



**LINCOLN MARTI CHARTER SCHOOLS
OSCEOLA CAMPUS**

2244 Fortune Rd. Kissimmee Fl, 34744

PARENT/STUDENT

HANDBOOK

2025-2026

Mrs. SIRALIN ALBERT

Principal

VISION STATEMENT

We will assist the Florida public schools in setting the standard for educational quality. The core values of honesty, respect, tolerance, fairness, self-discipline, integrity, responsibility, citizenship, work ethic, and trust will be the foundation upon which our schools will be built.

Students enrolled at Lincoln-Marti Charter Schools Osceola Campus remain active with the Osceola County Public Schools and retain entitlement to all applicable policies. Students will take pride in their school and will respect the dedicated teachers and staff who commit their lives to education. Students will hold themselves to high standards of achievement and academic excellence. They will be grateful for the privilege of receiving an education and they will strive, to the best of their ability, to accomplish their educational goals. All students will have an equal opportunity to receive a quality education.

Parents will have the right to participate and will be encouraged and expected to get involved in their school, including the governance of their school. Parents will support the teachers and the administration of the school and will follow through at home to make certain their children live up to their school commitments and obligations. Our school will respect the diverse cultures and faiths of parents and students and our school will be a place of tolerance and understanding.

Academic standards will be high and all students will have a personal education and goal plan to ensure direction and encouragement along a path that allows them to become the best they can be. All students will be proficient in the core essentials of learning and will be prepared to be successful in their continuing education, in their chosen careers, and as productive citizens of the United States.

The faculty and staff of our school will be competent and caring professionals who will work as teams to teach, coach and motivate students to learn. They will continuously strive to increase their skills, to be proficient in the latest educational technologies and to be outstanding role models for students. The faculty and staff will be mentors and advisors to students and parents. They will be aware of the personal educational needs of each of their students. They will bear the responsibilities and live up to the high expectations of their profession and will take an active role in their communities and in their school.

The future of our country and our American way of life depends on the education of our children. In Florida, we must rise to the challenge and rebuild our public education system into a responsive institution that serves our students, our state and our country with pride and distinction.

Parents will complete an application and sign a contract with the school. By signing the contract, the parents will agree to transport their children to our facility and to pick up the child. We will receive students beginning at 7:00 a.m. to accommodate working hours and expect them to be picked up by 2:45 to 3:00 p.m. Optional before school care and after school care services are available at an additional cost. Our school instruction day will be according to the following schedule;

Grades	Start	D i s m i s s a l
K-5	8:00 a.m.	2:.45 p.m.

Parents will also provide uniforms for their children.

Our intent is to concentrate on teaching the students responsibility, ethics, morals, respect, good manners, citizenship, work ethic, and pride in the democratic process by which we live. They will learn to listen, comprehend, and to communicate verbally and in writing. It is our belief that the ability to be an effective communicator is the foundation for a successful and a productive life.

Lincoln-Marti Charter Schools, Inc. is a non-profit corporation dedicated to creating better public schools for Florida residents. We have a vision for Florida, based on our belief that we all want the same thing: outstanding schools. By empowering parents and teachers and by working together, we can make our schools into what we know they can be.

SCHOOL HOURS

Office Hours.....6:00 a.m. -7:00 p.m.

Teachers7:00 a.m.- 4:00 a.m.

Mrs. Zilda Figueroa, Kindergarten Teacher..... 8:00 a.m.- 4:00 p.m.

Mrs. Dahiana Davila, First Grade Teacher..... 8:00 a.m.-4:00 p.m.

Mrs. Norma Baro, Second Grade Teacher 7:30 a.m.-3:30 p.m.

Mrs. Diana Santiago, Third Grade 8:00 a.m.- 4:00 p.m.

Mrs. Brunilda Velazquez, Fourth grade8:00 am- 4:00 p.m.

Mrs. Virma Santiago, Fifth Grade..... 8:00 a.m.- 4:00 p.m.

Mrs. Estela Antelo, Physical Education8:00. am.- 4:00 p.m.

Mrs. Anakarla Aguiar, Paraprofessional 7:00 a.m.- 3:00 p.m.

Students 8:00 a.m. - 2:45 p.m.

Morning Care.....6:00 a.m. - 8:00 a.m.

After Care.....3:00 p.m.-7:00 p.m.

SCHEDULE

Students Arrive.....7:00a.m. -7:55a.m.

School Begins (After this time students are considered tardy) 8:00 a.m.- 8:10 a.m.

Lunch 11:00 a.m. - 1:00 p.m.

Dismissal Kindergarten through 5th grade..... 2:45 p.m. -3:00 p.m.

