?

Through standards-based instruction and project-based learning methods, teachers will know if students have already mastered concepts prior to a lesson or unit. It gives teachers an opportunity to provide meaningful and challenging work for students. Teachers differentiate instruction so that students continue to grow and progress. Teachers are better able to see who really has mastered the standard and who needs additional instruction or intervention.

What's the difference between the traditional "A" through "F" grading system and a standards-based reporting system?

Traditional Grading include the following:

- A, B, C, D, F represent percentage of points accumulated
- Non-academic factors affect grades, such as participation, attendance, late work, etc.
- Everything is graded and averaged together
- Early assignments can skew the final grade
- Reports a single grade for each class

Standards-Based Grading include the following:

- 4, 3, 2, 1 represent student performance in relation to specific standards
- Based on common core, national, state, and school standards
- A report of what students know and are able to do
- Reflects current knowledge not an average over a semester
- Reflects academic performance
- Allows for teachers to integrate rubrics easily into daily instruction
- Allows teachers to differentiate instruction

What if my child is advanced or delayed?

- We work with your child at THEIR developmental level as much as possible, but for the purpose of Report Cards, we will assess the standards based on their grade level. For example: if your child is performing above grade level, we will differentiate instruction within the classroom to meet their needs, but we will assess the grade level standards and report that on the progress reports.

What do the following terminology mean on my progress reports?

4 = (Meets or Exceeds Mastery) Consistently demonstrates knowledge and understanding of the standard. Student is demonstrating a high level, beyond grade level expectation.

3 = (Mastery) Student is clearly on track and demonstrates solid knowledge and understanding of the standard. Student is meeting grade level expectations.

2 = (Near Mastery) Approaching standard. Student is demonstrating some progress towards understanding the grade level standard. However, he/she is not consistently meeting grade level expectations.

1 = (Far Below) Well below meeting the standard. Not meeting grade level expectations.

***The goal is for all of our students to receive a 3 or 4 for each standard.**



Please note that it is possible for a score to either increase or decrease throughout the year. For example, a student can receive a 4 in a particular skill during one semester and then receive a 2 during a different semester. This can change as the expectations for that standard increase. One particular area that this may occur is with writing. Perhaps at the beginning of the year, a student is only expected to write 3 detailed paragraphs, but by the end of the year, they are expected to write 5 paragraphs. The student might be excelling at the beginning of the year, but then towards the end, he/she may no longer be able to meet the expectations.

4.6. PARENT CONFERENCES:

CIJS schedules conferences with parents three to four times each year. However, the fall conferences are for ALL students and the remainder of the conferences are for students who are struggling. We will contact parents when the dates are set. We may reach out to you and scheduled additional conferences if needed. In addition, you are always welcome to contact your teacher during other times of the year to discuss needs as they arise. You can expect a return call or email within two business days.

5. STATEMENT OF SERVICES:

CIJS is a TUITION FREE public charter school that offers educational services for children pre-kindergarten through Middle School. Our program consists of a flexible schedule created to provide diversity and a challenging environment for children in all age groups. CIJS may offer extended care and camps when school is closed contingent upon demand and availability.

6. HOURS OF OPERATION:

Office hours: 8:00 A.M. – 4:30 P.M.

The tardy bell rings at 9:00 A.M.

Kindergarten through 5th grade:

(M,T,H,F): 9:00 A.M - 3:50 P.M.

W: 9:00 A.M.- 2:50 P.M.

Drop off begins at 8:30 A.M.

Pick up begins at 3:50 P.M. (Contingent upon grade level)

Students are not permitted to be picked up early after 3:15 P.M. (M,T,H,F) or after 2:15 P.M. on Wednesday

Middle School:

(M,T,H,F): 9:00 A.M - 4:08 P.M.

W: 9:00 A.M.- 3:08 P.M.

Drop off begins at 8:30 A.M.

Pick up begins at 4:15 P.M. (Contingent upon grade level)

Students are not permitted to be picked up early after 3:15 P.M. (M,T,H,F) or after 2:15 P.M. on Wednesday

Preschool (VPK):

Class A: 8:30 A.M. - 11:30 P.M.

Class B: 12:00P.M. - 3:00 P.M. (based on demand and availability)



VPK Wrap: 6:30 A.M. - 6:00 P.M. **(You must be present during the 8:30 - 11:30 VPK hours, but may utilize the remainder of the hours as you see fit).**

Drop off begins at 8:15 A.M. or 11:45 A.M.

Pick up begins at 11:30 A.M or 3:00 P.M. contingent upon class enrolled.

Students are not permitted to be picked up early after 10:30 for AM classes or 2:00 for P.M. classes

Wrap is NOT available on school holidays, teacher in-service days or other non-school days. CIJS may decide to offer camps for students when school is out of session such as Thanksgiving, spring and summer break based on demand and availability. However, please note that the typical weekly fees do not cover any non-school day camps. Additional fees will be required if care is offered on those days.

Extended Care for VPK-Middle School (Tuition required for this program)

Available 6:30 A.M. - 6:00 P.M.

Morning extended day: 6:30 A.M. - 8:30 A.M.

Afternoon extended day: 4:00 P.M. - 6:00 P.M.

Camps: Fall, Spring, Summer (Tuition is required for this program)

Extended day is NOT available on school holidays, teacher in-service days or other non-school days. CIJS may decide to offer camps for students when school is out of session such as Thanksgiving, spring and summer break based on demand and availability. However, please note that the typical weekly fees do not cover any non-school day camps. Additional fees are required if care is offered on those days.

Refer to the school calendar for closures and events.

7. SEVERE WEATHER:

CIJS will notify you if the school is closed due to inclement weather via email, text and/or through posting on our website. Please make sure you have an email on file that you check regularly. If we need to close early, please make sure you have arrangements for emergency child pick up. For the tuition paid programs, there is no tuition reimbursement or reduction for school closures, late arrival or early release.

8. OTHER CLOSURES:

Due to State training requirements, CIJS may be closed a minimum of 3 days during the year for staff members to participate in professional development (PD). The yearly calendar will be provided by the office. For paid programs such as extended care, you will be charged tuition at the regular amount for months/weeks in which we have PD. Program tuition has already been adjusted to accommodate for these PD sessions, therefore there will not be any reimbursement or change in tuition due to these closings.

9. STATE LICENSING:

We understand the importance of keeping strict compliance with State licensing regulations in order to ensure a quality environment for your children. CIJS complies with all applicable State licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

10. ADMISSION REQUIREMENTS (LOTTERY):

Applications for admission to CIJS are entered into a lottery for all children whose applications meet the submission deadline and have a signed parent participation agreement, regardless of race, religion, national or ethnic origin or exceptionality (in accordance with Section 1002.33(10)(f)). Students are selected for admission from the entire application pool randomly, and the number of students accepted are limited to CIJS's capacity (at the grade, class or charter school level). CIJS is required to admit all students, based on space availability and



subject to selection through the School's lottery system. A student's ESE status will not be used in the selection and lottery process. CIJS operates within the context of the larger school district. The district serves as the Local Education Agency (LEA) with regards to federal IDEA (Individual with Disabilities Education Act), and therefore, CIJS personnel are required to abide by the district's policies and procedures with regards to special education services. Given that the IDEA does not require that all special education services be provided at all schools, CIJS acknowledges that some ESE services may need to be provided at alternative locations based on the needs of the students and the district's special education delivery model. If a student were to be accepted via lottery to CIJS whose IEP requires services significantly above what is currently being offered at CIJS, we will convene an IEP meeting to discuss the placement and develop a plan for meeting the needs of the individual student.

Once the initial lottery drawing takes place, if the enrollment falls short of the available grade level capacity, we then go to enrolling on a daily basis (first come first serve) based on preferences and waiting lists. See below for more details.

Proof of Residency in Florida (regardless of county of residence) is required. WE ACCEPT OUT OF COUNTY APPLICANTS.

Two items for Proof of Residency MUST be attached: This helps determine placement and preference within the lottery.

All documents must have the same address and the name of the parent/legal guardian

- **Category 1:** Lease/rental or mortgage agreement, property tax records
- **Category 2:** Current utility bill (electric, cable, water, etc), income tax record, or proof of receipt of governmental benefits, the parent/guardian may provide a valid Florida Driver's License (or Florida Dept. of Motor Vehicles picture ID), voter registration or auto registration.

If the parent/guardian is NOT the lease holder or property owner, then the following is required: Notarized Verification of Residency signed by the owner of the home. This must accompany one document from each of the above categories.

Students entering the following grade levels in the fall must be the designated age before September 1 in order to be eligible for that grade level:

- VPK must be 4 years of age
- Kindergarten must be 5 years of age
- First grade must be 6 years of age

Does CIJS Accept Applications After the Deadline?

Yes, but any applications received after the deadline will not be included in the initial lottery drawing. They will be accepted and kept on file in case any future lottery drawings take place for the current school year.

Does CIJS Accept Students Who Do Not Live In Osceola County?

