PARENT/GUARDIAN & STUDENT HANDBOOK

2026-27

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Section 1: Introduction

Our Mission

The mission of Charlotte Preparatory School is to prepare all students to be positive, productive participants in a democratic society. We will provide a well-rounded education with a challenging academic environment, educational activities and experiences that encourage students to reach their full individual potential. We will create and foster a learning environment that inspires a passion for life-long learning.

Our Vision

Charlotte Preparatory School provides a respectful, healthy, caring and supportive learning community committed to developing critical thinkers and problem solvers while preparing students for their future. We will be a model school known for all we do in and out of school, creating a more personalized learning environment that is responsive to students' strengths, needs, learning styles, interests and passions.

Our Values

A love of learning
Effective instructional and assessment practices
Enriching and challenging opportunities for learning
Exceptional preparation for success in high school, college, work, and future endeavors
A healthy learning environment
Community service and active citizenship
Effective communication, respect, and integrity
Positive relationships
Respect for and appreciation of diversity
A nurturing and fulfilling school experience

The vision and mission of Charlotte Preparatory School are focused on successfully preparing students for their future. Charlotte Preparatory School curriculum and learning activities are designed to teach our students how to think across all content areas, to collaborate, to be socially and emotionally ready to be productive citizens and to be creative and effective in the interconnected world. Technology is integrated into classrooms in a way that facilitates learning. We will maintain the highest standards in all of the content areas while delivering personalized education in a collaborative environment.

Nondiscrimination Policy

Charlotte Preparatory School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. Charlotte Preparatory School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Organizational Structure

The school is organized as a non-profit 501c3 tax-exempt Florida educational corporation that is governed by a Board of Trustees. The Board is comprised of parents who have children attending Charlotte Preparatory School as well as non-parent community leaders. The primary functions of the Board of Trustees are:

- To establish the school's mission and define the fundamental objectives.
- To function as a strategic board charged with supporting the school's overall vision and mission.
- To select a Head of School who translates the school's mission into daily operations and policies.
- To plan for long-term institutional growth and development, including financial stability and viability.
- Board meetings are scheduled according to the Board's annual agenda and are attended by Trustees and the Head of School.

Board of Trustees
Head of School

Preprimary Class	Lower Elementary	Upper School Program
Ages 3 – 6	Grades 1 – 3	Grades 4 – 8

Goals and Objectives

The objectives of Charlotte Preparatory School's mission are to provide a carefully planned, stimulating environment which will help children develop within themselves the habits, attitudes, skills, and ideas essential for a lifetime of creative thinking and learning. We seek to promote values such as personal integrity, honesty, responsibility and respect.

The goals for the children who attend the school are:

- To develop a positive attitude toward school and learning.
- To develop a sense of high self esteem.
- To build habits of concentration for lifelong study skills.
- To develop and foster curiosity and creativity.
- To develop habits of initiative and persistence.
- To foster inner discipline and a sense of order.
- To develop sensory motor skills in order to sharpen the ability to discriminate and judge.
- To develop socially acceptable behavior.
- To acquire the basic skills necessary for a lifetime of learning.
- To help develop each child's ultimate potential through high expectations.

Section 2: Admission

We are pleased that you have chosen Charlotte Preparatory School as your school choice. As a high school preparatory school with high academic standards, we look for students with the potential to meet our challenging curriculum.

Candidates for Preprimary

- Age 3: Children must be toilet trained and three years old by August 1st. In rare cases, we may enroll a child who is not yet age 3 by August 1st.
- Age 4: Children must be four years old on or before September 1st.
- Age 5- Kindergarten: Children must be five years old on or before September 1st.

Candidate for Lower Elementary

- Grade 1: Children must be six years old before September 1st.

Admission Procedure

Parents/guardians interested in enrollment for their children follow this Admission Procedure:

1. Parents/guardians complete an Online Inquiry form found on our website.
2. After the Online Inquiry form has been completed a student-teacher interview will be scheduled as soon as the necessary documentation has been received from the school. The lack of required documentation will delay the interview process.
    a. Documentation
    -Most recent report card (eligibility determination can not be met without a current report card)
    -Most recent standardized test scores (eligibility determination can not be met without current test scores)
    -If you do not have the above items, submit the Records *Release Form* in order for Charlotte Preparatory School to request those records
    -Current teacher recommendation
    -If a student who is seeking to enroll in school has an Individual Education Plan (IEP) or 504 plan, a copy of the plan and other supporting documentation (doctor's notes, official diagnosis, etc.) is required for review. (eligibility determination can not be met without current paperwork)

    b. Once documentation is received the admissions office will call the parent to schedule the interview.
3. After the interview, the interviewing teacher(s) and Head of School will determine if the applicant and family are mission-appropriate for Charlotte Prep. One of three actions is taken:
    a. The child is admitted;
    b. The child is accepted but put in our enrollment pool, or
    c. The child is denied admission.

    Once the determination is complete, the Head of School or designee will notify the parent/guardian of the admission decision via email or phone call.
4. Once an enrollment opening becomes available the Parent/Guardian will then receive an email or phone call welcoming the child, detailing the application and online enrollment procedures and offering a tour.

5. At this time, parents can request a meeting with the business manager. At this meeting, the parent will receive a financial statement of tuition cost.
6. Upon acceptance and before the first school day these items must be complete
    a. A completed school admission & enrollment packet- Must be done within 7 days of notification of an enrollment opening
    b. Prior school records
    c. A copy of the child's birth certificate
    d. School Entry Health Exam (Form 3040)
    e. Florida Certificate of Immunization (Form 680)

    A formal offer of admission will not be made until the above items have been received by Charlotte Preparatory School.
7. 60 Day Probationary Period: Each student's enrollment is subject to a sixty-day period during which the student's behavioral and academic level will be re-evaluated for the purpose of determining continuance or dismissal.
8. **Students who currently receive or will be needing additional educational services due to their level III or level IV disability with a score higher than 251 on the level of service matrix will not be accepted. The school does not have the additional resources to assist these students.**

Section 3: Attendance Policies & Procedures

Students are required and expected to be at school whenever it is in session. State law as defined in Florida Stature 1003.21, (1) (a) requires all children who have attained the age of six years or who will have attained the age of six years by February 1, of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, to attend school regularly during the entire school term. *** Students on state scholarships may not exceed 10% in absences.

Florida Stature 1003.01 (*) defines a habitual truant as a student who has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent.

Within the guidelines of the Florida Department of Education, elementary students must be in class each year for 800 hours. Secondary students are required to be in class 135 hours per academic subject.

School Hours

Early Drop-Off for all students: 7:30 a.m. – 8:00 a.m.

Regular Drop-Off

3rd-8th Grades 8:00 a.m. – 8:15 a.m.

Building Two Doors and the Middle Gate will close at 8:15 and students will need to sign in at the Front Office. Students are tardy after 8:15. All students should be in the classroom, seated, and ready for announcements at 8:15.

Pre K-2nd grades 8:00 a.m. – 8:30 a.m.

Montessori students who arrive after 8:30 will need to sign in at the Front Office. Montessori students are tardy after 8:30. Montessori students should be in the classroom, seated and ready for opening circle time at 8:30.

Dismissal: 2:45 p.m. – 3:15 p.m.

From 8:00 to 8:15 a.m. teachers are engaged in preparing the classroom environment and are not available for parent conferences. Should you need to speak with a teacher, please leave either a message or a phone call request in the Front Office. The teachers sincerely appreciate your consideration and cooperation in respecting this time. Teachers are available daily at 3:15.

Arrival/Dismissal Procedures may be modified for safety and efficiency at any time. Charlotte Preparatory School is a parent drop off and parent pick up campus only.

Absences

Parents/guardians are to notify the school by 8:30 a.m. when a child is absent from school.

- All students are required to attend ninety percent (90%) of all classes in an academic year, regardless of the nature of any absence, i.e., excused, unexcused, family vacations etc. Any student whose absences exceed these limits is at risk of (1) being retained in a current grade, (2) not receiving class credits or (3) being excluded from enrollment at Charlotte Prep.
- More than five absences in a quarter marking period will be reviewed by the Head of School.

Planned Absences

Parents/guardians should plan vacations around the school calendar.

- If special family needs or occasions occur during the school year, please notify the head of school, in writing, at least a week in advance of when absences are anticipated. The Head of School will check the yearly attendance and will approve the preplanned absence as long as the child is not in jeopardy of going below the ninety percent (90%) yearly attendance requirement.
- It is the responsibility of the student to notify teachers in writing at least 24 hours in advance of a planned absence so teachers may gather the student's work.