After Care 3:00 p.m. -7:00 p.m.

CONTACT INFORMATION

407-530-5000

School Address

.2244 Fortune Road, Kissimmee, Fl 34744

Mrs. Siralin Albert, **Principal**.....salberttorres@lincoln-marti.com

Mrs. Zilda Figueroa, Kindergarten Teacher..... zfigueroa@lincoln-marti.com

Mrs. Dahiana Davila, First Grade Teacher.....ddavila@lincoln-marti.com

Mrs. Norma Baro, Second Grade Teacher nbaro@lincoln-marti.com

Mrs. Diana Santiago, Third Grade dsantiago@lincoln-marti.com

Mrs. Brunilda Velazquez, Fourth gradebvelazquez@lincoln-marti.com

Mrs. Virma Santiago, Fifth Grade vsantiago@lincoln-marti.com

Mrs. Estela Antelo. Physical Educationeantelo@lincoln-marti.com

Mrs. Anakarla Aguiar, Paraprofessionalanaguiar@lincoln-marti.com

Mrs. Jordarnia Mesa Custodian

Mr. Luis Molina Safe School Officer

ENROLLMENT

In the event that more students have enrolled to the school than there are spots available by the deadline established by the organization, a lottery will be held to determine student acceptance and wait list order.

Enrollment and Lottery Process Number of available seats: Approximately 40 Deadline for Open Enrollment: November 18th 2024 and January 31st 2025. Lincoln Marti Charter School Osceola Campus is committed to enrolling a diverse student population and shall abide by the provisions in the Florida Educational Equity Act, Section 1000.05(2)(a), and Florida Statutes that forbid discrimination on the basis of race, national origin, gender, marital status, ethnicity, or disability. Applications will be accepted during an open enrollment period and continuously to maintain capacity in each grade level. If the number of applications exceeds the capacity of a program, class or grade level, a public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. If an accepted applicant decides not to attend the school, or fails to notify acceptance, the slot will be given to the first person on the waiting list. Student's acceptance during open enrollment is based on students that meet our enrollment requirements mentioned on our application.

Lottery Process: Enrollment office will select the applicants eligible to participate in the lottery based on Lincoln Marti Enrollment Requirements. At this time, applications will be selected by grade levels based on available seats. The Enrollment office will run the lottery process. All students who are granted acceptance will be notified, and asked to respond whether they will be attending. If not, the next student on the list will be granted that position until the entire list has been accepted. If there are still openings, the spots will be awarded on a first come first serve basis.

Controlled Open Enrollment

Controlled Open Enrollment allows a parent from any school district in the state to enroll his or her child in and transport his or her child to any public school, including charter schools, that has not reached capacity. For more information, please read our Lottery Process.

Lincoln-Marti Charter School will follow the Code of Conduct of Osceola School District CODE OF

CONDUCT

Lincoln-Marti Charter Schools Osceola Campus

The Lincoln-Marti Charter School Code

1. Be Attentive	7. Be Orderly	13. Take Initiative
2. Be Obedient	8. Be Forgiving	14. Have Self-Control
3. Be Truthful	9. Be Sincere	15. Be Punctual
4. Be Grateful	10. Be Virtuous	16. Be Resourceful
5. Be Generous	11. Be Responsible	17. Have Discretion
6. Be Creative	12. Be Tolerant	18. Be Patient

If a student does not follow our code:

Consequences:

1st = Verbal warning- If negative behavior proceeds, refer child to guidance.

2nd = Time out / loss of privilege *

3rd = Parent contacted and a referral / letter sent home - a referral / letter is sent home to make the parent aware that negative behavior has escalated past loss of privilege.

4th = Child is sent to the Administration and the parent is called to schedule a conference regarding positive solutions to negative behavior.

5th = In School Suspension (ISS) / disciplinary hearing with the Lincoln Marti Charter Schools Osceola Campus Board Representatives / referral sent home and filed with the Osceola County Public Schools.

6th = Out of School Suspension (OSS) / disciplinary hearing with the Lincoln Marti Charter Schools Osceola Campus Board Representative / referral sent home and filed with the Osceola County Public Schools.

SEVER CLAUSE - Fighting, Profanity, Disrespect or Disruptive behavior may result in immediate suspension from school (OSS) Parent will be contacted and may be called to pick up the student.

*Each teacher has his/her own behavior management system in the classroom. By the time a student has gotten to the 1st consequence, he/she has already gone through the steps in the classroom. Please see your child's teacher to find out the management system used.