Yes, students who reside out of county will be eligible to submit a lottery application by the deadline, and will be enrolled contingent upon available openings. Out-of-county residents will not be included in the first lottery drawing. After the initial lottery drawing, a second "Out-of-County" drawing will take place (on the same day) if there are available openings. The out-of-county applicants **MUST** turn in their application by the deadline if they want to be included in the initial "Out-of-County" lottery drawing. Subsequent lotteries may occur on a weekly basis if openings are still available with the idea that "in-county residents" will always be entered in the first weekly drawing and "out-of-county" residents will be entered in the second weekly drawing. Once your child is admitted to the school, siblings will then fall under the preference category.

How Does the Lottery Process Work?

CIJS admits all eligible students (described in the Florida Statutes) whose applications meet the submission deadline and have a signed parent participation agreement. The number of children accepted is limited to CIJS capacity (at the grade, class or charter school level). **We base the number of classes and grade levels offered**



contingent upon the applications received. CIJS reserves the right to decide NOT to provide all grade levels. In the case of maximum enrollment, CIJS conducts a random lottery drawing, which chooses students for enrollment according to the order in which their number/name is selected. The selection process is determined annually by the Governing Board and will ensure transparency of the Selection Process. On the dates specified within the enrollment schedule, the School shall abide by the following selection process. Each child is assigned a number and/or the name is drawn randomly. When capacity for a grade level is reached, remaining applicants are placed on a waiting list in the order in which their number/name is drawn. They are contacted (in order) and asked if they want to enroll their child when a spot is available. If two children from the same family have enrolled in the lottery and one child's number/name is drawn, the sibling is also selected. If the enrollment falls short of the available grade level capacity, we then go to enrolling on a daily basis (first come first serve) based on preferences.

Students who reside outside of the limits of the School district in which the School is located may still apply for enrollment at the School. In the event such applications are received, they will not be placed in the lottery process until all in-county students have been placed to comply with Section 1002.31(2)e, Florida Statutes. Once parents receive notification that the student is being offered a position at the School following the student selection lottery, parents will be given a deadline of two (2) days from the date of notification to respond to the School to confirm or decline the position at the School. In the event that more students apply to the School than openings are available, the remaining students will be added to the waiting list in the rank order selected in the lottery process. If a waiting list exists prior to a student lottery being conducted, positions will first be filled by the existing waiting list. Students selected in lotteries subsequent to the first enrollment lottery will be added to the bottom of the waiting list in the order they were selected. The school shall maintain the waiting list, and any time an opening becomes available, the School shall contact the next student on the waiting list to offer a position at the School to the parents or legal guardian of the student. The following is a notional enrollment timeline: (exact date to be determined annually)

January of each year- Initial enrollment period begins

Feb./March of each year- Applications due and initial lottery drawing takes place

March/April of each year- Students who have registered and who have been permitted a spot will be officially enrolled

After the initial annual lottery, CIJS enrolls students on a first come first serve basis, based on grade level availability, waiting list, properly completed paperwork, and preferences permitted by state statutes, until any subsequent vacancies are filled.

CIJS does not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, ancestry, creed, marital status, citizenship status, military or veteran status, national origin, disability, age or any other legally protected characteristic.

What Students Have Preference?

Pursuant to F.S. 1002.33(10)(d), and the charter agreement, a charter school may give enrollment preference to the following student populations:

Definition of.....

Sibling: Sister, brother, step sister and step brother (Legal documentation will be requested)

Children: Daughter, son, step-daughter, step-son, child who have a guardian who is considered a parent (Legal documentation will be requested)

Preference will take place in this order:

1. Current CIJS students
2. Students who are children of a founding Board members
3. Students who are children of an employee
4. Students who are siblings of a student enrolled in the charter school



5. Osceola County residents
6. Students in other counties as permitted by statute

11. REGISTRATION AND ENROLLMENT:

Initial offers for enrollment will take place by phone and/or email. Subsequent offers will be via phone **OR** email. The parent/guardian must give a written notice of acceptance (which is the Student Information Form) within 2 days (by 4:30 P.M) of receipt of the admittance notification. CIJS will **NOT** hold the spot without this acceptance which takes place in our parent portal by clicking the “accept button”. After your official written acceptance is received, you are required to complete a registration packet to complete the registration process. Enrollment will **NOT** be completed until registration packets are submitted to the school by the posted deadline. Families who decline enrollment or neglect to submit their registration packets on time will forfeit their spot at CIJS and must re-apply to the school.

CIJS must be informed of any custody arrangements or changes in advance and will require proper support documentation to be kept in the child’s file. Proof of custody may be required. All forms provided to you upon enrollment must be complete before your child can attend CIJS. All personal information will be maintained in accordance with the Florida statutes. Parents are required to update emergency data, including address, home, cell, work numbers and individuals authorized to pick up your child. Current immunization information must also be submitted to the school upon enrollment. Parents will be required to comply with State regulations and school rules as set forth in this parent handbook.

RE-ENROLLMENT:

All children are required to register annually whether they are in the TUITION FREE regular school day program or the tuition-based after school programs. Students who are currently enrolled will be subjected to the re-enrollment process and **WILL NOT** need to re-enter the lottery drawing, but will need to return the re-enrollment packet to the school by the due date or their spot will be forfeited. Siblings will not be exempt from the lottery process. Siblings will need to follow the lottery process and will be entered into the drawings based on the preferences listed above.

TUITION PROGRAMS (Extended Day or VPK wrap):

Registration fees are non-refundable for tuition-based programs. These are **NOT** one-time fees and they are due each year prior to the child’s first day. Please check the tuition rates document for the current school year pricing. Children who unenroll during the school year will be required to pay the registration fee again upon return for all paid programs. An exception to this policy is children who leave the school but continue to pay their full tuition dues in order to retain their spot.

REGULAR SCHOOL DAY PROGRAM: No registration fee required

12. DOCUMENTATION, FORMS AND ANNUAL RENEWAL:

We are required by the State to have current and updated information (family and emergency) on each child in the school. To satisfy this requirement, you will have to enroll your child each school year. We require all forms to be complete for each child prior to their first day of school. Each form must be signed and dated on an annual basis. The exact date for the beginning of the school year may vary (please check with the office for specific start dates), but any required forms will always be due in advance. The due dates will be posted annually. Incomplete and/or late packets will not be accepted and will be basis to lose your preference (placement) at CIJS. All forms including health records and required vaccinations **MUST** be submitted by the due date. It is important to note that your child will not be allowed to attend the new school year without these forms completed.

If your child would like to attend summer camp, VPK wrap or before/after school, he/she will be required to enroll for that program separately and will only be accepted if space is available. All fees and enrollment policies will be established by the company that is providing the service which may not be CIJS. This is determined annually by the CIJS board.



13. TUITION FEES (APPLIES ONLY FOR VPK WRAP, EXTENDED DAY AND CAMPS):

REGULAR SCHOOL HOURS ARE TUITION FREE. This is for extended day and wrap students ONLY. Tuition fees are due according to the signed enrollment contract regardless of attendance. Your child's program may be adjusted by you from time to time as needed with a one-week notice at the discretion of CIJS and/or affiliates, and based on availability. Once the child is enrolled, you will be able to pay your weekly fees in our school Portal. This can be accessed online or you can come into the office and pay it in person. Payments can be set up as recurring auto withdrawal for your convenience. Please ask the office for assistance regarding this matter. You may incur additional fees for students when they need additional services outside of your contracted hours, or if you pick your child up late from school from a non-tuition-based program.

All tuition is billed weekly and due each Friday a full week before service is rendered.

For Example: To hold your spot you are required to pay 1-week tuition, supply fee and a registration fee. If school begins Monday August 12, so will wrap or extended care. Under this scenario, the following would be the payment schedule:

Week of August 12th Already paid via deposit

Week of August 19th Tuition is due by August 9th

All payments are payable to: Creative Inspiration Journey School of St. Cloud, CIJS of St. Cloud or CIJS-SC, CIJS or its affiliates contingent upon the company providing the service. All credit card and payments are subject to a service charge. Please see the tuition and fee schedule for pricing. Tuition rates are subject to increase. Parents who had an insufficient funds transaction will be required to provide a deposit and make further payments through cash or money order.

Failure to pay on time may result in unenrollment of your child from the paid program. No account will be allowed to carry a balance. There will be a late fee (\$5 for extended day and \$10 for wrap) added if the account is not paid by midnight on the due date (Friday). If the tuition is not paid by the Friday before the week the payment is invoiced for, then the child will not be permitted to return for the tuition-based program and may be unenrolled.

For example:

Friday August 9th Tuition due for the week of August 19th.

Friday August 9th by midnight: Late payment assessed if not received

Friday August 16th If tuition and late payment is not received, then child may not return to extended day or wrap program the following week.

Payments may be placed in the payment box located in the lobby or the multipurpose room, or you can pay via our online portal. All tuition is non-refundable.

Registration fees and supply fees are non-refundable. CIJS may seek collection of fees due and parents/guardians may be required to pay a two-week termination fee, and any collection fees and attorney's fees incurred by CIJS and/or its affiliates to collect any amount due. At the discretion of CIJS, we may immediately terminate all services provided, including the immediate dismissal of the children from the paid program.

