

2022-2023 STUDENT & PARENT HANDBOOK



460 MIDWAY AVE. MASCOTTE, FLORIDA 34753

PHONE: 352-429-2294 FAX 352-429-4836

<https://mse.lake.k12.fl.us>

BE CONNECTED WITH MASCOTTE CHARTER

[Skyward Family Access](#) gives you easy access to your child's Attendance Records, Grades, Report Card, Progress Reports and more.

The [Class Dojo](#) APP connects parents with teachers and our school. It offers private communication with your child's Teacher. And, Communication between your Teacher and Class Group as well as our School Group.

"Follow" and "Like" Mascotte Charter on [Facebook](#), [Instagram](#) and [Twitter](#). Look for pictures and videos of everyday activities in the classroom and during school events.

You can meet Mascotte's Charter Board Members, voice your concern and learn more about our Charter School by attending our [Charter Board](#) Meetings.

Join our [PTO](#). They are always looking for volunteers with new ideas, help with fundraising, and to participate in fun school events.

Learn more about the [engaging programs](#) our students' access at school and can access at home:

- Accelerated Reader "AR" - Reading
- Scholastic - Reading
- Google Classroom - Google
- Zearn – Math
- Freckle by Renaissance - Math
- HMH – Science Program
- Studies Weekly – Social Studies



Access our Student Handbook and the [Lake County School Code of Conduct & Policy Guide](#) easily using [our website](#).

VISION

At Mascotte Charter School, we strive to develop a growth mindset in our students that inspires them to Learn, Grow, and Achieve.

MISSION

Our students develop the confidence and motivation to explore all of their possibilities.

CORE COMMITMENT

We are committed and dedicated to providing a Safe, Optimistic, Accountable, and Responsible learning environment for our students.

2021-2022 Mascotte Charter School Governing Board

Dr. Joann Jones, Board Chair

Mrs. Elizabeth Villanueva, Board Co-Chair

Mr. Richard Backus

Mr. Stacey Gaines

Mr. Eric Leibert

Mrs. Tiffany Mayhugh-Rego, CEO/Principal

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SCHOOL HOURS

Office Hours	7:30 am - 4:00 pm
Before School (M.O.S.T)	6:30 am – 7:45 am
Arrival (Breakfast)*	7:45 am – 8:15 am
Monday, Tuesday, Thursday, and Friday	8:15 am – 3:00 pm
Wednesday	8:15 am – 2:00 pm
After School (M.O.S.T)	3:30 pm - 6:00 pm

*Pre-K arrival is 8:00-8:15am daily.

ATTENDANCE (Absences, Early Check-out, Office Pick-ups and Tardies)

The expectation of the Mascotte Charter School Board and Mascotte Charter School is that all students will be in attendance each day of the school year. Refer to the [Mascotte Charter School Enrollment Eligibility Policy](#).

Whenever a student is absent or tardy, the parent or guardian will present a note or other appropriate documentation explaining an absence within 48 hours of the student's return to school. The documentation can be sent to the school or emailed to Ms. Alderman at aldermans@lake.k12.fl.us.

Each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law [[Section 1003.24, Florida Statutes](#)]. Students and families violating the state truancy law may face court action [[Section 1003.24, 1003.27 and 1003.29 Florida Statutes](#)].

Excused Absences: Excused absences or tardies include:

- illness or injury of the student
- illness or injury of the student's immediate family necessitating the student's absence – immediate family includes, but is not limited to parent, brother, sister, grandparent, aunt, uncle, legal guardian or person in loco parentis, or member of the household.
- death of a member of the student's immediate family
- doctor or dental appointments which cannot be scheduled outside of school hours
- pre-arranged absences of educational value and with the principal's prior approval - The request for pre-arranged absence must be at least five days in advance unless there are extenuating circumstances.
- recognized religious holidays
- attendance at a center under Children and Families Services supervision
- significant community events with prior permission of the principal

- insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks and local conditions determined by the local school district which, after taking into account the material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)
- judicial actions – subpoena/summons: Juvenile Detention Center
- Truancy Hearings
- Any absence of a student diagnosed with Autism Spectrum Disorder or eligible for the Autism Spectrum Disorder program through Exceptional Student Education for an appointment scheduled to receive therapy provided by a licensed health care practitioner or certified behavior analyst.
- Students may participate in academic field trips without being counted absent.
- **ALL OTHER ABSENCES ARE CONSIDERED UNEXCUSED.**

Excessive Excused Absences: More than ten (10) excused absences in a semester is considered to be excessive, and a written statement of a licensed practicing physician verifying an illness or injury, must be provided after that point for the absence to be considered excused. A habitual truant is defined by law as a student who has fifteen (15) unexcused absences within ninety (90) calendar days, with or without the knowledge or consent of the parent or legal guardian. [[Section 1003.01\(8\), Florida Statutes](#)]. Accumulated tardies and early departures shall be considered unexcused absences. Three unexcused tardies or early releases will equal one unexcused absence for the purpose of defining a habitual truant.

