



 **Bonita Springs Charter School** 
Student Handbook

Agenda Book

All students are required to purchase an official school Agenda Book. A parent **MUST** sign the Agenda Book daily. Middle School students are expected to have their Agenda Books at all times during school. Students may be subject to disciplinary action if the Agenda Book is not with them, not signed, or defaced/destroyed. It will also serve as your restroom and/or hall pass when signed by a teacher.

Announcements

Each school day begins with the Pledge of Allegiance. Morning announcements are made on the Gator News. While the news is on, everyone is expected to be seated, remain silent, and listen carefully. Announcements are made via T.V. sets and/or the PA system. Students wishing to have announcements read should submit them in writing to the office at least two days **BEFORE** they are to be announced. Afternoon announcements are made via the PA system just prior to dismissal. Other announcements may be made as needed throughout the school day; however, every attempt will be made to prevent disruption of regularly scheduled class activities.

Arrival/Departure

School doors are open to students at 8:00 A.M. There is **NO** supervision for students before 8:00 A.M. All students arriving before 8:00 A.M. are to be enrolled in the Before School Program. Students eating breakfast may arrive at 8:00 A.M. Teaching and learning begins promptly at 8:30 A.M.

At the conclusion of the afternoon announcements, all students are dismissed via the PA system at 3:00 P.M. and students are expected to follow the guidelines below:

Students who are picked up by a parent are expected to report to the **CAFETERIA/DISMISSAL ROOMS** and wait for their name to be announced. For safety reasons, students may not walk through the parking lot to reach a parent; parents are expected to drive to the proper pick up area and pick up their children.

Students will **ONLY** be released to the people identified on the **EMERGENCY CONTACT** form. Please bring proper identification (a Driver's License or Photo ID) when picking up your child. No sign outs after 2:30pm.

Students who walk home or ride bicycles home are expected to walk to the designated area and wait until they are given permission by a teacher to leave. Staff members will escort students who walk and students who ride bicycles safely off campus. Walkers and bikers must **WALK** until they cross the street. All walkers and bikers must cross **ONLY** at the crosswalk and only after receiving permission from an authorized adult.

Students who ride the bus are expected to walk to their bus and board IMMEDIATELY. The order of buses will be communicated and remain consistent throughout the school year.

Students NOT picked up by 3:30 P.M. will be sent to the After School Program and assessed a late fee of \$20.00.

Assemblies

Assemblies are held during the year for the benefit of the student body. Assembly behavior should be refined and courteous. All students should give the speaker and/or performers their undivided attention. Gestures of appreciation should be in the form of applause. Manifestations of disenchantment or poor behavior are considered in bad taste and shall be subject to disciplinary action.

Athletic Sports (Intramural) Programs

Bonita Springs Charter School offers several athletic sports programs which operate after school for middle school boys and girls. Some of these programs which occur throughout the school year are as follows: basketball, cross country running, volleyball, soccer, track & field, golf and tennis. Student athletes MUST maintain proper behavior and conduct, especially when their sport is in season (any type of disciplinary action could jeopardize the student's participation during the intramural sport). Student athletes MUST maintain proper academic status (C average or above) to fully participate during their sport.

Attendance

Regular attendance is NECESSARY for a student to take full advantage of available educational opportunities. Students are counted present when they are in assigned classes, serving internal suspension, participating in a school-sponsored function, and on an educational field trip. When a student accumulates 19 or more absences and additional absences occur which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness must be submitted by your parent/guardian. Tardiness is late arrival to class or to school, or the failure to sign-in upon arrival to school. Consequences for tardiness will be in accordance with the Code of Conduct. Any student arriving after 8:30 is considered tardy and must be signed in by parent at the front desk. Students are expected to be in school except in cases of emergency or for reasons as outlined below:

1. Personal illness (medical evidence may be requested).
2. Death of a relative.
3. Religious holiday(s) of the specific faith of the student.
4. Subpoena by any law enforcement agency.
5. Any other reason must be excused by the administration PRIOR to the absence.
6. Students who are out of class without permission will be referred to the appropriate administrator.

The school principal or designee is the only person authorized to excuse a student's absence.

Student's Responsibilities Regarding School Attendance

A student is expected

- to be in school every day and ON TIME in every class unless excused.
- to bring appropriate materials (including the Agenda Book) to ALL classes.
- to be prepared to work in EVERY class.

- to be responsible for obtaining and completing ALL assignments missed during an absence.

Parents' Responsibilities Regarding School Attendance

A parent is expected

- to contact the school by phone on each day of the student's absence. Call 390-2796 to report the absence before 9:00 A.M.
- to send a note on the day the student returns specifying the date(s) and the reason for the absence.

Failure on the part of the parent to do either shall result in the student receiving an unexcused absence.

Awards

Every grade level may hold an awards assembly each quarter. We want to celebrate and reward your successes. Set your goals now and aim for all three certificates: perfect attendance, outstanding behavior (no detentions, no referrals) and honor roll.