RETURNED CHECK/CREDIT CARD CHARGE: The Undersigned understands and agrees if any check/credit card tendered to CIJS is returned unpaid by the bank for whatever reason; the Undersigned shall pay a returned fee of \$27 or the fees charged to CIJS whichever is greater.

The status of your child in a paid program WILL NOT affect his/her status during the regular tuition free portion of your child's day (excluding VPK).



13.1. TUITION FEES DISCOUNT (APPLIES ONLY FOR VPK WRAP, EXTENDED DAY AND CAMPS):

REGULAR SCHOOL HOURS ARE TUITION FREE. This is for extended day and wrap students ONLY. CIJS offers a family discount for families who enroll two (2) or more children in the paid programs. The following are the eligibility requirements:

- Family discount on tuition applies when two (2) or more children are enrolled. Regardless of the number of children, there will always be one paying full price.
- Discount is applied from the lowest tuition to the highest
- Discounts are applied as follows:
 - Morning Care-\$2.50
 - Afternoon Care-\$5.00
 - Before/After Care-\$5.00
 - VPK Wrap-\$5.00

Below are **EXAMPLES**: See tuition sheet for actual pricing.

- Family has 2 Schoolagers and a VPK wrap student
- Normal Tuition:
 - VPK Wrap: \$125
 - Schoolager Before/After (B/A) tuition: \$55
 - Schoolager B/A tuition: \$55
- Tuition after Discount:
 - VPK Wrap:\$125
 - Schoolager tuition B/A: \$50.00 (\$55-\$5.00)
 - Schoolager tuition B/A: \$50.00 (\$55-\$5.50)
- Total discount received:
 - Weekly: \$10

14. SUPPLY FEES/SUPPLY LISTS:

REGULAR SCHOOL DAY PROGRAM (TUITION FREE):

Due to the unique Reggio approach to education, students utilize many different types of supplies. Therefore, the school requests both traditional and nontraditional supplies. Different grade levels may be given different supply lists which are emailed and may also be placed on the website for reference each year when they are released.

Please note that all supplies will be placed in a common school “supply area” and used for the entire school as shared supplies versus for your student or your child’s class. See the supply acknowledgement form signed during enrollment for more details. Supplies or supply donation money will NOT be returned or reimbursed once they are given/donated to the school. **If you choose to donate money for supplies instead of supplies, this is considered a DONATION to the school to for the purpose of purchasing school supplies and is non-refundable regardless of reason.**

TUITION BASED PROGRAMS:

Students who participate in the extended day or wrap programs (camps, VPK wrap or schoolagers before/after etc.) are required to pay an equipment (supply) fee to attend. This fee is a separate fee than the regular supply list that pertains to the regular school day tuition free program.

All fees regardless of the program (tuition free or tuition based) are annual and non-refundable. Parents may pay fees in the front office or via School Pay.

15. FIELD TRIP POLICY AND FEES:

Parents/guardians will be required to sign permission slips for field trips if they want their child to attend. The forms must be turned in and fees must be paid before the student leaves the premises or the child will remain at



the school with other staff members. Fees for field trips vary according to the destination and are not included in the tuition. Parents/guardians will be notified of cost prior to each field trip. Parents/guardians are not required to allow their child to attend trips. In-house field trips will not require permission slips; however, fees may still apply.

Parental/Volunteer help

All parents or volunteers **MUST** be screened according to the process outlined in the Volunteer Policy if they go on the trip. Parents will not be permitted to ride the bus with our kiddos. If you want to volunteer, you will need to drive separately to and from the location. ALL students attending the field trip are required to ride with CIJS to and from the field trip **EVEN** if a parent is volunteering.

Parent Drop off and Pick Up

Parents are **NOT** permitted to drop off or pick up students at the field trip location, even if you are a volunteer for the day. They need to drop their children off at CIJS. CIJS is responsible for the students, therefore they must travel to and from the location with us. This policy has been made for the safety of ALL children. **Please do not ask us to veer from this policy as it makes all parties feel uncomfortable and we will NOT be able to comply. Parents who do not abide by this policy will not be able to volunteer/attend our field trips in the future and the student may be asked to stay at school for future field trips as well.**

16. STUDENT WITHDRAWAL:

REGULAR SCHOOL DAY PROGRAM (TUITION FREE):

Regular school day students are permitted to withdraw at any time. Parents must complete the proper transfer paperwork and an exit survey. Once unenrolled, the student will need to re-enter future lottery drawings if they choose to return to CIJS.

TUITION BASED PROGRAMS:

A full one-week notice of departure from CIJS is required **BEFORE** the payment is due. For example, a payment for serviced for the week of August 15, 2022 (Aug. 15-19) would be due August 12, 2022 by midnight. Departure notice is required to be given **BEFORE** the payment is due (one week prior) on or before Friday August 5, 2022.

- If the notice is not received on or before the designated notice due date, then any notice will be treated as if it was received the following week which means you will still be billed for that week of service.
- The notice is valid only if it is in writing via email, letter or US mail.
- Failure to notify CIJS in writing and on time will cause all fees to continue until written notification is provided

17. TERMINATION OF SERVICES (TUITION BASED PROGRAM AND VPK):

The safety of every student and staff member is our number one priority. CIJS reserves the right to unenroll a child in a paid program and/or VPK at any time and/or not allow a child to re-enroll or maintain lottery preference according to our “Discipline Policy” and “Attendance Policy”. We also reserve the right to unenroll any child from a paid program whose parent/guardian has become a problem or who has developed an uncooperative, aggressive, dissatisfied, or angry demeanor towards the programs, its policies or staff.

18. ENROLLMENT PREFERENCE REMOVAL:

See attendance policies

19. REFUNDS:

We do not issue refunds for any programs. In an event you have over-paid for a tuition-based program, a credit will be applied to your next month's tuition. If you have a balance after your child's last day, all applicable fees (including the two-week notice) will be subtracted from any balance prior to a final refund being issued. Refund checks will be paid and mailed within 4-6 weeks of termination of services.

**20. RECEIPTS AND STATEMENTS:**

Receipts and annual statements for paid programs are available upon request. Upon request, annual statements for tax and accounting purposes would be provided by January 30th for each year for all current accounts.

21. LATE PICK-UP FEE AFTER CLOSING:**REGULAR SCHOOL DAY PROGRAM (TUITION FREE):**

A late pick-up fee of \$30.00 (between 6:30 A.M. - 6:00 P.M.) per hour applies when a parent does not contact CIJS to confirm availability in the after-school program. Half hour increments are not available. Every effort will be made to contact parents/guardians and/or people on the emergency/pickup list. Children left at the school 60 minutes past closing will be considered abandoned and Child Protective Services and the local police will be notified.

TUITION BASED PROGRAMS:

There will be a \$5 late pick-up fee per minute after 6:00 P.M. (camp hours may vary, but fees apply after closing) for the VPK wrap, camp or extended day program. Parents or those picking up children are required to call ahead if they will be more than 5 minutes late. An attempt will be made to contact parent/guardian and individuals on the emergency contact list after a child has not been picked up 15 minutes past closing. Children left at the school 60 minutes past closing will be considered abandoned and Child Protective Services and the local police will be notified. Other late fees may apply as well. See tuition sheet for details.

Should your child be picked up late, in addition to the fees listed, you will be given a verbal warning the first time. The second time will be a written warning and Administration will be notified. The third time you may be asked to be removed from wrap or extended day. This is necessary because it costs the school more in staffing fees and we want to be considerate of our teachers who also need to get home to their families to fulfill their personal obligations.

22. REQUESTED PICK-UP DURING SCHOOL HOURS:

Parents notified that a child needs to leave the school for the day (for example: sick child, behavior, etc.) will be given a "reasonable period of time" to pick-up their child (not to exceed 2 hours total between calling attempts and pick up.) Parents should pick up within 60 minutes of being contacted.

23. ATTENDANCE (VACATIONS AND ABSENCES):**KINDER-MIDDLE SCHOOL- REGULAR SCHOOL DAY PROGRAM (TUITION FREE):**

School attendance is the direct responsibility of parent(s)/ guardian(s) as required by Florida Statute 1003.24. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Parents must call or email the front office in the morning to report absences. Students will be permitted fifteen (15) absences per year. See Discipline Behavior and Code of Conduct Policy, Matrix and Student Attendance Policy and Agreement signed upon enrollment for details. More than fifteen (15) absences may result in the inability to re-enroll the following year at CIJS.

Students must turn in a written excuse for an absence to the office immediately (no later than 3 days) upon return to school following the absence in order for the absence to be excused (even if a call was made). Written excuses must contain the student's full name, the reason for the absence, the date the note is written, the date of the absence, and the parent's name and daytime telephone number. Parents/guardians may be asked to provide medical documentation as well for absences in addition to and/or in lieu of a note from home.

Students who miss school without parental knowledge are considered unlawfully absent. When a student has one unlawful absence, the school will contact parents and develop a plan for improved attendance. All unlawful absences will follow will be dealt with according to the Student Attendance Policy and skipping school will be dealt with as a disciplinary offense. See Discipline and Code of Conduct Policy and Matrix.



