



## **Board of Directors' Meeting**

**Wednesday, August 16, 2017  
10:00 AM**



## Four Corners Charter School, Inc. Board of Directors' Meeting

Wednesday, August 16, 2017  
10:00 a.m.  
School District of Osceola County  
817 Bill Beck Blvd | Finance Conference Room  
Kissimmee, FL 34744



## Agenda

### Call to Order

### Roll Call

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• Enrollment Updates	16
<b>III. New Business</b>	<b>17</b>
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• Approval of the 2017-18 Student/Parent Handbook	19-62
• Transportation Agreement Between Lake and Four Corners	63-68
<b>IV. Old Business</b>	
<b>V. Financials</b>	<b>69</b>
• CSUSA – FY2016-2017 End of Year Financials	70-72
• CSUSA – FY2017-18 Final Budget	73-75
• Osceola – 2016-2017 End of Year Budget Amendment	76-78
• Osceola – 4 <sup>th</sup> Quarter Financials	79-81
• Osceola – FY2017-18 Final Budget	82-83
<b>VI. Public Comments</b>	
<b>VII. Adjournment</b>	

◀ **Next Meeting: Tuesday, October 10, 2017 at 10:00 AM, Four Corners Charter School** ▶

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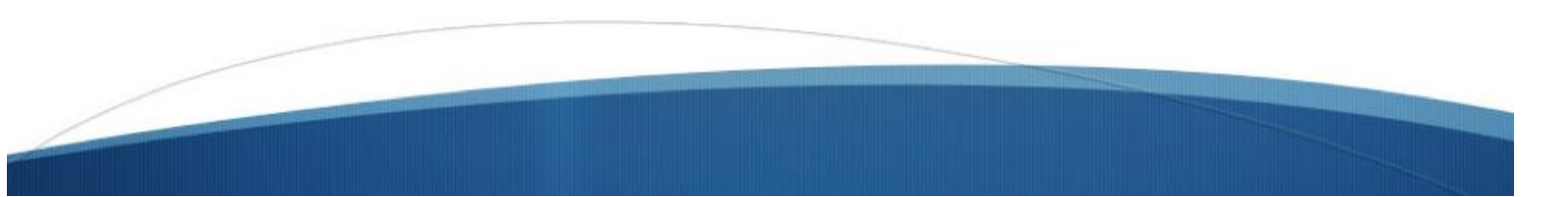


## I. ADMINISTRATIVE

### Approval of Board Minutes

- Informational
- For Discussion
- For Action

Notes:



## **MEETING MINUTES**

**Name of Foundation:** Four Corners Charter School, Inc.  
**Board Meeting:** Tuesday, May 2, 2017  
**School(s):** Four Corners Charter School

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
May 2, 2017	3:03PM	4:03PM	August 16, 2017	10:00 AM	K. Robertson
<b>Meeting Location:</b>					
School District of Osceola County, 817 Bill Beck Blvd, Kissimmee, FL 34744					

<b>Attended by:</b>	
<b>Board Members:</b> Kelvin Soto, Chairman Jay Wheeler, Director Tim Weisheyer, Director  <b>Absent:</b> Marc Dodd, Director Jim Miller, Director	<b>Other Attendees:</b> Denise Thompson, Principal, Four Corners Charter School Joseph Childers, AP, Four Corners Charter School Kimberly Linden, Parent Facilitator, Four Corners Charter School Dr. Sonia Esposito, Exec Director-Charter Schools, Osceola School District, Angela Barner, Sr. Accountant, Osceola School District Lechyana Knight, Finance Manager, CSUSA Debra Leite, Financial Analyst, CSUSA Kerrian Robertson, Governing Board Manager, CSUSA David Dubbin, Dir of FP&A, CSUSA

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 3:03p.m. with a Call to Order by Chairman Kelvin Soto. Roll call was taken and quorum established.

#### **I. ADMINISTRATIVE**

##### Approval of February 7, 2017 Minutes

The board reviewed the minutes of the February 7, 2017 meeting.

**MOTION: Motion was made by Jay Wheeler and seconded by Tim Weisheyer to approve the minutes of the February 7, 2017, Four Corners Charter School, Inc. Board Meeting. Motion was approved unanimously. (3-0)(2-absent).**

#### **II. CSUSA REPORTS**

##### School Progress Report

- Principal Denise Thompson presented the School Progress Report for Four Corners Charter School highlighting NWEA Winter Results and school initiatives. All questions were answered by Ms. Thompson.
- Joseph Childers explained each category of the NWEA Winter scoring, and the academy strategies to improve performance. He further explained that the students are currently in the testing phase for both Spring NWEA and FSA Assessments.

### III. NEW BUSINESS

#### Approval of the 2017-18 FCCS Academic Calendar

- The Board reviewed and discussed the 2017-18 FCCS Academic Calendar

**MOTION: Motion was made by Tim Weisheyer and seconded by Jay Wheeler to approve the 2017-18 FCCS Academic Calendar as presented to Four Corners Charter School, Inc. Board Meeting. (See Attachment). Motion was approved unanimously. (3-0)(2-absent).**

#### Osceola County Fire Marshall Report

- Principal Thompson presented the Osceola County Fire Marshall Report to the Board. All questions were answered by Ms. Thompson.

**MOTION: Motion was made by Jay Wheeler and seconded by Tim Weisheyer to approve \$7425.00 from the FCCS, Inc. Budget to correct the County Fire Marshall's findings as presented to Four Corners Charter School, Inc. Motion was approved unanimously. (3-0)(2-absent).**

#### Bus Service and Repair

- Dr. Esposito informed the Board that the FCCS School Bus needs repair and the cost of repairing the bus. The school is currently using a county bus since theirs is nonfunctional.

**MOTION: Motion was made by Jay Wheeler and seconded by Tim Weisheyer to approve \$5667.18 from the FCCS, Inc. Budget to repair the FCCS School Bus as presented to Four Corners Charter School, Inc. Motion was approved unanimously. (3-0)(2-absent).**

### IV. OLD BUSINESS

#### Amended Articulation Agreement

- The Board reviewed and discussed the amended articulation agreement between Four Corners Charter School, Inc. and Renaissance Charter Schools, Inc.

**MOTION: Motion was made by Tim Weisheyer and seconded by Jay Wheeler to approve the Amended Four Corners Charter School Articulation Agreement between FCCS and RECS as presented to Four Corners Charter School, Inc. Board Meeting. Motion was approved unanimously. (3-0)(2-absent).**

#### Board Meeting Calendar

- The Board reviewed and discussed their board meeting calendar for SY2017-18

**MOTION: Motion was made by Jay Wheeler and seconded by Tim Weisheyer to approve Board Meeting Calendar for SY2017-18 as presented to Four Corners Charter School, Inc. Board. Motion was approved unanimously. (3-0)(2-absent).**

#### Update Board Member Contact Information

- The Board was asked to update their contact information for record keeping

### V. FINANCIALS

#### CSUSA Quarter 3 Financial Report

- Debra Leite presented the CSUSA Quarter 3 Financial Report for Four Corner Charter. All questions were answered by Ms. Leite.

**MOTION: Motion was made by Jay Wheeler and seconded by Tim Weisheyer to approve the CSUSA Quarter 3 Financial Report for Four Corners Charter School as presented to Four Corners Charter School, Inc. Motion was approved unanimously. (3-0)(2-absent).**

CSUSA FY2017-18 Proposed Budget

- Debra Leite presented the CSUSA FY2017-18 Proposed Budget for Four Corner Charter. All questions were answered by Ms. Leite.

**MOTION: Motion was made by Jay Wheeler and seconded by Tim Weisheyer to approve the CSUSA FY2017-18 Proposed Budget for Four Corners Charter School as presented to Four Corners Charter School, Inc. Motion was approved unanimously. (3-0)(2-absent).**

Osceola County Budget Amendment #2

- Angela Barner presented the Osceola County Budget Amendment #2 for Four Corner Charter School, Inc. All questions were answered by Ms. Barner.

**MOTION: Motion was made by Jay Wheeler and seconded by Tim Weisheyer to approve the Osceola County Budget Amendment #2 for Four Corners Charter School as presented to Four Corners Charter School, Inc. Motion was approved unanimously. (3-0)(2-absent).**

Osceola County Quarter 3 Financial Report

- Angela Barner presented the Osceola County Quarter 3 Financial Report for Four Corner Charter School, Inc. All questions were answered by Ms. Barner.

**MOTION: Motion was made by Jay Wheeler and seconded by Tim Weisheyer to approve the Osceola County Quarter 3 Financial Report for Four Corners Charter School as presented to Four Corners Charter School, Inc. Motion was approved unanimously. (3-0)(2-absent).**

Osceola County FY2017-18 Proposed Budget

- Angela Barner presented the Osceola County FY2017-18 Proposed Budget for Four Corner Charter School, Inc. All questions were answered by Ms. Barner.

**MOTION: Motion was made by Jay Wheeler and seconded by Tim Weisheyer to approve the Osceola County FY2017-18 Proposed Budget for Four Corners Charter School as presented to Four Corners Charter School, Inc. Motion was approved unanimously. (3-0)(2-absent).**

Audit Planning

- Angela Barner presented the Audit Engagement Letters for Four Corner Charter School and Four Corners Charter, Inc. All questions were answered by Ms. Barner.

**MOTION: Motion was made by Jay Wheeler and seconded by Tim Weisheyer to approve the Audit Engagement Letters for Four Corners Charter School and Four Corners Charter, Inc. as presented to Four Corners Charter School, Inc. Motion was approved unanimously. (3-0)(2-absent).**

**VI. PUBLIC COMMENTS**

There were no Public Comments

**VII. ADJOURNMENT**

*Four Corners Charter School, Inc.*

**Chairman, Kelvin Soto adjourned the Four Corners Charter School, Inc. Board Meeting at 4:03 p.m.  
May 2, 2017.**

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Kelvin Soto, Chairman

Date: \_\_\_\_\_

# Section Cover Page

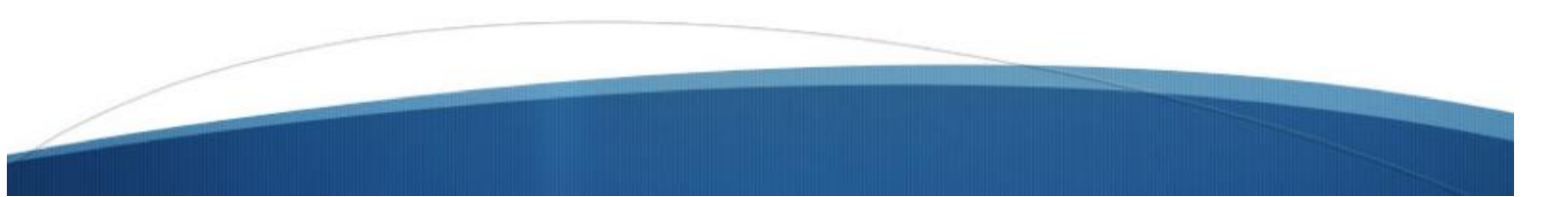


## II. CSUSA REPORT

### Year in Review Enrollment Updates

- Informational
- For Discussion
- For Action

Notes:





