



## **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 require 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 with 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. 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) repeated gator card violations 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. 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.

## Grading System

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

<b>Grades K-1</b>	<b>Grades 2-8</b>
<b>E</b> – Excellent	<b>90-100%</b> <b>A</b> – Outstanding Performance
<b>S</b> - Satisfactory	<b>80-89%</b> <b>B</b> – Above Average Progress
<b>N</b> – Needs Improvement	<b>70-79%</b> <b>C</b> – Average Progress
<b>U</b> - Unsatisfactory	<b>60-69%</b> <b>D</b> –Lowest Acceptable Progress
	<b>0-59%</b> <b>F</b> - 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., 5<sup>th</sup> 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.

## 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. 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.** Discipline will be applied after 3 or more times with no homework.

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 their teacher websites 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](http://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.

## 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.

## 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.

## 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](http://www.bonitaspringscharter.org).

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### **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 unreasonably 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

#### **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.**

## 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.

### OFFENSES AND DISCIPLINARY ACTION

Forty-four offenses and options for disciplinary action are listed in the *Code of Conduct for Students*. The first 22 offenses are School Environmental Safety Incident Reporting (SESIR) codes, which will be collected by the Florida Department of Education. 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 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 the school board policy, to establish additional standards at individual schools.

**NOTE:** Students in, honors, or advanced classes who are expelled or reassigned to a disciplinary school must be aware that their curriculum may be impacted. While every attempt is made to match schedules, it is rarely possible to replicate every class. Students taking these classes must be aware that, when engaging in serious violations of the Code of Student Conduct they are jeopardizing their academic plan.

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

<b>LEVELS OF DISCIPLINARY ACTION SUMMARY</b>		
<b><u>LEVEL I</u></b>	<b><u>LEVEL II</u></b>	<b><u>LEVEL III</u></b>
<ul style="list-style-type: none"> <li>• Conference with Teacher</li> <li>• Conference with Principal</li> <li>• Conference with Counselor and/or Administration</li> <li>• Conference with School and Parents</li> <li>• Referral to Community Agency</li> <li>• Adjustment of Student's Program</li> <li>• Assignment of Peer or Adult Mentor</li> <li>• Written Reflection</li> <li>• Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Timeout</li> <li>• Work Detail</li> <li>• After-Hours School</li> <li>• Internal Suspension</li> <li>• External Suspension</li> <li>• Saturday School</li> <li>• Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Review</li> <li>• Alternative Reassignment</li> <li>• Expulsion</li> </ul>

## Middle School Discipline Matrix

**Offenses and Disciplinary Action-** Listed below are examples of situations that require disciplinary action with the level of consequence.

1.	<b>Alcohol (ALC)</b> – Possession, sale, purchase, use, or under the influence of alcoholic beverages. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
2.	<b>Arson (ARS)</b> - Damaging, or attempting to damage, any real or personal property by fire or explosion; intentionally setting a fire on/with school property. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
3.	<b>Battery (BAT)</b> – Physical use of force or violence by an individual against another; uninvited physical contact with another person, including, but not limited to, pushing, pulling, shoving, and/or via an object. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
4.	<b>Bullying/Harassment (BHA)</b> – Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation. <u>Offense</u> First Second Third Fourth Fifth	<u>Middle School</u> Level I (Documented Warning) Level II (3 Days ISS) Level II (3 Days OSS) Level II (5 Days OSS) Level III (Admin. Review)
5.	<b>Breaking/Entering (BRK)</b> – Unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or harm a person(s). <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
6.	<b>Disruption on Campus (DOC)</b> – Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, including but not limited to making a bomb threat, inciting a riot, or initiating a false fire alarm, etc. (For disruptive behavior in classroom environment or related functions, see #24). <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
7.	<b>Drug Sale/Distribution (DRD)</b> – Manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, including but not limited to a student giving prescription drugs prescribed for someone else to another person. (Alcohol is excluded, see #1. For over-the-counter drugs, see #42). <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
8.	<b>Drug Use/Possession (DRU)</b> – Use, possession, or under the influence of any drug, narcotic, or controlled substance, including but not limited to a student possessing prescription drugs that are not prescribed for him/her. (Alcohol is excluded, see #1. For over-the-counter drugs, see #42). <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
9.	<b>Fighting (FIT)</b> – Two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury that requires immediate first aid or subsequent medical attention. (Pushing, shoving, or minor confrontations are excluded, see #34). <u>Offense</u> First (minor) Second (minor) Third (minor) First (major) Failure to Stop When Told	<u>Middle School</u> Level II (3 Days OSS) Level II (5 Days OSS) or III Level III (Admin. Review) Level III (Admin. Review) Level III (Admin. Review)
10.	<b>Homicide (HOM)</b> – Unjustified killing of one human being by another. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)