VPK AND TUITION BASED PROGRAMS:

VPK is a state-run program based on attendance. Therefore, CIJS has a strict attendance policy. Regular attendance is mandatory (year to date – attendance will be checked with prior schools). Students who are absent more than the authorized hours permitted may result in termination and removal from the CIJS VPK program. The following guideline will be followed.

- a. Students may not be absent more than 15 days during the school year.
- b. 3 tardies and/or early dismissals past 10 minutes equates to 1 day of absence.

Your tuition is paid for by the State of Florida during the selected VPK hours (up to 540 hours). VPK wrap-around tuition fees will apply if your child is in attendance beyond VPK hours whether it is contracted or if the parent drops off early or is late for pick-up. Parent/guardian agrees to sign the required state VPK attendance verification form each month.

See Parent/Student Code of Conduct and Student Attendance Policy and Agreement signed upon enrollment for details.

Vacations and illnesses will be charged at the regular weekly tuition rate regardless of attendance.

24. TARDY POLICY:

The tardy policy at CIJS has been established to minimize interruptions in the educational process in each classroom. When a student arrives late to school, the parent and student must report directly to the front office and sign in on the tardy roster. Parents will be contacted for habitual tardiness and a contract will be established to ensure the student arrives at school on time. In order for a student to be on time to class daily, it is recommended that they arrive to school by 8:45 A.M. for K- Middle school so that they are in their classroom by 9:00 A.M. and ready to learn. Car Line will close at 8:55 A.M. daily in order to have students in their seats ready to learn at 9:00 A.M.

25. EARLY DISMISSAL:

To minimize the confusion during pick up, students are NOT permitted to be released early after the following times:

- VPK: 10:30 A.M. or 2:00 P.M.
- K-Middle School: 3:15 P.M. (Monday, Tuesday, Thursday and Friday)
2:15 P.M. on Wednesday

Any parent who needs to pick up their child early MUST be in the office by the designated times or they will be required to follow the normal dismissal procedures. The office doors will be locked at 3:15 or 2:15 contingent upon the day until it is time for the students to leave dismissal time to ensure the safety of all students during dismissal. In addition, you MUST be on the parent pick-up list and a picture ID must be presented in order for the child to be released.

26. GUARANTEED START DATE (TUITION-BASED PROGRAMS ONLY):

CIJS works on a “Guaranteed Start Date”. Upon deciding to enroll your child with our tuition-based programs, a non-refundable deposit will be required. This deposit consists of registration fee, supply fee and tuition. A start date will be established at this time. Prior to your first day you must provide your child’s contract (one for each child). Parent/guardian is required to notify the school prior to their child withdrawing from the guaranteed start list. Wait lists will be started when enrollment is full.

27. DROP-OFF:

Maps will be given out at the Open House. **Children will exit and enter vehicles on the passenger’s side of the car.**



***The school reserves the right to refuse any individual to come onto our property for drop-off or pick-up if they have created a problem.**

DO NOT park the local surrounding businesses! They may tow your car as it is unauthorized parking. You may NOT park your car in the CIJS parking lot and walk your child to school to avoid the car line. All cars MUST go through the correct procedures for their grade level.

EXTENDED CARE AND VPK WRAP:

Students who are in the extended day or wrap program and arrive between 6:30-8:30 am will need to be dropped off at the front door through the vestibule. If you arrive after 8:30 am, you will need to follow the normal drop off procedures.

BIKE RIDER PROCEDURES:

Students will drop their bike off in the designated bike fence area. All students will enter the front door and go to one of the following two locations:

- Designated holding area for their class
- Multipurpose room if they are eating breakfast

WALKER PROCEDURES:

All students will enter the front door and go to one of the following two locations:

- Designated holding area for their class
- Multipurpose room if they are eating breakfast

You may not make your child a “walker” to avoid the car line!!

DAY CARE VAN PROCEDURES:

Vans will enter from the South entrance off of Old Hickory Tree Rd. at Exchange Place and drive all the way around the campus to the North main entrance. Once you pull in to the entrance, you will take an immediate left, looping through the parking lot and to the front of the building. Upon entry in the parking lot, you will form 2 car lines. Once you get closer to the front of the building the cars will merge back to a single file line as you drive past the front of the school, stopping at the closest available spot near the front of car line. There you will see people who will be there to greet you. Once the child (ren) leaves the van, you may carefully pull out into the left lane and begin leaving the premises. Upon reaching the end of the parking lot, turn right on to Exchange Place and drive behind the school and head towards 192 to exit the area completely.

Students cannot be dropped off until CIJS Staff are present in the Car Line to receive them after 8:30 A.M.

Upon exiting the van, students will enter through the front door. Once on campus, they will go to one of the following two locations:

- Designated holding area for their class
- Multipurpose room if they are eating breakfast

CAR LINE PROCEDURES (VPK):

For the safety and security of our students, parents cannot use cellphones in the Car Line.

Car Line will open at 8:15 A.M. and closes at 8:25 A.M. for morning class and open at 11:45 A.M. and closes at NOON for afternoon class.

Monday-Friday-Cars will enter from the South entrance off of Old Hickory Tree Rd. at Exchange Place and drive all the way around the campus to the North main entrance. Once you pull in to the entrance, you will go straight to the front of the building all the way to the end. **DO NOT** follow the car loop with the K-3 parents. You will get out of your vehicle and walk your child to the South man gate. There you will see people who will be there to greet you. Please sign your child in upon drop off.



Students cannot be dropped off until CIJS Staff are present in the Car Line to receive them after 8:15 A.M. for morning class and 11:45 A.M. for afternoon class.

CAR LINE PROCEDURES (K-3):

For the safety and security of our students, parents cannot use cellphones in the Car Line.

Car Line will open at 8:30 A.M. and closes at 8:55 A.M.

Cars will enter from the South entrance off of Old Hickory Tree Rd. at Exchange Place and drive all the way around the campus to the North main entrance. Once you pull in to the entrance, you will take an immediate left, looping through the parking lot. Upon entry in the parking lot, you will form 2 car lines. Once you get closer to the front of the building the cars will merge back to a single file line as you drive past the front of the school, stopping at the closest available spot near the front of car line. There you will see people who will be there to greet you.

Once your child leaves the car, you may carefully pull out into the left lane and begin leaving the premises. Upon reaching the end of the parking lot, turn left on Exchange Place and drive towards Old Hickory Tree Rd. to exit the area completely.

Students cannot be dropped off until CIJS Staff are present in the Car Line to receive them after 8:30 A.M.

After arriving on campus, all students will enter the front door and go to one of the following two locations:

- Designated holding area for their class
- Multipurpose room if they are eating breakfast

CAR LINE PROCEDURES (4-8):

For the safety and security of our students, parents cannot use cellphones in the Car Line.

Car Line will open at 8:30 A.M. and closes at 8:55 A.M.

Cars will enter from the North side of the facility off of Old Hickory Tree Rd. and drive all the way around the back of the building to the track. Turn left into the track area and go all the way around the track staying to the right. stopping at the closest available spot near the front of car line. There you will see people who will be there to greet you.

Once your child leaves the car, you may carefully pull out into the left lane and begin leaving the premises. Upon reaching the end of the parking lot, turn RIGHT on Exchange Place and drive towards 192 to exit the area completely. **STUDENTS MUST WALK IN THE GRASS ALL THE WAY TO THE BUILDING.**

Students cannot be dropped off until CIJS Staff are present in the Car Line to receive them after 8:30 A.M.

After arriving on campus, all students will enter the front door and go to one of the following two locations:

- Designated holding area for their class
- Multipurpose room if they are eating breakfast

28. PICK-UP:

All children must be picked up by a parent/guardian or an adult approved by the parent and school. **The school reserves the right to refuse any individual to come onto our property for drop-off or pick-up if they have created a problem.**

All persons (including parent/guardian) authorized to pick a child up from the school must be listed on the Pick-Up Permission form. We require one person listed on the form to be available within a reasonable time (not to exceed a total of 2 hours, call and pick up) to get a sick child or a student CIJS has determined needs to go home. It is the responsibility of the parent/guardian to properly fill out all forms and make changes whenever necessary. In a custody situation, the parent/guardian signing the child into our school takes the responsibility to ensure this is in accordance with their court agreement (a copy must be attached to the enrollment forms if any limitation of rights is stated on the form). CIJS is not responsible for maintaining compliance on any custody



situations or parent time-sharing agreements. CIJS will only ensure that any person picking up is authorized according to the pickup list. If a parent/guardian who is not listed or believes the information provided is inaccurate, they must provide a copy of “court order” supporting documentation to correct the form. The Pick-up Permission form will be updated and certified annually.

At the Open House, parents will be given two tags per family. Each tag will have their child's first and last name along with the zone # (1, 2, 3 etc.) written on it. Any additional tags needed may be charged at \$1.00 per tag. Requests for additional tags should be emailed to the office at charterschool@CIJSstcloud.org. When using the pickup line, please bring this card with you. If you have multiple families in the same carpool, please bring all of the tags with you. We will scan each card as you come through the line. Parents without cards will be directed to wait in line at a table out front, show your driver's license and pick up a temporary tag. Then, you will be scanned **LAST** after every zone is done!! **It is best to avoid forgetting your tag or it WILL take you twice the time to pick up your child.**

PLEASE DO NOT COME BEFORE YOUR ZONE TIME OR YOU WILL NOT BE SCANNED until your zone time. DO NOT park the local surrounding businesses! They may tow your car as it is unauthorized parking.