Your teachers will also be giving other awards for classroom achievements at the End of Year Awards Assemblies.

Backpacks

All elementary students are required to purchase a backpack (no rollers). All middle school students are required to purchase a backpack (must be purchased from the school). Students are expected to have their backpacks DAILY.

Before School Program and After School Program

BSCS operates a Student Before School and After School Program. Participation in the BSCS Student Before School and After School Program requires an information form to be completed (these forms can be picked up in the main office). Completed forms can be returned to the main office. Students not picked up from school by 3:30 pm will be sent to the After School Care Program and assessed a late fee of \$20.00.

Bicycles

It is a privilege for students to bicycle themselves to and from school. Permission forms are available in the front office. Bike racks are provided behind cafeteria 1. Bikes are expected to be locked at all times while at the bike racks. Bikes are not to be ridden around the school at ANY time. Responsibility for bikes cannot be assumed by the school. Florida law requires all bicycle riders under the age of 16 years of age to WEAR a properly fitted helmet, fastened securely onto the rider's head by a strap. Not wearing a helmet can subject the bike rider to a citation issued by law enforcement.

Buses

It is a privilege to be able to ride the bus to and from school. Your bus driver has your safety in mind and has established rules necessary to insure safety. These rules are posted at the front of the bus. In addition, all school rules are applied on the bus.

BSCS Bus Safety Rules

1. The driver is in full charge of the bus and all students. Students **MUST** obey the driver at all times.
2. Students shall keep **ASSIGNED** seats at **ALL** times with arms and head inside the bus.
3. Eating, drinking, or chewing gum **WILL NOT BE ALLOWED ON THE SCHOOL BUS.**
4. Anything that interferes with student safety will **NOT** be allowed, such as fighting, profanity, abusive language, large or sharp objects, fireworks, balls, bats, radios, CD or tape players, animals, and glass containers.

If the bus driver finds it necessary to write a bus referral for a student, the consequences will follow the Code of Conduct.

A bus suspension **DOES NOT MEAN** that you are suspended from attending school. When a student is serving a bus suspension, you are still required to attend school.

Severe Misbehavior: Automatic Bus Suspension

(Severe misbehavior includes, but is not limited to, tobacco, alcohol, fighting, gross defiance/disrespect, and **ALL** behaviors that interferes with the safe and orderly operation of the bus.)

****Please Note: Parents will be liable for all repair expenses of damage incurred by vandalism or willful acts of destruction.**

****Riding other buses or requesting to get off at a different bus stop other than the one assigned will NOT BE APPROVED.**

Cafeteria

In order to get the most from your school day, all students should begin the day with a good breakfast. At school, students are encouraged to eat a nutritious breakfast and/or lunch in our cafeteria.

Prices are:	BREAKFAST \$1.50	LUNCH \$2.85	MILK \$.50
Reduced:	.30	.40	

A computerized payment system is used in the BSCS cafeteria. Each student is assigned an identification code. This code should be kept private and not shared with other students.

Please be sure that if your child is going to purchase hot lunch or breakfast that there is money in there account. Credit will not be extended past \$8.00. At that time, a lunch substitution will be given or a lunch will need to be packed for your child until their account is current.

Students are expected to behave and respect the rights of others by demonstrating good manners and good human relations.

BSCS Cafeteria Rules

Form SINGLE FILE lines at each entry. No crowding, holding, or cutting.

Be SEATED at your assigned table. Remain seated!

Leave eating area CLEAN.

Be RESPECTFUL of staff and your peers.

Throw away your trash and empty containers. Recycle if possible.

Do NOT throw or play with food.

Do NOT remove food or drinks from the cafeteria.

Vending machines can ONLY be used at lunchtime.

Soft Drinks and Energy drinks are prohibited.

You are to REMAIN in the cafeteria until dismissed.

Consequences for NOT respecting the cafeteria range from Lunch Detention, After School Detention, ISS, or OSS.

Cell Phones

Students are permitted to bring cell phones with them to school in case of emergencies before and after school. Once students arrive at school they will be required to turn off the phone and hand it in to their homeroom teacher to keep for the day. The phone will be returned at dismissal. Any calls during the school day will be made or received by the front office or clinic (students will be called to office for emergencies only). Discipline for cell phones will be in accordance the Code of Conduct.

Change of Address

It is the responsibility of each student and parent to inform the registrar of a change of address or phone number immediately and provide needed support documentation. Having accurate information facilitates communication between school and home.

Clinic/Medication

If you become ill or are injured during the school day, ask your teacher for a PASS to the clinic. You cannot enter the clinic without your signed Agenda. If you are too ill to remain at school, your parents or the person designated as your emergency contact will be called to come and get you.

Medications:

To enable students to receive their prescribed medications during the school day, a special medication/treatment form must be completed. This form requires the signature of the doctor prescribing the medication and parent's signature. Parents cannot fax information to the school.

