

**Bay Haven Charter Academy**  
**Elementary Grades K-5**  
**Student/Parent Handbook 2021-2022**



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[www.bayhaven.org](http://www.bayhaven.org)

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Principal-Nelson Stephenson

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*HighExpectations/HighAchievement*

A tuition-free public school



## HISTORY

On August 9, 2001, Bay Haven Charter Academy (BHCA) opened in Panama City, Florida, with 225 students in grades K–5. By 2009, Bay Haven enrollment topped 1,000 students in grades K-8 with hundreds more on the waiting list.

On August 11, 2010, Bay Haven Charter Academy (NBH), made up of Bay Haven Elementary, Middle and High Schools, and a Pre-K program, opened in Panama City, Florida, with full enrollment in grades K-9. Each school year, a grade level will be added until the high school consists of grades 9-12.

In July, 2014, Bay Haven Middle and High Schools moved to the new facility on Mill Bayou. Bay Haven Elementary School will continue in its current location with full enrollment of 7 classes in grades K-3 and 6 classes in 5<sup>th</sup> Grade and the Pre-K program that accepts children ages 2-5.

All BHCA, Inc. schools have received high rankings from the Florida Department of Education since opening.

## VISION

High Expectations / High Achievement

## MISSION

As a community school of “choice” for teachers, parents & students, our mission is to strive together to teach beyond the standards in order to meet each child’s needs through motivating students to reach their unique potential.

## AFFILIATIONS



**Bay Haven Charter Academy, INC.**

Welcome to the Haven Family! Below is a bit about us:

Currently, we have two elementary schools, two middle schools and one high school serving over 3000 students in Bay County. All of our charter schools are public schools, receiving FTE funding. Parents or legal guardians can make application for their child(ren) to attend. If the number of applicants exceeds the number of spaces available, then we are compelled to hold a public lottery, which is audited by Carr, Riggs, Ingram and Associates. The lottery is computer generated, unbiased, completely transparent and available for public review. With this system, there is no possibility of "behind the scenes" preferential selection or rejection of any student.

We accept all Bay County students, regardless of race, religion, ethnicity or special education status (unless they are designated for a center school). There is no academic requirement for entry. We accept students of all performance levels and take them from where they are and elevate them to their highest potential academically, morally, ethically and socially. We are truly a "High Expectations/High Achievement" school system, where there is no "dumbing down" of our curriculum or our expectations of student conduct. We believe competition drives higher levels of creativity and performance in education, just as it does in business. Students honestly earn what they receive. At our high school graduation, we continue to honor the valedictorian, salutatorian and "Top Ten" for academic performance.

We are compelled by state law to teach the Florida Standards and participate in the FSA (Florida Standards Assessments). However, we teach beyond the standards and firmly believe in setting expectations for our learners based upon a powerful work ethic. Our curriculum demands rigor and a process/product based approach as demonstrated in our participation and success in competitions such as Science Fair, History Fair and Math Counts. For the last fifteen years, the "Haven" schools have consistently ranked in the top 10% of all traditional and charter public schools in the State of Florida. We have the highest FCAT and EOC (End of Course) examination scores in Bay County every year in virtually every subject at every grade level.

BHCA, INC. is an organization of conservative values with the knowledge that not all students go to or need to go to college. Many move toward careers that better suit their life goals. However, our high school college preparatory program called SAIL (Studies in Advanced and Innovative Learning) is rich in Advanced Placement and Dual Enrollment courses. Our equally rigorous middle school program is called Pre-SAIL. Both programs are complemented with an advanced, beyond the standards K-5 curriculum.

Please go to [www.bayhaven.org](http://www.bayhaven.org) for more information on our mission and our schools.