11. <b>Kidnapping (KID)</b> – Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
12. <b>Other Major (OMC)</b> – Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
13. <b>Robbery (ROB)</b> – Taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
14. <b>Larceny/Theft (STL)</b> – Unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm, and the stolen property totals \$300 or more. (For stolen property less than \$300, see #35). <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
15. <b>Sexual Battery (SXB)</b> – Forced or attempted penetration by using a sexual organ or an object. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
16. <b>Sexual Harassment (SXH)</b> – Unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
17. <b>Sexual Offenses (SXO)</b> – Other sexual misconduct or contact without force, or threat of force; subjecting an individual to lewd sexual gestures or comments or sexual activity; or exposing private body parts in a lewd manner. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
18. <b>Tobacco (TBC)</b> – Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation. <u>Offense</u> First Second Third	<u>Middle School</u> Level II (1 Day ISS & Citation) Level II (2 Days ISS & Citation) Level II (3 Days ISS & Citation)
19. <b>Threat/Intimidation (TRE)</b> – Threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) <i>intent</i> – an intention that the threat is heard or seen by the person who is the object of the threat; (2) <i>fear</i> – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) <i>capability</i> – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. <u>Offense</u> First (minor) Second (minor) First (major)	<u>Middle School</u> Level II (3 Days OSS) Level III (Admin. Review) Level III (Admin. Review)
20. <b>Trespassing (TRS)</b> – Entering or remaining on school grounds/campus, school transportation, or at a school sponsored event/off campus without authorization or invitation and with no lawful purpose for entry. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
21. <b>Vandalism (VAN)</b> – Intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it, and the resulting damage amounts to \$1,000 or more. (For damage amounts less than \$1,000, see #42). <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)
22. <b>Weapons Possession (WPO)</b> – Possession of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm, including but not limited to: firearms, handguns, zip guns, rifles, shotguns, flare guns, knives, brass knuckles, razor blades, Chinese stars, chains, mace, sharp objects, etc. <u>Offense</u> First	<u>Middle School</u> Level III (Admin. Review)