# The Four Corners Charter School

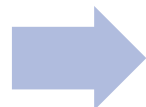
## YEAR END REPORT



# Timeline

July

- Board meeting: Financials, HR, Staff Survey; School grades
- Leadership Cohort



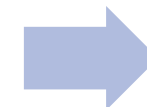
August

- Present customized strategic plans



October

- Present progress toward goals & mid-course corrections as needed



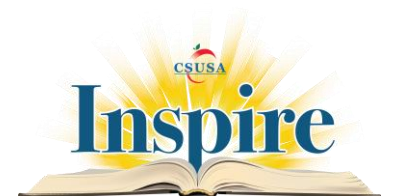
January

- Present progress toward goals & mid-course corrections as needed

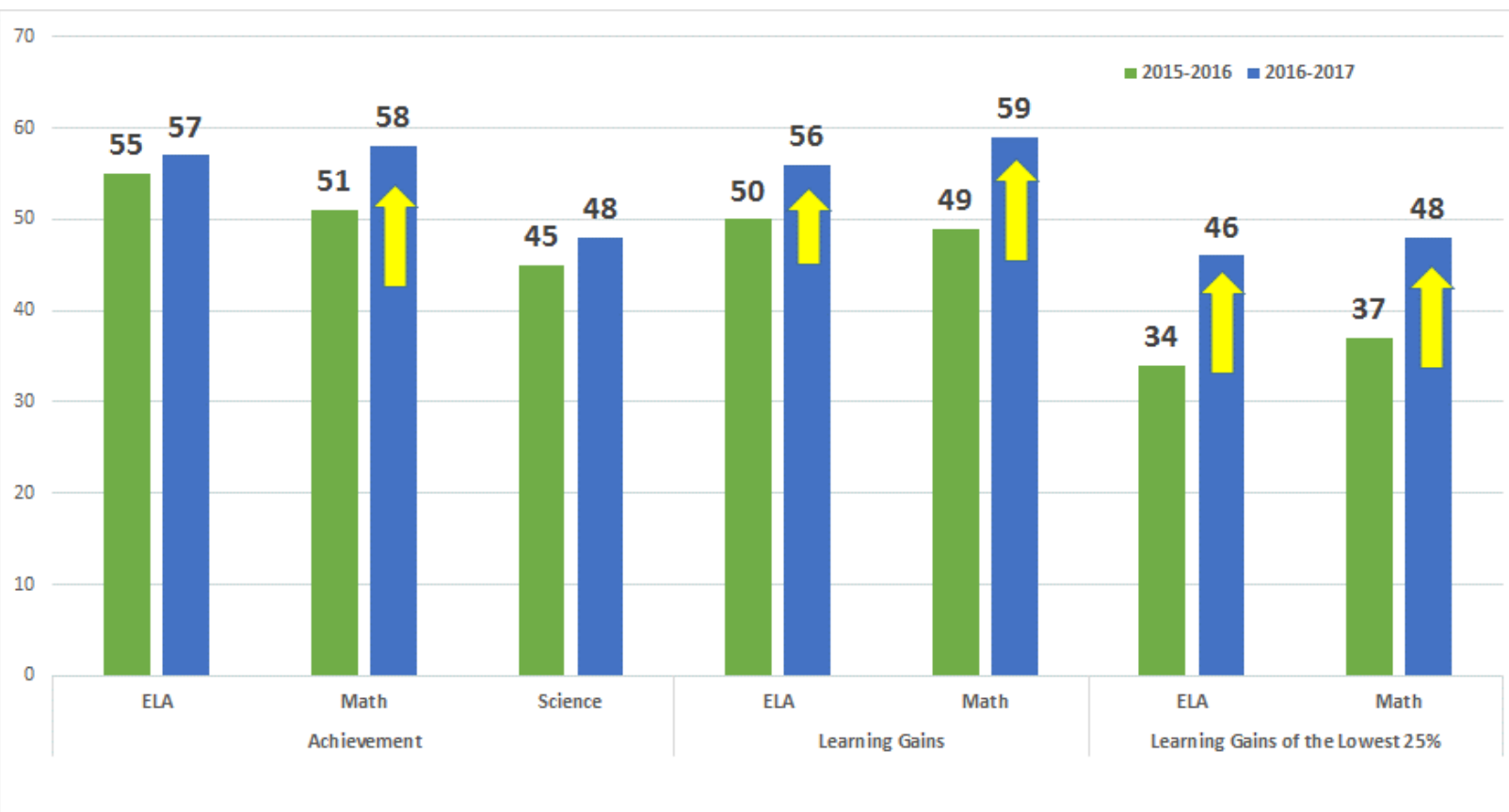
# 2016-2017 Grade

**7 percentage points increase compared to 2015-2016 results.**

2016		2017	
% Points Earned	Grade	% Points Earned	Grade
46	C	53	C

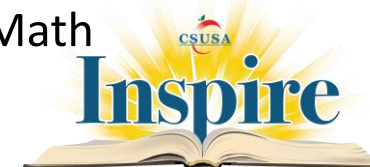


# Academic Performance Improvement by school grade component

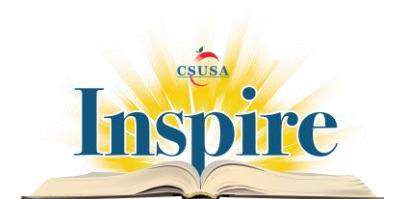
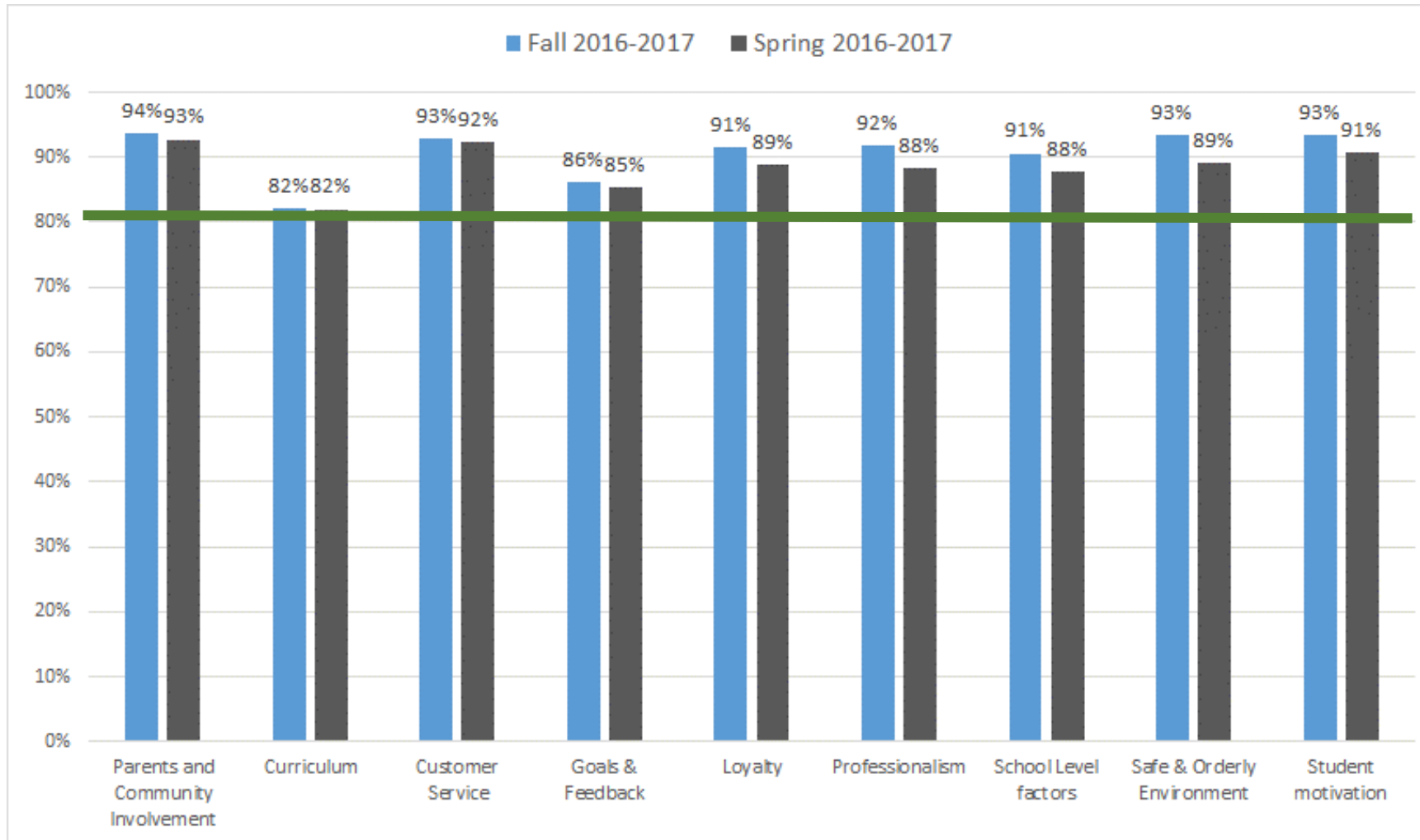


## Performance Highlights

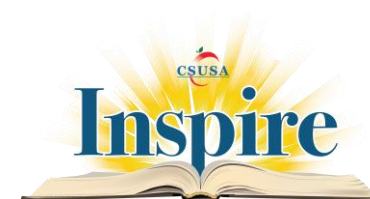
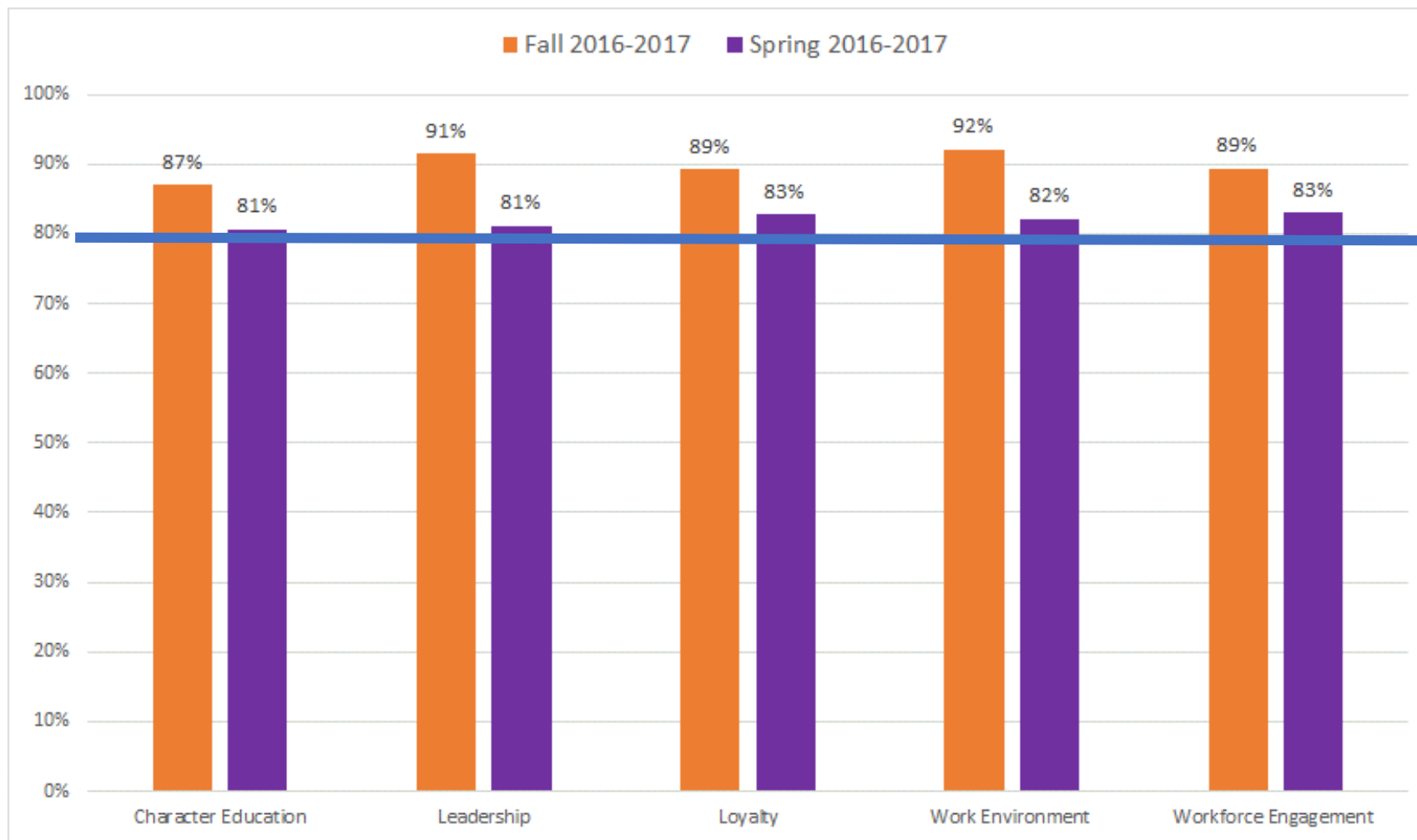
- Increased performance on all metrics.
- Increased by 10 points or more:
  - Math Learning gains and learning gains lowest 25%.
  - ELA learning gains
- Greatest performance improvement:
  - Math Achievement
  - Learning gains of the lowest 25% for ELA & Math



# Above 80% Satisfaction on Parent Surveys



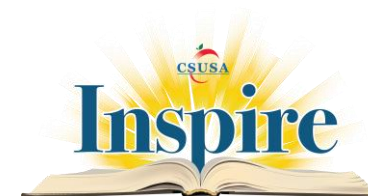
# Above 80% satisfaction on Staff Survey



# Strategic Plan Preview

Initiative	Rationale	KIO
Core: Curriculum and Instruction and Data Literacy- Improve common planning time.	Incorporating common planning will make sure that teachers are on the same page in the planning process and ensure that lessons are hitting the complexity of the standards.	<ul style="list-style-type: none"> <li>• % Proficient in Math, Reading, ELA &amp; Science</li> <li>• Learning Gains and Learning Gains for the Lowest 25% in ELA &amp; Math</li> </ul>
Core: Curriculum and Instruction and Data Literacy- Target students who hit multiple categories on FL School Grade calculations.	Certain students count in multiple categories for school grade. They need to be identified and tracked to ensure they make the necessary growth.	
Core-Curriculum and Instruction-Design interactive rigorous science lessons in 5th Grade.	To increase engagement an interest in the subject matter that will correspond to increased results.	% Proficient in Science
Core: School Climate- Incentivize both student and teacher accomplishments.	This will motivate both parties to achieve certain targets and goals.	<ul style="list-style-type: none"> <li>• Staff Survey Results – Workforce Engagement, School level factors and character education</li> <li>• % Proficient in Math, Reading, ELA &amp; Science</li> <li>• Learning Gains and Learning Gains for the Lowest 25% in ELA &amp; Math</li> </ul>

**2017-2018  
School Grade  
Goal  
57% (B)**

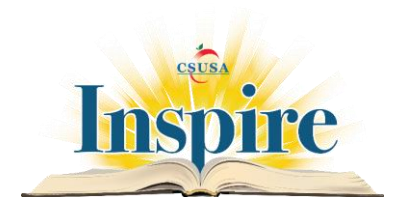


# Four Corners Charter School Enrollment Update

Grade	Goal	Attending	In-Process*	Wait-list
K	154	131	12	2
1	198	182	8	4
2	184	182	8	5
3	161	144	14	8
4	161	136	13	6
5	161	155	15	8
Totals	1019	930	70	33

Enrollment numbers utilized in this report dated 8-11-17

\*In-Process indicates offered, accepted, and confirmation pending





# Section Cover Page

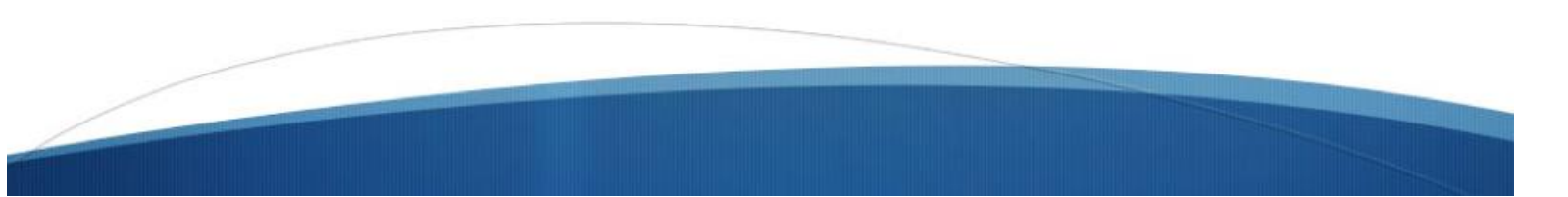


## III. NEW BUSINESS

**Board Approvals:**  
**Parent Facilitator**  
**2017-18 Student/Parent Handbook**

- Informational
- For Discussion
- For Action

**Notes:**



# FCCS Parent Facilitator

School Name:	Current Parent Facilitator:	<b>2017-18 Parent Facilitator:</b>
Four Corners Charter School	Kimberly Linden	Kimberly Linden, EM+SOC

(School Logo)

# Parent Handbook

**Insert School Name**



Dear Parents:

Welcome to a new and exciting year! From the very first day of school until they don their caps and gowns, students go through the most enriching growth period of their lives. The Charter Schools USA family of schools is proud to offer you and your family the opportunity to choose a great educational experience. As an alternative to public schools without the typical added cost of tuition, our schools offer a rigorous academic curriculum, a safe learning environment, a community atmosphere and so much more.

Educational success for all students cannot be complete without parent partnerships. You are the most essential part of your child's education and it is important that we build a strong relationship in order to best serve your child's educational needs.

Please use this handbook as a guide. If you cannot find the information you need, please contact school staff members as indicated in the following pages. We look forward to a successful year and are committed to providing our students with quality educational opportunities that will help them become productive citizens in the 21<sup>st</sup> century.

(School Name)

Administration



Aventura City of Excellence	Renaissance Charter School at Palms
Bonita Springs Charter School	West Renaissance Charter School at Pines
Canoe Creek Charter Academy	Renaissance Charter School at Plantation
Cape Coral Charter School	Renaissance Charter School at Poinciana
Clay Charter Academy	Renaissance Charter School of St. Lucie
Coral Springs Charter School	Renaissance Charter School at Summit
Downtown Miami Charter School	Renaissance Charter School at Tapestry
Duval Charter High School at Baymeadows	Renaissance Charter School at Tradition
Duval Charter School at Baymeadows	Renaissance Charter School at University
Duval Charter School at Arlington	Renaissance Charter School at Wellington
Duval Charter School at Coastal	Renaissance Charter School at West Palm Beach
Duval Charter School at Flagler Center	Renaissance Elementary Charter School
Duval Charter at Mandarin	Renaissance Middle Charter School
Duval Charter at Southside	Six Mile Charter School
Duval Charter School at Westside	Winthrop Charter School
Four Corners Charter School	Woodmont Charter School
Four Corners Charter Upper School	SouthShore Charter Academy
Renaissance Charter School at Boggy Creek	Waterset Charter School
Gateway Charter High School	Cherokee Charter Academy
Gateway Charter School	Coweta Charter Academy at Senoia
Gateway Intermediate Charter School	Lloyd Bond
Governors Charter Academy	Larry Hawkins
Henderson Hammock Charter School	Loomis
Hollywood Academy of Arts and Science	Longwood
Keys Gate Charter High School	Emma Donnan MS
Keys Gate Charter School	Emmerich Manual HS
Keys Gate Charter School	TC Howe HS
Manatee Charter School	Acadiana Renaissance Charter Academy
North Broward Academy of Excellence	Iberville Charter Academy
PM Wells Charter Academy	Lafayette Renaissance Charter Academy
Renaissance Charter School at Central Palm	Lake Charles Charter Academy
Renaissance Charter School at Chickasaw Trail	Lake Charles College Prep
Renaissance Charter School at Cooper City	Magnolia School of Excellence
Renaissance Charter School at Coral Springs	South Baton Rouge Charter Academy
Renaissance Charter School at Crown Point	Southwest Louisiana Charter Academy
Renaissance Charter School at Cypress	Cabarrus Charter Academy
Renaissance Charter School at Goldenrod	Cardinal Charter Academy
Renaissance Charter School at Hunters Creek	Langtree Charter Academy
	Iredell Charter Academy
	Kannapolis Charter Academy
	Union Preparatory Academy at Indian Trail
	Collier Charter Academy
	Mevers School of Excellence

## Charter Schools USA's Mission

CSUSA provides world-class educational solutions with:

- An unwavering dedication to student success
- An unyielding commitment to ethical and sound business practices

Providing a choice for our stakeholders that fosters and promotes educational excellence.