Early Check-outs: Checking out early is highly discouraged since it denies the student the closure time needed at the end of the day to review and prepare for homework assignments, gather books and materials, and receive the end-of-day announcements.

A child must be checked out through the front office by the parent/guardian/parent's designee who is on the Skyward Student Emergency List before leaving school during [school hours](#). A Government Issued Picture I.D. is required ([Ref. Front Door Policy](#)). The child will not be released to anyone until proper identification is made.

Office pickups are not allowed after 2:30 p.m., and 1:30 p.m. on Wednesdays, due to issues of child safety unless prearranged or an emergency exists.

Tardies: Students are expected to be in class on time (8:15 a.m.). Three (3) tardies or three (3) early checkouts will equal one (1) unexcused absence. When a child is tardy, parents must accompany students inside the front office to sign-in with a valid, government issued ID and complete the tardy sign-in process ([Ref. Front Door Policy](#)).

Make-up Work: Students can access via Google Classroom and make arrangements with the teacher to make up assignments and/or test(s). Students may need more time, depending on the length of the absence, to remediate content or receive the initial instruction he/she missed. In collaboration with the student and/or parent, teachers will establish the due date for missed work or tests after considering the length of the absence and the instructional or remediation time needed to ensure student mastery of the course content/standard. Students shall earn full credit for all assignments, tests, and quizzes made up within the reasonable time limits established by the teacher. Partial credit shall be given for assignments not completed within the time limits established by the teacher.

[ARRIVAL/DISMISSAL PROCEDURES \(Bus, Cars, Rainy Day, Walkers/Bicycle Riders\)](#)

The student day begins at **8:15 a.m.** and ends at **3:00 p.m.** on Monday, Tuesday, Thursday and Friday. Every **Wednesday** school is out at **2:00 p.m.** All students arriving between 7:45 a.m. and 8:00 a.m. should go directly to the cafeteria area. Students arriving after 8:00 a.m. will proceed to their classrooms for Sensational Start. After 8:15 a.m., parents must accompany students to the front office to sign-in using the computer in the office and complete the tardy form.

Bus Riders: Student dismissal to the buses will be directed via Intercom. Students are to remain in the classroom until their bus is dismissed ([Bus Routes](#)). Once the student has boarded the bus, he/she will not be allowed to leave the bus.

- Every bus student must ride the bus home in the afternoon unless written or verbal permission from the parent has been received at the school office. Transported students are always transported by bus until we are notified of a change.
- Children who are not bus-transported students are not permitted to ride the buses.
- Transported students are not allowed to change buses or bus stops until the reason for the change has been cleared through the school office and the change approved by the principal, or the coordinator of transportation.
- Students will not be allowed to ride a different bus than the one regularly assigned.

The same discipline is maintained on the bus as in the classroom. Riding the bus is a privilege. Students who fail to maintain appropriate behavior may be suspended from the bus. [Refer to our Bus Rider Agreement.](#)

Car-Riders:

Arrival: Pre-K-5th grade students need to be dropped off at the front of the school (Ref. [Attendance](#)). Please enter from SR 50 and Midway Avenue.

Dismissal: Pre-K & ESE Students ENTER school from SR 50 and Albrook Street. Hang your "Pink" Car Tag from your vehicles rear view mirror.

Kindergarten to 5th Grade Students. ENTER school from SR 50 and Midway Avenue. Hang your "Blue" Car Tag from your vehicles rear view mirror.

If you need a new tag, please contact the school office.

Maps available on [our website](#).

We ask all parents / guardians use the **DASHPASS APP** for car rider line during *dismissal*. The APP is designed to make it safer and easier to pick up your student from school.

Once you have completed the set-up process, your app will notify your teacher that you have arrived to school and they will send your child to the car rider line.