MORNING CARE PROGRAM

Breakfast is available to students in the morning. School staff will be supervising this program. Please complete the Morning Care Registration Form in the office if your child will be participating on a weekly basis.

DROP OFF PROCEDURES

Parents are to drop off their children through car line.

Students will be marked tardy by the teacher if not in the classroom at 8:00 am. Students who arrive after 8:00 a.m. must be brought to the office and signed in late by a parent. Please do not drop off your child in the front parking lot and allow them to enter the building unattended-they must be brought in and signed in by an adult.

PICK UP PROCEDURES

Dismissal is at 2:45 p.m. for all students through car line. Please identify your car with the name tag provided.

ATTENDANCE POLICY

When your child will be absent from school, please call the school office 407-530-5000 and leave a message that morning to report the absence and reason for absence. If you do not call in to report the absence within 48 hours, your child will receive an "unexcused absence". You must call in each day your child is out. A child will be considered tardy if he comes to school after 8:00 a.m. Research has shown that there is a strong correlation between attendance and achievement in school. Therefore, our attendance policy will be strictly enforced in accordance with Osceola County Public School policy. Please do your best to get your child to school on time every day!

ATTENDANCE

Parents are responsible for the regular attendance of their children who are within the compulsory attendance age (6 - 16) as provided in Section 1003.21, Florida Statutes. Students have the responsibility to take advantage of their educational opportunities by attending all their classes on a daily basis and arriving to their school on time. Whenever a student of compulsory school attendance age is absent without the permission of the person in charge of the school, the parent/guardian of the student must report the absence to the school in the manner prescribed by the school policy. Notes or telephone calls from parent(s)/guardian(s) are required either before or after an absence.

It is the responsibility of the student to make up work missed because of absences. Students receiving out-of-school suspension must be assigned schoolwork that will cover content and skills taught during the duration of the suspension. Students are given one day for each absence to complete makeup work unless unusual circumstances indicate an extension. The principal or designee must approve any extension. If a student begins to exhibit a pattern of non-attendance, the school administration shall pursue the case in accordance with Section 1003.26, Florida Statutes. If interventions are unsuccessful, it shall be the responsibility of the school district to file a petition of truancy with the court as provided in Section 1003.27, Florida Statutes.

ATTENDANCE REGULATIONS EXCUSED ABSENCES

Absences shall be excused for the following reasons only

- ❖ Illness or injury of the student
- ❖ Illness, injury or death in the immediate family of the student
- ❖ Educational Opportunities which are age appropriate for the student as deemed by the principal or his/her designee
- ❖ Religious Holidays

Immediate family shall be defined as listed in the United States Internal Revenue Service Guidelines. If there is a reasonable doubt concerning the illness claimed, the principal shall be authorized to require a statement from a competent medical provider. Failure to comply with this requirement shall result in the absence being "unexcused". The principal of a school shall have the sole discretion as to how absences shall be reported to the school. The parent or legal guardian shall report absences through a telephone call, a handwritten note, or both as determined by the principal. period of time equal to at least twice the time

In cases of excused absences, the student shall be allowed to make up the work and the teachers of the student shall give reasonable assistance. Make-up work shall be completed during a for which the absence is excused, unless more time is allowed by the teacher. Students have the responsibility to request make up work and assignments from their teachers when they return to school after an absence and to complete the work within a reasonable length of time when the absence has been classified as excused.

PRE-ARRANGED EXCUSED ABSENCES

"Pre-arranged Excused" may be approved by the principal for absences which are excused but are being planned for in advance. Excused absences are outlined in the Code of Student Conduct below. The principal shall have the final authority to grant "pre-arranged excused" absences. Situations warranting a "pre-arranged excused" absence shall be for any absence which would be considered "excused". Supporting documentation will be required. Students who have a "pre-arranged excused absence" will not be eligible for Perfect Attendance. Approved pre-arranged excused absences may not exceed three (3) days. Students not returning from pre-arranged excused absences within five (5) days may be withdrawn for non attendance. Arrangements for make-up work shall be made in advance with the instructor of each class. The student is responsible for the completion of all work. Teachers

of each class shall, to the best possible fashion for subject area, consider the assignments, grading materials and recording grades. Each teacher shall set a timeline for receiving the student's work for credit; it will not exceed twice the number of days of attendance.