EXTENDED CARE AND VPK WRAP:

Students who are in the extended day or wrap program and arrive between 4:00 pm-6:00 pm will need to be picked up at the front vestibule. Students will be called from the extended care room and sent up front.

BIKE RIDER PROCEDURES:

Students will be dismissed and sent to pick up their bike in the designated bike fence area and will head home according to the parent/guardian's plans. CIJS is not responsible for the student once they leave the property of the school. Bike riders will be dismissed at 4:15.

WALKER PROCEDURES:

Students will be dismissed and will head home according to the parent/guardian's plans. CIJS is not responsible for the student once they leave the property of the school. Walkers will be dismissed at 4:15

You may not make your child a “walker” to avoid the car line.

DAYCARE VAN PROCEDURES:

Vans will enter from the South entrance off of Old Hickory Tree Rd. at Exchange Place and turn right into the school at the first entrance. Then, park there on the side near the fence. CIJS will bring your kiddos out to you. CIJS is not responsible for the student once they enter the van. We will dismiss the van riders at 4:15.

CAR LINE PROCEDURES (VPK):

For the safety and security of our students, parents cannot use cell phones in the Car Line. Car Line will open at 11:30 A.M. for the morning class and at 3:00 P.M. for the afternoon class.

Every day EXCEPT Wednesday-Cars will enter from the South entrance off of Old Hickory Tree Rd. at Exchange Place and drive all the way around the campus to the North main entrance. Once you pull in to the entrance, you will go straight to the front of the building all the way to the end. You will get out of your vehicle and walk to the South man gate. There you will see people who will be there to greet you. You will need to sign your child out before taking them.

Wednesday:

Students will be dismissed from the South gate. Parents will walk up to the gate as usual, but will park in the back track area on the south side of the building off of Exchange Place. We will open the gate for you. **If a car is picking up students in an older age group, you will need to come back during their dismissal time and follow their procedures.**



Children will exit and enter vehicles on the passenger's side of the car.

CAR LINE PROCEDURES (K-Middle):

Students will be dismissed in zones in order to provide an efficient system for pickup. Pick up Line will open at 3:55 P.M. for 2nd & 3rd grade. Students in kinder & 1st grade will be dismissed beginning at 4:10 P.M.. If you are picking up students in multiple time brackets, all students will be ready for pick-up at the time the OLDEST student is dismissed. Parents must arrive in the pickup line **at their zone time or later** to pick up their children.

You must bring your tags up to the school with you. If you do not, you will be asked to go to the table out front, show your driver's license and pick up a temporary tag. Then, you will be asked to go through the line AFTER getting your temporary tag and AFTER all of the zones are finished being dismissed. Please DO NOT come to the office to avoid the line. WE CLOSE the office during this time. The office will lock the vestibule doors at 3:15 M, T, H, F and 2:15 on Wed. Students will NOT be permitted to be signed out after that point until they get picked up at dismissal during the car line.

3 early dismissals equate to 1 absence. CIJS has a strict attendance policy. See the policy for further details.

All Zones follow the following protocol. You may park your car in the front or rear parking lot. Please enter from the South entrance from Old Hickory Tree Rd. at Exchange Place and drive either to the track which is in the back of the building and will be opened for dismissal or go all the way around the campus to the North main entrance if you are parking in the front. Once you pull in to the entrance. Find a parking spot and walk to the front of the building. Stand in front of the cone that is labeled for your zone. We will scan your card at your designated zone time. Then, you will walk over to the opposite side of the parking lot and stand in front of yet another cone labeled with your zone and wait for your child to come out. Please keep an eye out for your child as they walk out the door.

Zone 1: Dismissal for grades 2&3 is at 3:55 (M,T,H,F) & 2:55 (W)

Zone 2: Dismissal for grades 4&5 is at 4:00 (M,T,H,F) & 3:00 (W)

Zone 3: Dismissal for grades K&1 is at 4:10 (M,T,H,F) & 3:10 (W)

Zone 4: Dismissal for grades middle school is at 4:15 (M,T,H,F) & 3:15 (W)

Important Notes:

Reminder: Children will exit and enter vehicles on the passenger's side of the car. We will NOT scan you until your zoned time. You will not get your child any faster by waiting in line earlier. Please DO NOT take up a parking space until your child is ready to leave.

29. LIGHTNING/RAIN PROCEDURES:

LIGHTNING: Safety is our number one priority, therefore if CIJS sees lightning, we will delay the pickup process for 5 minutes each time we see it strike. **Please be patient**

- **NOTE THAT WALKERS AND BIKERS WILL NOT BE DISMISSED UNTIL THE LIGHTNING SUBSIDES.**

RAIN: Normal procedures will be followed UNLESS LIGHTING OR HEAVY RAIN IS PRESENT.

30. TRANSPORTATION:

A transportation method must be established at the beginning of the year when filling out the enrollment packet.



If the transportation method is changed permanently, it must be given to the school in writing. If a parent/guardian changes the transportation temporarily, they may send an email or a written note along with a copy of their ID to the school to change the method of transportation. This will be a ONE time change unless the parent puts it in writing that it is a permanent change. We will NOT change your child's transportation method with a phone call. You must follow the procedures to keep your child safe. Parents/guardians who come in person must show their picture ID as well.

Parents are NOT permitted to make a child a "walker" to avoid the carline or regular drop off/pick up procedures.

31. PARKING POLICY:

When dropping off, please park your car and walk your child into the building to the front office to sign them in. Students are not permitted to come in alone and sign themselves in. We urge you to turn your car off and lock it when you come in to drop-off or pick-up your child. Purses and valuables are best to be kept on your person and/or out of sight within your vehicle. We are not responsible for items lost, damaged or stolen items from cars in our parking lot or facility.

Parents are not permitted to park their cars at the local surrounding businesses for drop off/pick up. In the case that you would need to park on the road, please park along the CIJS fence line ONLY. DO NOT park on both sides of the road as it blocks traffic.

32. EMERGENCY MEDICAL CONSENT FORM:

This form will give us your consent to call an ambulance, your child's doctor or dentist if he/she needs emergency care. The form will contain basic information like your child's doctor, dentist, preferred hospital, phone numbers, addresses, and additional emergency contacts. It is strongly suggested that all emergency contacts be listed on your Pick-up Permission form. If your child has any allergies (food or non-food) or is on any medications, please include this information on the form. The Emergency Medical Consent form will be updated and certified annually.

33. INFORMATION CHANGE:

Parents are to notify the school of any change of information (e.g. home or work phone numbers, addresses). This is to ensure we can reach you in case of an emergency. We require all changes of allergies, phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the office written notice of any changes as soon as possible.

34. IMMUNIZATION AND HEALTH REQUIREMENTS:

Immunization forms are preferred to be presented on or before the first day of school. We will give you 30 days from the start of school to get it if necessary. A copy of these records will be kept on file at the school. When your child receives additional immunizations or the card is updated, you will be required to provide us a copy of the updated immunization card by the expiration date. If a parent/guardian wishes to take a religious exemption, they must contact CIJS to initiate the exemption process. Students will not be permitted to attend school if immunization records are not provided or updated when they are due. For tuition-based programs, tuition is still due regardless of attendance. Student is subject to automatic dismissal if the child does not have the proper updated records on file. Parents are responsible for keeping track of immunization due dates. CIJS will make every effort to remind parents when forms are due. However, it is the parent's responsibility to update records accordingly.

35. MEDICATION:

All medication given to your child must be in the original prescription bottle with instructions clearly printed on it as provided by the doctor or pharmaceutical company. All medicine including scripted and un-scripted must be in a current bottle and not out-of-date or past-due. All prescription medication must have the child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and date the medication was left at CIJS. Permission to Give Medication form is required prior to administering any medication. All medicines must be personally delivered to the office staff at the time of arrival along with a



completed designated form. CIJS reserves the right to refuse to give medicine to a child if the dosage is questionable or not in accordance with the label. CIJS reserves the right to request a doctor's consent via hand written prescription for any non-prescription medications. A copy of the Authorization to Give Medication form, medication bottle and any remaining medication will be returned to the parent upon completion of administrating any medication.

36. ALLERGIES:

We must be aware of any food or other known allergies that affect your child. If your child has any allergies (food, medicine or anything else), you will need to complete the section on the Emergency Contact and Medical Form. This allows us to alert all staff members to be attentive to their allergy. A written letter AND/OR updated Emergency Contact and Medical Form must be turned into CIJS as soon as any new allergy is identified. This form will be updated annually or as needed. Lastly, an Authorization to Give Medication form will be required if your child needs an EpiPen or other medicine treatment.