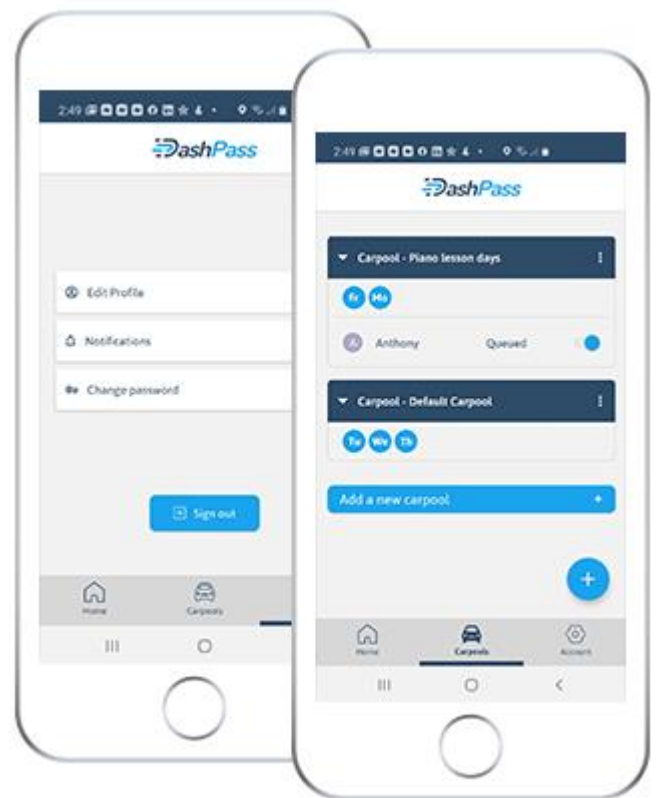
Please have the DASH PASS APP open and ready on your cellphone before you arrive.

Location Services for the APP needs **to be on** before you arrive for the APP to work properly.

Please visit our school website for more details about the APP and set-up process:

<https://mse.lake.k12.fl.us/information/drop-off-and-pick-up-procedures>

Rainy Day Procedure for Walkers and Bike Riders: Students will not be released to walk/ride home during a thunderstorm. If you decide to pick your child/ren up in the car rider line, please call early to inform the office so your student will be



waiting in the car rider area. Students who aren't picked up will be released once the storm has passed. Please discuss your rainy-day plan with your child and your child's teacher. Planning ahead keeps everyone safe.

Walkers/Bicycle Riders: Bike riders are to wear helmets when riding a bike to and from school per state law. Students who walk or ride bicycles should leave immediately at school dismissal unless prearranged by a teacher. Bicycles must be parked in the bike rack by Pearl Street. Please advise your child to obey all traffic rules and regulations. Failure to comply with safety rules will result in loss of bike riding privileges.

AWARDS

Year Awards – Will be held in the classroom in May. Please check our [school calendar](#) for dates and times. All parents are invited to attend ([Ref. Front Door Policy](#)).

Terrific Kids: The Kiwanis Club of Clermont sponsors Terrific Kids at 8:40 a.m. on **the last Thursday** of each month in the school cafeteria. The dates are listed on our [school calendar](#). A child who has shown good citizenship, good work habits, and overall good character is chosen from each class for recognition. Kiwanis presents the Terrific Kid with a certificate, a pencil, sticker, and a prize from the PTO Eagle's Nest. Parents are invited to the ceremony ([Ref. Front Door Policy](#)). A group picture will be posted on our Social Media pages, Website and Local Newspaper. Every child's individual picture is displayed on the Marquees in the school lobby (Ref. [Photo and Video Release](#)).

CELEBRATIONS

Holiday and special event parties are arranged by the teacher. Parents may be contacted to supply foods or drinks for the class or help with an event (All food items brought to school to share with other students in their class should be store bought items only. No homemade food items please).

- Birthday parties **are not allowed** during our school day.
- Flowers and balloons are disruptive and **will not be allowed** in school. Our office will not accept deliveries.

CODE OF CONDUCT

Mascotte Charter School follows the [LCS Code of Student Conduct & Policy Guide](#). They are available online for reference or download. You may request a paper copy at the beginning of the school year on the COD Digital Notification form which is sent home in students beginning of the year folders.

In compliance with Federal Title I regulations, every student has on file a compact, signed by the student, parent, and teacher/administrator. This compact will be a "contract" between parent, school, and student that will explain what is expected from the student, the parent and teacher/administration.

In the case of serious disciplinary problems, a child may be removed immediately by parents from premises for the remainder of the day. A serious disciplinary problem exists when a child inflicts significant physical harm on themselves or other children, or physically abuses staff. Other serious incidents including emotional harm, disrespect to other people's property or otherwise refuses or proves unable to conform to the rules and guidelines of the program which will result in a conference with parents.

Positive behavioral supports will be put in place to ensure the safety and wellbeing of children at all times. If a child has a chronic behavior problem, the staff will work with the child and the parents using positive methods of discipline that

encourage self-control, self-esteem and cooperation. We reserve the right to suspend and/or withdraw any child who is unable to consistently conform to the rules and guidelines of the program and interrupts the ability of other children to learn. Refer to the [Mascotte Charter School Enrollment Eligibility Policy](#)

COMMUNICATION

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must be kept open at all times so that we may be properly tuned into your child's needs. Please notify us immediately if:

1. Your address or contact information has changed.
2. You wish to update your child's emergency contact information.
3. Your child has developed a communicable disease.
4. You will be out of town.
5. If there is a change in transportation. We will not allow a child to deviate from their regular departure routine without written verification.