Make-up Work

Students have two school days to make up work for each day of school missed. It is the responsibility of the student to request make-up work upon his/her return to school.

- Parents/guardians may call the school to request work for absent students. Requests are to be made before noon for work to be available for pick up after 3:30 p.m.

Tardiness

3rd -8th Grade students are tardy after 8:15 a.m., Preprimary and Lower Elementary (1st-2nd) students are tardy after 8:30 a.m. Tardy students must check in at the Front Office and will be escorted to class by a staff member.

- Three tardies in one marking period will equal one absence for that marking period.
- Tardies will be excused with written notes regarding doctor appointments or emergencies but will still count towards the total.
- Tardiness interferes with the student's opportunity to focus and impacts the entire class's morning procedures. Punctuality is critical to effectively utilize all available instructional time.

For severe cases of tardiness, HOS may require students to come before school starts or stay after school to make up school time lost.

Early Dismissal

If a student needs to be dismissed during school hours for a special appointment, parents/guardians are to contact the school to notify the Front Office. Students will be escorted to the Front Office to be picked up and signed out by the parent/guardian or persons authorized on the student enrollment form.

- An early dismissal is on or before 2:00.
- Three early dismissals in one marking period will equal one absence for that marking period.
- Early dismissals will be excused with written notes regarding doctor appointments or emergencies but will still count towards the total.
- Early dismissals interfere with the student's opportunity to focus and impacts the entire class's afternoon procedures.

Extended Day Program (Aftercare)

This program is available when school is in session from 3:15 p.m. to 6:00 p.m. Aftercare is $16.00 a day for a family. A dollar-per-minute charge is applied for pick up after 6:00. Extended Day Program charges are billed daily. The parent and school verify the pick-up time with a parent signature.

At 3:30 our office is closed and the phone will not be answered. To contact the Extended Day Coordinator, please call the number distributed at the beginning of the school year or when you begin using this program. Generally, aftercare is in B2. However, there are times we will move the program to a different location on site; families will always be notified in advance.

Storm Closings

If severe weather conditions make travel hazardous, school may be postponed, closed early or canceled. Charlotte Preparatory School makes this decision independently of the Charlotte County Public School system; however, most times Charlotte Prep will follow the public-school system's actions when making the decision. The decision will be announced on local television stations after 6:30 a.m. of the same school day and communicated via ParentsWeb email or parent alert as conditions permit.

Section 4: General Policies

Check-in Policies & Procedures

For the safety of the children, all parents/guardians or other visitors arriving any time during the day are to check in at the Front Office in Building I.

- If you are a parent dropping off or picking up your child you will be required to sign your child in or out of school. As the parent, you will be required to stay in the office and your child will be escorted to class or escorted to you by Charlotte Preparatory School employee.
- If you are a visitor, you will be asked the purpose of your visit at school and to present your driver's license for us to copy and keep on file. In addition, you will be required to wear a visitor's badge.
- All individuals granted access to our building must stay in the location granted by the head of school. **No one is allowed to wander around the building.**

Uniform Policy

- Students are to wear school uniforms on Monday through Thursday.

Boys

Shirts can be any **solid** color with the Charlotte Prep logo embroidered in the left corner. All shirts must have a collar and sleeves which must be at least quarter length. Styles may be golf, polo, active polo, oxford or button-down dress.

Bottoms can be shorts or pants. They must be khaki, black, gray or navy in color with no extraneous printing, logos, or zippers. No denim. Cargo pants are acceptable if they are not too loose or too tight in fit and pocket-size is not exaggerated.

Shoes must have a closed or strapped heel. Tennis shoes with socks are recommended for safety.

Girls

Shirts can be any **solid** color with the Charlotte Prep logo embroidered in the left corner. All shirts must have a collar and sleeves which must be at least quarter length. Styles may be golf, polo, active polo, oxford or button-down dress.

Bottoms can be capris, pants, shorts, skirts, skorts or jumpers. They must be khaki, black, gray or navy in color with no extraneous printing, logos, or zippers. Hem length is to be no shorter than fingertip length when the student's hands are placed against thighs. No denim. Leggings (yoga pants) may be worn under an appropriate length shirt, dress or shorts and are not to be worn unless under the appropriate attire. Leggings must be a solid color and without design.

Polo style dresses are acceptable if they comply with the guidelines for tops and the length for bottoms.

Shoes must have a closed or strapped heel. Tennis shoes with socks are recommended for safety.

- On Fridays students have "Free Choice" of what to wear to school in accordance with the General Dress Code below.
- On field trips, the green uniform top and khaki uniform bottoms are required.
- Teacher discretion may be used to either require that uniforms be worn for special functions or field trips scheduled on a Friday, or request clothing other than uniforms be worn on a field trip depending on the nature of the trip.
- The General Dress Code applies for all school-related functions both on and off campus.
- Clothing choices overall should reflect good taste, be in good repair and foster a neat overall appearance.

General Dress Code

The following items are <u>not permitted</u> for Charlotte Preparatory School students at any time:

- Tank tops or "spaghetti-strap" style tops (shirts must have sleeves)
- Footwear without closed heels or heel straps (flip-flops, clogs, etc.).

- Shorts, skirts, skorts, jumpers, or dresses shorter than fingertip length when hands are placed against the thighs.
- Ripped Jeans must not show any skin.
- Midriff-baring or low-riding pants, capris, shorts, skirts, or skorts.
- Midriff-baring or low neckline tops.
- Visible undergarments including straps and undershirts.
- Hats inside the school and other buildings on field trips.
- Facial or body piercings other than ear piercing.
- Hair dye other than natural hair colors (pink, green, purple, etc.).
- Clothing with logos and/or lettering that promote illegal substances, alcohol, tobacco, violence, firearms, threats, prejudice, disrespect, un-American activities, or other inappropriate messages.
- Cool Weather Wear Worn Indoors- Solid color sweaters or jackets with no extraneous printing, logos, zippers or pockets may be worn inside on cooler days. This policy does not pertain to coats and other outer wear to be worn while the children are outside and removed once the children have come back indoors.

Charlotte Preparatory School may prohibit any item of clothing or accessory that is deemed by the administration to be a distraction or a disruption of the academic focus and supportive environment.

Failure to adhere to the Charlotte Preparatory School Dress Code will prompt a notice to be sent home. Further infringements will be addressed according to the Charlotte Preparatory School Discipline Policy.

Physical Education Uniform for Students

3rd-8th grade students will dress for physical education classes in the Charlotte Prep PE Uniform. **Both shirts and shorts must be purchased through a school-designated vendor**. A minimum of two sets of P.E. clothes is required for grades 4th-8th. Pre-Primary-2nd grade students will wear the regular school day attire during physical education class.

- Tennis shoes and socks are required.
- Students must keep a toiletry bag at school with a hand towel, deodorant, etc.
- Failure to dress for physical education class will result in discipline, poor grades and alternative activities.
- On cold days, students may wear solid color leggings or athletic thermal pants under PE Shorts.

Religious Policy

Charlotte Preparatory School is a private, non-sectarian school. The members of Charlotte Preparatory School acknowledge that there are many diverse religious beliefs and forms of religious expression. The school therefore deems that religious education is best provided by a child's parents/guardians and by the family's chosen place of worship. Charlotte Preparatory School prohibits religious education as part of any class curriculum, or the promotion of one religion above another.

Charlotte Preparatory School is a place of learning. Therefore, it is the policy of Charlotte Preparatory School that teachers may respond to student questions about religion or religious beliefs and practices to the best of their ability. Teachers may direct curious students to appropriate books or other reference materials and shall suggest that students discuss their questions with their parents/guardians and clergy. Classrooms may learn of different religious observances as part of cultural studies.

While there shall be no school-sponsored, organized religious observances, private, individual religious expression that does not conflict with Charlotte Preparatory School's mission or policies is permitted.

Books, Materials and Supplies

The school furnishes books, materials, and most of the necessary supplies. A list of supplies to be provided by the parents/guardians will be made available by the classroom teacher and posted on the school website before the beginning of the school year.

Additional Supplies

- All students should bring a backpack or other type of bag to school each day. Students with lockers must be sure the backpack fits completely within the school locker.
- All student textbooks must be covered at all times.
- Three-year-old and younger students must have a 1-inch thick rest mat with an impermeable surface for the required afternoon rest period.
- Preprimary students must have a change of clothes including underwear in their cubbie. On the first day of school clothes should be brought in a clear plastic bag with the child's name on it.
- Charlotte Preparatory School will bill the financially responsible party of a student for damage to or loss of textbooks, classroom materials, equipment, or furniture through either intent or neglect by the student.

