



Attention, Parents!

2018-19

Complete packet of important
information

Thank you,

Mr. Edward Poznek
CEO
CCCS



STUDENT EMERGENCY INFORMATION SHEET

Name of Student: _____ Gr.: _____ Rm.: _____ ID#: _____

Mother's Information

Name: _____

Place of Employment: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ e-mail: _____

Father's Information

Name: _____

Place of Employment: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ e-mail: _____

Child Custody Information

Child lives with:

Both Parents Both Parents Alternately Mother Only Father Only _____

Legal Guardian Foster Parents Grandparents Other _____ please specify _____

Special Custodial Court Instructions: Yes* _____ No _____

***If Yes, Please provide a copy of Court Order.**

Legal Guardian Name (if applicable) _____

Address: _____

Place of Employment: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ e-mail: _____

PLEASE LIST TWO PERSONS WE MAY CONTACT IN CASE OF EMERGENCY.

NEED PICTURE ID

NOTIFY THESE INDIVIDUALS PRIOR TO LISTING THEM. INFORM THEM THAT THEY MAY BE REQUIRED TO PICK UP YOUR CHILD IN THE EVENT THAT WE CANNOT CONTACT YOU.

EMERGENCY CONTACT #1

Name: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ e-mail: _____

Address: _____

EMERGENCY CONTACT #2

Name: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ e-mail: _____

Address: _____

Parent/Guardian Signature: _____

+++++ If this information changes during the school year, please call the school to update your emergency information. This is extremely important!!!!

This is a Must Read!

Christopher Columbus Charter School
www.cccs.k12.pa.us

Dear Parents/Guardians,

CCCS administration and staff have developed plans for procedures in the case of an unexpected early dismissal due to inclement weather, due to a civic emergency, or any local emergency need. We have gone over the process time and time again regarding the best ways to protect your children and keep them safe. We feel that these plans are good ones and we ask that you cooperate with your part to ensure the safety of all of our children and staff members. Listed below are a number of things that you could do to help us in the case of any early dismissal or emergency.

1. **Complete the attached information sheet with all the information requested and please inform us if there are any changes in phone numbers or addresses.**
2. **Please do not park in our school yard when picking up your children.** The gate will be closed – do not under any circumstances open this gate.
3. Enter the North building by the 9th St. side main entrance only. Staff members will be covering other entrances and access by any other door will be denied.
4. In the case of a school lockdown do not attempt to enter the building. Please wait until an all clear is given. Once you enter the building you will be directed to your child's grade table in the cafeteria (both at 9th and 13th St.). Please sign EACH of your children out. We understand that it is inconvenient to go to each table but we need to document that each of the children left with a responsible adult. **Never take another child from the school without his/her parent's permission or without informing a staff or faculty member.**
5. Please remember that we are responsible for all the children in our school. Your calm, cooperative and orderly behavior will be the model that your children follow.

Please always listen to KYW if there is inclement weather or any type of emergency.
Thank you for your cooperation in this matter.

Mr. Edward Poznek
CEO

Christopher Columbus Charter School
Parent Conference Questions
Teachers, please go over these questions with your parents/guardians.

Name of Child _____ Teacher _____ RM. #

Does your child have any special needs?

Religious Restrictions?

Medicine or Food Allergies?

Are there any custody issues that the school needs to know? Please provide custody papers if you wish us to uphold custody provisions.

Does your child have an IEP or a 504 Plan? _____ If so, please be sure the school receives a copy of it.

###Reminder – children should not be in the school yard before 8:00AM – there will be NO supervision before 8:00AM **Children in Foundations may come in at 7:00AM for breakfast** – all other students may enter the building at 8:00AM for breakfast. ,,,

****Dismissal is at 3:30 PM for grades K-5 Monday thru Friday
9th St. Building

****Dismissal is at 3:45 PM for grades 5-8 Monday thru Friday
13th St. Building

****Please check the school calendar for early dismissal days.

Pick Up Information

Student's Name: _____ Grade _____

Address: _____

Dear Parents/Guardians:

We would like to have a list of adults you will authorize to pick up your child/ren. If you are authorizing your child to either walk home or take public transportation, please note that as well.

_____ My child, _____ walks to/from CCCS.

_____ My child, _____ takes public transportation

to/from CCCS. The route # is _____.

The following individuals are authorized to take/pick up my child to/from CCCS.

1. Name _____ Phone # _____

2. Name _____ Phone # _____

3. Name _____ Phone # _____

4. Name _____ Phone # _____

5. Name _____ Phone # _____

If this information changes at any time during the year, please be sure to call the school office and inform the administration and your child's teachers.

Parent/Guardian Signature _____

Email address: _____

Transportation Reimbursement

Christopher Columbus Charter School

www.cccs.k12.pa.us

Dear Parents/Guardians:

The School District of Philadelphia determines eligibility for partial reimbursement of transportation costs to families that are driving students to school in an automobile or van on a daily basis. If you are driving your child to school and wish to be considered for reimbursement, please complete the bottom of this form.