Non-excused pre-arranged absences will be considered "accounted for unexcused" and may not be eligible for make-up work credit. Absences for Religious Reasons Students will be excused for religious holidays on those days when the religious tenets forbid secular activities on that day. Religious absences are pre-arranged absences. The parents must have declared that their student is observing the holidays of that specific religion and make their request in writing at least five days prior to the holiday. Students will be afforded an opportunity to make up missed work without adverse school effects when absent because of a religious holiday. Within five school days prior to an expected absence for religious reasons, parent(s)/guardian(s) must notify the principal in writing and request that the student be excused from attendance. A written excuse will not be required upon return to school and no adverse or prejudicial effects will result for any student availing herself/himself of this provision. Students will be permitted to make up missed work according to school procedures. If questions arise regarding this rule, principals may grant the parent(s)/guardian(s) a conference or contact the religious organization for clarification, or a notarized statement from the parent or guardian of a minor student will be accepted.

Parent(s)/guardian(s) may appeal the principal's decision to the Superintendent should a conflict arise. Unexcused Absences All absences other than "excused" or "permitted" shall be deemed "unexcused", and a failing grade shall be recorded for the period of the "unexcused" absence, except that students who are suspended from school during grade period exams or semester exams shall be allowed to make up these exams. Make up work may be required for unexcused absences even though no credit is allowed.

Florida Statutes, and may file a truancy petition pursuant to procedures outlined in Section 984, Florida Statutes.

GENERAL ATTENDANCE IN GRADES K-12

If a student has had at least five (5) unexcused absences the student's primary teacher shall

report to the principal or designee that the student may be exhibiting a pattern of non-attendance. Unless there is clear evidence that the absences are not a pattern of non-attendance, the case may be referred to the Early Truancy Intervention Team (ETIT) to determine if early patterns of truancy are developing. If it is found that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If the initial meeting with the parent does not resolve the problem, specific interventions will be implemented. Designated school personnel shall be diligent in facilitating intervention services and shall report the case to the Superintendent or his designee only after all reasonable efforts to resolve the problem have been exhausted. If the parent or guardian of a child subject to compulsory attendance will not comply with attempts to enforce school attendance, then the Superintendent or his/her designee shall refer the case pursuant to IO Florida Statutes, and may file a truancy petition pursuant to procedures outlined in Section 984, Florida Statutes.

ATTENDANCE FOR CREDIT IN GRADES K-5

Students, to include LEP students, who miss more than fifteen (15) days per semester, will not be promoted except as follows:

- ❖ If medical evidence is presented to the principal from a competent medical authority to excuse absences in excess of fifteen (15) days.
- ❖ Extenuating circumstances as determined by the principal based on recommendations of teachers, counselors, or Student Services workers. School activities shall not be counted as absences. Assigned work shall be turned in on the day indicated by the teacher.

EARLY DISMISSAL

If you need to pick up your child during school hours, you must do so through the office. You will be required to sign an Early Dismissal Log at which time we will call your child to come to the office. We encourage parents to schedule doctor appointments after school hours in order to minimize disruption to the classroom. You may not sign your child out 30 minutes before dismissal. There has to be a valid reason for this procedure and bring evidence to the office.

Excessive Absences/Tardies/Early Dismissals

A *Warning Notice of Excessive Absences/Tardies/Early Dismissals* will be sent home for students who are in danger of exceeding the school's maximum allowed absences or tardies/early releases.

Students exceeding the school's maximum allowed tardies/early dismissals/absences will be referred for a meeting with the School's Attendance Review Committee.

Maximums are as follows:

- 10 absences (excused or unexcused)
- 20 tardies and/or early dismissals

Withdrawals

Please notify the school office of your child's withdrawal or transfer at least one day in advance. In order to process a withdrawal from the school, the parent/guardian must come into the school office and complete the necessary paperwork to process a transfer. A transfer involves notification of a change in school and the return of textbooks, library books, and payment of any/all monies owed to the school.

VISITORS

FOR THE SAFETY OF ALL OF OUR STUDENTS, **ALL visitors** must report to the main office to obtain a visitor's pass. Only persons with pertinent business are permitted on school grounds. Children, including family members, who are not currently enrolled at Lincoln Marti Osceola Campus will not be permitted on school grounds during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions.

All special events and activities must be pre-approved by the administration. Parents and guests **are not permitted at Birthday celebrations during school hours.**

UNIFORMS

The appearance of the members of the Lincoln Marti Charter Schools Osceola Campus family is of

paramount importance to us as we believe that pride in our appearance is fundamental to good character development and success. We appreciate your anticipated cooperation with our uniform policy and thank you for your assistance in helping your child comply with our rules.

Official School uniforms must be worn every day. Our uniform policy and dress code guidelines indicate appropriate school dress for normal school days. Lincoln Marti Charter Schools Osceola Campus reserves the right to interpret these guidelines and/or make changes during the school year.

The following is the uniform policy that is endorsed by the school. Students are required to follow this policy, and failure to do so will result in administrative action being taken against the student.