Lockers

School lockers are the property of Charlotte Preparatory School, and students are personally responsible for the proper use and care of assigned lockers. Students sign locker contracts agreeing to terms of use listed on the contract, and locker privileges may be revoked if the contract is violated. Parents/guardians sign the same contract assuming financial responsibility for repairing or replacing locker damage caused by misuse or negligence by their student. Lockers may be searched by school personnel in upholding school policies or for student or school safety.

Lunch and Snacks

Students may bring their lunch from home or order through local vendors. If the lunch is coming from home, please pack a well-balanced nutritious meal and make sure that your child's name is clearly marked on his/her lunch box. Students are encouraged to eat nutritious foods. Specifically, soda, candy, and overly caffeinated drinks are not allowed at snack time or at lunch.

Charlotte Preparatory School has made arrangements with local vendors to provide a limited menu of lunch choices for a reasonable cost. A monthly menu is available via the Charlotte Preparatory School Website. Completed lunch menus should be forwarded to the Front office. Lunches may be paid by check or credit card. Refer to the current year's program for details.

For the safety of all children, DoorDash and Grubhub Food Delivery services are not permitted.

Each teacher arranges a snack time that suits the schedule and needs of the class. Snacks in Montessori classrooms will be provided in a variety of ways. At orientation, the teacher and parents will discuss the best snack plan for the school year. 4-8th grade students bring their own snacks.

Field Trips

Periodically, classes will take field trips to local points of interest usually coordinated with subjects being studied by a class. Field trips may be scheduled to take advantage of special community events. Parents/guardians will be notified in writing at least ten calendar days in advance of all field trips. **Parents/guardians choosing not to have their children attend a class field trip will be counted absent and must make their own arrangements for childcare.**

Charlotte Preparatory School students are required to wear the school uniform hunter-green polo shirt and khaki-colored bottoms for field trips. Teachers may require that school uniforms be worn on field trips on Fridays, or that other appropriate apparel be worn on field trips on Monday through Thursday.

Field trip transportation is provided by parent/guardian volunteers. Volunteer drivers must complete a *Charlotte* Preparatory School *Field Trip Chaperone/Driver & Vehicle Information* Form each school year. Upon verification of acceptability from the school's Insurance carrier, a parent/guardian will be listed as a Chaperone/Driver. Each student must be in a safety seat/seat belt as indicated by Florida State law. Parent/guardian volunteers are required to follow all driving directions to and from the destination and to make only authorized stops. Unauthorized driving routes or stops to or from the school and destination may invalidate liability coverage. Only students enrolled at Charlotte Preparatory School can participate in field trips.

All Charlotte Prep school policies are in effect at all times for students on school field trips.
During the year, there will be extended field trips like our 8th grade trip. If you do not want your child to attend these extended trips we will accept other alternatives like career exploration days, community outreach days or the ability to stay at our school and help in one of our younger classrooms instead of being counted absent.

Birthdays

Parents/guardians should consult with the classroom teacher in advance if they wish to send a treat to school in celebration of their child's birthday. To avoid hurt feelings, children may pass out invitations to a party given outside of school only if all of the students, all the students in the same grade level or all of one gender in the class are invited. Mailing invitations to selected classroom friends and/or the entire class prevents the loss of invitations.

Show and Tell

Specific days will be designated for show and tell. Books and other educational material that might be of interest to all the children are welcome. Please be sure clearly label items with the child's name.

Toys/Entertainment/Electronic Devices

Children should not bring toys to school, as they can be disruptive in the classroom environment. Personal electronic devices (music players, game players, electronic readers, etc.) are prohibited on campus. Toys, games (electronic or otherwise), music, videos, etc., having to do with weapons, violence, mature content, or other inappropriate materials are strictly prohibited.

4th-8th grade students may have opportunity to listen to music, on individual devices, at teacher discretion. If given permission, students are not allowed to listen to music with violence, mature content, or other inappropriate lyrics.

Charlotte Preparatory School is not responsible for loss or damage of toys, entertainment, or electronic devices of any type.

Student Cell Phone and Smart Watch Policy

Student cell phones will be turned completely off and kept inside backpacks in student lockers **at all times** that students are on campus. Parents/guardians needing to contact students will call the Front Office to speak with students or leave messages to be forwarded. Students will request permission from a staff member to call a parent and will be allowed to do so at the staff member's discretion.

A student found to have used his/her cell phone on campus will have the phone confiscated, returned to the parent/guardian, and may be prohibited from having a cell phone in his/her possession on campus for the remainder of the school year. Further violations require administrative/parent conferences and may result in additional consequences.

Florida Law (HB 1105) treats cell phones and smart watches similarly. Smart watches must be turned off or on airplane mode. Again, students can ask a teacher to call home and the smart watch is not needed.

Safety Drills

In accordance with state regulations, safety drills will be conducted on a regular basis.

Section 5: Student Health

When Your Child is Ill

If your child shows signs of illness, please keep him/her at home. Childhood illnesses, colds and flu spread from child to child rapidly. Please do not expose others to possible health risks. Children with the following signs, symptoms or communicable diseases should not attend school:

- Severe or persistent coughing
- Severe or persistent sore throat (strep throat)
- Diarrhea
- Temperature of 100.4 degrees Fahrenheit or higher
- Conjunctivitis (pink eye), or other significant eye irritation
- Exposed, open skin lesions
- Yellowish skin or eyes
- Unexplained skin rash
- Any other unusual sign or symptom of illness

These symptoms require a child to stay home or be picked up from school at the school's discretion and per State of Florida Department of Health policies.

Illness at School

Children who become ill or injured during the school day will be taken to the Front Office. Attempts will be made to reach the parents/guardians or the alternate person noted on the emergency form. Parents/guardians will be asked to pick up their sick child at the school's discretion. Please remember to keep your emergency information form up-to-date in the school office. We must be able to reach you at any time during the school day.

Emergency Care

If your child needs immediate medical attention and you cannot be reached, the authorized person designated per your enrollment agreement will be contacted to make decisions on your child's behalf. We will continue our efforts to contact you.

Medication

It is preferred not to administer medication at school. If the need arises, specific guidelines must be followed:

- Any medication brought to school must be left with the staff in the Front Office where it will be locked up.
- If a medication is to be administered, the parent/guardian must fill out an *Authorization to Administer Medication* form which may be obtained in the Front Office.
- All medication must be in its original container stating clear instructions for administering. This policy applies to prescription and over-the-counter medications. A new authorization form must be completed for each episode of illness and each new medication.
- Absolutely no medications, including aspirin, Tylenol, cough remedies, or other over-the-counter medications will be given or allowed to be taken at school unless authorization is submitted in accordance with the above policy.

Excused from Physical Education

A note from a student's parent/guardian is required to excuse a student from one day of Physical Education class activities. To be excused from Physical Education for more than one day, a signed note from a physician is required. Excusal dates and instructions will be followed per the doctor's note.

Section 6: Parents/Guardians and the School

Fundraising

Charlotte Preparatory School is a non-profit organization. Revenue from tuition and fees covers operating costs. The school conducts fundraising events and programs, while pursuing other philanthropic activities and opportunities. Support for these efforts may include charitable, tax deductible gifts from parents/guardians, trustees and friends of the school. The annual objective of fundraising is 100% participation by families, staff, and Trustees in raising funds in support of school growth and enrichment as identified by the school

Charlotte Preparatory School Parent Association

The Charlotte Prep Parent Association supports the school with organized volunteer opportunities, special events, enrichment programs, and efforts in supporting Annual Giving and other fundraising goals identified by the school administration. According to its bylaws, the parent association organizational structure is an executive committee of officers who coordinate the committees in support of its goals identified each school year.

Volunteering

One of the most valuable contributions that families make is the gift of their time and expertise. Family involvement is encouraged at Charlotte Preparatory School. Parents/guardians are encouraged to actively participate in their child's educational experience. All parents/guardians/volunteers must check in at the office by signing in and getting permission to go to the classroom by the head of school. After permission is granted parents/guardians/volunteers are not allowed to wander through the building and must stay in those areas where they were given permission.

We have many opportunities to volunteer at our school. Parents can join our many committees by contacting the Head of School or the committee chairman. Dates and times of committee meetings will be published in our weekly newsletter. Our Parent Organization Committee, Retention & Recruitment Committee, Annual Event Committee, and Technology Committee are looking for volunteers. Join us!