## Charter Schools USA's Vision

CSUSA will have a dramatic impact on the world's next generation – changing lives and leaving a legacy. Our brand will be the standard by which quality is measured in education.

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(School Logo)

# Principal Letter

Dear Parents and Students,

Welcome to an exciting year at (School Name). We are thrilled to have the opportunity to work with you and your children to create an enriching learning environment.

This handbook is designed to assist you in understanding the policies and guidelines used at (School Name). Please read this handbook very carefully and discuss appropriate items with your child. After reviewing the handbook, please complete the back page of the handbook and return it to your child's teacher. Please remember that you will be responsible for all information included in this handbook.

We look forward to working with you throughout the year. If you have any questions regarding the handbook, please do not hesitate to call the school's main number, (School Phone), so that you may be directed to the appropriate person to assist you further.

We trust that you will keep this booklet handy and refer to it during the school year. Our partnership in providing educational excellence every time for all of our students can only grow stronger with close communication between school and home.

Once again, welcome to (School Name). We look forward to a year of learning and growing that will enable our children to do and be their best.

Sincerely,

(Principal Name)

Principal

# **School Calendar**

**Insert List View Here**



## Agenda Books:

Each student will be required to purchase an agenda book from the school. The agenda book may be purchased during open house at the beginning of the school year or from the school's office. The agenda book will be used on a daily basis by teachers for communication to parents and by students to log home learning assignments. The agenda book must be signed each night by a parent to ensure that all communication has been reviewed. If a student misplaces an agenda book, he/she will be required to purchase another one from the Main Office in the morning. No other agenda books will be accepted, as the school has ordered books with specific items.

## After School Care and Before School Care:

The After School Care (ASC) program is a service we provide for parents at a reasonable fee. The ASC program begins immediately after school until **6:00 p.m.** Students are provided a snack and a drink. During an hour of ASC time, students work on home learning and daily reading assignments. Students also participate in recess, games, and a variety of structured activities.

Students may not be picked up from ASC during dismissal time (**2:45 – 3:30 p.m.**). ASC Students will not be dismissed until after **3:30 p.m.** Please see our web site for payment procedures and policies.

Before School Care (BSC) is a service the school provides for all parents for an additional monthly fee. Students who attend BSC are expected to report directly to the Multipurpose Room upon arrival, and parents must sign in their child on a daily basis. Students in BSC will have time to review the previous day's home learning assignments. Breakfast will be available from **7:30 a.m. – 7:50 a.m.** for an additional fee (please see payment schedule on the school web page).

No students will be permitted to enter the building prior to **6:45 a.m.** for BSC. Please see our web site for program policies and monthly payments due date.

## Arrival:

Students need to learn the importance of regular and prompt school attendance. All students must be dropped off in the school driveway. The school's drop-off time is from **7:15 a.m. – 7:55 a.m.** to ensure students are sitting in class by **8:00 a.m.** There is no supervision before **7:15 a.m.** for students who are not enrolled in the BSC program. If students are dropped off prior to **7:15 a.m.**, they will be placed in BSC and the parent will be assessed a \$25.00 registration fee and the daily rate of \$5.00.

## STUDENT DROP-OFF

Traffic will loop around the parking lot and students may only be dropped off in the designated areas.

Students are not permitted to walk through the parking lot. Please do not leave your car unattended in the car loop lane during drop-off and refrain from conferences with your child's teacher during drop-off. Parents must not use their cell phones while driving in the parking lot and music must be turned off.

The safety of our children is our first priority. Please follow drop-off procedures very carefully to keep all of our children safe.

## Attendance Policy:

### ABSENCES

1. Your children must be in school every day as mandated by state law.
2. Parents will call the office to notify the school if the student is going to be absent. Parents have two days to excuse the absence. Failure to do so will result in an unexcused absence.
3. When absences become a concern (Five or more unexcused absences in a calendar month/15 or more unexcused absences in a 90-day period), the attendance clerk will first confirm medical excuse notifications received and recorded for absences.
4. The attendance clerk will contact the parent regarding excessive absences (Five or more unexcused absences in a calendar month/15 or more unexcused absences in a 90-day period) or early dismissals via phone conference, email, teacher/parent conference or letter.
5. If absences continue, a formal referral letter for attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral and proper district and school procedures will follow.
6. A student must be present for a minimum of 4 hours of instructional time to be considered present.
7. Students with excused absences will have 10 days to complete make up work.
8. If a student is picked up early, they will be marked absent for any classes they miss.

When a student returns to school after an absence, a note **MUST** be brought from home.

### Excused Absences

Students must be in school unless the absence has been permitted or excused for one of the following reasons. Please note that vacations are considered unexcused

absences.

1. Illness of student
2. Illness of immediate family member
3. Death in the family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena by a law enforcement agency
6. Special event (public functions, competitions, exceptional cases of family need)
7. Scheduled medical or dental appointments
8. Students who have, or are suspected of having communicable disease

### EARLY PICK-UP

Students in grades K – 5 who are picked up from school prior to the end of the day will be marked as tardy. The tardy will be excused if the parent provides written documentation that the need to leave school early was for the same reason(s) that an absence from school would be excused. The parent's notation in the school's early pick-up log may be sufficient for meeting the written documentation requirement. Every fifth unexcused tardy for students in grades K - 5 will convert to an unexcused absence and can be used to meet the criteria to file a truancy petition in circuit court.

For all students in grades K – 8, once the student has accumulated 3 excused tardies or absences due to leaving school early for medical/dental reasons within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent class absences or tardies to be excused.

The school principal or designee may approve an early pick-up or release beyond these limits after taking into consideration the reason, as well as the student's attendance history, both daily and by period, and the number of early releases.

### PLANNED EXTENDED ABSENCES

Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

### TARDIES

A child is tardy when he/she is not in their classroom by 8:00 a.m. All late students must enter the front office and be issued a tardy pass. A student is considered tardy if they are absent at the time attendance is taken provided the student is in attendance before the close of the day. If tardy for half a period or more, a student is considered absent for that period.

### Excused Tardies:

A student will be considered as excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason. The reasons for excused tardies are as follows:

1. doctor's appointments with notes from the doctor/orthodontist or
2. extreme emergencies approved by administration

Excused tardies will not count toward the student's tardy record.

#### Unexcused Tardies:

A tardy will be considered as unexcused due to alarm clock failures, "parent's fault", car trouble, and inclement weather conditions. Unexcused tardies will count toward the student's record. Your children must be in school and ON TIME by state law.

The procedures for abiding by state law are as follows:

1. At five tardies, the attendance clerk will double check for medical excuses or extreme emergencies approved by the administration for tardies turned in and recorded.
2. At five tardies, the attendance clerk will contact the parent regarding excessive tardies or early dismissals via phone conference, email, teacher/parent conference or letter.
3. If tardies continue, a referral letter will be given to administration with supporting documentation of parent contact and non-medical or emergency tardies stapled to the referral. Appropriate consequences will follow, such as detention or Saturday School.

#### Birthday Celebrations:

Students are welcome to celebrate their birthday at school in Kindergarten through 5<sup>th</sup> grade. Individual snacks (cupcakes, cookies, etc.) and a drink may be brought to school to share with your child's homeroom. Arrangements must be made in advance with the classroom teacher. **No party bags, balloons, decorations, etc. are permitted. Siblings may not attend this celebration as it would be disruptive to another class.**

#### Book Bags/Folders/Personal Items:

Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflect negatively on CSUSA. Failure to comply will constitute a uniform violation and be subject to detention and parental notification.

#### Bus Transportation:

**(School Name)** does not provide bus transportation. Therefore, parents are encouraged to car pool and make sure that students are dropped-off and picked-up during the posted school hours.

## Cafeteria:

(Meal Supplier) provides all breakfast and lunches for (School Name). A standard menu will be used, and the monthly menu can be picked up or viewed online. Breakfast and lunch will be served in the cafeteria/multi-purpose room. Students who bring lunch from home are able to purchase milk. NO LUNCH CHARGES can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas to school. Since we are trying to promote healthy eating habits, we request that fast food not be brought to school when a child forgets his/her lunch. In addition, we discourage sugary foods, candy, cookies, gum, and foods heavy in red dye.

### CAFETERIA BEHAVIOR

Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students will enter and exit the cafeteria in an orderly fashion. Students will stand in a single file line while waiting for food, keep communication noise levels low, and stay seated unless they have been given permission to leave their seat. Students are required to dispose of trash on and around their table before the lunch period is over (or immediately upon the request of the monitors) in the trash receptacles. No student is allowed to leave the cafeteria to another area of the school during the lunch period without a written pass. A student is not allowed to leave the school grounds during the lunch period. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREA AT ANYTIME. The cafeteria rules are posted and all students are expected to follow them at all times. Food or other objects are not allowed to be thrown at any time while in the cafeteria as this poses a safety concern; such acts may result in disciplinary action.

### **Payment:**

The fees for school breakfast and lunch are as follows:

Breakfast	\$1.50
Lunch	\$2.85

Payments may be made in cash or check (payable to School Name). Please note that there is a \$30.00 fee for returned checks and you may be required to pay in cash or money order for the remainder of the school year. Days missed due to absences or fieldtrips are NOT credited. A special fieldtrip lunch will be provided. Milk can be purchased for .50 cents everyday.

**Free/Reduced Price Lunches:** Free and reduced lunch applications are available in the office. Students qualifying for free or reduced meals will receive free milk at breakfast and lunch and at milk break. Parents must apply for this benefit yearly. Applications should be completed and returned by (date) for students starting school at the beginning of the school year. Students who enroll after the school year has begun must return their free/reduced lunch applications with their registration packets. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for

free/reduced lunch will be sent promptly. Parents are responsible for providing lunch for their children until the application is approved; however, prior year lunch status is valid for the first two weeks of school.

### Care of School Property:

Students are expected to respect the school buildings and property. Receptacles are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious offense and will result in disciplinary action. Any student who damages/vandalizes school property will be required to make full restitution for damages. Chewing gum in the school building is forbidden. All food must be consumed in the cafeteria or area designated by Administration. Students are not permitted to play in bathrooms. Any student who disregards rules pertaining to care of school property may be subject to disciplinary action.

### Cell Phone Policy:

The use of a cell phone by a student while school is in session is not allowed. Students who use cell phones at school will have the cell phone confiscated and the phone will only be returned to the parent/guardian. If a cell phone is brought to school and is lost or stolen, the school is not responsible for the loss.

Unauthorized electronic devices, such as handheld games and headphones, should not be brought to school. Students who bring unauthorized electronic devices to school will have them confiscated. If these items are brought to school and are lost or stolen, the school is not responsible for the loss. Authorization for having these devices on campus can only be given by Administration.

Consequences are as follows:

First Offense: The electronic device will be returned to the parent/guardian of the student.

Second Offense: The electronic device will be returned to the parent/guardian of the student and **the student will receive (list consequence)**.

Third Offense: Parent must sign paperwork acknowledging the electronic device will be returned at the end of the academic year.

Failure to surrender items will result in a disciplinary consequence.

### Character/Citizenship

Students are expected to demonstrate superior character and citizenship. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Follow the golden rule: Do unto others, as you would have them do unto you. Lend a helping hand whenever possible, always make good choices and act responsibly.

### STUDENT OF THE MONTH

Each month students have the opportunity to become a Student of the Month. Students must demonstrate the following qualities:

- Make good choices when reacting to or handling a problem
- Exhibit self-control at all times, including special area classes, lunch recess, and before/after school care
- Demonstrate concern for other people, for their own personal property, and for school property
- Accept negative and positive consequences, and act responsibly
- Arrive to school on time (no more than 2 unexcused tardies per quarter and/or early dismissals per quarter)
- Turn in home learning assignments in a timely manner
- Receive no detentions or suspensions

Student of the Month is a component of the school's overall school-wide behavior plan (connect to school plan). Students may be nominated by their classroom teachers, who will take into account regular behavior in special classes, lunch, recess, and Before/After Care Programs.

### Child Abuse:

State law requires that teachers, administrators and other school personnel report suspected cases of abuse, abandonment, or neglect to the DCF Hotline at 1 800 96-ABUSE.

### Communication Between Home and School:

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents at all times. Teachers will communicate with parents on behavior and academics daily through the agenda and/or Edmodo, the school's closed, private learning network that allows students and parents to interact with the classroom teacher and school in a manner that blends social networking tools with traditional school communications tools. However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff in their folder.

Report cards, progress reports (sent home once during the middle of each grading period), and Personal Learning Plan (PLP) conferences allow parents opportunities to review student work and progress. Additionally, student work will be sent home weekly. Parents/guardians are asked to review all student work and communications sent home. Parents may also view their child's current academic status through the Parent/Student Information System. Usernames and passwords will be sent home at the beginning of the school year or you can call the front office to receive login instructions. Pertinent information about school functions and events will appear on this page.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parents and student, and every teacher welcomes a conference with any parent. However, we do request that such visits be arranged beforehand with the teacher at a convenient time either before or after-school. Parents are asked not to meet with a teacher unless a conference has been scheduled. Impromptu conferences with teachers at the classroom door before or after school are not permitted as this may distract the teacher from supervision of students during a crucial time of movement.

Parent satisfaction surveys are conducted twice annually, shortly after the start of the school year and toward the end of the school year. Your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

### Discipline Procedures:

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a true desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. **The following list is not all-inclusive:**

1. Students are expected to respect the authority of school personnel which includes but is not limited to: administration, teachers, staff and substitutes.
2. Malicious destruction of school property will result in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on school grounds.
4. Items such as water pistols, matches, iPods, skateboards, hand held game devices, toys, weapons of any sort, etc. are not permitted on school grounds.
5. No items will be permitted that carry pictures or slogans referring to drug culture or alcohol. No profane, abusive or slang language is to be used.
6. Cell phones or other personal electronic devices should not be brought to school and use is prohibited during school hours. School phones are available in case of emergency. Possession of a cell phone or other personal electronic devices during the school day will result in the equipment being collected and returned directly to the parent.
7. There is zero tolerance for aggression, drugs and alcohol on campus. Students that push, hit, bite, kick, harass, bully or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school.



The (School District) passed a Code of Student Conduct that lists violations and disciplinary actions that must be taken in order to deal with misconduct. All students and their parents must read The District School Board Code of Student Conduct, which can be viewed online at (link to Code of Conduct)

Detention Policy:

Kindergarten – 2nd Grade:	30 minutes (2:45 – 3:15)
3 <sup>rd</sup> Grade – Grade 8:	1 hour (3:30 – 4:30)
3 <sup>rd</sup> Grade – 8 <sup>th</sup> Grade:	Saturday School (9:00-11:00 a.m.)

### LEVELS OF DISCIPLINARY ACTION

There are three (3) levels of disciplinary action and the levels are determined by the seriousness of the act.

**Level I Actions-** In order to resolve Level I discipline problems, the following options are available:

- Conference with teacher
- Parent Contact
- Conference with teacher and parent(s)
- Conference with Principal or designee
- Conference with counselor
- Behavioral Contract
- Detention (lunch)

**Level II Actions-** In order to resolve a Level II offense, more formal disciplinary actions shall be used. Formal actions include, but are not limited to:

- Detention (after school administrative)
- Detention (after school teacher)
- Time Out
- Conference with Principal or designee
- Saturday School
- Out of school suspension if repeated offense
- Alternative to External Suspension

**Level III Actions-** In order to resolve Level III offenses, the options available are:

- Out of school suspension
- Dismissal from school
- Administrative review and reassignment

### TIME OUT

Time out is a disciplinary action that allows the students time to reflect and refocus. The child is given time to sit quietly, to calm down and to refocus on the expected behaviors before returning to group instruction. It can be given in the classroom, in

the office or in another classroom. Middle school students may be assigned a consequence that is more age-appropriate. If student behaviors do not change, they may be assigned an after-school detention.

### AFTER-SCHOOL DETENTION

An administrator or teacher will complete the After-School Detention form which includes the date/time/location of the detention, description of why the detention was given, and the attempts made to contact parent/guardian. If a student misbehaves or is late to After-School Detention, they may be assigned one day of Saturday Detention.