Class Dojo: All teachers use the [Class Dojo App](#) to communicate with parents. The directions for opening the app and putting in your child's special code will be sent home the first week of school. Classroom messages, your child's behavior reports, and interactive communication with the teacher are all available through Class Dojo so sign up as soon as you receive the code.

School Wide Messages: Messages that apply to all students and their families will be sent by text, phone recording and/or email.

Messages from Parents: In cases of emergency, a message will be given to your child during the school day. Please call the office (352-429-2294) early in the day ([school hours](#)) if changes are to be made in the way your child goes home.

Being consistent with the way your child goes home each day is helpful for the child and the office personnel. If at all possible, make transportation arrangements prior to school so a note can be sent rather than using the school phone. After 2:30 p.m. on a regular school day, students are being escorted to their dismissal areas and may not be reached with last minute changes ([Ref. Drop-Off and Pick-Up Procedures](#)). Activity also increases in the office area during that time, and especially during rainstorms, it may be impossible to get through phone lines. Have a plan in place for rainy days and discuss this with your child so they will know what to do on those occasions.

Telephone: Because school phones are business phones, students will be allowed to use the phone **ONLY** in emergencies. Please impress upon your child the importance of being responsible for his/her lunch, supplies or after school activities so that calls will be kept to a minimum. During school hours, cell phones and/or any other electronic communications devices are to be turned off, on silent or in vibrate mode and kept in child's backpack.

CONFERENCES

We believe that your child's progress will be enhanced by the communication you and the teacher develop during the school year. Teacher Conferences can be scheduled by sending a note/message to the teacher(s). Please allow a 48-hour notice for conferences with the Administration, Guidance Counselor, or Curriculum Specialist.

Conference Nights will be in the Fall (Thursday, October 13, 2022) and in the Spring (Thursday, March 30, 2023).

Parents are required to attend based on Title I guidelines as to become familiar with classroom procedures, curriculum requirements, testing information and student academic progress.

DRESS CODE

Mascotte Charter School requires a reasonable dress code that promotes a safe environment for students which fosters learning and improves school safety and discipline. Students have a responsibility to be dressed and groomed in a manner that is consistent with the Student Code of Conduct. The principal may determine when a student's appearance, or dress is such that it disrupts or interferes with the educational process or endangers the health and safety of the student or others. Students will follow the dress code as outlined in Section V of the [LCS Code of Conduct](#).

Head:

1. Caps, hats, headgear, visors, sunglasses, or bandanas, or other head coverings shall not be worn while on campus during the school day. However, students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, such as when students are at recess or in physical education classes; however, this excludes transition between classes. [Section 1001.43(1)(b), Florida Statutes]
2. Hairstyles or unnatural hair colors that are **extreme and/or disruptive** or does not allow direct eye contact is prohibited with the exception of special events approved by the principal.
3. Make-up for elementary children is not allowed unless it is for a performance and requested by the school.

Upper Garments:

1. All garments must not be less than sleeveless clothing (defined as the point of the shoulder).
2. Students are not allowed to wear sleepwear, revealing clothing, or clothing that exposes the torso. Examples include, but are not limited to, see-through garments, backless attire, clothing that is unlined sheer or unlined lace, bare midriff clothing that allows any area of the midriff (front or back) to be exposed when sitting, standing, or raising the arm.

Lower Garments: Clothes shall be worn as they are designed while on the grounds of a public school during the regular school day.

1. Clothing must be worn appropriately and properly fastened with no tears that reveal skin above mid-thigh (as defined below).
2. Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.
3. No oversized or baggy pants are permitted.
4. Hemlines for dresses, skorts, skirts, and/or shorts must be no shorter than mid-thigh (a second violation of this policy will result in appropriate disciplinary action). Mid-thigh is defined as while a student is in the seated position, measure halfway from the top of the leg (the crease your hip makes when seated) to the outside of the bent knee. In a standing position, whatever students are wearing should be longer than the mid-thigh mark, when standing, as defined above.
5. Skin-tight recreation clothing (e.g., bike pants, tights, leotards, leggings—unless worn under shorts, dresses, or skirts that conform to appropriate dress code policy) shall not be worn.

Footwear: Safe and appropriate footwear must be worn at all times. Elementary students may not wear platforms, high-heeled shoes, or flip-flops. Enclosed shoes and tennis shoes are appropriate for school. Students may not wear bedroom slippers, cleated shoes, or shoes with wheels.