Communication

At Charlotte Preparatory School, every effort is made to keep parents/guardians informed of the activities of students. Regular and specific communication occurs via, the school website, email updates and contacts, and print notices sent home in the children's backpacks. Prep's Upper School 4-8th grade parents/guardians can monitor assignments and grades online through Renweb. The staff encourages parents/guardians to leave a message, request a phone call, or schedule appointments should any need for communication arise. Appointments can be requested ahead of time through the Front Office.

Grievance Policy

The purpose of this policy is to establish guidelines for the resolution of grievances for issues beyond the normal scope of the classroom. Good management practices recognize that a carefully designed grievance process can help to increase morale, identify organizational problems, and reduce dissatisfaction.

Each class at Charlotte Preparatory School is its own entity and therefore follows its own individualized agenda throughout the school year. Montessori philosophy is based on individuality so to compare classes would be unjust to the school's philosophy.

I. DEFINITIONS:

A. **Grievance:** A complaint arising from a circumstance or condition thought to be unjust or injurious.
B. **Grievance Statement:** A written statement of the grievance and facts upon which it is based including a specific wrongful act and any harm done.

C. **Chain of Communication:** A committee formed to settle grievances according to policy and to present recommendations for resolution of the grievance.

CHAIN OF COMMUNICATION

First Level / **CLASSROOM TEACHER**

Second Level / **HEAD OF SCHOOL**

Third Level / **BOARD OF TRUSTEES EXECUTIVE COMMITTEE**

Fourth Level / **BOARD OF TRUSTEES**

1. Lead Teachers are responsible for any Assistant Teachers working within their classroom and their students.
   - If there is a problem within the classroom a parent/guardian should start at the first level of the chain of communication. It is the Lead Teacher's responsibility to look into the concern and follow up within three days with written or verbal response to the parent/guardian.
   - Teachers are available for parents/guardians for phone conversations as their daily schedule permits, or for conferences scheduled after school.
   - If a solution cannot be reached a parent/guardian may bring concerns to the next level and so forth as outlined in the above guidelines.

2. If a grievance involves school policy and procedures and does not involve the classroom structure a parent/guardian should then start at the second level of the chain of communication.
   - It is the Head of School's responsibility to look into the concern and follow up within three days with written or verbal response to the parent.
   - If a solution cannot be reached a parent/guardian may continue at the next level for grievance resolution.

II. INFORMAL GRIEVANCE:

Informal methods will be used to attempt to resolve grievances through the first three levels of the school's chain of communication. If there is a grievance or concern it needs to be communicated within one week of the occurrence.

A. An initial attempt to resolve issues of concern regarding an incident is to verbally contact the respective people in the first three levels of the chain of communication until a solution to the grievance is found to be acceptable or formal grievance procedures must be initiated.
B. People with a grievance will first contact the first level of the chain of communication.

C. If the grievance cannot be resolved at the first level a person may request a conference at the next level. Each level of the chain of communication will have the opportunity to resolve the grievance, if possible.
D. If a solution cannot be reached at the second level, either the individual with the grievance or the Head of School may contact a member of the Board of Trustees Executive Committee to seek an informal conference. Alternatively, the individual with the grievance may choose to initiate the formal grievance procedure.
E. Throughout the informal grievance process each level will endeavor to respond to a stated grievance in a timely fashion or as soon as possible. Each person will have up to three days to review and respond to an informal grievance.
F. If the informal process has been completed and has failed to resolve the grievance a formal grievance may then be filed.

III. FORMAL GRIEVANCE:

Formal grievances evolve from failure of informal attempts to resolve differences. In the event that formal grievances have to be initiated, they will be documented in written, clear, and concise terms.

A. The filing of a formal grievance will follow an attempt to resolve the grievance through the entire informal procedure. A formal grievance will be submitted no later than one week following the failure of the informal grievance procedure to reach a satisfactory solution.
B. In order to begin the formal grievance procedure, the person filing the grievance will submit a memorandum detailing the following information to the Executive Committee.
    1. Identifying the grievance and the facts upon which it is based;
    2. All allegations of the specific wrongful act and if any harm was done.

C. Upon receipt of the memorandum the Executive Committee will have up to five days to set up a conference with the person or persons to advise them of the existence of the grievance. How the grievance is presented to the person or persons will be under the discretion of the Executive Committee. During the conference the following will occur:
    1. A copy of the written grievance memorandum may or may not be given unless the grievant requests to review it in which case a copy will be provided;
    2. Or the grievance will be verbalized;
    3. The grievant will then have the opportunity to respond to the grievance in writing and submit it to the Executive Committee within five days.

D. The Executive Committee will then have up to five days to review the grievance memorandum and the grievant's response. After review they will respond with their recommendations or set up a conference with those involved. The Executive Committee review will consist of the following:
    1. An analysis of the facts or allegations;
    2. Confirming or refuting the allegations in the grievance;
    3. Identifying any remedy or adjustments that could be made.
E. If applicable the Executive Committee and the person or persons involved will jointly engage in seeking a suitable remedy.
F. The Executive Committee will review the information and submit their recommendations to the Board of Trustees of Charlotte Preparatory School.

G. Any actions taken with regard to an employee of Charlotte Preparatory School as a result of a grievance shall be kept confidential between Charlotte Preparatory School and the employee as required by law.
H. If a written formal grievance involves a student or teacher and the allegations are justified it will be filed in their permanent records. The person will be notified that it is part of their permanent record at Charlotte Preparatory School and will have the right to review it if they so choose.
I. All grievances will be handled as confidential and will only be discussed among the Executive Committee and those directly involved.

Section 7: Academic Policies & Procedures

Agenda/Assignment Planners

4-8th grade students are accountable for utilizing student planners or Google Calendar to keep track of homework and following through with assignments.

Students in grades 4-5 use the agenda book to record daily assignments. Our school requires the planner to be filled out and signed by the parent each day. If a student misses 3 assignments in any grading period the teacher will sign the planner for a specific time period. In addition, at the 3rd missing assignment the student will have after school detention, with the head of school, for each missing assignment for a specific time.

Students in grades 6th -8th grade will be required to use Google Calendar to record assignments. If a student misses 3 assignments in any grading period the student will have after school detention, with the head of school, for each missing assignment for a specific time.

Plagiarism and Use of AI Tools - According to the Standard Encyclopedia Dictionary, to plagiarize is "to appropriate or pass off as one's own writings, ideas, etc. of another." Each student's record is to reflect his own individual effort. When using a source for a paper, that source must be cited and not passed off as one's own idea.

Our language arts teacher will talk with the students at the beginning of the school year about various types of plagiarism. Students and parents will be asked to sign a Plagiarism Pledge.

Artificial Intelligence (AI) has limitations and may not always result in better outcomes or substantial learning. However, CP recognizes that AI tools can sometimes enhance work, as these tools can complement personal thinking and improve outputs in specific situations.

On certain assignments, teachers may either encourage or prohibit the use of AI tools. When students comply with these guidelines and properly acknowledge their use of AI, it is considered an acceptable practice. However, the use of AI tools without proper citations or in situations where AI is explicitly prohibited for a particular assignment will be regarded as a form of academic dishonesty (plagiarism) and appropriate consequences will occur.

Conferences and Progress Reports

Parent/guardian conferences are scheduled with the parents/guardians of all children at the end of the first marking period. A second conference will be scheduled around the 3rd grading period. A written report will be in Renweb for parents at the end of each of the four marking periods. At any time parents/guardians or teachers may call for conferences to be scheduled.

Our teachers at Charlotte Preparatory School will contact parents if grades fall to a C or less for any grading period.

Classwork & Homework

Homework is gradually introduced to the children in the Preprimary class to promote independent work habits and to reinforce the material being learned in class. Parents/guardians must help create the proper atmosphere and conditions for concentration and study. A quiet room in the home with ample lighting and space is suggested.

4-8th grade students are accountable for utilizing student planners or Google Calendar to keep track of homework and following through with assignments.

Students in grades 4-8 will have assignments that need to be started and/or finished at home. Assignments one day late will be penalized 25% per day. Some routine assignments may not receive the late option and may result in a zero if not turned in on time.

If a student misses 3 assignments in any grading period the student will have after school detention, with the head of school, for each missing assignment for a specific time.

Standardized Testing

Achievement tests are used as one of the many ways to assess students and programs. Test results will be carefully and knowledgeably interpreted and will be shared with parents/guardians. For students in grades 3-8 the annual achievement test will be administered in the spring each year. Test results for third through eighth grade students are retained with the students' official school records.