Kindergarten-5th Grade:

Boys & Girls: Lincoln Marti Polo with embroidered school logo (White or Navy)

Gray LMCS P.E. T-shirt.

Khaki long pants (**no jeans**)

Cold Weather Days: Jackets and sweaters are available at the uniform company.

PARENT INVOLVEMENT

The school encourages parents to become involved by participating in activities that are available to them. One example of this participation is the Educational Excellence School Advisor Council (EESAC). In order to participate, parents have to apply to be on the committee and then

attending the meetings. This committee meets quarterly and is responsible for assisting the Principal in making various decisions regarding different aspects of the school's functioning. It is also in charge of long-range academic and capital planning.

SCHOOL SUPPLIES

Each teacher will distribute a list of necessary school supplies for the class. Some items will be used for the entire community and some may be for your particular child. Please make sure that your child is

prepared for class each day with several sharpened pencils and anything else requested by the teacher.

COMMUNICATION

You can contact the Main Office at 407-530-5000 during the hours of 8:00 a.m. to 4:00 p.m. with **Mrs. Albert**. You can call your child in absent, contact the aftercare program; leave a message for anyone on our staff including your child's teacher. Please feel free to use this number whenever you feel it is necessary. **Please remember to check your child's backpack daily for letters and bulletins announcing upcoming events.**

IMMUNIZATIONS

Please make sure that all of your child's immunizations are kept up to date. Children entering Kindergarten - 2nd grade must have their Hepatitis B immunization upon entering school. Keep in mind that even if your child is not in Kindergarten this year, he/she must have his/her Hepatitis B immunizations by seventh grade.

STUDENT ACCIDENTS

Any student injured at school will be sent to the office. The parents will be contacted by the teacher or staff member in charge. All student accidents will be reported to the Principal and an Incident Report completed.

MAKEUP WORK

The student and the teacher shall work together to make up any missed assignments, tests, homework, etc., whether for excused or unexcused absences, up to the specified absence limit. Immediately upon return to school from an absence, the student shall be given the numbers of days missed plus one additional day to submit the make-up work for full credit.

FIELD TRIPS

The Lincoln-Marti Charter Schools Osceola Campus Board believes that field trips can be an integral part of the learning process in many areas of education. For purposes of this policy, a field trip shall be defined as an approved trip away from a school site.

ILL CHILDREN

IF THE STUDENT IS SICK, THE PARENT WILL BE CALL AND THEY MUST PICK UP THEIR CHILD IMMEDIATELY.

. Sick children belong at home so they can recuperate and not spread their illness to others! Children who become ill or injured will be escorted to the office. A pass must be filled out properly each time a child is sent to the office. The student will bring two copies back to class; one for their file and one to go home with them. Children are allowed to lie down in the office for fifteen (15) minutes. If a longer rest period is necessary, the parents will be called to pick up the child.

MEDICATIONS

All medications must be administered through the office. The proper paperwork must be completed and the office is responsible to schedule and administer all medications. Neither aspirin nor non-aspirin pain reliever is allowed without a doctor's note. **WE DO NOT SUPPLY ANY NON-PRESCRIPTION MEDICATION.** If your child needs to take any medication during school hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to our office to be placed in your child's health folder. All prescription containers must be current and match the authorized prescription. No over the counter drugs can be administered by anyone on staff.

STUDENT CONDUCT

Lincoln Marti Charter School Osceola, will follow the Osceola County Public Schools, Student Code of Conduct.

BULLYING PREVENTION AND HARASSMENT

School harassment is a serious issue. It is the policy of the school to maintain learning and working environment that is free from harassment of any type and supports safe, supportive school climate for all of our students.

Bullying can include behaviors such as: physical violence and attacks, extortion and theft, taunts, name-calling and put-downs, peer group exclusion, threats and intimidation, and cyber bullying.

Any student that believes he or she has been harassed or bullied should report it immediately to a teacher, counselor or administrator. Any school employee made aware of bullying shall report it to the principal. Ways that the parents/guardians can help if your child is being bullied:

- Be supportive
- Listen, get the facts, and assess your child's feelings
- Let your child know that it's not his or her fault
- Praise your child for discussing the bullying
- Find out what your child feels he or she needs to feel safe
- Communicate with your school
- Let school officials contact the other child's parents

- Talk regularly with your child and school to assess whether the bullying has stopped.
- Encourage and support your child in making friends.