Accessories: Facial/Visible piercings that are **extreme and/or disruptive** are prohibited. Students are allowed to wear small post earrings only (no dangling earrings or hoops—for safety purposes). Jewelry worn in pierced body parts shall be limited to the ears. Expensive and/or excessive amounts of jewelry such as necklaces, rings, and bracelets are not allowed. Jewelry that contains any type of sharp object or mood bracelets shall not be worn.

Symbols: Symbols on apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco or any other illegal activity is prohibited; clothing with slogans or advertising which is controversial or obscene are prohibited. Apparel worn that may be gang or cult related is also prohibited. No tattoos, profanity, or hand-written graffiti on clothing or skin is permitted.

ENROLLMENT

Students requesting [open enrollment](#) are accepted on a first come first serve basis if they meet the criteria consisting of: attendance and behavior standards and as long as there is available student capacity. Mascotte Charter School's Principal & Charter Board abides by Mascotte Charter's Student Admission & Registration Policy.

Custody: It is imperative that you supply **current** copies of court documents if you have been awarded sole custody of your child in order that your child will be released to the appropriate parent. Without documentation, the child can be released to either parent. We follow the most current documentation provided.

Lottery Process: Please reference our [Student Admission & Registration Policy](#).

Enrollment Capacity:

- Classrooms K-3 18 students, as long as physical classrooms are available
- Classrooms 4-5 22 students, as long as physical classrooms are available
- Classrooms Pre-K 20 students not to exceed 40 students per semester and not to exceed 60 students per year.
- Self-Contained classes 5 students to one adult, not exceeding 12 students per class

School Building Capacity: Not to exceed 916

Student Seat Capacity: 876 (Grades Kindergarten to 5)

Withdrawals: If your child is withdrawing from school, please notify the school office in person, by phone (352-429-2294), or by letter. Office personnel will initiate the withdrawal process so that complete and accurate information can be forwarded to the new school.

EVENTS

We would like to invite all our Mascotte Families to join us at our school events. Here are just a few:

- Holiday Stroll
- Science Night
- Storybook Parade
- Music and Chorus Programs
- Special Events are planned by each grade level throughout the year.

Check our [school calendar](#) for dates and times for all our events.

FAMILY ENGAGEMENT

The Mascotte Charter School Governing board, staff, and parents agree that adult involvement is an essential element for the success of students at Mascotte Charter School. Therefore, the [Parent Volunteer Policy](#) defines a mandatory volunteer agreement required for your child/children in grades kindergarten through fifth-grade to attend Mascotte Charter School. Our volunteer coordinator will help you with the [necessary forms and the application process](#).

Parental Involvement Activities are listed on our [webpage](#), [school calendar](#), Social Media ([Facebook](#) / [Instagram](#) / [Twitter](#)) pages and marquees in the school lobby.

Parents volunteering in their own Child's Classroom Policy

Parents are encouraged to volunteer in classrooms including their own child's classroom, under the volunteer guidelines policy and with the following restrictions:

- Parents will not be allowed to volunteer in their own child's class during the first month of school or if it becomes a distraction to the class.
- A volunteer schedule is to be designed between the teacher, Mascotte Charter, and the parent. A copy of the schedule must be on file with the front office. The volunteer must strictly adhere to their schedule and may not enter other areas.
- Violation of the above statement may result in revocation of volunteer status at Mascotte Charter School.

All Volunteers must fill out an [application online](#) and be approved prior to any volunteer work, this includes field trips.

- **Level II – In school and field trip volunteer/ Nation-wide (application and finger prints required)**
- There are opportunities for volunteering on a monthly basis. All volunteers will be assigned to a specific area by Margarita Lopez-Nazario, Volunteer Coordinator, and are requested to remain in that area from sign-in to check-out time. (Lunch may be eaten in the lobby).
- Volunteers are **required** to leave the campus if they are not performing any duties in their assigned areas or when their assignment time ends.
- Due to confidential records and information located throughout the front office wing, volunteers will no longer be allowed access to these areas, unless authorized by administration.
- Volunteers **must never** address any discipline issues/concerns with any student. This is for your own protection. Any concerns should be addressed with the appropriate school employee.

State Testing Security, per state policy the school must be a secure site during testing. The campus will be closed to volunteers during those times.

Parent Resources: Reading and Math games and activities will be available for check out through the media center.

FAMILY RIGHTS AND PRIVACY ACT

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

Copies of student records are available to both parents unless court documents denying access are on file in the student's cumulative folder.

F.A.S.T (Florida's Assessment of Student Thinking)

The F.A.S.T. schedule will be posted on the [school calendar](#).

FIELD TRIPS

As a learning experience, teachers may plan field trips. Parents are encouraged to serve as chaperones on field trips.