<p>23. <b>Cheating (CHT)</b> – Inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment.</p> <p><u>Offense</u> <span style="float: right;"><u>Middle School</u></span></p> <p>First and repeated <span style="float: right;">Level I (Proof to Admin.; Parent Contact; Student Receives Zero)</span></p>																																														
<p>24. <b>Disruptive Behavior (DIS)</b> – Participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related functions.</p> <p><u>Offense</u> <span style="float: right;"><u>Middle School</u></span></p> <table border="0" style="width: 100%;"> <tr> <td>First (minor)</td> <td>Level II (1 Class Pds. in TMT)</td> </tr> <tr> <td>Second (minor)</td> <td>Level II (1 Class Pds. in TMT + Detention)</td> </tr> <tr> <td>Third (minor)</td> <td>Level II (2 Class Pds. in TMT)</td> </tr> <tr> <td>Fourth (minor)</td> <td>Level II (1 Day ISS)</td> </tr> <tr> <td>Fifth (minor)</td> <td>Level II (3 Days ISS)</td> </tr> <tr> <td>Sixth (minor)</td> <td>Level II (3 Days OSS)</td> </tr> <tr> <td>Seventh (minor)</td> <td>Level II (5 Days OSS)</td> </tr> <tr> <td>Eighth (minor)</td> <td>Level III (Admin. Review)</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>First (major)</td> <td>Level II (2 Days ISS)</td> </tr> <tr> <td>Second (major)</td> <td>Level II (3 Days ISS)</td> </tr> <tr> <td>Third (major)</td> <td>Level II (3 Days OSS)</td> </tr> <tr> <td>Fourth (major)</td> <td>Level II (5 Days OSS)</td> </tr> <tr> <td>Fifth (major)</td> <td>Level II (5 Days OSS)</td> </tr> <tr> <td>Sixth (major)</td> <td>Level III (Admin. Review)</td> </tr> </table> <p>Note: Disruptive behavior while in Internal Suspension:</p> <table border="0" style="width: 100%;"> <tr> <td>a. First Offense</td> <td>Level II (2 Days OSS)</td> </tr> <tr> <td>b. Second Offense</td> <td>Level II (5 Days OSS)</td> </tr> <tr> <td>c. Third Offense</td> <td>Level III (Admin. Review)</td> </tr> </table> <p>Note: Disruptive behavior with a Substitute Teacher:</p> <table border="0" style="width: 100%;"> <tr> <td>a. First Offense</td> <td>Level II (After School Detention)</td> </tr> <tr> <td>b. Second Offense</td> <td>Level II (2 Days ISS)</td> </tr> <tr> <td>c. Third Offense</td> <td>Level II (3 Days OSS)</td> </tr> <tr> <td>d. Fourth Offense</td> <td>Level II (5 Days OSS)</td> </tr> <tr> <td>e. Fifth Offense</td> <td>Level III (Admin. Review)</td> </tr> </table>	First (minor)	Level II (1 Class Pds. in TMT)	Second (minor)	Level II (1 Class Pds. in TMT + Detention)	Third (minor)	Level II (2 Class Pds. in TMT)	Fourth (minor)	Level II (1 Day ISS)	Fifth (minor)	Level II (3 Days ISS)	Sixth (minor)	Level II (3 Days OSS)	Seventh (minor)	Level II (5 Days OSS)	Eighth (minor)	Level III (Admin. Review)			First (major)	Level II (2 Days ISS)	Second (major)	Level II (3 Days ISS)	Third (major)	Level II (3 Days OSS)	Fourth (major)	Level II (5 Days OSS)	Fifth (major)	Level II (5 Days OSS)	Sixth (major)	Level III (Admin. Review)	a. First Offense	Level II (2 Days OSS)	b. Second Offense	Level II (5 Days OSS)	c. Third Offense	Level III (Admin. Review)	a. First Offense	Level II (After School Detention)	b. Second Offense	Level II (2 Days ISS)	c. Third Offense	Level II (3 Days OSS)	d. Fourth Offense	Level II (5 Days OSS)	e. Fifth Offense	Level III (Admin. Review)
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<p>25. <b>Dress Code Violation (DCV)</b> – Failure to comply with dress code requirement(s).</p> <p><u>Offense</u> <span style="float: right;"><u>Middle School</u></span></p> <table border="0" style="width: 100%;"> <tr> <td>First</td> <td>Correction/WRN or ISS</td> </tr> <tr> <td>Second</td> <td>ISS Rest of Day</td> </tr> <tr> <td>Third</td> <td>ISS &amp; 1 Day After-Hours School</td> </tr> <tr> <td>Fourth</td> <td>Level II (3 Days ISS)</td> </tr> <tr> <td>Fifth</td> <td>Level II (3 Days OSS)</td> </tr> </table>	First	Correction/WRN or ISS	Second	ISS Rest of Day	Third	ISS & 1 Day After-Hours School	Fourth	Level II (3 Days ISS)	Fifth	Level II (3 Days OSS)																																				
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<p>26. <b>False Accusation (FAL)</b> – Making false accusation(s) against a staff member that may jeopardize employment, professional certification, or reputation, including, but not limited to, accusations created and/or transmitted from any computer or any electronic device during or after school hours.</p> <p><u>Offense</u> <span style="float: right;"><u>Middle School</u></span></p> <p>First <span style="float: right;">Level III (Admin. Review)</span></p>																																														
<p>27. <b>Forgery/Misuse (FOR)</b> – Making a false or misleading communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member.</p> <p><u>Offense</u> <span style="float: right;"><u>Middle School</u></span></p> <table border="0" style="width: 100%;"> <tr> <td>First</td> <td>1 Day After-Hours School</td> </tr> <tr> <td>Second</td> <td>Level II (1 Day ISS)</td> </tr> <tr> <td>Third</td> <td>Level III (Admin. Review)</td> </tr> </table>	First	1 Day After-Hours School	Second	Level II (1 Day ISS)	Third	Level III (Admin. Review)																																								
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<p>28. <b>Gang-Related Activity (GRA)</b> – Engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors.</p> <p><u>Offense</u> <span style="float: right;"><u>Middle School</u></span></p> <p>First <span style="float: right;">Level III (Admin. Review)</span></p>																																														