RIGHTS OF EXPRESSION

Every student has rights and freedoms given to them by the First Amendment of the United States Constitution. The school recognizes these students' rights. However, the Supreme Court has recognized that school rules and regulations that affect speech are lawful unless there is an apparent abuse of power or judgment on the part of the school. Therefore, the rules and regulations established in this handbook are reasonable and valid in the pursuit of a quality education for every student in the school with minimal disruptions. Students have a right to express opinion or concern as long as they remain in the boundaries of the school rules and regulations.

STUDENTS are STRICTLY Prohibited from using Cell phone during school hours.



REPORT CARD GRADES

Report Card Grades

Teachers will determine report card grades that provide the student and the student's parent(s)/guardian(s) with an objective evaluation of the student's scholastic achievement and effort. Students and parents are to be advised of the grading criteria employed in the school and in each class at the time of enrollment.

Marks are based on the quality of student performance relative to expected levels of achievement of the Florida Standards that the teacher observes and evaluates.

The student's academic grades are to reflect academic achievement. The quality of the work will be assessed by multiple measures that include, but are not limited to:

- ☐ Teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, student participation and demonstrations);
- ☐ classroom. Assignments (reports, term or research papers, models, projects, exhibits, posters, computer programs and homework);

- ☐ examinations (essay, multiple-choice and completion tests, oral tests and skill tests requiring demonstrations);
- ☐ weekly core curriculum benchmark assessments;
- ☐ alternative methods (portfolios and performance assessment

A student's academic grade reflects the teacher's most objective assessment of the student's academic achievement. Instructional staff uses evaluative devices and techniques as needed to report individual achievement in relation to school goals, acceptance norms, and student potential. Student grades, unsatisfactory work notices, parent reports on state assessment **and/or standardized testing, parent conferences, and adult/student conferences should serve as the primary means of communicating student progress and achievement of the standards for promotion.**

Specific guidelines for grading student performance and for reporting student progress are provided below and detailed in the *Student Progression Plan*. To view the plan, go to:

<http://www.osceola.k12.fl.us/School Board Rules/index.asp>

Academic Grades: Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject. Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

GRADES K-1	VERBAL INTERPRETATION
O	Outstanding/Exceeds Expectation
S	Successfully Meeting Standards
N	Not Demonstrating Consistently
U	Unsatisfactory/Needs Attention

GRADES 2-5	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	89-100%	Outstanding progress	3.50 and above
B	80-88%	Above average progress	2.50-3.49
C	70-79%	Average Progress	1.50-2.49
D	60-69%	Below Average Progress	1.00-1.49
F	0-59%	Not Passing	0.99 and below
I	0%	Incomplete	0

Special Area classes in Grades K-5, the following grading scale may be used:

GRADES K-5	VERBAL
	I
INTERPRETATION	
O	Outstanding/Exceeds Expectation
S	Successfully Meeting Standards
N	Not Demonstrating Consistently
U	Unsatisfactory/Needs Attention

If an "I" (incomplete) is recorded on a report card, the requirements for which the incomplete was assigned must be satisfied within two weeks of the issuance of report cards or the "I" becomes "F." At the teacher's discretion a longer period of time may be allowed for makeup work.

EMERGENCY PLAN

We ask that you please take a moment to review the seriousness of these drills with your child.

FIRE DRILL

During a fire drill, all classes will take the primary route indicated on the room Evacuation Chart. Students will walk silently in a single line out of the room and at least sixty feet (30 steps) away from the building. Students will remain outside until the end of the drill.

Under ordinary circumstances, all doors and windows should be closed by the last one to leave the room. Do not lock your doors so that the fire crews have access. The lights and air conditioning should be turned off. In case of an emergency, the teacher may use his/her discretion as to whether the lights may be turned off.

Fire drills are required by State Law at least once each month. LINCOLN MARTI CHARTER SCHOOLS OSCEOLA CAMPUS feels that students and staff need to be prepared, so our drills are practiced monthly. Students and staff **MUST** exit the building upon a fire alarm signal, with the exception of the Administrative staff. No student or staff member should return to the building until the all clear signal is given. All students and staff should re-enter the building without talking in case of verbal directions are needed to exit the building again.

BOMB THREAT/SERIOUS THREAT OR ENDANGERMENT

TURN OFF RADIOS! No exceptions. Radio transmissions can activate devices. Upon receipt of a bomb threat or other threatening situation requiring evacuation of the school building, an evacuation signal will be issued. The signal will be the fire alarm signal. All students and staff members, with the exception of the Administrative Staff, **MUST** evacuate the building immediately using the Fire Drill Plan unless otherwise specified over the walkie talkie system. Upon leaving classroom, please scan the room for any objects that are out of the ordinary. Do not touch or rearrange anything in the classroom, especially suspicious items such as bags and packages. 9-1-1 will be called by the Administrative Staff and the Bomb Squad will be sent to investigate. The Principal, President and building supervisor will meet in the office to begin the search pattern. A staff member may volunteer to assist with the search, but is not required to do so. If no foreign object is found, students and staff will remain outside the building until the Bomb Squad permits access back into the building. No student or staff member should re-enter the building until the all clear signal is given.