Medications must be properly labeled in the original container from the pharmacy. Please notify the school nurse of any medication changes. A nurse or the principal's designee distributes medication in all circumstances. **Students are not permitted to carry medication. All medication is to be dispensed by the nurse or principal's designee.**

Clubs and Organizations

Bonita Springs Charter School has service clubs, special interest groups, and intramural sports. The aim of BSCS is to provide an opportunity for all students to become involved in a group sponsored activity. Students should listen to announcements for more information about these available activities offered at

BSCS. All students participating in extracurricular activities must comply with the conduct required by the Code of Conduct for students.

Communication Guide

BSCS has created a Parent Communication Guide with specific details about who to contact with issues or concerns and how to reach these individuals. Upon the commencement of school, a copy will be sent home. The returned signature page validates review and understanding. Parents should continue to consult with your teachers regarding any problems or questions of concern. It is the desire of the administration and faculty to be of service to both parents and students. Every teacher welcomes a conference with any parent. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient time BEFORE 8:00 A.M. or AFTER 3:15 P.M. Parents may NOT meet with a teacher before or after a class unless a conference has been scheduled.

The Bonita Springs Charter School newsletter will be made available online at the beginning of each month. A copy will be made available in the office for parents WITHOUT Internet access. Other formal school communications will be sent home on Wednesdays and Fridays in the school folders.

Conferences

Parent conferences may be scheduled BEFORE 8:00 A.M., AFTER 3:15 P.M., and during a teacher's individual conference period. To schedule a conference, EMAIL the teacher or PHONE the school office.

Crisis Team

Bonita Springs Charter School has a team of administrators and guidance personnel who have been specially trained to handle emergency conditions that may arise with the school and the school community.

Dances

Throughout the year there will be several school dances.

- ALL school rules apply to dances.
- Student dress MUST be in accordance with BSCS school rules and good taste.
- Student conduct MUST be in good taste.
- Chaperones will REMOVE anyone they believe has been misbehaving. Students are subject to all school rules on drinking and smoking.
- Decorations are to be left for enjoyment for the duration of the dance—any student dismantling decorations may be asked to leave immediately.
- Students are NOT to leave the designated area and re-enter.
- If a student leaves before the end of the dance, they are to notify a chaperone and call their parents.
- Students must be picked up promptly from the dance. Students picked up late may lose the privilege of attending future dances.
- Students must be in attendance at school ON the day of the dance.
- Students asked to leave a dance for displaying inappropriate behavior WILL be subject to school consequences: detention, suspension, or the loss of the privilege of another dance/activity.
- BSCS students ONLY may attend.
- Administration determines eligibility for dance attendance.

Discipline Plan

Our goal is to provide a safe learning environment for each of our students. This is not possible if students disrupt the school. Teachers, support staff and administrators will NOT tolerate disruptive students after efforts have been made to help students change their behavior.

The Bonita Springs Charter School staff expects appropriate behavior from every student. If a student chooses to violate school rules, he/she will suffer the consequences for his/her choice. In any situation where a violation of the Code of Conduct or school's discipline plan is alleged, the principal or principal's designee shall hear the student's explanation and carry out an investigation before imposing any disciplinary action.

Rule Infractions: The STUDENT CODE OF CONDUCT lists offenses that are representative of those acts which frequently cause disruption of the educational setting. This list is not all-inclusive; therefore, a student committing an act not listed will nevertheless be subject to the discretionary authority of the principal. The goal is to bring about positive student behavior. During the first week of school, ALL students receive a copy of the STUDENT CODE OF CONDUCT (contained within) that parents are asked to review with their child. The returned signature page validates review and compliance.

Positive Consequences: Students who choose to follow the school rules are eligible to participate in all school wide activities. These include, but are not limited to athletics, parties, field trips, school dances, clubs and special events.

Negative Consequences: The consequences associated with a discipline referral are determined after considering the severity of the infraction and the frequency of detentions/referrals. Consequences are designed to become progressively more severe. A variety of consequences are administered in an effort to provide an appropriate punishment for the violation and focus on teaching students the importance of being responsible for their actions. It is the **STUDENT'S** responsibility to take home the copy of the referral regarding disciplinary action and inform his/her parents of the circumstances leading to the action.

Progression of Negative Consequences: A student receiving three (3) referrals during any single grading period will be issued an after school detention by administration. A student receiving three (3) after school detentions during any single grading period will be suspended from school for one (1) day. The student will be issued a referral by administration listing the three (3) dates of after school detentions and giving the date of the suspension. That student will receive an additional one (1) day of suspension for each additional after school detention that has been served. Administration will meet with his/her parents to discuss alternative placement at this time.

Dress Code

Students and parents need to be aware of the importance of good grooming and its effect upon the learning environment. A higher standard of dress encourages respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school hours. BSCS reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance shall wear a school uniform, purchased through the designated uniform company.