29. <b>Horseplay (HRS)</b> – Participating in/or encouraging an activity that involves minor physical contact of a non confrontational nature.	
<u>Offense</u>	<u>Middle School</u>
First	Level II (90 minute time out or Administrative Detention)
Second	Level II (After hours School)
Third	Level II (1 Day ISS)
30. <b>Insubordination/Disrespect (INS)</b> – Refusal or failure to follow a direction or an order from a school staff member, bus driver, or any adult in authority; and/or the use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons.	
<u>Offense</u>	<u>Middle School</u>
First (minor)	Level II (1 Class Pd. in TMT)
Second (minor)	Level II (2 Class Pds. in TMT)
Third (minor)	Level II (1 Day ISS)
Fourth (minor)	Level II (3 Days ISS)
Fifth (minor)	Level III (OSS)
First (major)	Level II (3 Days OSS)
Second (major)	Level II (5 Days OSS)
Third (major)	Level III (Admin. Review)
First (gross to administrator)	Level III (Admin. Review)
<u>Note:</u> A pattern of repeated misconduct that disrupts the school’s orderly environment may result in an Administrative Review (Level III) based on insubordination.	
31. <b>No Show Discipline (NSD)</b> – Failure to show for previous assigned discipline measures.	
<u>Offense</u>	<u>Middle School</u>
First	1 Day ISS or After-Hours School
Second	Level II (2 Days ISS)
Third	Level II (3 Days OSS)
Fourth	Level III (Admin. Review)
32. <b>Off-Campus Felony (FEL)</b> - A student who has been formally charged, by the proper prosecuting attorney, with a felony or with a delinquent act which would be a felony if committed by an adult on other than school property, or a student who has been adjudicated guilty of a felony on other than school property, may be recommended for alternative reassignment or expulsion by the Principal.	
<u>Offense</u>	<u>Middle School</u>
First	Level III (Admin. Review)
33. <b>Paraphernalia/Drug (PAR)</b> – Possessing, using, selling, storing, or distributing any equipment used for the purpose of preparing or taking drugs.	
<u>Offense</u>	<u>Middle School</u>
First	Level III (Admin. Review)
34. <b>Parking Lot/Driving Violation (PRK)</b> – Failure to follow established school parking lot and/or driving rules.	
<u>Offense</u>	<u>Middle School (No M.S. Drivers)</u>
First	Warning
Second	1 Day After-Hours School
Third	Level II (1 Day OSS)
Fourth	Level II (3 Days OSS)
Fifth	Level III (Admin. Review)
35. <b>Peer Conflict (PRC)</b> – Mutual participation in an altercation that involves only minor physical contact, including but not limited to pushing, shoving, and other forms of minor confrontations that do not require medical attention; when directed to stop by a staff member, participants in the altercation comply.	
<u>Offense</u>	<u>Middle School</u>
First (minor)	Level II (1 Days ISS)
Second (minor)	Level II (3 Days ISS)
Third (minor)	Level II (1 Day OSS)
Fourth (minor)	Level II (3 Days OSS)
Fifth (minor)	Level III (5 Days OSS, Admin Review)
First (major)	Level II (3 Days OSS)
Second (major)	Level II (5 Days OSS)
Third (major)	Level III (Admin. Review)