SERIOUS INCIDENT

Should a situation occur where student/staff is concerned, an announcement will be made over the intercom. The announcement will say, "We are in Lock Down Mode, remain inside until further notice."

At that time, all staff should remain in the rooms where they are located and the teacher should remain in the rooms where they are located and the teacher should immediately lock all classroom doors. All students and personnel should crouch on the floor away from all windows. When there is no longer an emergency, the following announcement over the intercom system, "Teachers and Students, the emergency situation at our school has been taken care of and you may resume your normal routine."

BIO-HAZARDOUS THREAT

In the event that there is danger concerning our school where bio-hazardous material is concerned, all students are to evacuate their classrooms and go to the corresponding fire evacuation staging areas. All air conditioning units are to be turned off immediately. In the event that the danger is imminent, remain in classrooms, ensuring that all doors are sealed shut as well as all windows.

EMERGENCY EVACUATION

In the event that we are faced with a dangerous situation that requires students and personnel to be removed from campus, an evacuation route is in place. An intercom announcement will be made by the administration stating that there is an incident threatening our school, and to immediately follow emergency evacuation procedures. All students and faculty will leave their classrooms and proceed in an orderly fashion toward the fire evacuation staging areas to await further instructions.

RESPONSIBILITIES FOR ALL STAFF MEMBERS DURING EMERGENCY DRILLS SITUATIONS

ALL STAFF MEMBERS,

It is imperative that all personnel is prepared should an emergency situation occur. Be aware of all drill and evacuation procedures. Know the contingency plan. Please review the attached addendum to our handbook.

TEACHERS

Have available at all times, a pile/bag consisting of grade-book, emergency contact numbers, class list, radio, report cards, personal belongings, and any other essential documents. Make sure that if your class is in a special area that you immediately go to your students and escort them to the appropriate place. Cell phones will be a necessity.

TEACHER ASSISTANTS

If you have any students, escort them to the rest of the class. Follow safety procedures and make sure that all students are safely conducting to their evacuation route.

SPECIAL AREA TEACHERS

After the teacher relieves you from their class, assist all students to the appropriate evacuation site.

OFFICE STAFF

Everyone will have a responsibility. Receptionist- green boxes of Emergency Contact Forms, Assistant Principal - all important staff information such as emergency contact numbers. Secretary ensures that all files are locked, air is off, and doors are shut/locked depending on situation. Also, make sure that all radios are taken with you. Don't forget to take all of your personal belongings

SECURITY

Ensure that all gates are unlocked and unobstructed. Make that there are no cars or service vehicles parked so that walking traffic cannot get by. Go around all classrooms, turn off air conditioning systems, lock all doors, and turn off lights. Make sure that the fire alarm is activated and working properly.

GRIEVANCE PROCEDURES FOR PARENTS

If parents disagree with established rules of conduct, policies, or practices, they can express their concerns through the problem resolution procedure.

If a situation occurs when parents believe that a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The parent may discontinue the procedure at any step:

- ☐ Parent present the problem to the Principal, in writing, within 5 school days after incident occurs. If the Principal is unavailable or the parent believes it would be inappropriate to contact the Principal, parent may present the problem to President or any other member of the Board.
- ☐ Principal responds to the problem during discussion or within 5 school days, after consulting with appropriate management when necessary. Principal documents the decision.
- ☐ Parent presents the problem to the school's designated conflict resolution person of the school, in writing, within 5 school days, if problem is unresolved.
- ☐ Conflict resolution contact person reviews and considers the problem and decides whether the problem can be resolved at the school or requires a Board decision. Parent is informed of the decision within 5 school days.