In order to chaperone, a parent must be cleared as a volunteer. Because of liability and potential distractions, younger brothers/sisters and other children are not permitted to accompany parents on these trips.

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for any reason relating to academics, excessive behavior/conduct problems and/or attendance. Written parental permission must be given for students to participate in field trips.

- A [volunteer form](#) must be completed and approved along with fingerprints in order to be eligible to chaperone.
- Students must have completed a [permission form](#) in order to go on a field trip. The teacher will send home permission slips and information about each field trip 2-4 weeks prior to the field trip date.
- All field trip money is non-refundable. Please [contact our School Secretary](#) for details.
- Chaperones are expected to dress appropriately on field trips and should wear the **BLUE** Mascotte Charter t-shirt.

FOOD SERVICES

We are participating in the CEP program through Lake County Schools for 2022-2023SY. **Breakfast and Lunch fees for students are free.**

Breakfast and Lunch Menus are available on [the web](#). Students can access [MySchoolBucks.com](#) for their account information.

Breakfast: Children that are planning to eat breakfast at school should arrive between 7:45 a.m. and 8:10 a.m. Breakfast is served from 7:45 a.m.-8:10 a.m.

Lunches: The lunch period is 30 minutes. Each child must have lunch, and either eat the prepared meal or bring a nutritious lunch from home.

Food or drink, other than water not included in a packed lunch from home will not be allowed in the lunchroom.

At times additional snack items may be purchased through the cafeteria.

If you allow your child to purchase, make checks, in the correct amount, payable to Mascotte Charter School. **Please include the child's name and lunch number on the check. You may also add funds to your online account at [MySchoolBucks.com](#). This process takes 24 hours to post to the account.**

If you do not want your student to buy extra items and use their account money, please inform the cafeteria manager as soon as possible.

Snacks: Due to Food Service Regulations, no snacks prior to lunch will be permitted.

FRONT DOOR POLICY

We welcome parents who wish to visit the school. Visitors are expected to dress appropriately when visiting our campus. It is important to all children that classes are not disturbed and that visits add a positive dimension to the school day

The entrance to the front office will be locked at all times. Once you arrive and are identified, the office staff will unlock the door. Once unlocked, please open the door and present your government issued picture I.D. to the office staff. They will process it through the Raptor Visitor Management System.

If you are staying on campus, you will receive an ID Sticker. The ID sticker must be worn and visible at all times while on campus. Faculty and staff have been instructed to approach the visitor if the badge is not visible and request that you return to the office for a badge.

When you leave, please exit through the front office and return your ID Sticker to the Office Staff. If you are not staying on campus, your ID will be processed and you'll wait in the office until your child comes in to meet you.

GRADING SCALE

The following grading scale is used and is in compliance with [LCS District's Student Progression Plan](#):

A =	90 – 100
B =	80 – 89
C =	70 – 79
D =	60 – 69
F =	0 – 59

HEALTH

Lice Procedure: Students are checked on a regular basis for head lice. Parents will be called to take the child home to take care of the situation. **A parent must accompany the child upon returning to school to be rechecked.** Once cleared, the child will be given a note to return to class. Recurring problems will be forwarded to health/social services.

Parents/guardians are responsible for regularly checking their children for the presence of head lice. If live lice or nits (eggs) are found, it is important to treat the child immediately and monitor other family members. For more information on treatment of head lice, please consult with our school nurses.

Any student identified at school as having live lice will be sent home with support and instructions for treating the child, other siblings, and the home. Parents should instruct their child(ren) not to share brushes, combs, hats, or other personal items that may lead to transmission.

Medication at School: There are strict regulations regarding medication at school. Children are not permitted to carry any medicine to, from, or during school. Parents must follow the proper medication guidelines provided in the [LCS Student Code of Conduct](#) which can be viewed online. Medication must be in its original prescribed container and the required forms must be complete before the school will assume responsibility for the medication.

Sickness and Injury: Parents will be notified by phone to pick up students who are sick or injured. For the comfort, safety, convenience and care of your child, please list emergency phone numbers on the information sheet and keep them current. When illness or injury is determined to be an emergency, 911 will be called. If a student's temperature reaches 100 degrees or above the student will be sent home and should not return to school until temperature is normal for 24 hours without any medication. If parent cannot be contacted once a student's temperature reaches 103.8 it is mandatory that the school must call 911. Transportation of a student to a medical facility is the financial responsibility of the parent. When students are checked out of school for illness, they may not return to school campus for any activities during or after school that day.

HOMEWORK

Homework is assigned on a regular basis. The purposes of homework are to practice newly taught skills, review previously mastered skills, develop independent study habits, or to extend and enrich the curriculum. Homework assignments will include **Reading, Math, Science, Language Arts and Fluency**.