36. <b>Petty Theft (PTF)</b> – Unauthorized taking, carrying, or concealing property of another person without threat, violence, or bodily harm, and the stolen property totals less than \$300.	
<u>Offense</u>	<u>Middle School</u>
First	3 Days OSS &/or Restitution
Second	5 Days OSS &/or Restitution
Third	Admin. Review & Restitution
37. <b>Profanity (PRO)</b> – Use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.	
<u>Offense</u>	<u>Middle School</u>
A. <i>Student to Adult</i>	
First	Level II (3 Days OSS)
Second	Level II (5 Days OSS)
Third	Level III (Admin. Review)
B. <i>Student to Student</i>	
First	Level II (1 Day ISS)
Second	Level II (2 Days ISS)
Third	Level II (3 Days ISS)
Fourth	Level III (Admin. Review)
C. <i>General Use in Halls</i>	
First	1 Day After-Hours School
Second	2 Days After-Hours School
Third	Level II (2 Days ISS)
Fourth	Level II (3 Days ISS)
D. <i>Racial/Ethnic Slurs</i>	
First	Level II (3 Days OSS)
Second	Level II (5 Days OSS)
Third	Level III (Admin. Review)
38. <b>Safety Violation</b> – Engaging in an act that endangers the safety of others:	
<u>Offense</u>	<u>Middle School</u>
A. <i>Weapon</i>	
First	Level III (Admin. Review)
B. <i>Use of common object to inflict harm on others</i>	
First	Level III (Admin. Review)
C. <i>Throwing an inappropriate object</i>	
First	Level II (Administrative Detention)
Second	Level II (After-Hours Detention)
Third	Level II (1 Day ISS)
D. <i>Other Actions that endanger the safety of others</i>	
First	Level I or II (to be determined by administration)
Second	Level II (to be determined by administration)
Third	Level II (to be determined by administration)
First Offense (major) – Level II or III (to be determined by administration)	
39. <b>Skipping Class (SKP)</b> – Not reporting to or leaving an assigned class, activity, or area without receiving proper approval and/or following the established procedures for checking out of a class.	
<u>Offense</u>	<u>Middle School</u>
First	Level II (Admin. Detention)
Second	1 Day After-Hours School
Third	2 Days After-Hours School
Fourth	Level II (1 Day ISS)
40. <b>Skipping Off-Campus (SKO)</b> – Leaving school grounds without receiving proper approval and/or following the established procedures for signing-out.	
<u>Offense</u>	<u>Middle School</u>
First	1 Day After-Hours School
Second	2 Days After-Hours School
Third	ISS & Academic Review

41. **Tardiness (TAR)** – Late arrival to a class or to school, or the failure to sign-in upon arrival to school.

Offense

Middle School

A. *Tardy to Class (Periods 2-7)*

First	Level II (1 Admin. Detention)
Second	Level II (1 Admin. Detention)
Third	Level II (2 Admin. Detentions)
Fourth	1 Day After-Hours School
Fifth	2 Days After-Hours School

B. *Tardy to School(Unexcused)*

First	Warning/Parent Contact
Second	Warning/Parent Contact
Third	Level II (Admin. Detention)
Fourth	Level II (2 Days ISS)
Fifth	Level II (Academic Review)

C. *Failure to Sign-In*

First	1 Day After-Hours School
Second	Level II (1 Day ISS)
Third	Level II (2 Days ISS)

42. **Truancy/Skipping All Day (TRU)** – Unauthorized absence from attending school without the knowledge and permission of the student’s parent/legal guardian or school authorities.

Offense

Middle School

First	1 Day After-Hours School
Second	2 Days After-Hours School
Third	3 Days After-Hours School w/Academic Review

43. **Unauthorized Area (UNA)** - Being present in buildings, rooms, or other areas on a school campus that are restricted to student access during all or part of a day.

Offense

Middle School

First	Level II (Admin. Detention)
Second	1 Day After-Hours School
Third	Level II (1 Days ISS)
Fourth	Level II (3 Days ISS)
Fifth	Level II (2 Days OSS)

44. **Other Rule Violations (OTH)** – Other rule violations that do not fall into the above categories, or other offenses as indicated below.