### SATURDAY DETENTION

Saturday Detention may be assigned to those students whose behavior is consistently inappropriate. Saturday Detention is scheduled from **9:00 am-11:00 am**; students are required to wear their school uniform and must complete homework/seatwork while serving the detention. There is zero tolerance for misbehavior. A student may be suspended for one day if they miss Saturday Detention, unless due to a family emergency or illness verified by a doctor's note.

### SUSPENSION

Suspension is a disciplinary action that temporarily removes a student from a class or all classes for a prescribed period of time not to exceed ten (10) school days. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions or incidents involving serious misconduct.

Middle school students who are suspended for alcohol, tobacco, or other drug (ATOD) offenses have an opportunity to save days out of school by participating in a specified, district approved ATS program identified by the school.

### PERMANENT DISMISSAL

The Principal may recommend dismissal of a student to the Board of Directors for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act,

arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of any school activity.

5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.

Suspendible offenses include, but are not limited to, the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking on school grounds.
3. Being under the influence or having alcoholic beverages and/or drugs on school grounds.
4. Possession and/or use of a weapon or any object that can be used as a weapon including but not limited to: knives, brass knuckles, Chinese stars, chains, mace, etc.
5. Defacing or vandalizing school property.
6. Igniting any flammable substance.

## Dismissal:

Please avoid calling the front office during dismissal (2:45 p.m. – 3:30 p.m.) Students must leave school grounds immediately after dismissal, unless enrolled in ASC or Enrichment Programs. Parents must wait for their children outside the school. ASC Students will not be dismissed during regular dismissal and may be picked up after 3:30 p.m.

All families will be required to purchase a Car Tag, even if students are not signed up for Car Loop. This will alleviate delays in the event that dismissal plans change. In addition, all students who participate in After School Enrichments, Tutoring and BSC & ASC will only be dismissed to adults who present their student car tag.

Only individuals listed on the *EMERGENCY CONTACT CARD* will be allowed to pick-up students from school. Please update information whenever changes occur. Valid photo identification will be required of all individuals' picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will **not** be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents that indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate being permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Students not picked up on time will be placed in ASC and be charged according to the Late Fee Schedule below:

### **Late Fee Schedule**

K - 6

3:31 p.m. - 3:45 p.m.	\$15.00
3:46 p.m. - 4:00 p.m.	\$20.00
4:01 p.m. - 4:15 p.m.	\$25.00
4:16 p.m. - 6:00 p.m.	\$30.00

\*Any child picked up after 6:00 p.m. will be charged the late fee and an additional \$2.00 per minute.

If making changes in your child's dismissal plan, please fax the information with a copy of your Florida Driver's License and signature to the school before 2:00 p.m. No phone calls will be accepted.

Examples of changes to child's dismissal plan:

- An ASC student going home in "parent-pick-up" instead of going to the ASC Program.
- Requesting that a student be placed in ASC for the day instead of going to "parent-pick-up".

No early dismissals will be permitted after 2:00 p.m. If you must sign your child out early for an appointment, please do so by the 2:00 p.m. cut-off.

### STUDENT PICK UP PROCEDURES

Pick up: All vehicles are expected to comply with the pattern set up by the school personnel.

### PICK UP CAR TAGS

The pick-up car tag must be displayed in your front window at dismissal. A staff member will collect the pick-up car tag upon your arrival in the traffic loop. Staff members will use the cards to ensure your child is escorted to the pick-up area.

After entering the traffic loop and giving your pick-up car tag to the staff member, proceed around the parking lot traffic pattern. Your child will be picked up by you at the designated door and your car tag will be returned to you.

Students are not permitted to walk through the parking lot. Do not leave your car unattended in the car loop lane during pick up. Please refrain from conferences with your child's teacher during these times. Parents must not use their cell phones while driving in the parking lot and music must be turned off.

Please follow our procedures for dismissal to ensure the safety of students and to demonstrate positive citizenship in our school's neighborhood.

### Early Dismissal:

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record.

Excused early dismissals are given for doctor's appointments with notes from the doctor. To receive an excused early dismissal, a doctor's note must be brought to school the next day. No doctor's notes will be accepted late.

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child.

Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office.

No early dismissals will be permitted after 2:00 p.m.

A parent conference will be required if a student exceeds a combination of 20 unexcused absences, tardies or early dismissals to ensure improvement in student attendance.

### Dress Code/School Attire Policy:

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student.

**(School Name)** reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. If a student comes to school without the proper uniform, they will be kept/sent to the front office and remain there until a parent/guardian brings a proper uniform for the student.

All uniforms must be purchased from **(Uniform Company)**. No other shirt or pant bottom will be permitted.

#### HAIR and MAKE UP

Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, bright green, mohawks, spikes, head symbol shavings, etc. Hair that is distracting to the educational setting will not be allowed. The decision about whether hair or make up is appropriate will be at the administration's discretion. No hats, hoodies, headbands, scarves, or bandanas may be worn. No make-up will be worn in school. If a student wears make-up to school, they will be asked to remove it in the front office. The parent may be contacted for inappropriate hair or make up, as necessary.

## SHOES

Students must wear closed shoes at all times. No heavy military type boots or shoes with metal tips may be worn. No stacked or pumped shoes may be worn. We recommend sneakers or flat dress shoes. No wheeled sneakers, bedroom/other slippers, or pointed/cowboy boots. All shoes must have a closed toe and back. Students should not wear black sole shoes as they scuff the classroom and dining room floors.

## SOCKS

Socks must be worn daily and must be white or dark colored. Fishnet stockings or other inappropriate leg wear is not acceptable. Socks should be worn no higher than lower calf height.

## SHIRTS

All shirts must be tucked in and purchased from the designated uniform company with the school's logo. Elementary students' color is red<sup>1</sup>. Elementary students are required to wear polo shirts with short or long sleeves bearing the school logo.

Middle school students' colors are navy blue or white<sup>1</sup> with short or long sleeves. T-shirts are not allowed as normal school day wear. Only one solid white, gray, or black t-shirt may be worn underneath the polo shirts. T-shirts may not be visible below the shirt hem or cuff. The polo shirt must be worn every day to school.

Students participating in PE or an after-school sporting function may wear the approved Heather Gray PE shirt provided by (Uniform Company). These shirts must be worn underneath the normal school uniform and are not allowed to be the only shirt worn to school.

## BOTTOMS

Students in grades K-6 must wear CSUSA Khaki or Navy bottoms (shorts, slacks, skorts)

Absolutely no jeans will be allowed on any day (no matter the temperature), except on designated Jeans Days when the student may wear appropriate jeans if the student chooses to participate as a fund raiser.

## OUTERWEAR

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<sup>1</sup> Color subject to change

Navy blue<sup>1</sup> school authorized jackets and school authorized zippered sweatshirts without hoodies are the only outerwear permitted (**School Name**). Parents may purchase the school's navy blue jacket or sweatshirt from (**Uniform Company**) that provides the rest of the school uniform.

### BELTS

A belt must be worn at all times with any article of clothing as belt loops are part of the school uniform pant. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts must be plain khaki, brown, black or navy (not white or bright-colored). Belts cannot have dangling items, large buckles, or logo/written items.

### JEWELRY

Boys and girls may not wear body piercing other than earrings in the ear lobe. One earring per ear may be worn. For safety reasons, only a stud or a tiny hoop earring can be worn. (Tiny hoops can be no larger than an adult pinky finger.) Limited jewelry can be worn such as a watch, small bracelet, and thin necklace/chain. For safety reasons, necklaces/chains should be worn inside of school uniform, NOT on top of the uniform shirt. Bracelets need to be limited to one per wrist to eliminate unnecessary noise and distractions.

### GENERAL

At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. ALL CLOTHING SHOULD BE LABELED WITH THE STUDENTS NAME. Parents of students in Kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in the classroom throughout the year for emergencies.

### UNIFORM VIOLATIONS<sup>2</sup>

Level I – Verbal warning.

Level II – School sends home a uniform violation note/stamp or student will call parent from office to obtain correct uniform.

Level III – Student will call parent from office to obtain correct uniform. Student will wait in the office for parent to bring correct uniform.

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<sup>2</sup> Sample violations listed. The school will provide specific consequences.

*Reasonable accommodations will be provided based on a student's religion, disability, or medical condition.*

## Emergencies:

**Illness:** The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 99 degrees or above. In order for a child to return to school, he/she must be fever-free, diarrhea, vomit-free for a minimum of 24 hours. If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency. Please update Emergency Contact Information whenever changes occur.

Students will not be permitted to take calls from parents to see how they are feeling. The school will contact you if your child is not feeling well.

### EMERGENCY EVACUATION

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdowns, and extreme weather procedures to prepare us for the possibility of an emergency. Under extreme circumstances should we need to evacuate the building, the local police will assist in determining the location the students would be held. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. For information during such an emergency you may contact CSUSA @ 954-202-3500 or our school web page. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well.

Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.

## Enrichment Programs:

The enrichment program functions independently from the ASC program; therefore, it is not a requisite to be enrolled in the ASC program to participate in enrichment activities. Students have several opportunities to participate in extra curricular activities for an additional fee.

An enrichment guide will be posted on our website which will include the activities offered, the days, time and cost. Fees are due monthly at the front office or in an envelope with student's name, enrichment registration form and homeroom teacher's name. If paying by check, please print the student's name and the name of the enrichment program on the check memo section.



## Family Rights and Privacy Act:

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

## Field Trips:

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. Parents accompanying students on overnight field trips must be fingerprinted and background checked per the Jessica Lunsford Act, in effect since September 2005.

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and while at the field trip site. Students who fail to follow instructions will be given an appropriate consequence upon return to school. If a student is suspended during the first semester, they may be excluded from participating in any field trips or dances during the first semester. If a student is suspended during the second semester, they may be excluded from participating in any field trips or dances during the second semester.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the student will not be permitted to take part in the field trip. Students are to wear their uniform on field trips for security reasons (unless otherwise authorized by administration). All open balances owed to the school must be remitted prior to the student attending the field trip i.e., before/after care, lost books, volunteer hours.

Early dismissal from a field trip site is not permitted.

- All field trip money will be collected by the classroom teacher.
- Field trips must be paid in cash only.
- Money will not be accepted at the front office.

## Grading Policy:

Academic grades are a reflection of student mastery of the standards being taught. Students' academic work is not graded based on behavior. For example, students will

not be academically penalized for turning in a late assignment. However, they will receive a behavioral consequence for not following the teacher's directions. The same principle will apply for cheating. Students will receive a behavioral consequence if caught cheating, and will be required to take a new, different assessment to measure mastery.

Grading a student's work solely on the standard taught allows teachers to have a true indicator of the proficiency level of the student since grades are not skewed by non-academically related aspects. Students are given ample opportunity to practice what is taught in order to demonstrate what they have learned both in class and through home learning assignments, which are reflective of student practice grades. Parents will have real-time access to grades in the electronic grade book, and teachers will frequently communicate with families before a report card with final grades is issued to address any concerns about students who are failing their assignments

### Grading Scale

The grading scale is as follows:

<u>Grades K-1</u>	<u>Grades 2-12</u>
<b>E*</b> – Excellent Progress	<b>90-100%</b> <b>A</b> – Exceeds Mastery of the Standards
<b>S*</b> – Satisfactory Progress	<b>80-89%</b> <b>B</b> – Mastery of Standards
<b>N</b> – Needs Improvement	<b>70-79%</b> <b>C</b> – Approaching Grade Level Standards
<b>U</b> – Unsatisfactory Progress	<b>60-69%</b> <b>D</b> – Below Grade Level Standards
	<b>0-59%</b> <b>F</b> – Failure
	<b>S**</b> – Satisfactory Progress
	<b>N**</b> – Needs Improvement

\*E, S, N, and U are used on the Kindergarten and Grade 1 report cards for Reading and Math. S and N are used for all other subject areas.

\*\*For Grades 2-5 Art, Music, PE, and Grade 2 Social Studies, Science, and Health.

### Grievance Procedure:

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable, through appointment.
4. If you believe the problem is not resolved, meet with school administration.
5. If left unresolved, you should contact School Support, CSUSA at 954-202-3500.
6. If still unresolved, you should contact the Board of Directors. Please call the school for contact information.

## Hallway Behavior:

Students should travel through hallways quietly to avoid interrupting ongoing classes. Students should always arrive to class on time. Students are NOT allowed to show "Public Displays of Affection." For safety reasons, students should walk on the right side of the hallway and keep their hands, feet and other objects off the corridor walls.

## Home Learning Policy:

The purpose of home learning is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. Home learning assignments will reflect a practice grade in the electronic grade book. If a child does not understand his/her assignment after trying to do it at home, please communicate the problem to the teacher.

Teachers use the following time schedule as a guide when assigning home learning:

<b>Home learning</b>	<b>Reading and Log</b>
Grade K      10 minutes	10 minutes
Grade 1      20 minutes	10 minutes
Grade 2      20 minutes	20 minutes
Grade 3      30 minutes	30 minutes
Grade 4      45 minutes	30 minutes
Grade 5      45 minutes	30 minutes
Grade 6-8    60 minutes	30 minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. Some home learning assignments may take less time or may take slightly more time on any given day. A child who does not complete class work during school hours may have to complete this work in addition to the home learning assignment. Reading Log requirements will be sent home by the teacher.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. If a child consistently fails to complete home learning, there may be consequences in the classroom. It is important to note that home learning is the student's responsibility.

All students will be required to write their home learning assignments in their school agenda or review their teacher's posted home learning assignments on Edmodo. Parents are required to sign the agenda each night to ensure effective communication. Parents not signing the agenda may result in the student receiving a disciplinary warning or corrective action.

The parent's responsibility is to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.
- Review the assignments for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

Students will not be permitted to return to a classroom after dismissal to get home learning assignments and projects. This also includes the students participating in ASC. Assignments will not be accepted at the office from parents.

## Honor Roll Requirement:

### QUARTERLY AWARDS

High Honor Roll - All As or equivalent in academic subjects

Honor Roll - All As and Bs or equivalent in academic subjects

### END OF YEAR AWARDS

A variety of awards will be given covering numerous academic and nonacademic areas at the end of the school year.

## Injury:

An accident report will be completed and filed for everyday accidents.

The procedures listed below will be followed for an injured student:

- Teachers will send the student to the office if the injury is minor.
- Teachers will notify the office if the student is unable to be moved.
- School personnel will administer basic first aid.
- The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.
- The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

## Instructional Books, Equipment, Materials, and Supplies:

All textbooks needed by students for school and home learning assignments are furnished by the school. The school is also able to provide the materials and equipment requested by teachers for classroom instruction.

Student care of books and materials is mandatory as these items are costly and

replacement is limited. **Students are required to cover all books that are issued to them.** A brown grocery bag makes an excellent book cover, in addition to books covers that may be offered for free by some businesses. Students should print their names and room number on the front of each book cover. Books must not be written in or on. Charges will be made for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.

**Students must turn in the textbooks on the day of each individual Final Exam.**

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last-minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

### Labels:

Please have your child's name on all personal property such as: lunch boxes, sweaters, raincoats, etc.

### Lost and Found:

Throughout the school year, items which have been lost are turned into the front office. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go to the "Lost and Found" in the office to claim it. There are many items lost and never claimed each year. These items are donated monthly to various charitable institutions. Therefore, please label your child's personal belongings.

Sweaters, jackets, and uniforms not labeled and in good condition will be washed and resold for \$5.00 each after 30 days.

### Medication:

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of the school without specific written authorization by the physician & parents of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer medication personally. A Physician's Form may be obtained from the school office. The medication will be kept in the office and will be administered by office personnel. Students are not allowed to have any medication (not even over the counter medication) in their possession. Parents must pick up and drop-off medicine in the office. Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.

## Parent Teacher Cooperatives (PTCs):

(School Name) truly believes that the involvement of parents in the education of a child is essential. Not only is academic communication important, the volunteer involvement of parents is important to benefit the programs of the school. The PTC is structured in a manner that respects the importance of time with family, engagement in the school community, and the opportunity to enrich the programs of the school for students.