LOST AND FOUND

Please label your child's clothing, particularly jackets, coats, sweaters, etc., by writing the child's name and grade on the inside collar of the garment if possible. Lost and found items will be kept in a designated area of the cafeteria, and if items are not claimed at the end of each semester, clothing will be given to charity.

ORGANIZATIONS

CHARTER SCHOOL BOARD/SAC: Our Mascotte Charter School Board will meet five (5) times a year. Our Charter School Board monitors the decision making for Mascotte Charter School, Inc. All Charter School Board [meetings](#) are open to the public and begin at 5:30 p.m. in the school Media Center. You are encouraged to attend meetings.

P.T.O.: The Mascotte Charter Parent-Teacher Organization meet at 6 p.m. on the third Thursday of each month. You are encouraged to attend the [meetings](#). Parents receive one (1) Parent point for attending. This organization is vital since it provides an opportunity for parent/community input to the development of programs, activities and facility improvement at our school. This organization also plans the school's "[Fund-Raising Activities](#)" for the year. Many school improvements have been initiated and financed through the efforts of this fine group. We urge you to join us August 8, 2022, at "**Meet the Teacher**" day and participate in the [projected events](#).

PARENT CONFLICT RESOLUTION

The Governing Board of Mascotte Charter School has appointed Mrs. Tiffany Mayhugh-Rego, CEO/Principal, as the representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns and resolve disputes.

If a parent feels they have a grievance or complaint, they should follow the following procedures.

1. Seek to resolve the problem with the teacher first.
2. If you are not satisfied with the result, meet with the Assistant Principal and/or Principal/CEO.
3. If still not satisfied, contact the Mascotte Charter School Governing Board. The current list of the Mascotte Charter Governing Board Members is posted on our website (<https://mse.lake.k12.fl.us>) and within this student/parent handbook.

PHOTO AND VIDEO RELEASE

During the school year, our designated school photographers (including your child's teacher, [ClassDojo](#)) will be seen around school taking pictures and videos of students while they are in their classroom, at school events, on field trips and during various school activities.

We would love to show our Mascotte Families what their children are doing while they at school so we would like to post the photos and videos here: school yearbook, [school website](#), our Social Media ([Facebook](#) / [Instagram](#) / [Twitter](#)) pages and our Local Newspapers ([Daily Commercial](#), [News Leader](#), [South Lake Tablet](#), etc).

If you prefer to “Opt-Out” and not grant permission to have your child’s photo and video posted in any of the locations mentioned above, please check the “Opt-Out” box #2, sign the form and return it to your child’s teacher. If you approve some of the locations listed above, please hand write the locations you approve on the “Opt-Out” form so we make sure the pictures and videos are posted to the locations you approve.

PLEDGE OF ALLEGIANCE

All students pledge allegiance to the United States flag unless prohibited by religious beliefs. The pledge is led through the morning announcements. After the pledge there will be a short period of silence for personal reflection. [[Section 1003.44, Florida Statutes](#)]

PROHIBITED ITEMS

School safety is the collective responsibility of everyone on our campus. Vigilance, quick response and alertness to all that happens around you are very important. Certain items are prohibited. This is a general, partial list of items that are NOT to be brought to school. They will be taken away if they are brought to school. NO ITEMS, other than required supplies are allowed as they create a distraction to the educational process.

Chewing gum is NOT permitted in the classroom, on the school grounds, or on the school buses.

Prohibited Items: No more than \$10 in cash; No toys of any kind; No candy, gum, soda drinks; No Medicine without proper authorization; Any personal electronic devices excluding headphones; aerosol cans, drugs/alcohol/tobacco products (matches/lighters, vapes); electronic games; firearms/weapons; makeup/nail polish; playing/trading cards; roller backpacks; stuffed animals

PROMOTION POLICY

Students must meet all the components of the [Lake County School Board STUDENT PROGRESSION PLAN](#) as well as the following requirements:

- Students must master 100% of their current grade level (K-2) skills for Literacy First in order to be promoted to the next grade level
- First and Second Grade Students must also pass the end of year Star Reading and Math Assessment by scoring at/or above grade level.

REPORT CARDS/PROGRESS REPORTS

Flight Academy: Students who scored a level 1 or 2 on the FSA ELA or Math assessments will receive additional intervention classes during their specials time.

Progress Reports: Progress Reports are issued every fifth week of the nine-week grading period. Parents will be notified any time a child is achieving below grade level. Progress Reports will be available through [Skyward Family Access](#):
DATES: TBA

Report Cards and Progress Reports will no longer be sent home because parents can access grades, attendance and more 24/7 through [Skyward Family Access](#). Those who still need a paper copy may contact the [School Office](#) to request a copy.