- Possession, use, sale, or distribution of over-the-counter medication, including, but not limited to, aspirin, vitamins, Tylenol, own prescription medication without intent to sell, etc:
  - First Offense (minor) – Level II (Admin. Detention)
  - First Offense (major) – Level III (Admin. Review)
  - Repeated Offense – Level III (Admin. Review)
  
- Vandalism offenses that result in damage amounts totaling less than \$1,000:
  - First Offense (minor) – Level II (3 Days ISS + Restitution)
  - Second Offense (minor) – Level II (5 Days OSS + Restitution)
  - Third Offense (minor) – Level III (Admin. Review + Restitution)
  - First Offense (major) – Level III (Admin. Review + Restitution)
  
- Participation in any form of gambling:
  - First Offense – Level II (Admin. Detention)
  - Repeated Offense – Level II (3 Days ISS)

- Possession, use, and/or storage of contraband to include, but not limited to, toys, games, radios, CD players, MP3 players, headsets, laser pens/pointers, etc., during regular school hours:
  - First Offense - Level I; Warning, Take & Return at the end of the day
  - Second Offense – Level I; Take & Return to Parent
  - Third Offense – Level II; Take & Return to Parent
  - Fourth Offense – Level II 1 Day OSS; Take & Return to Parent
  
- Possession and/or distribution of pornographic material
  - First Offense (major) – Level III (Admin. Review)
  
- Use or possession of a substance represented to be a drug
  - First Offense (major) – Level III (Admin. Review)
  
- Displaying or use of any communication or recording device, such as, but not limited to, cellular telephones, text messaging devices, digital cameras, etc., during regular school hours:
  - First Offense (minor) – Level I (WRN); Taken & Return at End of Day
  - Second Offense (minor) – Level II (2 Days ISS); Taken & Return after 2 Days of ISS
  - Third Offense (minor) – Level II (3 Days OSS); Taken & Return after 3 Days of OSS
  - Fourth Offense (minor) – Level II (3 Days OSS); Take & Return to Parent
  - Fifth Offense (minor) – Level III (Admin. Review) Take & Return to Parent at Admin Review
  
  - First Offense (major) – Level III; Take & Return to Parent at Admin Review
  
- Manipulating computer hardware, software or data, and/or the misuse of telecommunication services, including but not limited to, the improper use of technology devices or posting of inappropriate information on the Internet, during or after school hours, on school owned equipment that may interfere with the educational process:
  - First Offense (minor) – Level II (3 Days OSS)
  - First Offense (major) – Level III (Admin. Review)
  - Repeated Offense – Level III (Admin. Review)
  
- Unapproved posting or distribution of printed material, petitions, electronic messages, or graphic representations on school grounds or property:
  - First Offense (minor) – Level I (WRN)
  - First Offense (major) – Level II (3 Days OSS) or III (Admin. Review)
  - Repeated Offense – Level III (Admin. Review)
  
- Engaging in any form of hazing activity involving other students, with or without the purported consent or willingness of the other student to participate in a hazing activity:
  - First Offense (minor) – Level II (3 Days OSS)
  - First Offense (major) – Level III (Admin. Review)
  - Repeated Offense – Level III (Admin. Review)
  
- Participating in acts of public display of affection:
  - First Offense – Level I (WRN)
  - Second Offense – Level II (1 Day After-Hours School)
  - Third Offense – Level II (2 Days After-Hours School)
  - Fourth Offense – Level II (3 Days ISS)
  
- Involvement in any transportation (bus) or bus stop (when bus is present) violation:
  - First Offense (minor) – Parent Notification Letter / Warning
  - Second Offense (minor) – Level II (1 Day Bus Suspension)
  - Third Offense (minor) – Level II (2 Days Bus Suspension)
  - Fourth Offense (minor) – Level II (3 Days Bus Suspension)
  - Fifth Offense (minor) – Level II (Conference w/ Parent; up to 10 Days Bus Suspension)
  
  - First Offense (major) – Level II (1 Day Bus Suspension)
  - Second Offense (major) – Level II (2 Days Bus Suspension)
  - Third Offense (major) – Level II (3 Days Bus Suspension)
  - Fourth Offense (major) – Level II (Conference w/ Parent; up to 10 Days Bus Suspension)