37. ILLNESS AND CONTINUED HEALTH:

For CIJS to provide a safe and healthy environment for your child, we rely on parents to monitor their children with the following guidelines in mind. Outdoor play is essential to a child's development. We believe if your child is too sick to play outdoors then they are too sick to be at school (unless there is some special circumstance). A physician's note will be required to consider a special circumstance. Children have direct contact with a staff member upon arrival in hopes of early detection of apparent illness, communicable disease, or unusual condition or behavior (see Drop-Off section). A child that is too ill to remain at school will be supervised and cared for in the office/nurse's station until the child is taken home. A child will be sent home if he/she is running a temperature of over 100.4 degrees Fahrenheit or higher, vomiting, diarrhea, or is suspected of a contagious disease. Please ask the office staff when your child can return to school. Students with head lice will be required to show proof that treatment has occurred before returning to school. The school reserves the right to request the child to see a physician or have a physician's note prior to returning.

38. ACCIDENT/INCIDENT REPORTS:

Safety is our top priority at CIJS; however, there will be times where an accident/incident may occur. If any first aid is administered other than a minor incident, an incident report will be filled out and the treatment will be described to you. CIJS utilizes a digital based report system. Therefore, you will receive notifications via text and/or your parent portal. This system is aimed at ensuring communication at all levels and is a good way to ensure that minor accidents are not forgotten in a hasty departure. If your child is injured by another child, we ask that you please respect the child's privacy by not asking us to reveal the name of the other child. It not only puts our staff in an awkward position, but has the potential to cause a confrontation between families. We will handle any and all behavior concerns and/or accidents in a professional and appropriate manner.

39. DISCIPLINE, BEHAVIOR INTERVENTION AND CODE OF CONDUCT:

Discipline:

At Creative Inspiration Journey School (CIJS) we work hard to develop a positive relationship between the teacher and child. We believe that if an interesting and challenging program is offered to students, then discipline problems are minimal. If problem behavior does occur, CIJS begins with a positive approach. CIJS believes the purpose of discipline is to teach self-discipline, and that discipline should rely on inductive methods of explanation, reinforcement and modeling, rather than punishment.

This Policy is made and enforced in conjunction with the Osceola County Public School District Code of Student Conduct. The Matrix of Infractions and Possible Consequences is incorporated in this Policy.

The following considerations are made by CIJS in the evaluation and execution of this Policy:



- a) We consider attention span and skills of children, so that we do not expect them to behave at developmentally inappropriate levels.
- b) Discipline relies on explanations, reinforcement, and modeling.
- c) We praise and encourage good behavior, instead of focusing upon unacceptable behavior.
- d) Children are taught that making mistakes are a natural part of learning, and they learn from their mistakes. They are expected to take responsibility for wrong doings and they do so.
- e) Children are never shamed or humiliated.
- f) Yelling at children is not permitted.
- g) Spanking or any other type of corporal punishment is not permitted.

Teachers and parents will work together to deal with problematic behavior. The following are examples of problematic behavior which will subject students to this Policy. It is encouraged that parents and guardians discuss each of these behaviors with your child:

- a) Leaving a supervised area without permission from a teacher or employee of CIJS;
- b) Throwing any items at another student or employee of CIJS including dirt, sand or rocks;
- c) Hurting themselves or others including animals. Examples of behaviors which may lead to harm include hitting, biting, spitting, kicking or pulling hair; punching and/or
- d) Abusive or inappropriate language.

Some specific disciplinary techniques that CIJS employees may use to deter or respond to problematic behavior include, (Based on but not limited to the research based program “Conscious Discipline”):

1. Redirection;
2. Reinforcing good behavior;
3. “Think time” within student's peace area;
 - a) Students are taught that there is a safe and quiet area within the classroom where they can go to gain control of their emotions.
 - b) The teacher models use of the ‘think time/peace’ area, and explains situations where it might be used.
 - c) Going to the ‘think time/peace’ area can be voluntary, but may be suggested sometimes by the teacher.
 - d) The teacher helps the child identify his/her problem behavior and possible alternatives.
 - e) The difference between “think time” and “time out” is that CIJS stresses to the child they are not in trouble, but instead they are using this opportunity to calm down and think of another appropriate way to react to the given situations that may occur.
 - f) There are times when the teacher may need to remove the student from the situation and ask that they go to a “time out” area. This is a different place in the room than the peace area.
4. Consequences that fit the hurtful behavior. For example, if a child is not treating the classroom center materials with respect, he/she will be removed from the center until a later time. In no event will a consequence for abusive language or harm match the action. CIJS does not use corporal punishment.
5. Consistent reinforcement.
6. Parent/Teacher Meeting

If the child's behavior is sufficiently problematic that teachers and CIJS employees cannot manage it with positive techniques, Parents will be informed as soon as practical. These conversations may occur through a variety of methods such as email, upon pick up/drop off of the student, phone call, etc. CIJS may also ask the parents to schedule a behavioral intervention meeting with the teacher, Principal, IPS and/or any other



pertinent CIJS staff member to devise a plan to restore a happy and constructive teaching and educating relationship.

7. Suspension

- a. Suspension may occur if a child becomes out of control to the place where safe and constructive teaching cannot continue and/or if the child threatens the physical or mental health, safety or well-being of one or more of the other children (This applies to all programs).
- b. The length and duration of suspension is determined on a case by case basis utilizing the discipline matrix found in the Osceola County Public School District Code of Student Conduct as it relates to the grade specific student infraction. If a meeting is required, CIJS holds it upon the child's return. Possible manifestation meetings are taken into consideration and the number of days in suspension are watched closely.
- c. If a student receives multiple suspensions which subject a student to more than fifteen (15) absences during an academic year, the student may lose his or her preference and may not be able to re-enroll the following year and may jeopardize the student's ability to promote to the next academic grade.
- d. A student who has been suspended may not participate in extracurricular, VPK wrap or extended care programs on the day in question. However, any fees (if applicable) will continue to be accrued and must be paid to retain the child's spot in that program.

8. Expulsion

- a. Expulsions are a drastic measure and is determined on a case by case basis utilizing the Osceola County Public School District Code of Student Conduct and the discipline matrix as it relates to the specific student infraction and the zero-tolerance policy and/or when the child's behavior significantly, directly, and immediately threatens the physical or mental health, safety or well-being of one or more of the other children or employees of CIJS and the threat cannot be eliminated.
- b. CIJS may also determine, should a Functional Behavior Assessment (FUBA) be required, that it is necessary to recommend that the student be placed in an alternative school within the Osceola County Public School District.
- c. VPK is a separate program from the charter and has separate expulsion policies. CIJS reserves the right to dis-enroll a child at any time without notice with or without a behavioral intervention meeting for students enrolled in VPK wrap and/or VPK ONLY.
- d. Extended care is a separate program from the charter. CIJS reserves the right to dis-enroll a child at any time with or without a behavioral intervention meeting for students enrolled in extended care (before/after the regular school day). Removal from this program does not affect enrollment in the regular school day charter program. Code of Conduct, Suspension and expulsion polices apply during the school day.
- e. If continual problematic behaviors occur during extracurricular programs outside of normal school hours, CIJS reserves the right to remove the child from these programs. If this occurs, tuition for these programs (if applicable) will be due up until the day the child was dismissed. However, the typical two-week notice obligation, will not be required. Status of enrollment in extracurricular programs outside of normal school hours, will not affect enrollment during the regular school day. Code of Conduct, Suspension and expulsion polices apply during the school day.

Behavior Intervention:

At CIJS our vision is to provide the best education possible to meet almost every child's needs. We strive to work with parents to help every child experience success and grow toward his/her highest potential. Our Behavior Intervention Policy is designed to meet those goals.

The purpose of this process is to establish procedures for parents/guardians, teachers, and Creative Inspiration Journey School (CIJS) management to follow when planning to meet the needs of children when positive



methods fail to teach constructive behavior. A parent/guardian, the child’s lead teacher, counselor and the CIJS Principal and/or IPS (or designee) may be in attendance at a Behavior Intervention Meeting and agree in advance on the time and date.

A Behavior Intervention Meeting may be requested by the child’s teacher, the CIJS Principal, IPS, counselor or either parent/guardian. Team members come together to discuss any problems that may be occurring, try to determine the underlying causes, and develop a plan to help the child understand the problems and find more constructive ways to achieve his/her goals. Consistent with the CIJS focus on active documentation, meeting minutes may be used to document and serve as a reference for discussion, resulting plan, and to form a basis upon which any subsequent plans can be built. The behavioral intervention meeting might be recorded via audio (With permission from CIJS ONLY), and the resulting plan may be drawn up in writing and agreed to by parents, teachers, and CIJS Principal and management team (IPS). In such circumstances, the student may move through the MTSS tiered system (2 and/or 3) for behavior. Data is collected to measure progress and make adjustments to the plan as necessary. A FUBA BIP may be completed as part of the process. In addition, as part of the behavioral intervention, the school counselor may make arrangements to work with the student individually.

In addition to the above, the school may use these methods to track behavior and communicate with parents/guardians:

1. **Daily, Weekly or Monthly Reports** – a parent/guardian/school communication method to let parents know some of the child’s successes during the day, and communicate any interactions that may be of concern.
2. **Routine daily documentation** of the children’s activities through photos, videos, and audio tape provides a record of the child’s successes, as well as the teacher’s efforts to redirect, explain and reinforce that can often be helpful when parents and teachers meet.