Report Cards: Report cards are issued four times a year, at nine-week intervals. **Report Cards will be available through Skyward Family Access:** DATES: TBA

New students to the school must be present 20 days before a report card will be issued.

SAFETY DRILLS

We will continue to ensure students and staff are prepared to quickly make their way to safety in the event of an emergency situation by conducting required “safety drills” throughout the school year. Fire Drills, Lock-down drills, Active Assailant Drills, Evacuation Drills, etc. Routes for evacuation are posted in each room of the school building.

SAFETY PATROLS

Safety Patrols are students in 5th Grade who have been chosen to help enforce the procedures of Mascotte Charter School. The Safety Patrols are supervised by the Safety Patrol Committee, which is comprised of the Principal, select Teachers and Safe School Officers. Students are selected based on good attendance, perform well academically and behaviorally and have permission from his/her parents in order to qualify for becoming a safety patrol.

SECURITY AND SAFETY

Safety and security is of paramount importance at Mascotte Charter School. As part of Mascotte Charter’s commitment to being a premier educational community, it is our priority to provide a safe and secure learning environment. We all play an important role in helping to maintain this positive atmosphere. As a student you can make a difference. Make a personal commitment not to participate in violence in any way. Do not bully, tease, or spread negative gossip about others. Respect others and value differences. **If you see something, say something.**

The School is committed to providing a safe environment for its students, parents, employees, and visitors. Early reporting and intervention have proven to be the most effective method of resolving any actual or perceived incident. Therefore, the School is desiring and requesting that all individuals who believe they have witnessed an incident or experienced conduct that they believe is contrary to the policies, protocols, procedures, and mission of the School immediately report such incident or conduct to the School Administration. The School appreciates all individuals partnering with the School in this manner, so we can collectively make Mascotte Charter School the absolute best it can be.

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. Mascotte Charter families are encouraged to download the application to personal cell phones. <https://getfortifyfl.com/>. FortifyFL is already on all school issued devices.

STUDENT SOCIAL MEDIA GUIDELINES

Mascotte Charter School follows Lake County Schools [Student Social Media Guidelines](#) (Section I – Rights and Responsibilities).

TECHNOLOGY

Mascotte Charter School provides computers and network access to enhance instruction. This access is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege by IT (Information Technology) and/or disciplinary action by school officials.

Students are responsible for good behavior while using the devices and accessing the network. Please do not remove any device from Mascotte Charter School without prior permission by our School Administration and/or designated staff.

Technology is very costly. Consequently, students will be charged for any loss or damage.

Mascotte Charter students will follow the [Lake County School \(LCS\) 2022-2023 Code of Conduct](#) (Section V & Section VI; [LCS Policy 5136](#)) in regards to Technology that include but not limited to the following:

- Section V: Policies Governing Student Behavior (LCS Code of Conduct)
 - Bullying or Harassment
 - Cyberbullying
 - Cyberstalking
 - Reporting forms are available on the Lake County Schools Website in the [Prevention Programs & Alternative Education Department under the Bullying or Harassment section](#). Forms are also available at each school.
- Section VI: Technology (LCS Code of Conduct)
 - Cell Phones and/or any Wireless Communications Devices. General Use Rules to include, students must NOT
 - connect cell phones / personal devices to the network;
 - Cell phones or any personal electronic device (i.e. smart watches, tablets, etc) should not be on during school hours without teacher and/or administration approval.
 - Student Acceptable Telecommunications/Electronic Communications Use Policy and Agreement.
 - Student use of Google Workspace to include Google Classroom and the Workspace applications.
 - District Student E-Mail Account for Academic Purposes;
 - BYOD: Mascotte Charter is **Not** a Bring Your Own Device school.

TEXTBOOKS, LIBRARY BOOKS AND TECHNOLOGY

Each student is responsible for his/her books and technology, which are on loan to the student for the school year. These items are very costly, consequently students will be charged for lost or damaged. If the item(s) is found, the money will be refunded. Receipts are issued for collections.

SCHOOL PLEDGE

AS A MASCOTTE EAGLE I'M FULL OF PRIDE
I REACH FOR SUCCESS WITH EVERY STRIDE
I WILL ARRIVE ON TIME, GIVE ALL MY HEART
MY STRONG WORK ETHIC SETS ME APART
I WILL MIND MY MANNERS, TREAT OTHERS WITH CARE
CELEBRATE THE DIFFERENCES AND INTERESTS WE SHARE
SCHOOL IS MY PLACE TO MAKE MY DREAMS COME TRUE
DON'T YOU WANT TO BE AN EAGLE TOO.