Once the School District has determined that you are eligible to receive transportation reimbursement, a monthly check will be mailed directly to you. Because of this, it is important that you notify us of any address change that may occur through the school year.

The amount of each month's reimbursement check will be based upon your child's monthly attendance at CCCS.

If you would like consideration for free transpasses, please mark the appropriate lines below.

THIS INFORMATION WILL DETERMINE YOUR ELIGIBILITY FOR THE 2018-19 SCHOOL YEAR.

Please remember to sign the form. Incomplete forms will be returned and may delay your eligibility status.

Mr. Edward Poznek
CEO

Please print

My child/ren _____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

Student's Address: _____

City, State, Zip _____

Telephone#: (____) _____

Year, Make and model of car, truck or van (for example, 99 Ford Taurus sedan/wagon, etc.)

Vin # (on registration card) _____

Actual mileage to/from school: _____

Seat Capacity (# of persons your auto holds): _____

Please **print** the name of the person driving your child and whose name will appear on the monthly transportation reimbursement check. (One name per check, please).

_____ I would like to receive reimbursement for transportation. **(Only applies to grades 1-6)**

_____ I would like to receive transpasses for transportation. **(Only applies to grades 1-8)**

Kindergarten students are not eligible for trans-passes or transportation reimbursement.

Parent/Guardian Signature: _____

Date: _____

Families with multiple children are eligible for only one reimbursement or trans-passes for each child.

Christopher Columbus Charter School Parent/Guardian Responsibility Checklist

2018-19

- _____ Send my child to school healthy, well-nourished, clean and prepared to learn.
- _____ **See that my child is punctual and attends school on time every day.**
- _____ Support the school's discipline policy.
- _____ See that my child wears his/her uniform **every day to school. Policy attached to student checklist.**
- _____ Establish a time and place for homework each day and provide a quiet and well lighted place for study.
- _____ Check the homework on a regular basis and check power school to monitor progress.
- _____ Be respectful toward all members of CCCS staff and faculty.
- _____ Attend all parent report card conferences unless teacher deems it not necessary.
- _____ Commit to 20 hours per year as a volunteer – hours can be accumulated by participating in various school functions. (Meetings, fundraisers, attending report card conferences, volunteering for special events, etc.)
- _____ I understand that the policy of CCCS is to promote students from grade to grade based on academic performance.
- _____ **I will take responsibility for the behavior of my child in school and understand that unacceptable behavior as determined by teachers and other staff members will result in sanctions explained in the school's code of conduct. Good behavior is also rewarded in various ways during the school year.**
- _____ I understand that this COMPACT is an agreement to support the faculty, staff and volunteers as they work to help me help me help my child be a productive, and cooperative member of the school community.

Parent/Guardian Signature _____

Child/ren Name/s _____

Date: _____

Christopher Columbus Charter School Teacher and School Responsibility Checklist
2018-19

- _____ Provide a safe and caring classroom environment in which your child will begin to be responsible for his/her own behavior and learning
- _____ Follow the curriculum designed for this school and for your child
- _____ Utilize the information gathered about your child through diagnostic testing, interviews, conferences, observation in class, and assessment of your child's performance to construct, implement and modify the Individualized Learning Plan for your child
- _____ Take into account your child's strengths and unique attributes
- _____ Make classroom learning activities enjoyable, challenging and effective
- _____ Help your child follow school and classroom rules
- _____ Keep you informed of your child's progress by updating Power School regularly.
- _____ Schedule parent/teacher conference to accommodate parents' schedules
- _____ Help you with how to help your child at home
- _____ Vary teaching techniques so that all types of learning can take place.
- _____ Assign homework, check completion of homework.

Teacher Signature _____ Date _____

Parent Signature _____ Date _____

Christopher Columbus Charter School Student Compact

Name _____

2018-19

Student Responsibility Checklist

- _____ Attend school regularly and be on time.
- _____ Behave well in my class.
- _____ Come to school with materials I need in order to do my best work.
- _____ Follow the instructions of my teachers.
- _____ Follow classroom rules and school policy.
- _____ Complete and return my homework on time.
- _____ Use regular study hours at home.
- _____ Make good effort.
- _____ Respect all adults in our school.
- _____ Respect all students in our school.
- _____ Respect other people in our community.
- _____ Respect school property.
- _____ I will follow CCCS guidelines for wearing uniforms.

Student Signature _____
(parent sign if child cannot write)

Teacher Signature _____



HOME LANGUAGE SURVEY¹

The Office of Civil Rights (OCR) requires that all Local Education Agencies (LEA's) identify limited English proficient (LEP) students in order to provide appropriate language instructional programs for them. Pennsylvania has selected the Home Language Survey as the initial step in the identification process.

School District: _____ **Date:** _____

School: _____

Student's Name: _____ **Grade:** _____

1. What is/was the student's first language? _____

2. Does the student speak a language(s) other than English? **Yes** **No**

(Do not include languages learned in school.)