Privacy of Student Files

Student files are confidential and are kept secure from unauthorized access. Officials of the State or County Health Department and the State Department of Education may have the right to review student files without the parent/guardian's permission.

Request for Records

Copies of school records or original State Department of Health forms will be provided only by written request by other institutions, and by verbal or written parent/guardian request. Requests will be honored within forty-eight hours of receipt of request. Charlotte Preparatory School reserves the right to retain part or all records until outstanding balances are paid in full.

Requests for Recommendations and Evaluations from Outside Agencies

Requests for written recommendations must allow forty-eight hours to be completed. Student evaluations completed by teachers or other school personnel for external individuals or institutions will be sealed and mailed directly to the requesting or applicable party or entity. Evaluations will not be released directly to the parents/guardians.

Withdrawal Procedure

Thirty days written notice is required when withdrawing a child from the school. All outstanding balances must be resolved with the Business Office prior to student records being released. (Reference Withdrawal Financial Policies)

Section 8: Financial Policies

Tuition Policies

Being a not-for-profit organization, Charlotte Preparatory School is dependent on tuition as its principal source of income. All accounts are student-based. This means that all registration fees, tuition, and ancillary charges are recorded per student. All financially responsible parties per the signed Enrollment Agreement will be held liable in maintaining a current student account.

The registration fee is for curricular and classroom materials, is due for each student per school year, and is nonrefundable and non-transferable. The registration fee is due July 1st or before the first day attending for late enrollees. Paid registration guarantees the student's place at Charlotte Preparatory School.

The annual tuition may be paid one of three ways; Paid in full (due July 1st), Semester payment plan (due July 1 and December 1), 10-month payment plan (due the 1st of each month July-April). Families enrolling more than one child at full tuition will receive a 5% discount on the annual tuition of each additional sibling. The discount is applied to the lowest, otherwise unsubsidized, annual tuition amount.

Tuition Refund Plan may be purchased. (Reference Withdrawal Policy below)

Other Charges

Ancillary charges (lunches, extended care, yearbook, etc) are due upon receipt of the bill.
Other fees may be assessed based on Charlotte Preparatory School's budget, goals and objectives.
These charges will be stated in the Enrollment Agreement, along with due dates and late charges.

Late Fees

Late fees will be assessed for all **tuition fees** not paid by the 10th of each month. The fee is based on the payment plan selected during the registration process.

Late fees will be charged for any **ancillary charges** not paid in full within 30 days of due date.
See Enrollment Agreement for current fees.

Accounts in Default

Accounts with tuition balances past due of 45 days will receive a phone call from the Business Office or Head of School. At 60 days the account will be reviewed by the Finance Committee. The committee will determine as to potential future action which could include, but not limited to, student not being allowed to continue classes, scholarship/financial aid being suspended or revoked, forwarding account to collection agency. A student with an outstanding balance may not register for the following year until such time the balance is paid in full.

Withdrawal Policy

Being a not-for-profit organization, Charlotte Preparatory School is dependent on tuition as its principal source of income. All accounts are student-based. All financially responsible parties per the signed Enrollment Agreement will be held liable in maintaining our yearly revenue to operate our school.

If you need to withdraw before school begins the person(s) responsible for the student's tuition and fees notifies Charlotte Preparatory School in writing by July 1st that the student will not be attending Charlotte Preparatory School. The person(s) signed on the Enrollment Agreement will be obligated to pay the registration fee and the month of July.

If you need to withdraw after July 1st a sixty-day (60 day) written notice and the purchase of the tuition insurance is required. The tuition insurance is required to be relieved of any tuition obligation as long as exclusions listed below do not apply. Tuition obligation is based upon the number of months the child has attended the school plus two months.

Exclusions

Medical withdrawal or absence due to:

1. war or any act of war 2. taking part in a riot 3. pregnancy and/or childbirth 4. use of any drug, narcotic or agent which is similarly classed or has similar effect unless given by and while under the care of a doctor 5. suicide or intentionally self-inflicted injury or self-inflicted sickness 6. alcoholism or use of alcohol 7. nuclear reaction, radiation, or radioactive contamination 8. failure to attend classes for any reason other than injury or sickness 9. injury or sickness (including mental health conditions) if during the 180 days preceding and including the coverage effective date, there was medical care, advice, consultation or treatment for the condition, or if symptoms of the condition were present. (Pre-Existing Condition)

Withdrawal for other than medical reasons or dismissal due to:

1.being inducted into the armed forces or being assigned alternative duty in lieu of active military service 2. any hostile or warlike action or terrorism 3. rebellion, riot or civil commotion 4. any order of a de jure or de facto governmental or sovereign power directed to the student 5. Nuclear reaction, radiation or radioactive contamination 6. destruction of any school facility due to any cause 7. school bankruptcy, insolvency or other financial instability that results in school's inability to operate and provide formal academic instruction 8. school closure for any reason (for preschool students, closure includes your provision of any virtual, remote, online, or similar education or service in lieu of education services provided on the physical campus, beginning with date of announcement and regardless of resumption or intention to resume on the physical campus) 9. temporary non-medical

absences, suspensions, changes from resident to day status or schedule reductions 10. boycotting of classes by the student 11. completion of academic requirements or early graduation

*****If a child is expelled, all tuition and fees are due in full per Enrollment Agreement.**

Financial Aid

Charlotte Preparatory School accepts students who support the school's mission of experiencing a challenging education in a nurturing environment. Families who are unable to meet the full cost of tuition may apply for Financial Aid, which supplements tuition payments. Charlotte Prep offers limited financial aid to families in the school. Decisions about Financial Aid are influenced by availability of funds, the number of applicants, and institutional needs. Families must apply each year to the Financial Assistance for Student Tuition (FAST) program. The Head of School will provide the applicant with the FAST information pamphlet and pre-addressed envelope. Recommendations made by FAST are processed by the Financial Aid Committee for final award amounts. The Financial Aid Committee will then provide the family with a written notification of the awarded amount.

Charlotte Preparatory School participates in the Florida Choice Voucher Program known as Step Up for Students (SUFS) Scholarship Program. Please visit **www.stepupforstudents.org** and for information and applications to these programs. Applications are confidential.

The Culture of Philanthropy

Why do we give to Charlotte Preparatory School? Some give in pursuing the need to be patrons of something we deem worthwhile. Others give because they believe in the efforts of cultivating lifelong learners and leaders. Most give because we believe in the safe, nurturing learning environment and challenging academic curriculum that Charlotte Preparatory School provides to its students. This desire to give provides our children with extraordinary opportunities and experiences that will shape our children's lives.

When people give to Charlotte Preparatory School, they support the school's mission in cultivating their own children's future, and the futures of children to come.

Section 9: Discipline Policy

Students are encouraged to experience Charlotte Preparatory School as a welcoming place for their growth and learning. Personal pride and consciousness of the needs and rights of others are fostered. Students are expected to treat the building and grounds with care.

Respect and responsibility are values for the entire school. Student behavior is expected to be appropriate for the particular situation and setting. Teachers manage student behavior within their classrooms. Students and teachers engage in discussions about behaviors and feelings and the well-being of each member of the class.

To ensure the safety and productive environment for all students, this discipline policy will be in effect for all students. Any student who willfully performs any act that materially interferes with or is

detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process shall be subject to discipline, suspension or expulsion.

Discipline Process:

1. At Charlotte Preparatory School we will follow progressive discipline in most circumstances unless the behavior is severe in nature.
2. A staff member witnessing the offense will communicate with the student so he/she knows what was done is incorrect. The teacher should ask three questions: 1) What did you do? 2) What should you have done? 3) What are the consequences? After the student is counseled, the staff member will complete the demerit, indicating the offense and the number of demerits warranted as per school guidelines.
3. All discipline consequences will be recorded in FACTS, and parents will be notified via email or phone call.
4. **Disciplinary Probation**: A student on disciplinary probation indicates that the student has been involved in more serious or frequent violations of school behavioral expectations or rules. Probationary status is issued for a stated period of time, usually a semester or a full year. Any further disciplinary problems may result in suspension or expulsion. With academic or disciplinary probation comes a loss of privileges and closer supervision by teachers and advisors. The School reserves the right to question the student's continuance at Charlotte Preparatory School, if academic and /or behavior expectations do not meet the school's standards.
5. **Emergency Classroom Removal**: A student may be removed immediately from a class by a teacher of head of school without first attempting corrective action, provided that the teacher or head of school has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class or educational program of the school. The removal shall continue only until:
   -The danger or threat ceases, or
   -Teacher of head of school acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.
   -The head of school will meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action.
6. **Withdrawal/Expulsion from school:** If a student is asked to withdraw from Charlotte Preparatory School, the parents/guardians will be given specific charges in writing. The parents/guardians and student will be given a chance to appeal through the Executive Committee. The Executive Committee will make appropriate recommendations to the Board of Trustees who will make the final decision.
7. Charlotte Preparatory School explicitly prohibits the use of corporal punishment.