(School Name) PTC will create monthly opportunities for parent involvement on a large scale that will allow parents to assist and volunteer.

A major component of the (School Name) PTC will be the team structure for events, fundraisers and identified needs of the school. A parent can focus their talents and areas of personal enjoyment with the events and opportunities of the school. Volunteer organizations have always known that putting the right volunteers in the right places always increases retention of volunteers and the success of the organizational efforts. (School Name) intends to put these lessons into practice and harness the immense abilities within our school.

Your close involvement with your child's class and homeroom teacher will also help our school raise funds to enhance the programs of the school. Again, your homeroom teacher will always be the point of contact to volunteer in campaigns and help school efforts. The room parent(s) will be a great help in organizing and coordinating the efforts with the teacher to keep everyone informed and engaged.

The primary mode of volunteering will always be with your child's classroom and grade level. Each grade level will facilitate major events for their students. This will require close cooperation between the parents and teachers. Teachers will share the major events they are planning and coordinate with parents to form teams to make the event a success. Most grade levels will host one major and one minor event each year. Teachers will coordinate with parents to organize small groups and teams to host a successful event. These events will also facilitate a parent's ability to completely fulfill their volunteer hour obligation. Parents with multiple children in the school will always be able to find opportunities to work with multiple grade level events and fulfill their hours.

Your teacher will be in touch consistently to recruit for parent-teacher teams for events, causes, fundraisers, and school tasks. They can include, but are not limited to lunch monitor duties, fundraising, field trips, class presentations, etc. (School Name) intends to reach out and tap in to your talents and gifts to bring learning to life in our school.

## Parent Volunteer Hours:

To further the School's mission and purpose, which includes developing well-rounded,

engaged students, active parental participation will be required at the School. Parents are required to participate in their child's education. We have determined that active parental participation is essential to the delivery of our educational goals and is the key to the success of the overall program.

Parents will be required to volunteer a **minimum of 20 hours per school year**. When two or more children from the same family are enrolled, parents will be asked to volunteer a total of 30 hours per school year. The School Principal or other school designee verifies the completion of the hours and credit is applied to the family's account. At the time of recommitment (usually January) for the following school year, parents are sent a letter notifying them of their progress toward completion of their volunteer hours. Parents are provided with numerous volunteer opportunities which can be completed at the School or at their home, thereby alleviating any possible hardship that may be created for parents that may not be able to complete volunteer hours at the School. Many opportunities are provided to families that have a limited schedule and school personnel work closely with each family, individually, to design their volunteer opportunities to meet the needs of their family.

### Pediculosis (HEAD LICE) and Eye Infections:

Students will be checked periodically for head lice. Students will be sent home immediately if school personnel suspect lice in his/her hair.

The students MAY NOT return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and shampoo frequently.

Any eye conditions that do appear to be infectious must be cleared by a doctor in order for the student to return to school. This is for the protection of the student and their classmates.

### Pupil Progression Plan:

(School Name) will follow the (Progression Plan Name) requirements and procedures for K – 8 students. For further information, please contact the school registrar for a copy of the Plan.

### Report Card Distribution:

Report cards will be sent home with the student for Quarters 1, 2, and 3 (see the school calendar for report card issue dates). Report cards for Quarter 4 will be mailed home in mid-June.

### Returned Checks:

Returned checks to the school are charged a \$35.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a

reminder from the school. Payment for the returned check must be made in cash or money order. The returned check and \$35.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything else at school. Students whose families do not submit payment for returned checks will lose privileges of field trips, special events and may lose automatic enrollment status for the following school year.

## School Hours:

School hours are from 8:00 a.m. until 2:45 p.m. (K-1) or 3:00 p.m. (grades 2-8).

Before School Care 6:45 – 8:00 a.m.

Student Arrival 7:15 – 7:55 a.m.

Student Dismissal K-1 2:45 p.m.

2-6 3:00 p.m.

After School Care All grades 3:00 - 6:00 p.m.

## Screenings:

All Kindergarten students are screened for speech, hearing, and vision to rule out any difficulties in these areas.

## Student Information System:

All parents will have access to the web based PowerSchool, a tool to assist in your daily interaction with your child's school life. This tool can be accessed from any computer with Internet access. All that is required is that you have the correct web site address and a valid username and password. User names and passwords are available through the front office.

Parents can get up to date grades, attendance, and tardy records while also having access to email teachers, view school calendar, and see how your student is faring with the State Standards in each class and benchmark test. It is very important that you keep phone numbers, addresses, and contact information updated.

## Students' Rights:

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, detention, suspension or expulsion or other disciplinary action.

Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the Administration. At no time may parents approach the student or their parent directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee



will NOT be tolerated. Police will be called when necessary.

## Suspension and/or Expulsion:

The Principal may recommend to the Governing Board and the Superintendent of Schools to expel a student for any of the following in accordance with the (School District) Code of Conduct:

Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct. Offenses include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior (hitting, kicking, harassing, pushing or biting).
2. Possession or use of drugs and tobacco.
3. Being under the influence or having alcoholic beverages on school grounds.
4. Defacing or vandalism of school property.
5. Igniting any flammable substance.
6. Continual disruption of class.
7. Emotional outburst.
8. Profanity.
9. Insubordination.
10. Disrespect.
11. Peer Conflict.

## Teacher Conferences:

All parents of elementary school students will meet with their child's teacher at least once during the school year. Middle school parents can request a conference by contacting their student's homeroom teacher. We encourage you to have conferences more often, as effective communication is one of the cornerstones of education. Conferences are scheduled after 1st quarter.

## Telephone:

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone without permission and only for emergencies. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.

## Severe Weather Information:

In the event of school closing due to severe weather conditions, parents will be notified through the automated Blackboard system and email. The Blackboard system informs parents of weather or other emergency events and school functions.

## Visitors:

Visitors, INCLUDING PARENTS, are *NOT* permitted to go to their child's classroom

unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Florida Driver's License which will be processed through the *Raptor Screening System*. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

(School Logo)

## PARENT OBLIGATION 2017-2018

I (We) the parent(s)/guardian(s) of \_\_\_\_\_ have read and agree to abide by the Code of Conduct and the Dress Code of (School Name)

I (We) understand that my (our) child is a (School District) student.

**WHEREAS**, in order to provide my (our) child with a unique educational opportunity;

**WHEREAS**, by choosing to enroll my (our) child at (School Name) is a decision of my (our) personal choice and not a privilege;

**WHEREAS**, my (our) desire to enroll my (our) child at (School Name) is premised upon my (our) desire to become an active partner in the education of my (our) child;

**NOW, THEREFORE**, in consideration of the foregoing:

1. As a parent of a student at (School Name), my (our) commitment is to abide by the following resolutions:

- A. To recognize and embrace my role as the primary educator of my child.
- B. To participate in the parenting workshops as provided by the school.
- C. To attend all conferences scheduled with any member of the (School Name) staff.
- D. To participate in the Parent Volunteer Program for 20 hours for the first child and 10 hours for each additional child. Recording of volunteer hours will be done on PowerSchool by the parent for credit. ½ of the hours must be completed before Winter Break and the second ½ by May 1<sup>st</sup>.
- E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, (School Name) is not responsible for my child's safety. If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to transfer to a school that is more accessible for my child.
- F. To purchase uniforms for my child from the (School Name) approved supplier and ensure that my child is wearing the approved uniform daily.
- G. To supply a lunch, either brown bagged or purchased from the (School Name) approved vendor, each school day for my child.
- H. To be responsible for timely payment of any fees accrued to my account at the school.
- I. To participate in at least one of the many parent groups i.e. PTC, School's Improvement Committee, Fundraising Committee, etc.
- J. To purchase an Agenda Book and Weekly Folder from the approved supplier and sign book nightly.

2. To do the following things to enhance my (our) child's academic growth, I (we) agree to do the following:

- A. To read and use the information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for at least 60 minutes of homework daily.
- D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
- E. To check my child's homework nightly.

I (we) understand that participation in the school, as defined above, fulfills the mission of the school by enhancing my child's education and the school community as a whole. I (we) understand that such participation is a contractual obligation to the school and to my (our) child, and that failure or refusal to fulfill this obligation is incompatible with the school's mission. Therefore, a breach of this obligation by you may impact your child's status with the school.

**Signature of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**Acknowledged by:** \_\_\_\_\_

School Official

**Date** \_\_\_\_\_

(School Logo)

## Handbook Acknowledgement

Dear Parent,

Please complete the bottom portion of this page and return it to your child's homeroom teacher by (date).

Thank you,

(Principal Name)

Principal

---

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Acceptable Internet Use Policy

Student's Last Name	Student's First Name
Grade	Home Phone Number

### Introduction

The Internet links thousands of computer networks around the world, giving (School Name) students access to a wide variety of computer and information resources.

(School Name) does not have control of the information on the internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-8 setting. (School Name) and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges.

(School Name) specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Your child will learn Internet communication skills including the following; email safety, downloading, files, www, keyword searches, etc.

### Student Guidelines

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of (School Name) facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the (School Name) network.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use Internet at (School

- (Name) or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.
4. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
  5. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

Violating the Acceptance Use Policy may result in:

- Restricted network access
- Loss of Network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Student Access Contract

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, (School Name), the (School District) and Charter Schools USA.

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at (School Name).

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Acceptable Internet Use Policy: Parent Agreement

A parent must also read and sign this agreement.

We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed this policy with your son/daughter.

If you would like more information about (School Name) Internet accounts, please phone\_\_\_\_\_.

As the parent of this student I have read the Acceptable Use Policy for the Internet for (School Name), I hereby give my permission for my child to use the Internet through classroom curriculum projects.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Work Phone Number

## (SCHOOL NAME) POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

### I. Policy Against Discrimination

- A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.
- B. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
- C. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

### II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- A. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
- B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.

### III. Definition of Sexual Harassment

- A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
  - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
  - 2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
  - 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.



4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
- B. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:
1. Graphic verbal comments about an individual's body or appearance.
  2. Sexual jokes, notes, stories, drawings, pictures or gestures.
  3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
  4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
  5. Spreading sexual rumors.
  6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
  7. Cornering or blocking normal movements.
  8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

#### IV. Definition of Other Forms of Prohibited Harassment

- A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:
1. Has the purpose or affect of creating an intimidating, hostile or offensive work or academic environment;
  2. Has the purpose or effect of interfering with an individual's work or academic performance; or
  3. Otherwise, adversely affects an individual's employment or academic performance.
- B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:
1. Epithets, slurs or negative stereotyping;
  2. Threatening, intimidating or hostile acts, such as stalking; or
  3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

- A. Any act of retaliation against an individual who files a complaint alleging a violation of the School's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.
- B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the school should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.
2. The complaint should be filed with the school Principal. Complaints filed with the Principal must be forwarded to CSUSA Employee Services within five (5) days of the filing of the complaint. If the complaint is against the principal, the complaint may be filed directly with CSUSA Employee Services.
3. If the complaint is against CSUSA Employee Services, the Chief Academic Officer, or other member of the School's Board, the complaint may be filed with the School Attorney.

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the Chief Academic Officer or member of the School's Board:
  - a. Upon receipt of the written complaint by CSUSA Employee Services, CSUSA Employee Services shall investigate or appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to CSUSA Employee Services as to whether there is reasonable cause to believe a violation of the School's anti-discrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to CSUSA Employee Services along with the summary and recommendation.
  - b. If the complaint is against CSUSA Employee Services, the School Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a. (above).

- c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to CSUSA Employee Services within thirty (30) days, or to the School Attorney within thirty (30) days, if the complaint is against CSUSA Employee Services. CSUSA Employee Services, or School Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
- d. If CSUSA Employee Services or School Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. CSUSA Employee Services or School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the Chief Academic Officer.
- e. If CSUSA Employee Services or School Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.
- f. The complainant may request a no reasonable cause finding by CSUSA Employee Services or School Attorney be reviewed by the Chief Academic Officer within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Chief Academic Officer and CSUSA Employee Services/School Attorney to present his or her position. The Chief Academic Officer and CSUSA Employee Services/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Chief Academic Officer shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
- g. If review by the Chief Academic Officer is not timely requested, CSUSA Employee Services or School Attorney's determination of no reasonable cause shall be final.
- h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Chief Academic Officer. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Chief Academic Officer and CSUSA Employee Services/School Attorney to present his or her position. The Chief Academic Officer and CSUSA Employee Services/School Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
- i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (above), the Chief Academic Officer shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the

complainant and the Chairman of the School's Board, and a copy of will be filed with and maintained in the office of Charter Schools USA Senior Director of Human Resources.

## 2. Complaints against School Board Members.

- a. Complaints against the School's Board Members shall be filed with the School Attorney. The School Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
- b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.
- c. If reasonable cause is recommended by the investigator against a School's Board Member, the recommendation shall within twenty (20) days be forwarded to the Chairman of the (School Board) to determine if there is evidence that a misfeasance or malfeasance of office occurred. The (School Board) will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official.
- d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Attorney, shall be final and a copy will be forwarded to the Chairman of the (School Board). In compliance with Florida Statute, the investigation file shall become public record and the School's Board Member shall answer to their constituency.

## 3. Penalties for confirmed Discrimination or Harassment

- a. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
- b. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.

## 4. Limited Exemption from Public Records Act and Notification of Parents of Minors

- a. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The School's obligation to investigation and take corrective action may supersede an individual's right to privacy.

- b. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

(School Name) shall conspicuously post its Notice of Non-Discrimination and Non-Harassment and the name and telephone number of the employee responsible for compliance with such policies at its facilities subject to its discretion regarding placement.

CSUSA Employee Services  
Charter Schools USA  
800 Corporate Drive, Suite 700  
Ft. Lauderdale, FL 33334  
(954) 202-3500 ext. 1209

(School Logo)

(School Name)

Serving Grades K-8

(School Address)

Phone: ( xxx)- xxx-xxxx

Fax Number: ( xxx)- xxx-xxxx

(School Website)

# Section Cover Page

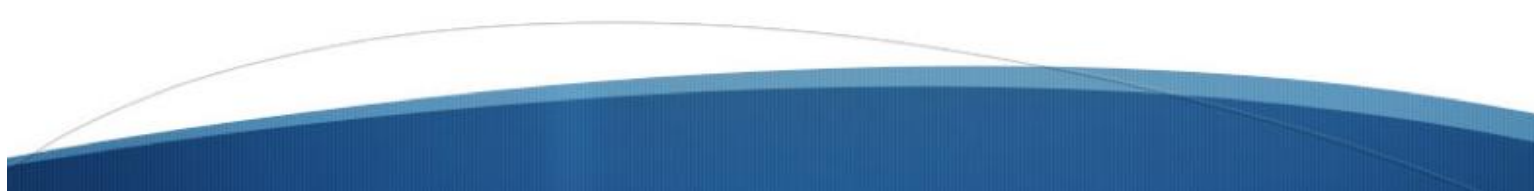


## III. NEW BUSINESS

### Transportation Agreement between Lake and Four Corners

- Informational
- For Discussion
- For Action

Notes:



**TRANSPORTATION AGREEMENT BETWEEN THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA AND FOUR CORNERS CHARTER SCHOOL, INC. FOR LAKE STUDENTS ATTENDING THE FOUR CORNERS CHARTER SCHOOL**

This Agreement is made and entered into by and between the School Board of Lake County, Florida (hereinafter referred to as "Lake School Board") and Four Corners Charter School, Inc. (hereinafter referred to as "Four Corners").