NEW STUDENTS who start during the school year are required to purchase a shirt from the school office at the time of registration. This shirt must be worn until all other uniform shirts are ordered/delivered. Only khaki or navy blue pants **MUST** be worn until the purchased uniforms are delivered. **ALL** new students must make an appointment to order uniforms within 5 school days of starting BSCS. **NO** jeans/denim can be worn at any time except as noted for Dress Down Days.

Hair and Make-up: Hair must be neat and clean with no “unnatural” colors, i.e., fluorescent, combination and/or bright colors, mohawks, spikes, etc. Hair that is distracting to the educational setting in anyway will **NOT** be allowed. This is left to the administration’s discretion. Hats/bandanas may **NOT** be worn. **NO** make-up can be worn in school. Students wearing make-up will be asked to remove it and receive further disciplinary action.

Shoes: Safe footwear shall be worn at all times. Students must wear closed shoes at all times. We recommend tennis shoes or flat dress shoes. No boots of any kind or shoes with metal tips, no rubber flip-flops or bedroom slippers, no stacked or pumped shoes, no sling back or backless shoes, no light-up or roller-skate shoes and no crocs are allowed.

Socks: All socks **MUST** be white, black, or navy.

Shirts: All shirts **MUST** be tucked in and buttoned at all times. Shirts must be purchased from the designated uniform company. If undershirts are worn, they **MUST** be white.

Slacks/shorts/skorts: All uniform slacks/shorts/skorts must be purchased from the designated uniform company and worn at the waist with a belt and be in good repair. Intentionally altered clothing or unbuttoned and ill-fitted garments are not acceptable. Ill-fitted garments include, but are not limited to, garments that are too small so as to reflect immodesty or too large so as to appear to be falling off the body. All pants must be worn appropriately at the waist, not sagging.

Belts: A **PLAIN** belt must be worn at all times with any article of clothing that has belt loops. It should be fitted around the waist so that excess length can be tucked in loops and **NOT** hanging. Belts must be khaki, black, or navy.

Jewelry: Students may **NOT** display body piercing other than one earring per ear. Either a stud or a tiny hoop (no larger than an adult pinky finger) earring can be worn for safety purposes. Limited jewelry is permitted such as one watch, small bracelet, and/or thin necklace. Necklaces shall be worn inside of school uniform **NOT** on top for safety purposes.

PE Clothing: Elementary (K-5) students may wear school T-shirts (purchased from the designated uniform company) **ONLY** on PE days. Athletic shoes must be worn.

Middle School (6-8) students **MUST** change into school approved PE attire (purchased from the designated uniform company) for PE class. All students “dress out” in BSCS uniform: shirt and shorts, for activities. Athletic shoes must be worn.

All students MUST accept the responsibility of keeping their PE locker locked at all times to prevent lost or stolen property. A student's grade in PE is determined by a combination of dressing out, participation, skill development and improvement, knowledge and application of rules and strategies, responsibility for belongings, sportsmanship, and cooperation.

General: At NO time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. ALL clothing should be labeled with student's name. Students may ONLY wear school sweaters, school sweatshirts, or school fleece jackets to class. All non-BSCS outerwear must be hung up and left in homeroom.

BSCS Dress Code Violation Consequences

Students who are inappropriately attired will be required to correct the situation and/or be subject to the consequences set in the Code of Conduct.

Emergencies/Health Information Card

All students are required to have an up-to-date emergency/health information card. In the event of an emergency, the school MUST have accurate telephone numbers for both parents or guardians and designated contact people. This helps ensure the most efficient communication between school staff and parents/guardians.

Emergency Drills

Emergency/fire drills will be held periodically during the school year. An evacuation plan is posted in each room and students should study the plan and become familiar with it. Teachers will give detailed instruction on the proper evacuation procedures. ALL students shall leave the building quietly during the drill and remain with the teacher at all times.

Final Exams

Middle School students will be given final exams at the end of the school year in core academic subjects. Every student must take his/her exam. If for some reason a student is unable to take his/her exam, the parent must contact the administrator to be excused and the STUDENT is responsible for making arrangements with the teacher to make-up the exam. Students will receive a ZERO on the final exam if the test is not taken, which will affect final grades.

Field Trips

Students MUST attend school all day to participate in a field trip that is scheduled on that day. To participate on a weekend field trip, students must attend all day the last school day PRIOR to the field trip. Permission slips MUST be filled out completely and signed and returned by the preset deadline for each field trip. Field trip costs are predetermined based upon a certain number of participants who will share the total expense. The ONLY consideration for a refund would be upon a verifiable death in the family or an injury to you that precludes you from field trip participation. Most fees are pre-paid and thus non-refundable. Administration determines eligibility for field trips.