Infraction and Consequence Chart-Students in Montessori

Minor infractions	• Natural Consequences • Parents notified • If behaviors continue- the teacher will notify the Head of School and the parent. A conference will be scheduled and a behavior plan with progressive discipline will be implemented.
Major infractions	• The teacher will notify the Head of School and the parent. • Progressive discipline actions like the ones below will be implemented

Infraction and Consequence Chart

PROBLEM AREA	DISCIPLINE ACTIONS
Disrupting class Excessive Talking Chewing Gum Running in the hall	1st = Warning, natural consequence, counseling as to what the child can do differently & parent notified 2nd = Loss of Recess or special privilege 3rd = After school detention and parent conference
Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under this supervision, where the failure constitutes an interference with school purposes or an educational function.	5th = Parent conference & 1 day of OSS 6th = 1-3 days of OSS & Disciplinary Probation 7th = Expulsion from school
Cell Phones or Use of Smart Watch	1st = Warning- phone/Smart Watch is taken and given to the parent at dismissal 2nd = Phone/Smart Watch is taken, and parent has to come in and get the phone from administration 3rd = Phone/Smart Watch is not allowed at school for an extended period
Lunch & Recess Misconduct: Rough play, climbing trees, throwing objects at others like sticks/pinecones and etc., throwing food and other actions that disrupt the lunch and recess procedures.	1st = Warning, natural consequence, counseling as to what the child can do differently & parent notified 2nd = Parent notified and loss of lunchroom and /or recess privileges for one day. 3rd = 4th = Parent conference and loss of lunchroom and/or recess privileges for 1-3 days
Profanity	1st = Warning and parent notified 2nd = Phone call home and after school detention 3rd = Parent conference, after school detention or ½ day of ISS
Field Trip	Depending on severity of infraction = warning, parent notified and/or possible loss of other field trips

Student Dress Code/Grooming	1st = Warning and parent notified. 2nd = Parent notified to bring proper uniform clothing or purchase an item from the Phin Shop. 3rd = After school detention, change of clothes and parent conference ** At any time administration may prohibit a student's participation in the "Friday's Out of Uniform Day".
Being disrespectful to another student or teacher by arguing or talking back or etc.	1st = Warning and parent notified 2nd = Loss of Recess or Privilege 3rd = After school detention and parent conference 4th = ISS, OSS, possible dismissal from Charlotte Prep
Plagiarism: According to the Standard Encyclopedia Dictionary, to plagiarize is "to appropriate or pass off as one's own writings, ideas, etc. of another." Each student's record is to reflect his own individual effort. When using a source for a paper, that source must be cited and not passed off as one's own idea. In middle school it is cumulative for all three years for all subjects.	1st = Will result in a grade no higher than 50% for that particular piece of work after it has been completed again and submitted, and a conference will be set by administration with the student and parent(s). 2nd = Will result in a zero for that particular piece of work after it has been completed again and submitted, as well as further consequences as administration deems appropriate, not to exclude dismissal from Charlotte Prep.
Cheating on a test, quiz, homework, etc. This is cumulative for all subjects.	1st = Will result in a zero for that particular piece of work 2nd = Will result in a zero for that particular piece of work 3rd = Will result in a zero for that particular piece of work as well as further consequences that that may involve expulsion
Name calling	1st = Warning and parent notified 2nd = Loss of privilege or After School Detention 3rd = After school detention 4th =Parent conference and discussion about our policy on bullying & ½ day of ISS
Threats and Intimidation: Any verbal, written or physical threat to the safety of Charlotte Prep students/staff will be taken seriously. Action will be swift, severe and decisive. What is a threat? It is an expression of intent to harm someone. It can be spoken, written or gestured. Threats may be direct or indirect and need not be communicated to the victim or victims. Weapon possession is a threat and will be an automatic expulsion.	**Step 1:** Instant referral to administration **Step 2:** Depending on the severity of the threat or intimidation, parents, police, or both may be called. **Step 3:** The student will be suspended from school for 1-10 days while information is collected and assessed by the Threat Assessment Team (TAT). The TAT includes administration, teachers, possibly law enforcement and/or IRIS Unit (Integrated Response for Intervention and Support), and a mental health representative from the school or outside agency. During this time, TAT will obtain a specific account of the threat by interviewing the student who made the threat and gathering statements from other witnesses, if applicable. The TAT will consider criteria for transient versus substantive threats, student's age, credibility, and previous discipline history.

	Step 4: After gathering initial information, the TAT may recommend completing the Comprehensive School Threat Assessment (CSTAG), refer the student(s) to law enforcement and assign appropriate school discipline as per the Code of Student Conduct. Action resulting from a threatening incident may include but is not limited to disciplinary probation, alternative education, suspension and/or expulsion pending further review, and law enforcement investigation. **Step 5**: If the Threat Assessment Team recommends to enact CSTAG procedures, then law enforcement will be called to assist in the documentation process and the executive board will be notified. CSTAG is a state adopted problem solving team approach implemented to evaluate the risk of a threat or violence posed by someone and to intervene and resolve the issue(s) that underlie the behavior. Also, the TAT may require a student to have a mental health assessment, paid by the parent, before returning to school. Counseling, paid by the parent, may be a requirement. **Step 6:** If the TAT agrees the threat was transient then, a required safety plan will be written, and proper discipline will follow. If a student continues to make transient threats or intimidate others; the pupil will be asked to leave the school. This type of behavior disrupts the educational environment and even transient threats are taken seriously. If the TAT agrees the threat was substantial, then the student will be expelled immediately from school. Law enforcement/Iris Unit will be involved.
Public Displays of Affection	1st = Warning and parent notified 2nd = Depending on severity- after school detention, ½ day of ISS, 1 day of ISS, ½ day of OSS or 1 day of OSS, or expulsion from Charlotte Prep 3rd = Next discipline in progression or expulsion
Aggression: Tripping others, pushing others or other acts of anger	1st = Warning and parent notified 2nd = Depending on severity- after school detention, disciplinary probation, ½ day of ISS, 1 day of ISS, ½ day of OSS or 1 day of OSS, or expulsion from Charlotte Prep 3rd = Next discipline in progression or expulsion
Fighting or provoking a fight	1st = Phone call home by head of school and depending on severity- 1 day of ISS, ½ day OSS, or 1-day OSS 2nd = Phone call home, disciplinary probation and next discipline in progression or expulsion 3rd = Phone call home and next discipline in progression or expulsion
Tobacco	1st = 1 day of OSS

	2nd = 3 days OSS 3rd = Expulsion from Charlotte Prep
Tampering with Safety Devices	1st = 1 day of OSS & disciplinary probation 2nd = 3 day OSS 3rd = Expulsion from Charlotte Prep
Vandalism/Willful destruction of school property and others' property	1st = The child/family will pay for the destruction, 1-3 days of OSS & disciplinary probation 2nd = Depending on the severity 1-5 days of OSS 3rd = Expulsion

Exceptional Misconduct

The following guidelines are in effect for students to establish maximum corrective actions which may be imposed as a consequence of exceptional misconduct. Exceptional misconduct offenses will be brought before the Executive Committee of the Board of Trustees for approval of corrective action and for any appeal.

Exceptional Misconduct	**Maximum Corrective Action That May Be Taken**
Arson ● Setting fire to or damaging any school building or property	Emergency Expulsion Notification to law enforcement
Drugs, Alcohol, and mind-altering substances: ● Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, unauthorized prescription medication or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision. ● Possessing, using, dispensing, or transmitting any mood altering or mind-altering substance which is represented to be or look like or act in the same or similar fashion to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. This would include "herbal" substances as well as any synthetically designed chemicals that would in any way mimic any illegal controlled substance or other substance that would lead to an "altered state". This would include but not limited to "White Lightning", "K-2, or "Salvia". This would also include substances sold that are represented to be any of these items which may in fact be innocuous or inert. ● Possessing, using, transmitting, or providing any instrument, device, or other object which might be used for: Introducing into the human body any of the prohibited substance that are listed above.	Emergency Expulsion Notification to law enforcement

● Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.	
Explosives & Weapons: Possessing a knife, firearm, or dangerous device or something that appears to be a dangerous device, or a destructive device. Destructive device is: a. An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above. b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or c. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally intended for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.	Emergency expulsion Notification to law enforcement

Off Campus Conduct

The school's educational mission extends beyond academic and extracurricular programs to include the moral behavior of students. Charlotte Prep students are, therefore, held accountable for off campus conduct and behavior that in the judgement of school administrators negatively impacts the school community, is a distraction to a positive learning environment, involves the safety and well-being of other students, or threatens the positive reputation of the school. Examples of off campus conduct that may be addressed by the school include, but are not limited to:

- Words or actions threatening the safety, home, or property of another student or staff member;
- Harassing or offensive e-mails, text messages, letters or notes, or phone calls;
- Internet postings including words, images, and or videos that involve violence, indecency, or terrorism;
- Vandalism to the home or property of a student or staff member;
- Hazing;
- Rude, obnoxious, or disrespectful behavior;
- Alcohol or drug-related incidents; and
- Any arrests or incidents involving law enforcement.