**WHEREAS**, Lake School Board owns and operates a fleet of vehicles for the transportation of students; and

**WHEREAS**, Four Corners has been granted a charter by the School Board of Osceola County, Florida (hereinafter referred to as the "Osceola School Board") to operate a charter school in Osceola County, Florida; and

**WHEREAS**, Lake School Board has entered into an Interlocal Agreement on February 15, 2011 with the Osceola School Board whereby the parties agreed that a certain number of Lake County students (hereinafter referred to as the "Lake Students") would attend the Four Corners Charter School (hereinafter referred to as the "Charter School"); and

**WHEREAS**, Four Corners is desirous of obtaining transportation services from Lake School Board for the Lake Students.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises herein exchanged and other good and valuable consideration, the adequacy of which is acknowledged, the parties agree to this Transportation Agreement in accordance with the following terms:

1. **Recitals.** The Recitals in the "Whereas" clauses are incorporated and have become a part of this Agreement.
2. **Services.** Lake School Board shall provide bus transportation service for all Lake Students from the Lake Students' homes or designated pick-up locations that are determined by Lake School Board to and from the Charter School.
3. **Operating Equipment and Drivers.** Lake School Board shall be responsible for providing, operating and maintaining the equipment used to transport the Lake Students in compliance with all applicable laws, rules, regulations policies and procedures.
4. **Insurance.** Lake School Board agrees to maintain the following insurance coverage:

Comprehensive General Liability Coverage with bodily injury limits of not less than \$1,000,000 per occurrence with combined single limit for bodily injury and property damage. Four Corners Charter School, Inc. and Charter Schools USA, Inc. shall be named as an additional insured under the General Liability policy.



5. **Student Rules and Regulations.** Four Corners agrees to take all necessary action to ensure that students provided with school bus transportation adhere to the Lake School Board Student Code of Conduct while riding the bus.

6. **Collection of Student Ridership Data.** Lake School Board agrees to coordinate the collection of the required student ridership data for transportation eligible students during each applicable FTE survey period.

7. **Driver Rules and Regulations.** The driver rules and regulations of Lake School Board will be observed by Lake School Board bus drivers. Drivers of Lake School Board buses shall at all times be considered employees or agents of Lake School Board.

8. **Funding.** Lake School Board and Osceola School Board have agreed that the Department of Education shall transfer all FTE earned for transporting the Lake Students to the Lake School Board. Four Corners shall pay the Lake School Board the sum of Fifty Thousand and 00/100 (\$50,000.00) Dollars in equal installments of Twelve Thousand Five-Hundred 00/100 (\$12,500.00) Dollars on the first day of September, November, January and March of the term of this agreement. In addition to the payment of \$50,000.00, Four Corners shall pay the Lake School Board at the rate of fifty cents (\$0.50) per verified transported student for the second and third FTE survey periods for an annual total of \$1.00 per FTE to be paid by Four Corners by the end of the 2017-2018 school year.

9. **Term.** The term of this Agreement shall be for the 2017-2018 school year as dictated by the Osceola School Board's student calendar.

10. **Indemnity.** Each party hereby agrees, to the extent permitted by law, to indemnify and hold the other party harmless for, from and against any and all claims, liens, causes of action, damages, liabilities or obligations which arise out of or are in any way related to the acts or omissions of the indemnifying party or its public officials, officers, directors, employees, agents, guests and invitees in connection with this Agreement, including but not limited to costs, expenses and reasonable attorney's fees incurred in connection with defending against any such matters. Notwithstanding anything herein to the contrary, nothing in this Agreement is intended to serve as a waiver of sovereign immunity by any agency to which sovereign immunity may be applicable.

11. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto with respect to the matters covered hereby. All prior negotiations, representations, and agreements with respect thereto not incorporated into this Agreement are hereby canceled. This Agreement can be modified or amended only by a written agreement duly executed by the parties hereto.

12. **Further Assurances.** The parties hereby agree from time to time to execute and deliver such further and other assurances, assignments and documents and do all matters and things, which may be convenient or necessary to more effectively and completely carry out the intentions of this Agreement.

13. **Interpretations.** This Agreement shall not be construed more strictly against one party than against the other merely because it may have been prepared by counsel for one of the parties, it being recognized that both parties have been represented by counsel in connection with the negotiation of the terms hereof and have contributed substantially and materially to its preparation.

14. **Time of the Essence.** Time of performance by either party of each and every provision or covenant herein contained is of the essence of this Agreement.

15. **Binding Effect.** All of the terms and provisions of this Agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, successors, and permitted assigns.

16. **Notices.** All notices and other communications required or permitted under this Agreement shall be in writing and given by hand delivery; certified mail, return receipt requested; overnight courier, or facsimile to:

If to Four Corners: Four Corners Charter School, Inc.  
817 Bill Beck Boulevard  
Kissimmee, FL 34744  
Attn: President

And with a copy to: The School District of Osceola  
County, Florida  
817 Bill Beck Boulevard  
Kissimmee, FL 34744  
Attn: Superintendent

If to the Lake School Board: Superintendent Diane Kornegay  
201 W. Burleigh Blvd.  
Tavares, FL 32778

And with a copy to: Stephen W. Johnson, Esquire  
McIn Burnsed  
Post Office Box 491357  
Leesburg, FL 34749-1357

Each such notice shall be deemed delivered:

- a. on the date delivered if by personal delivery or overnight courier,
- b. on the date upon which the return receipt is signed or delivery is refused or the notice is designated by the postal authorities as not deliverable, as the case may be, if mailed; or

c. on the date of transmission with confirmed answer back if by fax.

17. **Headings.** The headings contained in this Agreement are for convenience of reference only, and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

18. **Severability.** If any part of this Agreement or any other agreement entered into pursuant hereto is contrary to, prohibited by or deemed invalid under applicable law or regulation, such provision shall be inapplicable and deemed omitted to the extent so contrary, prohibited or invalid, but the remainder hereof shall not be invalidated thereby and shall be given full force and effect so far as possible.

19. **Survival.** All covenants, agreements, representations, and warranties made herein or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

20. **Waivers.** The failure or delay of any party at any time to enforce this Agreement shall not affect such party's right to enforce this Agreement at any other time. Any waiver by any party of any breach of any provision of this Agreement should not be construed as a waiver of any continuing or succeeding breach of such provision, a waiver of the provision itself, or a waiver of any right, power, or remedy under this Agreement. No notice to or demand on any party in any case shall entitle such party to any other or further notice or demand in any other circumstance.

21. **Third Parties.** Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies on any person other than the parties hereto and their respective legal representatives, successors, and permitted assigns, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third person to any party to this Agreement, nor shall any provision give any third person any right to subrogation or action over or against any party to this Agreement.

22. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

23. **Governing Law.** This Agreement and all transactions contemplated by this Agreement shall be governed by, construed, and enforced in accordance with the internal laws of the State of Florida, without regard to principles of conflicts of laws.

24. **Force Majeure.** Notwithstanding anything herein to the contrary, Lake School Board shall not be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to any unavoidable casualties or the action or promulgation of any statute, rule, regulation or order by any federal, state or local governmental or judicial agency or official (including the revocation or refusal to grant licenses or permits, where such revocation or refusal is not directly caused by the Lake School Board or any other event

constituting Force Majeure or any other event of Force Majeure under the Charter or other contracts related to the operation of the Charter School.

IN WITNESS WHEREOF, the Lake School Board and Four Corners have caused this Agreement to be duly executed through their authorized representation on the respective dates set forth below.

**FOUR CORNERS CHARTER SCHOOL, INC.**

BY: \_\_\_\_\_  
Clarence Thacker, Chairman



ATTEST:

BY: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**THE SCHOOL BOARD OF LAKE COUNTY,  
FLORIDA**

BY: Marc A. Dodd  
Marc A. Dodd, Chairman

ATTEST

BY: Diane Kornegay  
Diane Kornegay, Superintendent

Date: 4-24-17

# Section Cover Page

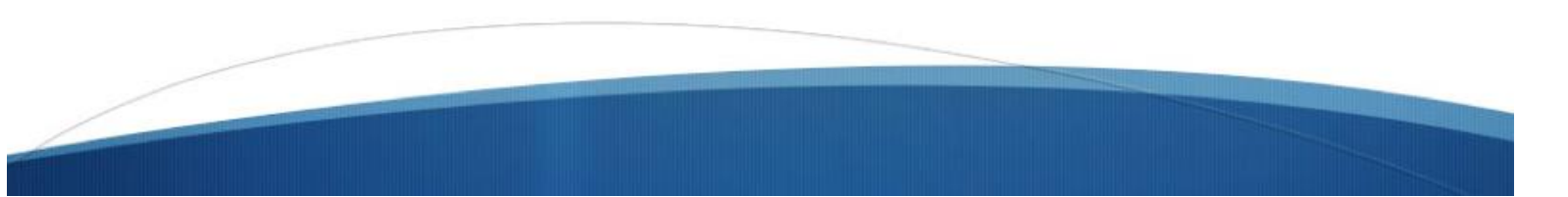


## V. FINANCIALS

**CSUSA – FY2016-17 End of Year Financials**  
**CSUSA – FY2017-18 Final Budget**

- Informational
- For Discussion
- For Action

**Notes:**



# 2016-17 YEAR END FINANCIALS

Four Corners Charter School at Osceola, FL



	Budget FY 2016-17	Actuals FY 2016-17	Variance
1 Enrollment	1,057	1,000	(57)
2 Rate per student	6,590	6,614	24
3 Square footage	91,235	91,235	-
<b>Revenues</b>			
4 State Capitation / Student	\$ 6,965,630	\$ 6,613,850	(351,780)
5 Florida Teacher Lead Program	-	11,124	11,124
6 School Recognition Bonus Income	103,919	-	(103,919)
7 Capital Outlay Revenue	321,159	281,304	(39,855)
8 Board Fee Refund	106,363	247,817	141,454
<b>Total State Funded Revenue</b>	<b>7,497,071</b>	<b>7,154,096</b>	<b>(342,976)</b>
9 Private Grants / Contributions	-	189,412	189,412
10 Before and Aftercare Revenue	140,363	153,134	12,772
11 Enrichment Revenue	-	1,691	1,691
12 Miscellaneous Income	72,163	90,486	18,323
<b>Total Other Revenue</b>	<b>212,526</b>	<b>434,723</b>	<b>222,197</b>
<b>Revenue Total</b>	<b>\$ 7,709,597</b>	<b>\$ 7,588,819</b>	<b>\$ (120,778)</b>
<b>Expenses</b>			
13 School Leadership	\$ 150,635	\$ 157,095	6,460
14 Administrative-Salaried	73,540	52,270	(21,270)
15 Teachers	2,114,350	1,715,506	(398,844)
16 ESE/Special Education	43,301	33,536	(9,765)
17 Resource Teachers	71,110	92,476	21,365
18 Guidance	-	-	-
19 Permanent Subs	-	286,169	286,169
20 Other Support	-	64,665	64,665
21 IT Support	20,304	16,723	(3,581)
<b>Total Salaries</b>	<b>\$ 2,473,240</b>	<b>\$ 2,418,439</b>	<b>\$ (54,801)</b>
22 Administrative-Hourly	\$ 24,127	\$ 22,597	(1,530)
23 Aides - Instructional	86,694	62,092	(24,602)
24 Aftercare	68,771	74,082	5,311
25 Cafeteria-Hourly	-	232	232
26 Plant Operations-Hourly	25,452	25,579	127
27 Nurse-Hourly	18,290	19,016	726
28 Other Support/Aides	58,878	27,762	(31,116)
29 Daily Substitute Teachers	72,800	184,691	111,891
30 Tutoring	25,142	861	(24,281)
<b>Total Hourly Wages</b>	<b>\$ 380,154</b>	<b>\$ 416,914</b>	<b>\$ 36,760</b>
31 Bonuses	171,420	17,719	(153,701)
32 Stipends	25,000	24,492	(508)
<b>Taxes &amp; Benefits</b>			
33 Group Insurance & Other	\$ 238,920	\$ 259,185	20,265
34 Workers' Compensation	40,132	32,974	(7,159)
35 Payroll Taxes	228,968	220,077	(8,891)

# 2016-17 YEAR END FINANCIALS

Four Corners Charter School at Osceola, FL



	Budget FY 2016-17	Actuals FY 2016-17	Variance
<b>Total Taxes &amp; Benefits</b>	\$ 508,020	\$ 512,235	\$ 4,215
<b>Total Cost Of Compensation</b>	\$ 3,557,835	\$ 3,389,800	\$ (168,035)
<b>Professional Services</b>			
36 Legal Fees - Independent Counsel	\$ 2,000	\$ 7,034	5,033
37 Accounting Services - Audit	11,500	8,900	(2,600)
38 Outside Staff Development	4,115	535	(3,580)
39 Support Center General Overhead	1,044,844	504,500	(540,344)
40 Computer Service Fees	97,392	94,117	(3,275)
41 Fee to County School Board	139,313	330,534	191,221
42 Professional Fees - Other	3,000	1,070	(1,930)
43 Advertising/Marketing Exp	4,000	45,719	41,719
44 Staff Recruitment	925	638	(288)
<b>Total Professional Services</b>	\$ 1,307,088	\$ 993,045	\$ (314,043)
<b>Vendor Services</b>			
45 Contracted Pupil Transportation	\$ 76,299	\$ 188,143	111,845
46 Extra-Curricular Activity Events	2,000	-	(2,000)
47 Background / Finger Printing	4,829	5,951	1,123
48 Drug Testing Fees	60	-	(60)
49 Licenses & Permits	655	270	(385)
50 Bank Charges & Loan Fees	4,248	3,259	(989)
51 Contracted SPED - Non Instruction	1,000	-	(1,000)
52 Contracted Custodial Services	223,343	223,343	-
<b>Total Vendor Services</b>	\$ 312,434	\$ 420,967	\$ 108,533
<b>Administrative Expenses</b>			
53 Travel / Auto	\$ 5,572	\$ 6,628	1,056
54 Airfare	2,095	130	(1,965)
55 Meals	199	210	11
56 Lodging	2,000	2,585	585
57 Business Expense - Other	500	719	219
58 Dues & Subscriptions	2,471	1,992	(479)
59 Printing & Copying	10,000	237	(9,763)
60 Office Supplies	10,500	16,413	5,913
61 Aftercare Supplies	300	486	186
62 Medical Supplies	500	1,054	554
63 In-house Food Service	500	-	(500)
64 In-house Food Service - Aftercare	500	-	(500)
65 Food Service - Paper & Smallwares	100	-	(100)
66 Bad Debt Expense	160	342	182
<b>Total Administrative Expenses</b>	\$ 35,397	\$ 30,796	\$ (4,601)
<b>Instruction Expense</b>			
67 Textbooks	115,401	30,374	(85,027)
68 Instructional Licenses	56,169	72,051	15,882
69 Consumable Instr Supplies & Equip Students	115,030	46,717	(68,313)
70 Consumable Instr. Supplies & Equip.-Teachers	21,000	11,640	(9,360)
71 Library & Reference Books	1,000	-	(1,000)
72 Testing Materials	20,000	10,274	(9,726)
73 Instructional Supplies - Florida Lead Teacher Program	-	11,124	11,124
74 Contracted SPED - Instruction	-	1,814	1,814
<b>Total Instruction Expenses</b>	\$ 328,600	\$ 183,993	\$ (144,606)