Gator Card

The Gator Card is the behavior modification tool, for grades 3-5, we use to record student behavior. This card is included for every quarter in the agenda which they MUST carry with them at ALL times. If a staff member witnesses a student behaving poorly (per the student handbook), he/she will ask the student for his/her Gator Card. Staff members will fill out and initial the card, keeping track of the student's behavior.

Grading System

The evaluation of student achievement is one of the important functions of the teacher. The BSCS grading scale is as follows:

Grades K-1	Grades 2-8
E – Excellent	90-100% A – Outstanding Performance
S - Satisfactory	80-89% B – Above Average Progress
N – Needs Improvement	70-79% C – Average Progress
U - Unsatisfactory	60-69% D –Lowest Acceptable Progress
	0-59% F - Failure

Progress Reports and Report Cards are issued four times during the school year. The computerized Progress Report and Report Card indicates an academic grade and instructor's comment(s) for each subject in which the student is enrolled. Attendance is also reported on this form. Progress Reports and Report Cards are sent home. The envelopes are to be signed by your parent/guardian, and returned to school.

Grievance Policy

If a student feels that he/she has been unfairly treated, he/she may appeal a decision based upon any policy or procedure. First the student is to discuss the matter with his/her teacher or guidance counselor. If the conflict still exists, the student should then discuss the matter with the administration. If the conflict is not resolved the student may appeal in writing to Charter Schools USA at 6245 N. Federal Hwy., 5th Floor, Ft. Lauderdale, Florida 33308 or by phone at 954-202-3500.

Guidance and Counseling Services

The BSCS guidance counselor is available to assist you with your problems whether they are personal, academic, or social. Communication with your counselor is confidential. Counseling appointments are made through your teachers. Students MUST request a PASS from their teacher or have a PASS from the guidance counselor to come to the office.

Gum

Our goal at BSCS is to maintain a clean and attractive environment; therefore gum is **NOT** permitted on campus. All violators will be subject to disciplinary action.

Health Screenings

Health screenings consist of the following types of evaluations: vision, scoliosis, and hearing. If students or parents have any questions or concerns regarding the screenings, they should contact the school nurse.

Healthy Snack Policy

Offering healthy snack choices in the classroom is an important part of creating a healthy school environment.

Snacks are important for providing children with nutrients to support growth and learning. Celebrations and special events during the school year provide an opportunity to have food as a special treat in the classroom. We specifically request that parents avoid sending cookies, cupcakes, candy, cake, and any other sugar treats to school for your child's birthday treat. Smart snacks enhance children's academic and athletic performance, and provide an opportunity to apply nutrition education principles by having students plan their snack.

Nutrient rich snacks can help fill nutrition gaps faced by today's overweight, and undernourished school aged children. In planning classroom parties, snacks and school wide events, encourage children and families to make healthy food choices. With a little imagination, snacks and parties can be fun and still provide healthy, nutrient-rich foods.

All parents and school staff who supply snacks for the classroom are encouraged to provide healthy food choices. By doing this, you are reinforcing the importance of healthy eating and contributing to the improved eating habits of students!

Try these healthy snack ideas for the classroom:

- Single serve packages of trail mix
- Single serve bags of pretzels
- Single serve bags of carrots
- Single serve bags of animal crackers
- Single serve bags of baked chips/crackers
- Single serve bags of low fat popcorn
- Single serve low fat string cheese
- Single serve low fat granola bars
- Single serve raisins/dried fruit
- Single serve nuts/seeds
- Single serve bag of rice cakes
- Single serve bag of chex mix
- Water – (No Sodas)

Due to food safety and other concerns, parents and school staff are strongly encouraged to bring in snacks in pre-packaged as single servings in their lunch box.

Homework

Homework is a necessary part of your educational program. Homework is intended to be a meaningful follow up to classroom instruction. You will generally receive homework from EACH teacher several times a week depending on the subject. You are expected to do ALL assignments and to hand them in when they are due. At three missed assignments a referral will be issued and a detention will be assigned. Forgotten homework will **not** be delivered to class. You are expected to maintain a complete listing of all your assignments in your Student Agenda. If you do not understand an assignment after trying to do it at home, please bring a note indicating the problem you experienced.

Teachers use the following time schedule as a guide when assigning homework:

- Grade K/1 – 15 minutes
- Grade 1 – 20 minutes
- Grade 2/3 – 30 to 45 minutes
- Grade 4/5 – 60 minutes
- Grades 6/7/8 – 90 minutes

These times are a guide and are based on average ability and concentration. Students in honors or gifted classes will usually have more than the average amount of homework. If you do NOT complete class work in class, you may be asked to complete class work in addition to homework. **Homework will be assigned Monday-Friday.**

You are required to make up assignments, tests, homework, etc. that are missed due to excused absences. Make-up work must be completed within a reasonable time, not to exceed the number of days you missed plus one additional day. Assignments missed during any period of three or more consecutive days of absence may be requested by your parent. The work can usually be made available within 24 hours of an appropriate request. It is YOUR responsibility to obtain assignments from the appropriate teacher(s) upon returning to class immediately following your absence and not receive an academic penalty unless the work is not made up within a reasonable time. Students can also check SIS for their assignments.