Prohibition of Harassment, Intimidation, Bullying & Hazing

Charlotte Preparatory School is committed to a safe and civil educational environment for all students, employees, parents/ guardians, volunteers, and patrons that is free from harassment, intimidation, bullying or hazing. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by Charlotte Preparatory School policies or building, classroom or program rules.

"Harassment, intimidation, or bullying" can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images which are motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics (physical appearance, clothing or other apparel, socioeconomic status, and weight). Incident Reporting Form may be used by students, families, or staff to report incidents of harassment, intimidation or bullying.

As defined by Charlotte Preparatory School:

- Bullying means harassment aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power
- Physically harms a student or damages the student's property
- Has the effect of substantially interfering with a student's education
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school

Hazing is a type of harassment, intimidation or bullying that occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, grade level, activity or organization.
Hazing includes but is not limited to:

- Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
- Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to an unreasonable risk of physical harm.
- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature
- Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, or intimidating environment.
- Any activity involving any violation of federal, state, or local law or any violation of school policies or regulations.

Hazing does not require a "victim" to come forward and file a complaint before the school may take disciplinary action. Additionally, one cannot give "consent" for another to break the law or violate school policy.

Prevention

Charlotte Preparatory School will provide students with strategies aimed at preventing harassment, intimidation, and bullying. Charlotte Preparatory School will in-service staff on the characteristics and interventions of harassment, intimidation, and bullying.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violations to change the behavior of the perpetrator, and to restore a positive school climate.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Reporting Harassment, Hazing, Intimidation and Bullying

Any school staff who observes, overhears, or otherwise witnesses harassment, hazing, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, hazing, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure. Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

Exceptional Misconduct	**Maximum Corrective Action That May Be Taken**
Harassment can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images which are motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics (physical appearance, clothing or other apparel, socioeconomic status, and weight).	1st = Instant student referral to the Head of School and depending on severity-1/2 day of ISS, 1 day of ISS, ½ day of OSS or 1 day of OSS, or expulsion from School 2nd = Next discipline in progression or expulsion

Bullying means aggressive harassment behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power	1st = Instant student referral to the Head of School and depending on severity- 1-3 days of OSS, 3-5 days of OSS, expulsion from Charlotte Prep and parent conference 2nd = Next discipline in progression or expulsion

Harassment, Intimidation and Bullying Incident Reporting Form

Reporting person:

_____

Targeted student:

_____

Your email address (optional):

_____

Your phone number (optional): _____ Today's date: _____

Name of school adult you've already contacted (if any):

_____

Name(s) of bullies (if known):

_____

On what dates did the incident(s) happen (if known):

_____

Where did the incident happen? Circle all that apply.

Classroom	Hallway	Restroom	Playground
Locker room	Lunchroom	Sport field	Parking lot

School bus Internet Cell phone During a school activity
Off school property: On the way to / from school

Other (Please describe)

_____

Please check the box that best describes what the bully did. Please choose all that apply.

- ( ) Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student
- ( ) Getting another person to hit or harm the student
- ( ) Teasing, name calling, making critical remarks or threatening in person, by phone, e-mail, etc.
- ( ) Putting the student down and making the student a target of jokes
- ( ) Making rude and/or threatening gestures
- ( ) Excluding or rejecting the student
- ( ) Making the student fearful, demanding money or exploiting
- ( ) Spreading harmful rumors or gossip
- ( ) Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- ( ) Other

If you select other, please describe:

_____

_____

Why do you think the harassment, intimidation or bullying occurred?

_____

_____

Were there any witnesses? ( ) Yes ( ) No If yes, please provide their names:

_____

_____

Did a physical injury result from this incident? If yes, please describe:

_____

Was the targeted person absent from school as a result of the incident?
( ) Yes ( ) No If yes, please describe

_____

Is there any additional information?

_____

_____

_____

Do you feel this incident was a result of discrimination? ( ) Yes ( ) No

Nondiscrimination notification:

Charlotte Preparatory School does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal.

Received by:

_____

Date received: _____

Action taken:

_____

Parent/guardian contacted: ❍ Yes ❍ No

_____

Circle one: ❍ Resolved ❍ Unresolved

Referred to: _____

Section 10: Device, Network and Internet Use Agreement

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. Our Charlotte Preparatory School Board of Trustees is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our school by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

Charlotte Preparatory School views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege. All users have the responsibility to use these resources in an effective, efficient, ethical and legal manner.

Violation of policy may result in suspension of computer privileges, disciplinary review, suspension or expulsion from the school, termination of employment, and/or legal action. Users are expected to report to the Head of School any information they may have concerning instances in which this policy has been or is being violated. Computer users, when requested, are also expected to cooperate with system administrators in any investigations of system abuse. It is expected that users will behave responsibly, ethically, and politely even in the absence of reminders.

All students, staff, and members of the public in general who request access to Internet resources through Charlotte Preparatory School, whether using computers, modems, and/or phone lines owned or controlled by Charlotte Preparatory School or not, will complete and sign an Internet Use Agreement with Charlotte Preparatory School. In the case of individuals under the age of eighteen (18), parental consent and signatures will be required before access will be granted. It is the policy of Charlotte Preparatory School that the cost of any materials secured utilizing the Internet are the responsibility of the individual user or, in the case of a person under the age of eighteen (18), the person who authorizes a network account. This authorization extends to any financial obligation that may be incurred utilizing the network as a source for goods or services. In no circumstances, will Charlotte Preparatory School be

liable for any unauthorized purchases made utilizing accounts secured through or equipment owned by our school. The signatures on the agreement are legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

CHARLOTTE PREPARATORY SCHOOL LEARNING DEVICE

ELECTRONIC DEVICE/ USE AGREEMENT

This agreement is made effective upon receipt of an Electronic Device, between Charlotte Preparatory School, the student receiving an Electronic Device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with an Electronic Device, software, and related materials for use while a student at OUR SCHOOL, hereby agree as follows:

Ownership: Our school retains sole right of possession of the Electronic Device and grants permission to the Student to use the Electronic Device according to the guidelines set forth in this document. Moreover, Charlotte Preparatory School administrative staff retains the right to collect and/or inspect the Electronic Device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

Equipment Provided: Efforts are made to keep all Electronic Device configurations the same for all students. All systems include ample RAM, hard-disk space, educational applications, wireless network capability. Our school will retain records of the serial numbers of provided equipment. Network security and the acquisition of applications require students to use ONLY Charlotte Preparatory School devices.

Damage of Loss of Equipment: The Student is responsible for maintaining a 100% working Electronic Device at all times. The Student shall use reasonable care to ensure that the Electronic Device is not damaged. In the event of damage due to abuse or misuse, the Families and/or the Student will be billed for the full cost of replacement. The repair cost is based on the damage that has been done to the device. In the event the Electronic Device is lost or stolen, the Student and Parent will be billed the full cost of replacement.

Actions Required in the Event of Damage or Loss: Report the problem immediately to the teacher and Head of School. The Student will sign a document stating the problem with the Electronic Device and will sign the document again once the repairs have been made.

Technical Support and Repair: Charlotte Preparatory School will provide technical support, maintenance and repair.

Responsibility for Electronic Data: It is the sole responsibility of the Student to backup necessary data. It is good practice to back up, duplicate, or archive files to an independent storage space. All Students will have access to a Microsoft e-mail. Do NOT sync the Electronic Device to any computer at school or home.