# 2016-17 YEAR END FINANCIALS

Four Corners Charter School at Osceola, FL



	Budget FY 2016-17	Actuals FY 2016-17	Variance
<b>Other Operating Expense</b>			
75 Telephone & Internet	\$ 106,113	\$ 122,779	16,666
76 Postage	1,015	39	(976)
77 Electricity	167,215	163,246	(3,969)
78 Water & Sewer	21,430	20,466	(964)
79 Waste Disposal	54,819	54,819	-
80 Pest Control	5,100	2,391	(2,709)
81 Maintenance & Cleaning Supplies	26,500	21,119	(5,381)
82 Building Repairs & Maintenance	359,100	357,971	(1,129)
83 Equipment Repairs & Maintenance	6,558	18,501	11,943
84 Miscellaneous Expenses	500	1,138	638
<b>Total Other Operating Expense</b>	<b>\$ 748,349</b>	<b>\$ 762,468</b>	<b>\$ 14,119</b>
<b>Fixed Expenses</b>			
85 Office Equipment - Leasing Expense	\$ 36,300	\$ 28,446	(7,854)
86 Property & Liability Insurance	73,264	73,953	689
87 Depreciation	248,372	167,225	(81,147)
<b>Total Fixed Expenses</b>	<b>\$ 357,936</b>	<b>\$ 269,623</b>	<b>\$ (88,313)</b>
<b>Total Expenses</b>	<b>\$ 6,647,638</b>	<b>\$ 6,050,693</b>	<b>\$ (596,945)</b>
88 Operating Cash Surplus/(Deficit)	1,061,959	1,538,126	476,167
89 Rent Expense	1,054,583	1,063,730	9,147
90 Surplus/(Deficit) Before Capex	7,377	474,397	467,020
<b>Capital Expenditures (NonCap)</b>			
91 FF&E (NonCap)	\$ -	\$ 6,451	6,451
92 Computer Hardware (NonCap)	-	1,390	1,390
93 Computer Software (NonCap)	-	11,566	11,566
<b>Total Capital Expenditures (NonCap)</b>	<b>\$ -</b>	<b>\$ 19,407</b>	<b>\$ 19,407</b>
<b>Capital Expenditures (Capitalized)</b>			
94 Computers - Hardware	\$ 52,500	\$ 89,143	36,643
95 Computer - Software	11,000	-	(11,000)
96 IT Infrastructure	41,105	-	(41,105)
97 FF&E	25,000	216,971	191,971
98 Other	-	24,896	24,896
<b>Total Capital Expenditures (Capitalized)</b>	<b>\$ 129,605</b>	<b>\$ 331,009</b>	<b>\$ 201,404</b>
99 <b>Net Change in Fund Balance</b>	<b>\$ 126,144</b>	<b>\$ 291,205</b>	<b>\$ 165,062</b>



# 2017-18 BUDGET REVIEW

Four Corners Charter School at Osceola , FL  
Consolidated Budget -FCCS



	Approved Preliminary Budget FY17-18	Final Budget 2017-18	Variance
1 Enrollment	1,057	1,057	-
2 Rate per student	6,601	6,601	-
3 Square footage	91,235	91,235	-
<b>Revenues</b>			
4 State Capitation / Student	\$ 6,977,135	\$ 6,977,135	\$ -
5 Florida Teacher Lead Program	-	-	-
6 Capital Outlay Revenue	297,088	297,088	-
7 Board Fee Refund	266,350	266,350	-
<b>Total State Funded Revenue</b>	<b>7,540,573</b>	<b>7,540,573</b>	<b>\$ -</b>
8 Before and Aftercare Revenue	160,840	160,840	-
9 Enrichment Revenue	1,691	1,691	-
10 Miscellaneous Income	81,411	81,411	-
<b>Total Other Revenue</b>	<b>243,942</b>	<b>243,942</b>	<b>\$ -</b>
<b>Revenue Total</b>	<b>\$ 7,784,515</b>	<b>\$ 7,784,515</b>	<b>\$ -</b>
<b>Expenses</b>			
11 School Leadership	\$ 188,779	\$ 188,779	-
12 Administrative-Salaried	76,847	76,847	-
13 Teachers	2,189,863	2,189,863	-
14 ESE/Special Education	63,171	63,171	-
15 Resource Teachers	90,467	90,467	-
16 Guidance	45,540	45,540	-
17 Other Support	50,900	50,900	-
18 IT Support	17,764	17,764	-
<b>Total Salaries</b>	<b>\$ 2,723,332</b>	<b>\$ 2,723,332</b>	<b>\$ -</b>
19 Administrative-Hourly	\$ 33,338	\$ 33,338	-
20 Aides - Instructional	88,393	88,393	-
21 Aftercare	59,660	59,660	-
22 Plant Operations-Hourly	18,147	18,147	-
23 Nurse-Hourly	16,617	16,617	-
24 Other Support/Aides	45,844	45,844	-
25 Daily Substitute Teachers	74,200	74,200	-
26 Tutoring	26,182	26,182	-
<b>Total Hourly Wages</b>	<b>\$ 362,381</b>	<b>\$ 362,381</b>	<b>\$ -</b>
27 Bonuses	77,500	77,500	-
28 Stipends	25,000	25,000	-
<b>Taxes &amp; Benefits</b>			
29 Group Insurance & Other	\$ 287,783	\$ 287,783	\$ -
30 Workers' Compensation	41,176	41,176	-
31 Payroll Taxes	243,597	243,597	-
<b>Total Taxes &amp; Benefits</b>	<b>\$ 572,556</b>	<b>\$ 572,556</b>	<b>\$ -</b>
<b>Total Cost Of Compensation</b>	<b>\$ 3,760,768</b>	<b>\$ 3,760,768</b>	<b>\$ -</b>

# 2017-18 BUDGET REVIEW

Four Corners Charter School at Osceola , FL  
Consolidated Budget -FCCS



	Approved Preliminary Budget FY17-18	Final Budget 2017-18	Variance
<b>Professional Services</b>			
32 Legal Fees - Independent Counsel	\$ 2,791	\$ 2,791	-
33 Accounting Services - Audit	10,500	10,500	-
34 Outside Staff Development	4,115	4,115	-
35 Support Center General Overhead	504,500	504,500	-
36 Computer Service Fees	99,519	99,519	-
37 Fee to County School Board	348,863	348,863	-
38 Professional Fees - Other	2,000	2,000	-
39 Advertising/Marketing Exp	22,592	22,592	-
40 Staff Recruitment	925	925	-
<b>Total Professional Services</b>	<b>\$ 995,805</b>	<b>\$ 995,805</b>	<b>\$ -</b>
<b>Vendor Services</b>			
41 Contracted Pupil Transportation	\$ 38,212	\$ 38,212	-
42 Extra-Curricular Activity Events	2,000	2,000	-
43 Background / Finger Printing	4,829	4,829	-
44 Drug Testing Fees	60	60	-
45 Licenses & Permits	655	655	-
46 Bank Charges & Loan Fees	4,248	4,248	-
47 Contracted SPED - Non Instruction	1,000	1,000	-
48 Contracted Custodial Services	227,810	227,810	-
<b>Total Vendor Services</b>	<b>\$ 278,814</b>	<b>\$ 278,814</b>	<b>\$ -</b>
<b>Administrative Expenses</b>			
49 Travel / Auto	\$ 11,708	\$ 11,708	-
50 Airfare	50	50	-
51 Meals	191	191	-
52 Lodging	1,820	1,820	-
53 Business Expense - Other	1,000	1,000	-
54 Dues & Subscriptions	1,750	1,750	-
55 Printing & Copying	3,120	3,120	-
56 Office Supplies	15,840	15,840	-
57 Aftercare Supplies	350	350	-
58 Medical Supplies	1,054	1,054	-
59 In-house Food Service	500	500	-
60 In-house Food Service - Aftercare	500	500	-
61 Food Service - Paper & Smallwares	100	100	-
62 Bad Debt Expense	342	342	-
<b>Total Administrative Expenses</b>	<b>\$ 38,323</b>	<b>\$ 38,323</b>	<b>\$ -</b>
<b>Instruction Expense</b>			
63 Textbooks	\$ 106,764	\$ 106,764	-
64 Consumable Instr Supplies \$ Equip - Students	40,177	40,177	-
65 Consumable Instr Supplies \$ Equip - Teachers	14,060	14,060	-
66 Testing Materials	18,171	18,171	-
67 Instructional Licenses	70,496	70,496	-
<b>Total Instruction Expenses</b>	<b>\$ 249,668</b>	<b>\$ 249,668</b>	<b>\$ -</b>

# 2017-18 BUDGET REVIEW

Four Corners Charter School at Osceola , FL  
Consolidated Budget -FCCS



	Approved Preliminary Budget FY17-18	Final Budget 2017-18	Variance
<b>Other Operating Expense</b>			
68 Telephone & Internet	\$ 133,612	\$ 133,612	-
69 Postage	1,015	1,015	-
70 Electricity	178,687	178,687	-
71 Water & Sewer	21,073	21,073	-
72 Waste Disposal	55,915	55,915	-
73 Pest Control	5,202	5,202	-
74 Maintenance & Cleaning Supplies	26,500	26,500	-
75 Building Repairs & Maintenance	372,522	372,522	-
76 Equipment Repairs & Maintenance	11,810	11,810	-
77 Miscellaneous Expenses	1,138	1,138	-
<b>Total Other Operating Expense</b>	<b>\$ 807,474</b>	<b>\$ 807,474</b>	<b>\$ -</b>
<b>Fixed Expenses</b>			
78 Office Equipment - Leasing Expense	\$ 36,300	\$ 36,300	-
79 Property & Liability Insurance	77,430	77,430	-
<b>Total Fixed Expenses wo deprec./amort</b>	<b>\$ 113,730</b>	<b>\$ 113,730</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 6,244,581</b>	<b>\$ 6,244,581</b>	<b>\$ -</b>
80 Operating Cash Surplus/(Deficit)	1,539,934	1,539,934	-
81 Rent Expense	1,061,168	1,061,168	-
82 Surplus/(Deficit) Before Capex	478,766	478,766	-
<b>Capital Expenditures (Capitalized)</b>			
83 Computers - Hardware	\$ 92,150	\$ 92,150	-
84 Computer - Software	11,500	11,500	-
85 IT Infrastructure	12,000	12,000	-
86 FF&E	12,500	12,500	-
<b>Total Capital Expenditures (Capitalized)</b>	<b>\$ 128,150</b>	<b>\$ 128,150</b>	<b>\$ -</b>
87 <b>Net Change in Fund Balance</b>	<b>\$ 350,615</b>	<b>\$ 350,615</b>	<b>\$ -</b>

# Section Cover Page

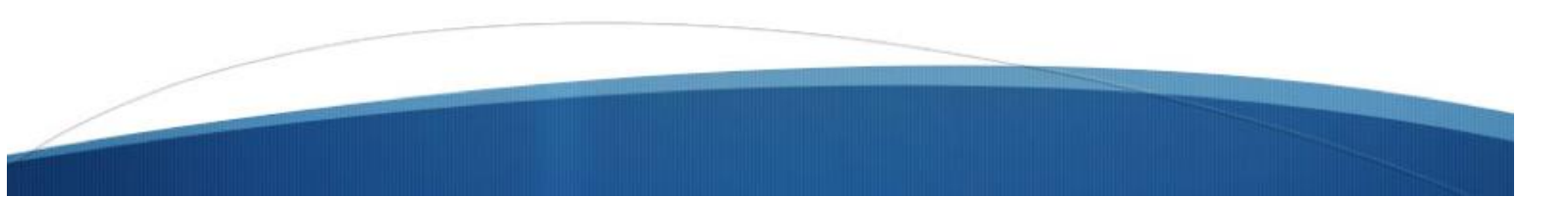


## V. FINANCIALS

**Osceola – 2016-2017 End of Year Budget Amendment**  
**Osceola – 4th Quarter Financials**  
**Osceola – FY2017-18 Final Budget**

- Informational
- For Discussion
- For Action

**Notes:**



**OSCEOLA COUNTY COMPONENT UNIT  
Four Corners Charter School, Inc.**

Fiscal Year 2016-2017 End of Year Budget Amendment

	OF1 Function	General Fund			
		Budget Amounts			
		2016-17 Budget Amendment #2	2016-17 End of Year Amendment	Difference	
		UFTE	1017.39	999.00	-18.39
<b>REVENUES</b>					
Federal Direct	3100			0.00	
Federal Through State & Local	3200			0.00	
State Sources	3300	6,629,251.90	6,625,779.32	(3,472.58)	-0.05%
Local Sources	3400	475.00	898.25	423.25	89.11%
<b>Total Revenues</b>		6,629,726.90	6,626,677.57	(3,049.33)	-0.05%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000	4,634,952.83	4,629,059.67	(5,893.16)	-0.13%
Pupil Personnel Services	6100			0.00	
Instructional Media Services	6200			0.00	
Instruction and Curriculum Development Services	6300			0.00	
Instructional Staff Training Services	6400			0.00	
Instruction Related Technology	6500	0.00	223,836.84	223,836.84	
Board	7100	5,000.00	5,061.25	61.25	1.23%
Administration Fees:				0.00	
District Holdback Fee	7201	82,694.84	82,855.30	160.46	0.19%
Charter Holder	7202			0.00	
Management Company	7203	978,941.48	981,438.60	2,497.12	0.26%
Other	7204			0.00	
School Administration	7300			0.00	
Facilities Acquisition and Construction	7400	1,063,729.75	1,063,729.75	0.00	0.00%
Fiscal Services	7500			0.00	
Food Services	7600			0.00	
Central Services	7700			0.00	
Pupil Transportation Services	7800			0.00	
Operation of Plant	7900			0.00	
Maintenance of Plant	8100			0.00	
Administrative Technology Services	8200			0.00	
Community Services	9100			0.00	
Debt Service: (Function 9200)				0.00	
Retirement of Principal	710			0.00	
Interest	720			0.00	
Dues, Fees and Issuance Costs	730			0.00	
Miscellaneous Expenditures	790			0.00	
Capital Outlay:				0.00	
Facilities Acquisition and Construction	7420			0.00	
Other Capital Outlay	9300			0.00	
<b>Total Expenditures</b>		6,765,318.90	6,985,981.41	220,662.51	1.55%
Excess (Deficiency) of Revenues Over (Under) Expenditures		(135,592.00)	(359,303.84)	(223,711.84)	1.50%
<b>OTHER FINANCING SOURCES (USES)</b>					
Loans Incurred	3720			0.00	
Proceeds from the Sale of Capital Assets	3730			0.00	
Loss Recoveries	3740			0.00	
Proceeds of Forward Supply Contract	3760			0.00	
Special Facilities Construction Advances	3770			0.00	
Transfers In	3600	281,067.00	281,304.00	237.00	0.08%
Transfers Out	9700			0.00	
<b>Total Other Financing Sources (Uses)</b>		281,067.00	281,304.00	237.00	0.08%
<b>SPECIAL ITEMS</b>					
				0.00	
<b>EXTRAORDINARY ITEMS</b>					
Net Change in Fund Balances		145,475.00	(77,999.84)	(223,474.84)	-153.62%
Fund Balance - Beginning of Year	2800	2,855,795.24	2,855,795.24	0.00	0.00%
Adjustment to Fund Balance	2891			0.00	
Fund Balance - End of Year	2700	3,001,270.24	2,777,795.40	(223,474.84)	-7.45%

**OSCEOLA COUNTY COMPONENT UNIT  
Four Corners Charter School, Inc.**

Fiscal Year 2016-2017 End of Year Budget Amendment

	OF3 Function	Capital Outlay			
		Budget Amounts			
		2016-17 Budget Amendment #2	2016-17 End of Year Amendment	Difference	
		UFTE	1017.39	999.00	-18.39
<b>REVENUES</b>					
Federal Direct	3100			0.00	
Federal Through State & Local	3200			0.00	
State Sources	3300	281,067.00	281,304.00	237.00	0.08%
Local Sources	3400			0.00	
<b>Total Revenues</b>		281,067.00	281,304.00	237.00	0.08%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000			0.00	
Pupil Personnel Services	6100			0.00	
Instructional Media Services	6200			0.00	
Instruction and Curriculum Development Services	6300			0.00	
Instructional Staff Training Services	6400			0.00	
Instruction Related Technology	6500			0.00	
Board	7100			0.00	
Administration Fees:					
District Holdback Fee	7201			0.00	
Charter Holder	7202			0.00	
Management Company	7203			0.00	
Other	7204			0.00	
School Administration	7300			0.00	
Facilities Acquisition and Construction	7410			0.00	
Fiscal Services	7500			0.00	
Food Services	7600			0.00	
Central Services	7700			0.00	
Pupil Transportation Services	7800			0.00	
Operation of Plant	7900			0.00	
Maintenance of Plant	8100			0.00	
Administrative Technology Services	8200			0.00	
Community Services	9100			0.00	
Debt Service: (Function 9200)					
Retirement of Principal	710			0.00	
Interest	720			0.00	
Dues, Fees and Issuance Costs	730			0.00	
Miscellaneous Expenditures	790			0.00	
Capital Outlay:					
Facilities Acquisition and Construction	7420			0.00	
Other Capital Outlay	9300			0.00	
<b>Total Expenditures</b>		0.00	0.00	0.00	
Excess (Deficiency) of Revenues Over (Under) Expenditures		281,067.00	281,304.00	237.00	0.08%
<b>OTHER FINANCING SOURCES (USES)</b>					
Loans Incurred	3720			0.00	
Proceeds from the Sale of Capital Assets	3730			0.00	
Loss Recoveries	3740			0.00	
Proceeds of Forward Supply Contract	3760			0.00	
Special Facilities Construction Advances	3770			0.00	
Transfers In	3600			0.00	
Transfers Out	9700	(281,067.00)	(281,304.00)	237.00	-0.08%
<b>Total Other Financing Sources (Uses)</b>		(281,067.00)	(281,304.00)	237.00	-0.08%
<b>SPECIAL ITEMS</b>					
<b>EXTRAORDINARY ITEMS</b>					
Net Change in Fund Balances		0.00	0.00	0.00	
Fund Balance - Beginning of Year	2800	0.00	0.00		
Adjustment to Fund Balance	2891			0.00	
Fund Balance - End of Year	2700	0.00	0.00	0.00	