Study Hall is available after school for those students experiencing difficulty completing homework in a timely and efficient manner.

Honor Roll

Two Honor Rolls are recognized at BSCS for grades 2-8.

- **High Academic Honors** – All A's in all subjects (including electives)
- **Honors** – All A's and B's in all subjects (including electives)

Lost and Found

Throughout the year students lose or misplace articles of clothing, book bags, school supplies, lunch boxes, shoes and many more items. In an effort to prevent the loss of such items, your belongings SHOULD be labeled. All lost and found items are placed in the cafeterias; valuables are stored in the Front Office. Quarterly, lost and found items are taken to a needy organization as donations.

Media Center

BSCS offers a very well equipped Media Center, which provides instructional, supplemental, and recreational materials in the form of books, magazines and audio-visual materials. Media Center use is a privilege and is limited to quiet study, research, reading, or word processing on computers. All students MUST obtain a pass from a teacher to visit the Media Center. If you wish to come to the Media Center during lunch, you must pick up a lunch pass in the Media Center BEFORE homeroom begins.

Students are allowed to check out 1-3 books (depending on grade level) for a period of 2 weeks for IN SCHOOL usage. NO fines are assessed for overdue materials. However, ALL books should be returned in good condition. Damage to books in the form of writing, ink stains, wet pages, WILL be assessed a damage fine. Students MUST pay for lost books.

Computers cannot be used for E-mail, games, downloading, disks, or personal use.

Messages

Students shall NOT be called to the telephone. The school cannot guarantee that phone messages will reach students. Every effort will be made to deliver emergency messages.

Parents may contact faculty members by telephoning the school office and leaving a message. Appointments requesting personal contact to discuss student progress should be made by the parents through the teacher.

Money and Valuables

Large sums of money or valuables should NOT be brought to school. All jewelry must be personally secured and expensive jewelry should NEVER be brought to school. Toys, games, radios, CD players, MP3 players, headsets, etc. are NOT allowed on campus. The school is NOT responsible for the disappearance or theft of students' personal property.

Physical Education Participation

Students excused from PE must have a WRITTEN note from parents, from a physician, or in some cases from the school nurse. Notes from home are honored for ONE day only. For the sake of good health and comfort, students must dress out for PE. Since Middle School students cannot shower before returning to class, deodorants/antiperspirants need to be encouraged. Body sprays are NOT allowed.

Prohibited Items

Any item that may distract the school/class learning environment is not to be brought on campus. Such prohibited items include, but are not limited to the following: graffitied book bags, white out or similar paint products, glue/paste, compasses, chains, skateboards, toys, marbles, balloons, stuffed animals, playing cards, trading cards, pacifiers, glow sticks, inappropriate reading materials, laser light equipment, radios, CD players, MP3 players, headsets, hand-held video games, audio-visual equipment, and cameras.

Prohibited items will be confiscated and parents MUST pickup these items within 30 days of confiscation date. The school assumes NO responsibility for the damage, loss, or charitable donation of the confiscated items after the 30 days have expired.

Pupil Progression Plan

Bonita Springs Charter School follows the Lee County School District's Pupil Progression requirements and procedures for K-8 students. A copy can be found at www.leeschools.net.

Report Cards

Report cards are issued to students each quarter. Report cards for quarter one, two, and three will be distributed to students. You are responsible for taking your report card home and showing it to your parents. The report card for quarter four will be mailed home.

STATEMENT OF NON-DISCRIMINATION POLICY

Bonita Springs Charter School, a part of Charter Schools USA, does not discriminate on the basis of gender, race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability, in the provision of educational programs, activities or employment opportunities and benefits that it operates, pursuant to the requirements of Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act and the Florida Educational Equity Act of 1984. This policy extends to both employment by and admission to Bonita Springs Charter School. Furthermore, the school will not discriminate against students with disabilities who are served in the Exceptional Student Education (ESE) programs and students who are served in English Speaker of other Languages (ESOL) programs.

Search and Seizure

If, at any time, there is reason to believe a student is concealing contraband, illegal property, stolen items, cigarettes or tobacco products, alcoholic beverages, drugs, or any weapon, the administrative staff has the right to search the student, the student's locker, or the student's personal property. Specially trained animals may be used on campus including but not limited to classrooms, storage areas, and parking lots to detect the presence of prohibited or illegally possessed substances or objects.

Textbooks

Students are responsible for ALL textbooks issued to them and for ALL library books you check out. Satisfactory payment will be REQUIRED for all lost or damaged books. **Failure of the student to pay for lost or damaged books shall deprive the student of further use of free textbooks and/or use of the library as well as prevent the student from participating in extra-curricular activities and attending special events such as dances, field trips, etc.**

Visitors

ALL visitors to the school MUST report to the front office to register and receive a VISITOR'S PASS. Violators are guilty of trespassing. Parents are always welcome, but are encouraged to make appointments to see administrators, counselors, and teachers. Students are NOT allowed to bring visitors to school.