GLOSSARY/DEFINITIONS

To help you with parent-teacher conferences

1. **DISCIPLINE** - A set of rules that develops self-control and orderliness in students by providing logical consequences for both appropriate and inappropriate behavior; the goal being a safe orderly education for ALL STUDENTS.
2. **ESE** - Exceptional Student Education. ESE has its own large sub-dialect of terms, including EBD (Emotional Behavioral Disability, formerly called "EH" for Emotionally Handicapped), LD (Learning Disabled) and gifted.
3. **FISH** - Florida Inventory of School Houses or how many students in the state a school can hold.
4. **FTE** - Full-time equivalence (one student, or several parts of students that add up to one whole student, used to determine how much money the state gives a school district)
5. **IEP**- Individualized Educational Plan. Under federal law, all ESE students are entitled to an IEP.
6. **RESPECT** - To be courteous to those around you, to show consideration.*
7. **STAKEHOLDER**-A person who has a vital interest in something; one of the people who provides input to the input-rich process.
8. **ATTENTIVENESS** - Show the worth of a person by giving full concentration to his or her words. *
9. **OBEDIENCE** - Cheerfully carrying out the directions and wishes of those who are responsible for me. *
10. **TRUTHFULNESS** - Earning future trust by accurately reporting past facts. *
11. **DISRESPECT** - To be rude or discourteous to another person, talking back or arguing with another.
12. **CONSEQUENCES**-A result of one's actions.
13. **LUNCH DETENTION** -Eating in the lunchroom or office with no peer interaction.
14. **ADMINISTRATIVE DETENTION** - Being detained from 3:00- 4:00 or 4:00 to 5:00 p.m. in the office.
15. **TEACHER DETENTION** -Being detained with teacher (time to be determined by the teacher)
16. **OSS - OUT OF SCHOOL SUSPENSION** - To take away the privilege of attending school for a certain number of days, outside the school. Class work missed during OSS may not be made up for credit.
17. **ISS - IN SCHOOL SUSPENSION** - To take away the privilege of attending classes; remains in school and may get credit for work completed during ISS.
18. **POSSESSION**- Ownership, to carry on you as if you owned it, to have in your control.

*Definitions taken from CHARACTER FIRST! (Character Education Series)

2025 - 2026
Parent Contract

We would like to inform you the following school rules and procedures:

- D Students who are absent from school will be marked unexcused until they provide written documentation to justify the absence. Written documentation must be received within 3 days of the absence.
- D School begins at 8:00 a.m. Any student arriving after the start time will be issued a late pass. Please note Lincoln-Marti Charter Schools is not responsible for students who arrive prior to 8:00 a.m., including those enrolled in the before care program.
- D Students will NOT be released to any person whose name does not appear on the emergency contact card kept on file in the main office. Students will not be dismissed 30 prior to dismissal time without previous notice. There are NOT EXCEPTIONS!
- D Please be advised that any unauthorized item brought by the student to the school will be confiscated. The school administration reserves the right to keep said item until claimed by the student's parent or guardian at a meeting with a school administrator to review the list of unauthorized items and the consequences for bringing said to school. Any reoccurrence of this type of infraction by a student will be grounds for the school to confiscate the offending item to be returned only at the end of the school year.
- D Transportation must be provided or arranged by the parent or guardian. The school is not responsible for any child's transportation to and from school. The school shall comply with the requirements of Section I006.22 Florida Statutes.
- ☐ Uniforms must be worn every day. Uniform jackets and sweaters are available for cold days. No other cold weather clothes must be worn.
- D Students are required to bring their lunch in the morning or to eat the food provided at the cafeteria. Students who are eligible may receive free or reduced price meals through the National School Lunch Program. PARENTS ARE NOT ALLOWED TO DROP OFF OUTSIDE FOOD, SUCH AS MCDONALD'S OR BURGER KING DURING THE DAY.
- D Lincoln Marti Charter Schools students are Osceola County Public Schools students and must abide by the Osceola County Public Schools Student Code of Student Conduct.
If any provision of this contract is contradicted by School Board rule or Florida Statutes, School Board rule and Florida Statutes shall prevail.

We understand the rules for the Lincoln-Marti Charter Schools Osceola Campus and will abide by them.

2025-2026 Parent/Students Acknowledgement of Receipt and Review

Parent/guardians of each student and student(s) enrolled in Lincoln Marti Charter Schools Osceola Campus must sign and return this form to the school to acknowledge that he/she has accessed and viewed the online version or obtained a current copy of the following:

Code of Student Conduct
Parent Contract Parent/Student
Handbook

The school will maintain records of the signed records.

I acknowledge receipt of the notification regarding accessing or obtaining a copy of the Code of Student Conduct through the Parent Portal or via the internet web address and that I have read and discussed the above-mentioned documents with my child.

_____	_____
Parents/Guardian Name (Please Print)	Date
_____	_____
Parents/Guardian Signature	Date
_____	_____
Student's Name (Please Print)	Date
_____	_____
Student's signature	Date

**PLEASE RETURN THE SIGNED COPY OF THIS FORM TO THE SCHOOL WITHING
FIVE (5) SCHOOLDAYS UPON RECEIVING THE ACKNOWLEDGMENT.**