Four Corners Charter School, Inc. Governmental Balance Sheet June 30, 2017	Fund Types					Total
	Account Number	OF1	OF2	OF3	OF4	
		GENERAL	DEBT SERVICE	CAPITAL PROJECTS	SPECIAL REVENUE	
<b>ASSETS</b>						
Cash and Cash Equivalents	1110	3,434,784.87	0.00	0.00	0.00	3,434,784.87
Investments	1160	0.00	0.00	0.00	0.00	0.00
Taxes Receivable	1120	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	1130	26,406.10	0.00	21,307.00	0.00	47,713.10
Interest Receivable	1170	0.00	0.00	0.00	0.00	0.00
Due from Reinsurer	1180	0.00	0.00	0.00	0.00	0.00
Deposits Receivable	1210	0.00	0.00	0.00	0.00	0.00
Due from Other Funds	1140	21,307.00	0.00	0.00	0.00	21,307.00
Due from Other Agencies	1220	0.00	0.00	0.00	0.00	0.00
Inventory	1150	0.00	0.00	0.00	0.00	0.00
Prepaid Items	1230	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>		<b>3,482,497.97</b>	<b>0.00</b>	<b>21,307.00</b>	<b>0.00</b>	<b>3,503,804.97</b>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Salaries, Benefits and Payroll Taxes Payable	2110	0.00	0.00	0.00	0.00	0.00
Payroll Deductions and Withholdings	2170	0.00	0.00	0.00	0.00	0.00
Accounts Payable	2120	223,836.84	0.00	0.00	0.00	223,836.84
Judgments Payable	2130	0.00	0.00	0.00	0.00	0.00
Construction Contracts Payable	2140	0.00	0.00	0.00	0.00	0.00
Construction Contracts Payable-Retained	2150	0.00	0.00	0.00	0.00	0.00
Matured Interest Payable	2190	0.00	0.00	0.00	0.00	0.00
Due to Fiscal Agent	2240	0.00	0.00	0.00	0.00	0.00
Sales Tax Payable	2260	0.00	0.00	0.00	0.00	0.00
Estimated Liability Self Insurance	2270	0.00	0.00	0.00	0.00	0.00
Accrued Interest Payable	2210	0.00	0.00	0.00	0.00	0.00
Deposits Payable	2220	0.00	0.00	0.00	0.00	0.00
Due to Other Agencies	2230	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	2160	0.00	0.00	21,307.00	0.00	21,307.00
Deferred Revenue	2410	0.00	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>		<b>223,836.84</b>	<b>0.00</b>	<b>21,307.00</b>	<b>0.00</b>	<b>245,143.84</b>
<b>FUND BALANCES</b>						
<b>Total Fund Balances</b>	2700	<b>3,258,661.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,258,661.13</b>
<b>Total Liabilities and Fund Balances</b>		<b>3,482,497.97</b>	<b>0.00</b>	<b>21,307.00</b>	<b>0.00</b>	<b>3,503,804.97</b>

Four Corners Charter School, Inc. Revenue & Expenditures - Budget And Actual June 30, 2017	GENERAL FUND				
	OF1	Budget Amounts		Actual	Percentage of Current Budget
	Account Number	Original 1017.39	Current 999.00		
<b>REVENUES</b>					
Federal Direct	3100	0.00	0.00	0.00	0.00%
Federal Through State	3200	0.00	0.00	0.00	0.00%
State Sources	3300	7,057,228.00	6,625,779.32	6,625,779.32	100.00%
Local Sources	3400	475.00	898.25	898.25	100.00%
<b>Total Revenues</b>		7,057,703.00	6,626,677.57	6,626,677.57	100.00%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000	5,079,621.54	4,629,059.67	4,629,059.67	100.00%
Pupil Personnel Services	6100	0.00	0.00	0.00	0.00%
Instructional Media Services	6200	0.00	0.00	0.00	0.00%
Instruction and Curriculum Development Services	6300	0.00	0.00	0.00	0.00%
Instructional Staff Training Services	6400	0.00	0.00	0.00	0.00%
Instructional Related Technology	6500	0.00	223,836.84	223,836.84	100.00%
Board	7100	5,000.00	5,061.25	5,061.25	100.00%
General Administration	7200	1,086,725.71	1,064,293.90	587,355.30	55.19%
School Administration	7300	0.00	0.00	0.00	0.00%
Facilities Acquisition and Construction	7410	1,063,729.75	1,063,729.75	1,059,802.62	99.63%
Fiscal Services	7500	0.00	0.00	0.00	0.00%
Food Services	7600	0.00	0.00	0.00	0.00%
Central Services	7700	0.00	0.00	0.00	0.00%
Pupil Transportation Services	7800	0.00	0.00	0.00	0.00%
Operation of Plant	7900	0.00	0.00	0.00	0.00%
Maintenance of Plant	8100	0.00	0.00	0.00	0.00%
Administrative Tech Services	8200	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00%
Debt Service	9200	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>		7,235,077.00	6,985,981.41	6,505,115.68	93.12%
Excess (Deficiency) of Revenues Over (Under) Expenditures		(177,374.00)	(359,303.84)	121,561.89	-33.83%
<b>OTHER FINANCING SOURCES (USES)</b>					
Long-term Debt Proceeds & Sales of Capital Assets	3700	0.00	0.00	0.00	
Transfers In	3600	385,590.00	281,304.00	281,304.00	
Transfers Out	9700	0.00	0.00	0.00	
<b>Total Other Financing Sources (Uses)</b>		385,590.00	281,304.00	281,304.00	
<b>FUND BALANCE</b>					
Net Change in Fund Balance		208,216.00	(77,999.84)	402,865.89	
Fund Balance, July 01, 2016	2800	2,855,795.24	2,855,795.24	2,855,795.24	
Adjustment to Fund Balance	2891	0.00	0.00	0.00	
<b>Fund Balance, June 30, 2017</b>	2700	3,064,011.24	2,777,795.40	3,258,661.13	



**Four Corners Charter School, Inc.**  
**Revenue & Expenditures - Budget And Actual**  
**June 30, 2017**

	OF3 Account Number	CAPITAL PROJECTS FUNDS			Percentage of Current Budget
		Budget Amounts		Actual	
		Original 1017.39	Current 999.00		
<b>REVENUES</b>					
Federal Direct	3100	0.00	0.00	0.00	0.00%
Federal Through State	3200	0.00	0.00	0.00	0.00%
State Sources	3300	385,590.00	281,304.00	281,304.00	100.00%
Local Sources	3400	0.00	0.00	0.00	0.00%
<b>Total Revenues</b>		385,590.00	281,304.00	281,304.00	100.00%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000	0.00	0.00	0.00	0.00%
Pupil Personnel Services	6100	0.00	0.00	0.00	0.00%
Instructional Media Services	6200	0.00	0.00	0.00	0.00%
Instruction and Curriculum Development Services	6300	0.00	0.00	0.00	0.00%
Instructional Staff Training Services	6400	0.00	0.00	0.00	0.00%
Instructional Related Technology	6500	0.00	0.00	0.00	0.00%
Board	7100	0.00	0.00	0.00	0.00%
General Administration	7200	0.00	0.00	0.00	0.00%
School Administration	7300	0.00	0.00	0.00	0.00%
Facilities Acquisition and Construction	7410	0.00	0.00	0.00	0.00%
Fiscal Services	7500	0.00	0.00	0.00	0.00%
Food Services	7600	0.00	0.00	0.00	0.00%
Central Services	7700	0.00	0.00	0.00	0.00%
Pupil Transportation Services	7800	0.00	0.00	0.00	0.00%
Operation of Plant	7900	0.00	0.00	0.00	0.00%
Maintenance of Plant	8100	0.00	0.00	0.00	0.00%
Administrative Tech Services	8200	0.00	0.00	0.00	0.00%
Community Services	9100	0.00	0.00	0.00	0.00%
Debt Service	9200	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>		0.00	0.00	0.00	0.00%
Excess (Deficiency) of Revenues Over (Under) Expenditures		385,590.00	281,304.00	281,304.00	100.00%
<b>OTHER FINANCING SOURCES (USES)</b>					
Long-term Debt Proceeds & Sales of Capital Assets	3700	0.00	0.00	0.00	
Transfers In	3600	0.00	0.00	0.00	
Transfers Out	9700	(385,590.00)	(281,304.00)	(281,304.00)	
<b>Total Other Financing Sources (Uses)</b>		(385,590.00)	(281,304.00)	(281,304.00)	
<b>FUND BALANCE</b>					
Net Change in Fund Balance		0.00	0.00	0.00	
Fund Balance, July 01, 2016	2800	0.00	0.00	0.00	
Adjustment to Fund Balance	2891	0.00	0.00	0.00	
<b>Fund Balance, June 30, 2017</b>	<b>2700</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

**OSCEOLA COUNTY COMPONENT UNIT**  
**Four Corners Charter School, Inc.**

Fiscal Year 2017-2018 Final Budget

	General Fund				
	OF1	Budget Amounts			
	Function	2016-17 End of Year Amendment	2017-18 Preliminary Budget	Difference	
	UFTE	999.00	1027.99	28.99	%
<b>REVENUES</b>					
Federal Direct	3100			0.00	
Federal Through State & Local	3200			0.00	
State Sources	3300	6,625,779.32	6,895,687.00	269,907.68	4.07%
Local Sources	3400	898.25	1,000.00	101.75	11.33%
<b>Total Revenues</b>		6,626,677.57	6,896,687.00	270,009.43	4.07%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000	4,629,059.67	4,875,981.92	246,922.25	5.33%
Pupil Personnel Services	6100			0.00	
Instructional Media Services	6200			0.00	
Instruction and Curriculum Development Services	6300			0.00	
Instructional Staff Training Services	6400			0.00	
Instruction Related Technology	6500	223,836.84	0.00	(223,836.84)	-100.00%
Board	7100	5,061.25	5,000.00	(61.25)	-1.21%
Administration Fees:				0.00	
District Holdback Fee	7201	82,855.30	83,849.15	993.85	1.20%
Charter Holder	7202			0.00	
Management Company	7203	981,438.60	1,021,775.68	40,337.08	4.11%
Other	7204			0.00	
School Administration	7300			0.00	
Facilities Acquisition and Construction	7400	1,063,729.75	1,061,168.25	(2,561.50)	-0.24%
Fiscal Services	7500			0.00	
Food Services	7600			0.00	
Central Services	7700			0.00	
Pupil Transportation Services	7800			0.00	
Operation of Plant	7900			0.00	
Maintenance of Plant	8100	150,000.00	150,000.00	0.00	0.00%
Administrative Technology Services	8200			0.00	
Community Services	9100			0.00	
Debt Service: (Function 9200)				0.00	
Retirement of Principal	710			0.00	
Interest	720			0.00	
Dues, Fees and Issuance Costs	730			0.00	
Miscellaneous Expenditures	790			0.00	
Capital Outlay:				0.00	
Facilities Acquisition and Construction	7420			0.00	
Other Capital Outlay	9300			0.00	
<b>Total Expenditures</b>		7,135,981.41	7,197,775.00	61,793.59	-90.81%
Excess (Deficiency) of Revenues Over (Under) Expenditures		(509,303.84)	(301,088.00)	208,215.84	-86.73%
<b>OTHER FINANCING SOURCES (USES)</b>					
Loans Incurred	3720			0.00	
Proceeds from the Sale of Capital Assets	3730			0.00	
Loss Recoveries	3740			0.00	
Proceeds of Forward Supply Contract	3760			0.00	
Special Facilities Construction Advances	3770			0.00	
Transfers In	3600	281,304.00	297,088.00	15,784.00	5.61%
Transfers Out	9700			0.00	
<b>Total Other Financing Sources (Uses)</b>		281,304.00	297,088.00	15,784.00	5.61%
<b>SPECIAL ITEMS</b>				0.00	
<b>EXTRAORDINARY ITEMS</b>					
Net Change in Fund Balances		(227,999.84)	(4,000.00)	223,999.84	-98.25%
Fund Balance - Beginning of Year	2800	2,855,795.00	2,627,795.16	(227,999.84)	-7.98%
Adjustment to Fund Balance	2891			0.00	
Fund Balance - End of Year	2700	2,627,795.16	2,623,795.16	(4,000.00)	-0.15%

**OSCEOLA COUNTY COMPONENT UNIT**  
**Four Corners Charter School, Inc.**

Fiscal Year 2017-2018 Final Budget

	OF3 Function UFTE	Capital Outlay			%
		Budget Amounts			
		2016-17 End of Year Amendment	2017-18 Preliminary Budget	Difference	
		999.00	1027.99	28.99	
<b>REVENUES</b>					
Federal Direct	3100			0	
Federal Through State & Local	3200			0	
State Sources	3300	281,304	297,088	15,784	5.61%
Local Sources	3400			0	
<b>Total Revenues</b>		281,304	297,088	15,784	5.61%
<b>EXPENDITURES</b>					
Current:					
Instruction	5000			0	
Pupil Personnel Services	6100			0	
Instructional Media Services	6200			0	
Instruction and Curriculum Development Services	6300			0	
Instructional Staff Training Services	6400			0	
Instruction Related Technology	6500			0	
Board	7100			0	
Administration Fees:					
District Holdback Fee	7201			0	
Charter Holder	7202			0	
Management Company	7203			0	
Other	7204			0	
School Administration	7300			0	
Facilities Acquisition and Construction	7410			0	
Fiscal Services	7500			0	
Food Services	7600			0	
Central Services	7700			0	
Pupil Transportation Services	7800			0	
Operation of Plant	7900			0	
Maintenance of Plant	8100			0	
Administrative Technology Services	8200			0	
Community Services	9100			0	
Debt Service: (Function 9200)					
Retirement of Principal	710			0	
Interest	720			0	
Dues, Fees and Issuance Costs	730			0	
Miscellaneous Expenditures	790			0	
Capital Outlay:					
Facilities Acquisition and Construction	7420			0	
Other Capital Outlay	9300			0	
<b>Total Expenditures</b>		0	0	0	
Excess (Deficiency) of Revenues Over (Under) Expenditures		281,304	297,088	15,784	5.61%
<b>OTHER FINANCING SOURCES (USES)</b>					
Loans Incurred	3720			0	
Proceeds from the Sale of Capital Assets	3730			0	
Loss Recoveries	3740			0	
Proceeds of Forward Supply Contract	3760			0	
Special Facilities Construction Advances	3770			0	
Transfers In	3600			0	
Transfers Out	9700	(281,304)	(297,088)	15,784	-5.61%
<b>Total Other Financing Sources (Uses)</b>		(281,304)	(297,088)	15,784	-5.61%
<b>SPECIAL ITEMS</b>					
<b>EXTRAORDINARY ITEMS</b>					
Net Change in Fund Balances		0	0	0	
Fund Balance - Beginning of Year	2800	0	0	0	
Adjustment to Fund Balance	2891				
Fund Balance - End of Year	2700	0	0	0	