CIJS relies upon parental/guardian involvement and cooperation in all aspects of discipline. The CIJS program grows out of cooperative interaction among children, teachers, parents and community, and CIJS believes that almost any situation can be resolved through such cooperation. Above all, it is our goal to provide a warm and loving atmosphere in which children can grow, learn, and grow to love learning.

Code of Conduct:

In addition to following the Osceola County Public School District Code of Student Conduct, parents and students will:

- Abide by CIJS dress code policies- (CIJS policy can be found on the website and in the Parent Handbook)
- Assure their child regularly attends the full day, only missing due to an emergency or an illness. Repeated absences are not acceptable and could subject the student to losing their enrollment preference for the following academic year; (CIJS policy can be found in the Parent Handbook, enrollment paperwork and on the Attendance Agreement form)
- Promptly report and explain absences;
- Drop off and pick up on time. Repeated tardies and/or early releases are not acceptable;
- Follow the school’s guidelines to open direct communication;
- Work together with teachers and administration to solve concerns;
 - Follow the CIJS resolution process found on the website and in the Parent Handbook- Please note, CIJS is happy to address any questions or concerns, but an appointment **MUST** be made at the convenience of both parties.
- Conduct themselves in a professional manner at all times;
- Refrain from verbal or physical violence at ALL times;
- Maintain a positive attitude toward education;



- Show an interest in your child's progress through regular communication;
- Inform the school immediately of any condition or circumstances which may affect their child's ability to learn, to attend school regularly, or to participate in school activities;
- Cooperate with school personnel in solving disciplinary problems;
- Treat others courteously and with respect;
- Treat school property and the property of others with respect;
- Respect the privacy of others;
- Have in their possession only those items allowed by law and/or School Board Rules or policies;
- Listen courteously to the opinions and points of view of others;
- Come to class with all necessary materials and be prepared to learn;
- Maximize learning opportunities;
- Not interfere, impede, limit, or restrict the educational opportunity of any other student(s);
- Comply with all instructions and staff directions;
- Truthfully answer all questions posed by school staff
- Deliver to their parents or guardians all notes, notices, and papers provided by the school for home delivery;
- Timely notify parents or guardians of all assigned consequences for inappropriate behavior;
- Report hazardous or dangerous situations to an adult in authority so as to not act negligently or recklessly by placing other people at risk for injury or placing property in danger for damage;
- Abide by the School District of Osceola County, Florida Civility and Orderly Conduct Policy, 9.63

All meetings will be made by appointment ONLY during times that work for BOTH parties! We will do our best to meet within 24-48 hours of the request.

***CIJS reserves the right to request that any party leave the premises at any time if CIJS feels there is a threat to the health, safety, or welfare of CIJS students and employees. CIJS also reserves the right to trespass any party who does not abide by the Civility and Orderly Conduct Policy (9.63) that CIJS has adopted and/or if the staff feels uncomfortable.**

Note: CIJS is NOT an Osceola County Public school. While we reside in this county, we have our own Board and Policies. Any concerns are required to go through the CIJS resolution process. You can find it on our website and in our Parent Handbook.

40. TOYS/TECHNOLOGY DEVICES:

CIJS has a wide variety of games, technology and other educational resources to offer children during school. Therefore, personal items from home are not permitted at school. This includes BUT NOT LIMITED TO phones, I-Pads, apple watches, Pokemon cards or any other personal items. Some classes may have "show and tell", but other than that, personal toys/devices will not be permitted at school, as they can cause disputes, get broken or lost. If they are brought to school even on show and tell days, CIJS is not responsible for stolen, lost, or damaged personal items. Toy guns, war toys or other toys of destruction will not be allowed in our school.

Phones are NOT permitted on campus. See Technology and Internet Usage Form signed upon enrollment for further details. However, again, CIJS is not responsible for any lost, stolen or damaged items.

41. CLOTHING:

We encourage children to dress for play and comfort as the seasons change. Because our program is based on play and exploration **YOUR CHILD WILL GET DIRTY!** Children will have opportunities for outdoor play daily (weather permitting). Children will go outside if the temperature is above 32 degrees or below 100 degrees Fahrenheit (with wind chill and heat index taken into consideration). It is strongly suggested that you label all clothing with your child's name that is brought to school.

WATER AND MUD PLAY DAY:



Each child needs to bring a towel, bathing suit and extra change of clothes to school for water and mud play day (if applicable). If they do not have these items, they are **NOT PERMITTED** to participate in the play. These items need to go home after each use. CIJS is not responsible for keeping these items clean, dry and mildew free.

The below procedures must be followed for water and mud play days (including days when children play with the water hose):

- Bring labeled rain boots to leave at school for the special days. They can also use these boots for the animal Agriculture area.
- Apply sunscreen to your child before bringing them to school.

AGRICULTURE AREA: BOOTS- ANIMAL CARE- GARDEN

- Bring labeled rain boots to leave at school for the special days. They can be the same boots used for water play. Students will wear these when entering the animal area.
- Classes will get a scheduled opportunity to feed the animals throughout the year.
- CIJS is not responsible for any animal injuries. See the Animal Interaction Permission Form signed upon Enrollment. This is required to be signed in order to interact with the animals.

42. DRESS ATTIRE:

Students are required to wear uniforms. Contact the office for purchasing details.

Shirts: Students must wear the designated shirts that have a CIJS logo on them. There are a variety to choose from, including but not limited to, t-shirts and polo shirts. Hoodies are NOT permitted! Shirts are required to be purchased through CIJS.

Dresses: Dresses are permitted, but should have the CIJS logo on them.

Shoes: No wheelies permitted.

Leg Wear: Pants, shirts, shorts, jeans or skirts are permitted in any color or variety as long as students follow the additional dress code guidelines.

Additional Dress Code Guidelines: No low hanging clothes permitted. Students may not wear anything offensive, immodest, or deemed inappropriate by the faculty.

Students who need accommodations based on medical conditions, religious beliefs, or a disability should meet with the school principal or his/her designee.

Every Friday is a dress down day.

All sales are final for uniform wear. CIJS will not reimburse for uniforms purchased. Exchanges may be made IF the shirts have just been recently bought AND they have not been worn.

Students who do not wear their uniform will be sent to the clinic. A call will be made home and the parent/guardian will be asked to bring the proper attire into the school. Continual violations will be referred for disciplinary actions.

43. OUR STAFF:

CIJS strives to provide a nurturing, quality educational program in a highly interactive learning environment. Our friendly, qualified, and highly trained staff are an integral part of providing this atmosphere. In addition to the ongoing professional development through weekly planning, faculty meetings, workshops, in-services, conferences, and professional development groups, our staff has undergone:

- A detailed interview and screening process.
- Approval process by the State (background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure each employee has a background that is clear).



We believe in having a strong foundation of training and continued education for all our employees and staff. Each staff member is properly trained in their field of study, as well as trained to support students in daily activities within the classrooms.

44. WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child’s day and overall development through a combination of the following:

Communication	Comment
Parent Newsletters/Emails/Student Information System/Texting	Keep you informed as to the overall program.
Parent/Teacher conferences	We have several conferences per year. The fall is meant for all families and the other conferences are designated for concerns only. However, you are welcome to schedule a conference with your child’s teacher at any time throughout the year.
Parents request	Request for specific parent/teacher interaction to aid in the child’s development.
Website	Check our website for information
Suggestions	We want to know what you think. What do you like? What do you wish we provided? Curriculum, professional development.....you name it.... we want to know. You can tell us what you think personally or write an anonymous suggestion and put it in our payment box at the front desk.

45. VERBAL COMMUNICATION:

CIJS wants to be openly communicative with you and your family. However, drop off and pick up is not a good time for extended conversations since staff members/teachers have responsibilities for all of the children in the group and may be assisting with the line. Also, the person at pick-up time may not be the teacher who spent the day with your child. We suggest you go to your child’s primary teacher to obtain detailed information on your child’s general growth and development. You can call to see how your child’s day is going or speak to your child’s teacher for a more detailed conversation. We also welcome conversations with a member of CIJS management who can be available for you to talk to you in person or on the phone, **but please follow the CIJS Resolution Process BEFORE contacting an admin.** If you choose to speak to an administrator, scheduling an appointment is the best option when you have questions or concerns. You may also e-mail us at charterschool@CIJSstcloud.org or go through our website at www.CIJSstcloud.org. Please note that it may take 24-48 hours to receive a return call/email. CIJS values the employee’s personal and family time, therefore after-hours calls/emails will be returned within 2 business days.

46. PROBLEM RESOLUTION:

All meetings will be made by appointment ONLY during times that work for BOTH parties! We will do our best to meet within 24-48 hours of the request. CIJS abides by the Osceola County Civility and Orderly Conduct Policy, 9.63 for employees, volunteers and parents.

CIJS is committed to providing the best possible conditions for its parents and students. Part of this commitment is encouraging a frank and open atmosphere in which any problem, complaint, suggestion, or question will receive a timely response from CIJS supervisors and management.