Volunteers

Volunteers are an asset to the success of BSCS. We invite parents, senior citizens, and others to volunteer at Bonita Springs Charter School.

Web Page

The BSCS web page is a resource which allows parents and students access to school-wide information, such as links to teacher assignments and a calendar of events. Parents may also track your progress by accessing your grades with a code secured from the front office. The website address is www.bonitaspringscharter.org.

BULLYING/HARASSMENT BASED UPON SEX, RACE, COLOR, NATIONAL ORIGIN, AND DISABILITY

NOTE: Section 1006.147, Florida Statutes prohibits bullying or harassment of any student or employee of a public K-12 educational institution. The district will not tolerate bullying or harassment of any type. School District policies and procedures are specified in Board Policy 4.141.

Everyone who works and learns in The School District of Lee County has a right to feel respected, secure, and safe. A bully or harasser may be a student or an adult. Bullying and harassment are described below.

Bullying

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonable interfere with the individual's school performance or participation; and may involve, but is not limited to:

- teasing
- social exclusion
- threat
- intimidation
- stalking
- physical violence
- theft
- public humiliation
- destruction of property
- cyber bullying

Student Code of Conduct

DISMISSAL: The Principal may recommend to the Board of Directors to dismiss a student for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosives, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.

Additional Notes:

- Administrative Review – A total review of the student’s record with an administrator, other appropriate school personnel, student, and the parent/legal guardian. The consequences for the infraction will be determined at, or immediately following, the review. Depending on the severity and/or frequency of Level III offenses, consequences may range from suspension to alternative reassignment to expulsion.
- **Repeated misconduct, or multiple incidents requiring disciplinary action, which disrupts the orderly environment of a school, school function, or extracurricular program or activity may result in an Administrative Review (Level III) based on insubordination.**
- Parental contact will be attempted for all Level I, II, and III offenses.

OFFENSES AND DISCIPLINARY ACTION

LEVELS OF DISCIPLINARY ACTION SUMMARY		
<u>LEVEL I</u>	<u>LEVEL II</u>	<u>LEVEL III</u>
<ul style="list-style-type: none"> • Conference with Teacher • Conference with Principal • Conference with Counselor and/or Administration • Conference with School and Parents • Referral to Community Agency • Adjustment of Student's Program • Conflict Resolution 	<ul style="list-style-type: none"> • Detention • Timeout • Work Detail • After-Hours School • In-School Alternative Placement 	<ul style="list-style-type: none"> • External Suspension • Administrative Review • Alternative Reassignment • Expulsion

NOTE: Any discrepancies between the Code of Conduct for Students and School Handbooks will be resolved in favor of the penalties outlined in the Code of Conduct for Students.

NOTE: The School District's definition of weapons is broader than the definition for weapons in Chapter 790 State Statutes.

Twenty-nine offenses and options for disciplinary action are listed in the *Code of Conduct for Students*. Zero tolerance offenses shall be reported to local law enforcement agencies.

Students committing an act during the time they are attending school, or during non-school hours that causes a substantial disruption to the educational process, or riding the school bus, or at a school sponsored activity and during the time they are on School Board premises shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Code of Conduct for Students*, and shall be under the control and direction of the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools.