If yes, specify the language(s): _____

3. What language(s) is/are spoken in your home? _____

4. Has the student attended any United States school in any 3 years during his/her lifetime? **Yes** **No**

If yes, complete the following:

Name of School	State	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if other than parent/guardian)

Parent/Guardian signature: _____

¹ The local education agency (LEA) has the responsibility under the federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the LEA has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the LEA may conduct screenings or ask for related information about students who are already enrolled in the school as well as from students who enroll in the LEA in the future.

**Christopher Columbus Charter School
Permission for Pictures**

Student's Name _____ Date _____

Dear Parents,

Occasionally members of the staff would like to take a still photo of the children or capture one of their activities on videotape. The pictures might be displayed on bulletin boards with the school, or they might be sent to the newspapers along with an article that describes the activity in which the children were engaged. For example, we might take a picture of the winners of a spelling contest and send it to the newspaper along with an article about the school's spelling program and the performance of the youngsters who won the contest. Videotapes are generally used within the school to capture a special program or to establish a base line that allows children to see how much they have grown in a given period. The Audio-Visual and Publications Agreement gives the school your permission to photograph your child and display his/her picture and name in newspaper articles, video presentations, etc.

The Christopher Columbus Charter School may use any material it may gather to written, audio, and/or means in such manner and form as it deems appropriate in fulfillment of its obligation to ensure the highest standards of educational services. This material may include but not be limited to candid photographs and/or moving picture of video presentations, as well as material from or about me, my child, or any person for whom I am legally responsible.

Accepted By:

Father _____ Date _____

Mother _____ Date _____

Legal Guardian _____ Date _____

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I do not wish to have my child photographed or have his/her name mentioned in any media publication or broadcast.

Signature _____ Date _____

Christopher Columbus Charter School

Permission for Neighborhood Walks

Student's Name _____ Date _____

Dear Parents:

The staff of the CCCS will want to take the children on short walks through the neighborhood in order to take advantage of such facilities as recreation centers, libraries, museums, parks, etc. Please be assured that these trips will be integral parts of the school's programs and that your children will derive educational benefits from participating.

I give my permission for my child _____, to walk to places of interest in the neighborhood surrounding CCCS. I understand that a member of the staff will accompany the children. I further understand that if my child behaves in a manner that is disruptive, or that endangers his/her personal safety or that of other members of the class, he/she will be excluded from similar activities for a period of time to be determined by the school. The school will be under no obligation to provide a similar alternative program.

Parent/Guardian Signature Date _____

Emergency Number where I can be reached _____

1. Alternate emergency number _____

2. Alternate emergency number _____

Please list any special medical condition we should be aware of . . .

Christopher Columbus Charter School

Dear Parents/Guardians,

The students will be accessing the Internet for research, graphics, SAFE Internet use, instruction and much more. While accessing the Internet, students will be responsible for their actions.

***Internet access is a privilege and that privilege
may be revoked
if misused by any student.***

**Any student who accesses an inappropriate website
will be suspended from school for a period of three days. All social networks may
never be accessed during the school day!**

Mr. Edward Poznek

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Internet Access Permission

_____ No, I do not give permission for my child, _____,
access to the Internet while attending CCCS.

_____ Yes, I do give permission for my child _____,
access to the Internet while attending CCCS.

Parent's/Guardian Signature

Date: _____

**CCCS School Calendar
2018-2019**

2018

August 20 th	Conference Day
August 21 st , 22 nd , 23 rd	Professional Development
August 24 th	Holiday
August 27 th	Conference Day
August 28 th , 29 th , 30 th	Grades 1-8 1:30 dismissal ALL WEEK
August 31 st	Holiday
September 3 rd	Holiday – Labor Day
September 4 th , 5 th , 6 th , 7 th	First Day of Kindergarten 1:30 dismissal K students
September 10 th	Holiday – Rosh Hashanah
September 19 th	Holiday – Yom Kippur
October 8 th	Holiday – Columbus Day
November 9 th	Report Card Conferences – No school for students
November 22 nd , 23 rd	Holiday – Thanksgiving
December 7 th	Professional Development – No school for students
December 24 th , 25 th , 26 th , 27 th , 28 th , 31 st	Winter Break

2019

January 1 st , 2 nd	Winter Break
January 21 st	Holiday – Martin Luther King Day
February 15 th , 18 th	Holiday – President’s Day
March 18 th	Holiday
April 15 th , 16 th , 17 th , 18 th , 19 th , 22 nd	Spring Break
May 24 th , 27 th	Holidays – Memorial Day Weekend
June 11 th	Last Day of School

Calendar Is Subject To Change – Please Refer To The Monthly Calendar

8th Grade Graduation – June 5th

Kindergarten Graduation - June 7th

1:30 DISMISSALS

October 31st November 21st December 21st February 28th March 15th May 10th
June 6th, 7th, 10th, 11th