Responsibility for Installed Software: The Student may not install or uninstall any software to the Electronic Device without prior approval from the Head of School. Operating System and Application

updates will be run from a central location and all applications will be "pushed" to the Electronic Device from our technology cloud for download. Students may not install VPNs or Proxy Servers to their device. Students may also not install any web browser extensions that are not approved by teachers, Head of School or the IT department. Students may ONLY download Music that is approved in advance by a teacher for a class project as long as it is not protected by copyright laws.

Monitoring: Charlotte Preparatory School will monitor Electronic Device use using a variety of methods – including electronic remote access – to assure compliance with Charlotte Preparatory School's Legal and Ethical Use Policies.

Customizations: Students are not permitted to put stickers, paint, or nail polish on their school laptop or use any other method to decorate or deface the laptops or laptop cases.

NETWORK & INTERNET

We are pleased to offer students access to the school computer network. Access to the network and Internet will enable students to explore thousands of libraries, databases, and bulletin. Use of the Internet at Charlotte Preparatory School must be in support of education and research and be consistent with the educational objectives of the school. Internet access is coordinated through a complete association of government agencies, regional, and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Charlotte Preparatory School does not assume responsibility for individuals using the network, but does acknowledge its responsibility to the Internet community to enforce accepted standards of the net protocol and its obligation ongoing and intentional misuse of the Internet resources. Acceptable use of the Internet resources is based on its original purpose which is to provide a back-bone network to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. While Internet communications between individuals are considered to be private and every effort is made to ensure their security, the user should be aware that the Internet security is tenuous at best and that network service providers are required to report to the proper legal authorities any illegal activities.

Misuse of names and passwords can result in the cancellation of network privileges and other penalties. Malicious attempts to harm or destroy data of another user, the Internet or any agency connected to the Internet backbone, including the loading or computer viruses or works, is a violation of federal law. While the Internet itself has virtually boundless resources, the availability of local communication and storage resource is limited. Since list servers and mail servers can generate a significant amount of data to be stored, users must limit themselves to no more than two (2) of these resources. Uses are expected to "clean up" their mailboxes at appropriate times so as not to create a storage problem of the host server. The Internet service provider will monitor user activity and terminate any sessions where resources are in use, but inactive for a period of more than fifteen (15) minutes. The use of the Internet is a privilege, not a right. Inappropriate use may result in the termination of the privilege. Internet activity which violates the rules and policies of Charlotte Preparatory School will subject the user to appropriate disciplinary sanctions.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. To protect student access to objectionable material, filtering software has been activated on the school network. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and collaboration, exceed any disadvantages. For security and administrative purposes, the school reserves the right for authorized personnel to review system use and file content. User files and communications are not to be considered private or confidential. Students are responsible for good behavior on school computer networks just as they are in school classrooms. Individual users of the networks are responsible for their behavior and communications over those networks.

All aspects of Charlotte Preparatory School's Acceptable Use Policy remain in effect. We will provide content filtering within the Charlotte Preparatory School network and outside of the network. However, Charlotte Preparatory School does not have full control of the information on the Internet or incoming email from a non-Charlotte Prep email provider. Any use of a VPN, Proxy Server or hotspot to circumvent the school firewall or content filter is strictly prohibited.

Social Media Policy
Employees are prohibited from interacting with students via social networking platforms and websites that are not strictly educational in nature. Specifically, employees are not to "friend" current students on social networking sites such as Facebook. Employees are welcome to "fan" the Charlotte Preparatory School Facebook page, and the School recognizes that some limited professional interaction may take place in that forum. Correspondence with students should occur via regular email using both the student's and employee's Charlotte Preparatory School email accounts. Employees should exercise good judgment, common sense, and professionalism when deciding whether to "friend" alumni age 18 or older, as well as in everything they write and post online, including times when the employee is not acting specifically for the School.

CYBERBULLYING AND/OR ONLINE BULLYING

Cyber bullying or online bullying is a term used to refer to bullying over electronic media, usually through instant messaging and e-mail. Other terms for cyber bullying are electronic bullying, electronic harassment, e-bullying, mobile bullying, online bullying, digital bullying, or internet bullying.

Charlotte Prep considers cyber bullying to be the use of any electronic communications device to convey a message in any form (text, image, audio or video) that is lewd, vulgar**,** defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated, hostile or unwanted manner under a person's false or true identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.

The following are prohibited:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
2. To transmit obscene, abusive, or sexually explicit language.

3. To violate any local, state, or federal statue.
4. To vandalize, damage, or disable the property of another person or organization.
5. To access another person's material, information, or files without direct permission of that person.
6. To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citations.
7. Users should refrain from sending any material over the network that they would not want published on the front page of their local paper, a regional paper such, or national newspapers.
8. Personal information such as home telephone numbers, names, and addresses should not be shared over the net.
9. Any attempt to compromise network security is prohibited. Any user identifying a possible breach in security must notify the head of school.
10. Do not send hate, harassing or obscene content; use discriminatory or obscene remarks; or demonstrate other antisocial behaviors, especially bullying, cyberbullying, harassment, or intimidation.
11. Do not destroy, modify, or abuse the hardware or software in any way.
12. Maintain the integrity of the network. Do not develop or introduce viruses, worms, or other programs that potentially damage software components or computer systems.
13. Use the Charlotte Prep network and the Internet for legitimate educational purposes only. Do not use the network or Internet to surf the net.
14. Do not use the school network for commercial or political purposes.
15. Protect the security of any passwords.
16. Maintain personal safety when utilizing interactive communication tools, such as wikis or blogs, by not sharing personal information.
17. File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. Filesharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Head of School.
18. Do not use the school e-mail account for outside purposes. It is only used for educational communication between teachers and students. Students are not allowed to check their personal e-mails at school.

Digital Classroom Procedures

- Students will gently get the computer from the charging station each day.
- Students will hear "Screens UP". Students should gently raise screens. Screens can break easily.
- Students will hear "Screens Down". Students should gently lower screens. There will be times when students are not ready to finish what they are doing but students must still put down the screen gently.
- Students will gently plug up the computer, in the charging station, at the end of each day.

As a user of the Charlotte Prep computer network I have read and understand the school's acceptable use guidelines and code of conduct and agree to comply with the guidelines and code of conduct. I

understand that regular discipline, suspension and expulsion sanctions may apply to unauthorized activity or violations of this code of conduct.

Infraction	Corrective Action
Damage to a school Device	● Instant referral to the Head of School ● Student/Parent will pay for the damage or the device ● Disciplinary Probation
All other infractions:	1st = Instant student referral to the Head of School and depending on severity- demerit, after school detention, 1/2 day of ISS, 1 day of ISS, ½ day of OSS or 1 day of OSS, or expulsion from school 2nd = Next discipline in progression or expulsion

Charlotte Preparatory School User Agreement for Technology

Any student using a technology device and having access to the Internet through Charlotte Prep must complete this agreement.

I, _____acknowledge that I have received a copy of the Internet Use Policy for Charlotte Preparatory School and I have read that policy and understand the terms outlined for using a device owned by Charlotte Prep and accessing the Internet. I also acknowledge that I am responsible for the use of my user identification and password. I further acknowledge that any violations of the policy as written may result in disciplinary actions and the cancellation of my access privileges. As a student of Charlotte Preparatory School, the intentional misuse of the Internet will result in appropriate disciplinary and/or legal action.

User Signature: _____
Date: _____

Parent or Guardian Statement

Parent or guardian of any student having access to the Internet through Charlotte Preparatory School must complete this agreement.

As a parent or guardian of the above named individual, I have read the Internet use policies of Charlotte Prep and I understand and agree to their provisions. I also acknowledge that there are resources available on the Internet that may be considered to be inappropriate. I acknowledge that I will not hold Charlotte Preparatory School or its employees responsible for any materials acquired on the Internet. I acknowledge that I

am responsible for any damage to Charlotte Prep's learning device. I hereby give my permission for Internet access to be established for the above named person. I also acknowledge and certify that the information contained on this form is correct.

Parent or Guardian's Name: _____

Signature: _____
Date: _____

HANDBOOK AGREEMENT
2026-2027

Dear Student and Parent (s):

Welcome to Charlotte Preparatory School. This student handbook has been prepared to give you information about our school, to answer questions you may have about procedures, and to enlist your support and cooperation in our effort to provide all students with a safe, pleasant place to learn. We ask that you take the time to read the handbook. Students are expected to know its contents and to abide by its principles. We ask that student and parents read the handbook and sign the form below.

We have read the Charlotte Preparatory School Handbook and understand the rules and procedures detailed therein, and we agree to abide by them.

Student's Name:_____ (Please print)

Student Signature:_____Grade:_____

Parent Signature: _____ Date: _____