Elementary School Discipline Matrix

1. Possession, and/or use of a weapon or any object that could be used as a weapon, including but not limited to, knives, brass knuckles, razor blades and sharp objects, Chinese stars, chains, mace, etc.:	<ul style="list-style-type: none"> • First offense – Level III
2. Possession, use, sale, storage or distribution of a firearm including, but not limited to, handguns, zip guns, rifles, shotguns, or flare guns:	<ul style="list-style-type: none"> • First offense - Level III
3. Mutual participation in an altercation involving physical violence (fighting), does not include pushing, shoving, or minor confrontations:	<ul style="list-style-type: none"> • First offense (minor) - Level II • First offense (serious) - Level III • Repeated offense (minor) - Level II or III
4. Uninvited physical contact with another person, including, but not limited to, pushing, pulling, shoving and/or via an object:	<ul style="list-style-type: none"> • First offense (minor) - Level I • First offense (serious) - Level III • Repeated offense - Level II or III
5. Being on school grounds without permission (trespassing):	<ul style="list-style-type: none"> • First offense - Reported to local law enforcement for trespassing • Repeated offense - Level II, or Level III and reported to local law enforcement
6. Possession or use of tobacco products:	<ul style="list-style-type: none"> • First offense - Level II • Repeated offense - Level III
7. Possession, use, sale or distribution, storing, purchasing, and under the influence of alcohol, drugs, controlled substances, counterfeit controlled substances or prescription medications:	<ul style="list-style-type: none"> • First offense - Level III
8. Possession, use or sale of drug paraphernalia:	<ul style="list-style-type: none"> • First offense – Level III
9. Possession, use, sale, or distribution of over-the-counter medication (to include but not limited to, aspirin, vitamins, Tylenol, etc.):	<ul style="list-style-type: none"> • First offense (minor) – Level I • First offense (serious) – Level III • Repeated offense – Level III
10. Use of profanity, public display of affection, vulgar or abusive language, or gestures:	<ul style="list-style-type: none"> • First offense (minor) – Level I • First offense (serious) – Level II or III • Repeated offense – Level II or III
11. Insubordination or open defiance to a school staff member:	<ul style="list-style-type: none"> • First offense (minor) – Level I • First offense (serious) – Level II or III • Repeated offense – Level II or III
12. Vandalizing, defacing, or stealing school property or property of others:	<ul style="list-style-type: none"> • First offense (minor) – Level I • First offense (serious) – Level III • Repeated offense – Level II or III
13. Obtaining money or information through force or intimidation (extortion):	<ul style="list-style-type: none"> • First offense (minor) – Level II • First offense (serious) – Level III • Repeated offense – Level II or III
14. Participation in any form of gambling:	<ul style="list-style-type: none"> • First offense – Level I • Repeated offense – Level II
15. Offenses against morals (indecent exposure, sexual misconduct, inappropriate or obscene act):	<ul style="list-style-type: none"> • First offense – Level II or III • Repeated offense – Level III
16. Participating in and/or encouraging any activity that substantially disrupts the school and its related functions (bomb threats, arson, general class disruption):	<ul style="list-style-type: none"> • First offense – Level III and reported to local law enforcement agency

<p>17. Discriminating against any person, student or staff on the basis of race, creed, color, sex, national origin, or disability:</p> <ul style="list-style-type: none"> • First offense (minor) – Level I • First offense (serious) – Level III • Repeated offense – Level II or III
<p>18. Participating in a walkout, strike, sit-in, riot or similar action:</p> <ul style="list-style-type: none"> • First offense – Level II or III • Repeated offense – Level III
<p>19. Possession, use and/or storage of contraband to include, but not limited to, toys, games, radios, CD players, MP3 players, headsets, laser pens, etc.:</p> <ul style="list-style-type: none"> • First offense (minor) – Level I • First offense (serious) – Level III • Repeated offense – Level II or III
<p>20. Making false accusations against a staff member that jeopardize employment, professional certification or reputation, including, but not limited to, accusations created and/or transmitted from computers or any electronic device during or after school hours:</p> <ul style="list-style-type: none"> • First offense - Level III
<p>21. Gang-related activity (engaging in any verbal, written or physical act which is associated with becoming a member of a gang, being a member of gang, or participating in gang-identified rituals or behaviors):</p> <ul style="list-style-type: none"> • First offense (minor) – Level II • First offense (serious) – Level III • Repeated offense – Level II or III
<p>22. Manipulating computer data and/or misuse of telecommunication services during or after school hours:</p> <ul style="list-style-type: none"> • First offense – Level II • Repeated offense – Level II or III
<p>23. Threatening behavior and/or communication toward staff member, volunteer, chaperone or student (including, but not limited to bomb threats):</p> <ul style="list-style-type: none"> • First offense (minor) – Level II • First offense (serious) - Level III and reported to local law enforcement
<p>24. Unapproved posting or distribution of printed material, petitions, electronic messages, or graphic representations:</p> <ul style="list-style-type: none"> • First offense (minor) – Level I • First offense (serious) – Level II or III • Repeated offense – Level II or III
<p>25. A student shall not engage in any form of hazing activity involving other students. The purported consent or willingness of the other student to participate in a hazing activity is not a defense to a discipline referral for hazing:</p> <ul style="list-style-type: none"> • First offense (minor) – Level I • First offense (serious) – Level III • Repeated offense – Level II or III
<p>26. Repeated events or multiple incidents of disciplinary action which disrupts the orderly environment of a school, school function, or extracurricular program or activity:</p> <ul style="list-style-type: none"> • Level III
<p>27. Harassment against any person, student or staff (including sexual harassment):</p> <ul style="list-style-type: none"> • First offense (minor) – Level I • First offense (serious) – Level III • Repeated offense – Level II or III
<p>28. Any communication or recording device (such as, but not limited to, cellular telephones, text messaging devices, digital cameras, etc.) must be turned off and may not be used or displayed during regular school hours:</p> <ul style="list-style-type: none"> • First offense (minor) – Level II • First offense (serious) – Level III • Repeated offense – Level III
<p>29. Bully-related activity against any person:</p> <ul style="list-style-type: none"> • First offense (minor) – Documented Warning • First offense (serious) – Level II • Repeated offense – Level II or III