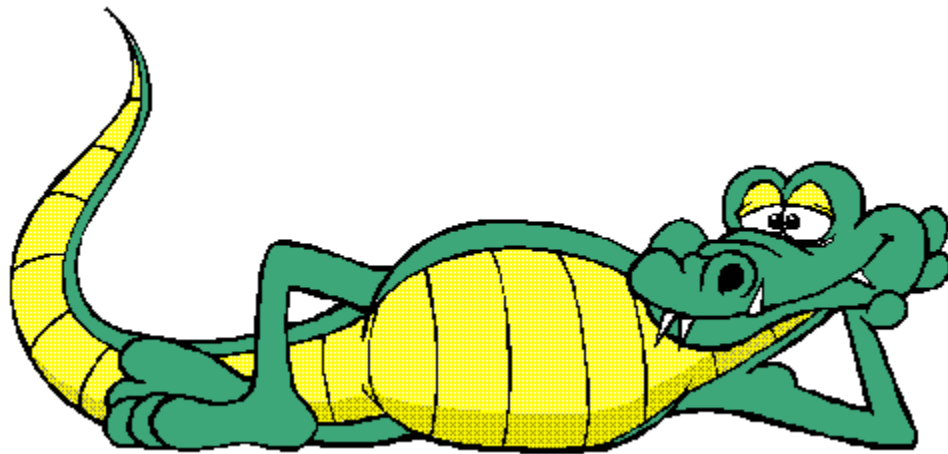




**Bonita Springs Charter School
Parent Communication Guide**



School Year 2010 - 2011

Bonita Springs Charter School
Communication Guide

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Communication Guide

Welcome to BSCS! It is our goal to provide open and honest communication at all times. We also want to provide you with the most efficient path to problem resolution by directing you to the most appropriate person to address your concerns.

Contact Information

Classroom Teacher--_____	239-992-6932 EXT. _____ _____@bonitaspringscharter.org
Principal—Ms. Deborah Tracy	239-992-6932 dtracy@bonitaspringscharter.org
Assistant Principal—Ms. Bonnie Brett	239-992-6932 bbrett@bonitaspringscharter.org
Business Administrator—Mr. Frank Valenti	239-992-6932 fvalenti@bonitaspringscharter.org
Office Manager—Mrs. Donna Estelle	239-992-6932 x 402 destelle@bonitaspringscharter.org
Registrar—Ms. Barbara DeCuir	239-992-6932 x 406 bdecur@bonitaspringscharter.org
School Nurse—Mrs. Heidi Lansden	239-390-2796 hansden@bonitaspringscharter.org
Cafeteria Supervisor—Mrs. Lynda Clark	239-992-6932 x 407 lclark@bonitaspringscharter.org
Before School/After School Program— Mrs. Donna Estelle	239-992-6932 x 402 destelle@boniaspringscharter.org
Edge Communication— Mrs. Colleen Reynolds	239-849-6400 edgecommunications@comcast.net

Charter Schools USA

Mr. Richard Page, Vice President of Operations	954-202-3500 Ext. 243 rpage@charterschoolsusa.com
Mrs. Sherry Hage, Vice President of Education	954-202-3500 Ext. 208 shage@charterschoolsusa.com

Parent Conferences

Initial Teacher Conference

Conferences can be set up at the request of the school or at the request of the parent. **Parents requesting conferences** with school personnel **for academic or student disciplines** issues should make the request **in writing or via email directly to the teacher** using the *Bonita Springs Charter School Website* www.bonitaspringscharter.org.

Parents without computer access can request a **Parent Conference Request Form** available at the school's front desk. The teacher will contact the parent and arrange a mutually agreed upon time for the conference.

Conferences **requested by the school** will include a mutually agreed upon specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the day because of instructing children.

If your child participates in a specific program, the teacher will arrange for appropriate additional staff to attend the meeting:

- **Exceptional Student Education**—ESE Teacher
- **English for Speakers of Other Languages**—ESOL Teacher/Paraprofessional
- **Guidance**—Guidance Counselor, Mr. Robert Barnes, rbarnes@bonitaspringscharter.org

The teacher will complete a Parent Conference Summary form and will provide parents with a copy at the end of the meeting.

Administrative Intervention Conference

Once parents have met with the teacher, should concerns still require administrative intervention, please contact the Assistant Principal, Ms. Bonnie Brett at **239-992-6932**. The Assistant Principal will contact the parent to arrange a mutually convenient time for a follow-up meeting which may include a specialist and/or the teacher.

If after meeting with the teacher(s) and the Assistant Principal the issues are still not resolved, parents can request a meeting with the Principal, Ms. Deborah Tracy. Please call the school's main number, **239-992-6932**, and ask to speak with Mrs. Estelle to coordinate a meeting with the Principal. A mutually convenient time will be scheduled for the meeting.

Requests for General Information

There are times when a formal Parent Conference is not necessary. Should you need information about the following topics, please call **239-992-6932** to contact the indicated staff handling these areas:

- Registration—Ms. Barbara DeCuir
- Library—Mr. Lenny O'Brien
- Intramural Sports—Intramural Director
- Tardiness/Absenteeism—Mrs. Lansden (239-390-2796)
- Volunteer Hours—Classroom Teacher
- Before School/After School Care —Mrs. Estelle
- Health and/or Medications—Mrs. Lansden (239-390-2796)
- State Assessments/Required Documents—Guidance Counselor, Mr. Barnes
- Bus Discipline—Ms. Brett
- Curriculum/Report Card/Classroom Discipline—Classroom Teacher
- Donations—Mr. Valenti
- SIS-Classroom Teacher
- PTO—ptobscs@bonitaspringscharter.org
- Bus Transportation—Office Assistant
- School Uniforms—All Uniform Wear (239-274-7472)
- Media—Edge Communications, (239-849-6400), Colleen Reynolds

Additional School Communication Methods

- Open House
- SIS Parent Training Sessions
- Curriculum Nights
- Parent/Teacher Meetings
- Mid Year/End of Year Parent Surveys
- Student Agenda Books
- Wednesday/Friday Folders
- Suggestion Box in front lobby
- PTO newsletters
- Teacher SIS sites
- Parent Link Telephone Communication System

The Bonita Springs Charter School monthly newsletter, Gator Gazette, keeps parents apprised of important school information. The newsletter is posted on the school's website: www.bonitaspringscharter.org. Copies are also available to parents at the front desk.

PLEASE DETACH AND RETURN TO HOMEROOM TEACHER

Parent Pledge

I have read, discussed and will abide by the policies and procedures outlined in the BSCS Parent Communication Guide. I understand that a monetary contribution of \$20 (or \$30) per month is acceptable in lieu of participating in a volunteer opportunity.

Signed: _____ Date: _____

Student: _____ Homeroom Teacher: _____

Please detach and return to your homeroom teacher for **1 hour** of volunteer service.