



## **MASCOTTE CHARTER SCHOOL ENROLLMENT ELIGIBILITY POLICY**

Students enrolled/re-enrolled at Mascotte Charter School must meet eligibility requirements that are consistent with the schools mission and purpose. Attendance and discipline are key components necessary for students to reach their full potential and become responsible, contributing citizens of the world. Therefore, attendance and discipline will be factors considered during enrollment/re-enrollment at Mascotte Charter School.

### **ATTENDANCE**

Attendance expectations are outlined in the Lake County Schools Code of Student Conduct each school year. Both students and parents alike sign their understanding and receipt of this document. New applicants will be required to provide their most recent report card to verify student attendance. More than 10 excused/unexcused absences in an 18 calendar week semester is considered excessive and is cause for denied enrollment or re-enrollment at Mascotte Charter School.

- Three tardy arrivals, early checkouts, or the combination of equate to one excused/unexcused absence.
- After 10 absences, a review committee will be formed where evidence and circumstances will be evaluated and discussed. Upon recommendation of the committee, a notice of enrollment non-eligibility may be issued. A child may be unenrolled at the end of the semester, if attendance issues occur in the middle of the school year, or a child may be unenrolled for the upcoming year based upon attendance issues.
- The school principal has the authority to override the outcome of the appeal committee if he/she deems it appropriate.
- If the principal does not override the outcome of the appeal committee, the parent may request an audience with the Charter Board in writing at least 5-days prior to any advertised charter board meeting. The school will present the facts in evidence, and the parent may make 3-minute public comment. The decision of the Charter Board will be final.
- Students un-enrolled, non-enrolled may reapply for attendance at Mascotte after one calendar year so long as they have met the attendance standards required for enrollment.

### **DISCIPLINE**

Mascotte follows the Lake County Schools Code of Student Conduct. Discipline expectations are outlined in the Lake County Schools Code of Student Conduct each school year. Both students and parents alike sign their understanding and receipt of this document.

Unfortunately, there are incidences where a student does not respond to positive or negative discipline. In these cases the quantity of referrals can become excessive and seriously interfere with the classroom environment in a way that is disruptive and disrespectful to the teacher and other students. Therefore, to ensure a proper, safe, and enriching learning environment, the number of referrals received by a student will be a considering factor for all students enrolling or re-enrolling. The following guidelines will be used when determining enrollment eligibility for students who have received referrals:

- If a child has more than 3 instances of disruptive behavior, Mascotte Charter School may require a family meeting in order for their child to remain at Mascotte.
- No student can be allowed to place others at risk; therefore, if aggressive or sexual talk or behavior substantially endangers the health or safety of other or causes substantial emotional distress to others, the student may not be allowed to continue his/her enrollment at Mascotte Charter School.
- "Substantially endangers" and "substantial emotional distress" will be determined solely by school administrators.

#### **PARENTAL ACKNOWLEDGEMENT**

Upon enrollment in Mascotte Charter School, and at the beginning of each school year, parents/guardians will be required to complete the Attendance and Discipline Parental Acknowledgment form (Attachment A).

#### **Board Certificate**

I hereby certify that the foregoing ENROLLMENT ELIBILITY, was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on January 14, 2019, and will be effective for student admissions.

  
Board Member Signature

Dr. JoAnn Jones  
Board Member Printed Name

Mascotte Charter School  
Attendance and Discipline Parental Acknowledgment

Student Information (Please Print) - A separate form for each student is required.

Last Name: \_\_\_\_\_ MI: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please initial each line below to acknowledge your understanding of each statement:

\_\_\_\_\_ My child has been accepted for enrollment as a student of Mascotte Charter School.

\_\_\_\_\_ I understand school attendance and acceptable social behavior are key components for the academic success of every student attending Mascotte Charter School.

\_\_\_\_\_ Mascotte Charter School follows the Lake County Schools Code of Student Conduct & Policy Guide which is available electronically on the school website or in print format upon request.

\_\_\_\_\_ Students are expected to attend school, with the exception of illness or injury, every school day indicated on the Lake County Schools published Student Calendar.

\_\_\_\_\_ Late arrivals and early departures, without a doctor's note are considered an unexcused tardy. Three tardies equate to one unexcused absence.

\_\_\_\_\_ 10 or more absences within a semester are considered excessive, and a statement from a licensed physician verifying illness or injury must be provided for absence to be excused.

\_\_\_\_\_ 15 unexcused absences within a 90 day period is a violation of the state truancy law (F.S. 1003.27-1003.29) and may result in legal action.

\_\_\_\_\_ I understand that if my student has continued attendance or discipline issues (to include arriving to school late or early checkouts) that my child may be unenrolled from the current school year or not re-enrolled at Mascotte Charter School for the next school year.

By signing below, I understand attendance at a charter school is a school-choice granted to me by the state of Florida, and by choosing to enroll my children in Mascotte Charter School I understand and agree to abide by and be held accountable to the attendance and discipline policies and references listed above.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_