It is the sincere intent of CIJS to be fair and reasonable with all parents/students at all times; therefore, any person who believes that he or she has been treated improperly or unfairly has recourse for resolution of such a complaint.

All complaints should initially be reported to the teacher (if applicable) as soon as possible after the incident occurs. If the situation is unresolved, the Principal should be contacted. A written report of all complaints should be submitted soon after the initial notification. Within any dispute resolution situation, all parents/students shall approach the facts and issues surrounding these matters in a discreet and confidential manner.

If the Principal is unable to resolve the situation within established policies and to the satisfaction of the parent/student, then IPS shall be notified promptly. Please present the problem, in writing, to senior management (Patty Marquis). At that time, she will consult with the other members of senior management for a resolution.

If a resolution is not reached with the management team (IPS), then the parent/student shall promptly notify the President of the Governing Board, in writing.

CIJS prides itself on communication and we will make every effort to problem solve in a quick efficient manner. Contact information is on our website for IPS and the board.

Note: CIJS is NOT an Osceola County Public school. While we reside in this county, we have our own Board and Policies. Any concerns are required to go through the CIJS resolution process. You can find it on our website and here in our Parent Handbook.

47. REMOVAL/TRESPASS:

CIJS makes every effort to resolve problems if they occur. While we encourage parent communication and want to resolve issues as soon as they arise, we require that meeting requests take place at a mutually agreed upon time during operating hours. Typically, we are able to schedule a meeting within 24-48 hours of the request. It is NOT possible to meet on the spot. CIJS reserves the right to request that any party leave the premises at any time if we become uncomfortable. CIJS also reserves the right to trespass any party who does not abide by the Civility and Orderly Conduct Policy (9.63) that CIJS has adopted.

48. PARENTAL INVOLVEMENT AND COMMUNITY PARTICIPATION:

CIJS encourages parent involvement and strives for community engagement. Participation between teachers, students and community is a key component to successful and quality education. Parents are welcome to contribute and participate in our daily routines. We encourage involvement with suggestions, projects, materials, equipment, field trips or anything else your family would like to contribute.

Parents are in no way limited to the involvement listed below; these are just a few suggested activities. Any parent wishing to be involved in another area is strongly encouraged to contact CIJS office with their suggestion.

- Parent conferences
- Fall open house
- Programs and special activities, such as the Spring program
- Special parent's involvement activities such as Thanksgiving feast
- Party day volunteer
- Classroom volunteer
- Send special healthy treats for snack or meals (please notify the teacher a day or two in advance)
- Help with school fundraisers
- Participation in a parent's group
- Reverse field trips (we bring a "field trip" type activity to our property)
- Off campus field trips
- Daily classroom projects
- Annual play



- PTO
- Recycling center
- Building items for the school

49. VOLUNTEERS:

Parent Volunteers are viewed as a huge asset to CIJS and an integral part of the Reggio philosophy and the success of the school. The following are ways parents/guardians can participate:

- Families are required to volunteer a minimum of 15 hours per school year. Parents/guardians who have more than one child will be required to volunteer a minimum of 20 hours. Some opportunities may include but are not limited to classroom help, organizing the recycling center, fundraisers, PTO, lunch, front office support, media center operations, school events, tutoring, mentoring, marketing, building items (handy man/woman) for the school or any other way the family and school agrees that they can contribute to the school community. Feel free to suggest any other forms of volunteer services that may be mutually beneficial.
- The volunteer commitment must be fulfilled by June 30 (at the end) each school year. Families that do not comply with this policy are subject to sanctions up to and including unenrollment for the following academic year, beginning July 1. For example, in the 2018/2019 school year, the commitment should be fulfilled by June 30, 2019. Under this example unenrollment could take place beginning July 1, 2019 for the following school year of 2019/2020.

Please note the following:

- If your volunteer method includes on-campus assistance during school hours and/or interactions with students, you will be required to have a background screening. All parents must be registered in order to volunteer on the campus. The application must be completed annually. Please see the office for details.
- CIJS is grateful for volunteers. However, in an effort to give our teachers the opportunity to get to know their students and establish routines, we cannot permit parent volunteers in the classrooms except on special occasions.
- Parents who are unable to volunteer can get family members or friends to help, which will count towards your families required hours.
- CIJS has remote opportunities to gather volunteer hours. You can share Facebook posts etc. See the Ambassadors Club information on our website for more details.
- Please note that we may not let parents volunteer in their own child's classroom contingent upon the situation in order to minimize disruption, but they are welcome around other parts of the building. CIJS reserves the right to determine this on a case-by-case basis

50. POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:

In the event a parent feels they would like to be more involved in the school but cannot due to their work schedule or other conflicts, we will help them find a project or area which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions based on their interests and time. The following are a couple of examples:

- If the parent likes to sew, you can offer to have them make curtains for classroom windows. This will count towards your volunteer hours.
- If a parent likes to build, you can offer to make light tables, shelves, tables for the classrooms, etc.
- Ambassadors Club- Parents are able to get volunteer hours through sharing CIJS posts on social media, Facebook reviews and other similar activities.

51. INTRUDERS:

The safety of the children is our first concern. Although we encourage volunteers and participation, we also have a commitment to the parents of other children in our school. Since we cannot attest to the background of anyone



that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning visitors and volunteers must be considered an intruder and steps will be taken according to the Intruder portion of our Safety and Evacuation policy.

52. CHILDREN'S BIRTHDAYS:

Birthdays are special days for children. If you wish to celebrate your child's birthday at CIJS, please make early arrangements with your child's teacher. See **Bringing Food from Home** section for more information on specifics concerning food snacks brought for parties or to celebrate a child's birthday.

53. MEALS AND SNACKS:

CIJS Provides breakfast (K-6) and hot lunch for all students. The price varies from year to year and is also based on the family's income. You can apply for free and reduced lunch. Please see the office for details. Each child will be encouraged to eat what is prepared and try new items. Please alert our staff of any food allergies or food restrictions so we can accommodate and respect individual preferences. Students may also pack lunch if they do not choose to purchase a school lunch.

Students may bring snacks to school as well, if the food is nutritious and healthy. Candy is not permitted!

54. PORTRAITS, PICTURES/VIDEOS AND YEARBOOKS:

CIJS typically provides opportunities to sell portraits, pictures/videos and yearbooks each year. The timing and frequency will vary (see office for details). If we participate in fall photos, we will strive to make the fall photos available in time for use as holiday gifts. We also may sell yearbooks in the spring. We may also be taking pictures of children playing or for use on their cubbies. A crucial component of the Reggio philosophy is documenting activities and the thought process of students. Therefore, pictures and videos will be taken on a daily basis. In addition, we might use pictures for professional development, advertising, and promoting the school and curriculum. Some of these photos/videos might be taken by school staff and other parents/guardians. These will be used for, for example, our website, bulletin boards, yearbooks, and visits to the school, conferences, seminars, newsletters, PowerPoint presentations, advertisement promotions, professional development, social media (Facebook, Twitter, etc.) and other educational purposes. There is a Photo Release form with your paperwork.

55. CHILD ABUSE REPORTING POLICY:

The State requires CIJS and all members of child care institutions be on the lookout for (and report to the State and appropriate authorities) any and all suspected cases of child abuse. CIJS and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that parents/guardians make staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps will be taken if a staff member suspects child abuse:

- Immediately notify the school director or most senior staff member in the building.
- The supervisor will check on the complaint and if they agree there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will follow their advice regarding whether or not to suspend the staff member.

If a staff member is accused of or has been found guilty of committing child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision.
- The Principal or appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the school and individual.



- Based on the advice of our licensing agent, attorney or school district, we will either suspend the staff member or allow them to continue working until the appeal is complete.
- The staff member will meet with the Principal or appointed member of the leadership staff during this time and go through steps taken to ensure there won't be any problems.

If after the appeal, the decision was found to be substantiated, we will take one of the following steps based on advice of our licensing agent:

- The staff member will be terminated from the school, or
- We will inform parents that we have a staff member who has a substantiated child abuse on record. We will let parents know what the charge was.

56. SMOKING:

We are a smoke free campus. There is no smoking on school property.

57. WEAPONS AND VIOLENCE:

Firearms or other weapons are strictly prohibited on the school property or at any event sponsored by us with the exception of law enforcement officers. Any weapons brought onto our school property will be confiscated and proper authorities notified immediately and the family unenrolled.

58. ALCOHOL AND DRUGS:

We are committed to being a drug free environment and fostering a healthy and safe atmosphere. There is a zero tolerance for drugs on school property or any sponsored events by our school without written consent from a medical Doctor. No person will sell, use, consume, or be under the influence of alcohol or illegal substances.

59. TRANSPORTATION POLICY:

Parents are responsible for their child's transportation to the school and for arranging their own car pools. CIJS will help out as much as possible with finding car pool groups, but transportation is not provided with the exception of field trips. Parents/guardians will be notified about field trips in advance and written permission obtained. The school will comply with all State laws that pertain to motor vehicles as well as transporting children. Parents/guardians will need to complete a Transportation Permission form if we are transporting your child.