Respectfully,

Larry R. Bolinger

CEO



## Haven School Calendar 2021-2022



	<b>Day</b>	<b>Date</b>
FIRST DAY OF SCHOOL	Tuesday	Aug 10
Labor Day – Holiday for All	Monday	Sept 6
End of First Quarter	Friday	Oct 8
Columbus Day – Campuses closed	Monday	Oct 11
Teacher PLC/Planning Day – School out for students	Tuesday	Oct 12
Veterans’ Day – Holiday for All	Thursday	Nov 11
Thanksgiving Holidays begin (School out for entire week)	Monday	Nov 22
Return from Thanksgiving break	Monday	Nov 29
End of the 1 <sup>st</sup> Semester and 2 <sup>nd</sup> Quarter – (early release)	Wednesday	Dec 22
Christmas Break begins	Thursday	Dec 23
Teacher PLC/Planning Day – School out for students	Wednesday	Jan 5
Students return from break	Thursday	Jan 6
Martin Luther King’s Birthday – Holiday for All	Monday	Jan 17
Presidents’ Day – Holiday for All	Monday	Feb 21
End of 3 <sup>rd</sup> Quarter	Thursday	Mar 10
Teacher PLC/Planning Day – School out for students	Friday	Mar 11
Spring Break begins	Monday	Mar 14
Return from Spring Break	Monday	Mar 21
Good Friday – Campuses closed	Friday	Apr 15
Last Day of School for All Students – End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester – (early release)	Monday	May 23

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# 25 Expectations for Students



## Positive Attitude

- Be Involved-Attend meetings, after school events, and be part of the school!
- Listen and obey adults the firsttime.
- Get your planner signed every day.  
Hold the door open for others.
- Always offer to help others.
- Smile and greet people.



## Always Respectful

- Wears the school uniform with pride and always follows the uniform policy.
- Say “ma’am” and “sir” when responding to any adult.
- Do not argue with adults.
- Be respectful of the pledge and moment of silence.
- Adhere immediately to “Give me five”.



## Wonderful Manners

- Be on time every day!
- Hold the door open for others.
- Don’t spread rumors or gossip.
- Make eye contact with the person speaking.
- Clean up after yourself.
- Say “please” and “thank you”



## Shows Character

- Study for tests and complete all assigned work.
- Uses appropriate language
- Accept consequences for your actions.
- Keep hands and feet to yourself.

## BAY HAVEN ELEMENTARY SCHOOL HOURS

<b>7:00 am</b>	<b>Office Opens</b>
<b>7:00 am</b>	<b>Students may enter the cafeteria or playground</b>
<b>7:20 am</b>	<b>Students may officially report to class</b>
<b>7:30 am</b>	<b>School day officially begins</b>
<b>2:30 pm</b>	<b>Grades K-2 school day officially ends</b>
<b>2:45 pm</b>	<b>Grades 3-5 school day officially ends</b>
<b>3:30 pm</b>	<b>Office closes</b>
<b>2:10 – 6:00 p.m.</b>	<b>Aftercare Program</b>



### Elementary School Schedule

Tardy Bell	7:30
K-2 Release	2:30
3 <sup>rd</sup> – 5 <sup>th</sup> Release	2:45

#### **Attendance**

Students must be in attendance ninety percent of our school days or they may be considered for retention. Students may be checked out, but no earlier than 15 minutes before the scheduled end of the school day unless the checkout is due to a verifiable illness or a doctor/dentist appointment. Students demonstrate personal responsibility by being in class on time and meeting deadlines when turning in their work. Accountability is developmental and increases dramatically as students' progress through Bay Haven. Parent(s)/guardian(s) are expected to check assignments on line, communicate through planners, have conferences with teachers, visit and assist in classes and become involved outside of regular school time.

#### **Arrival at school**

Teaching and learning begins at 7:30 a.m. Students are dismissed to their classrooms at 7:20 a.m. to unpack for the day. Students are expected to be in their seats no later than 7:30 a.m. Students need to learn the importance of regular school attendance. In addition, it is important that students report to school on time. Students arriving before 7:30 a.m. are expected to report directly to the playground if in grades K – 3, to the cafeteria if in grades 4 –5. This may change as the year progresses, but for now we appreciate your cooperation. Parent(s)/guardian(s) who wish to walk their children to class in grades K – 3 will need to park in the designated visitor spaces in the front of the school.

## **Student dismissal/pick up**

Students must leave the school grounds immediately after dismissal unless enrolled in the Aftercare program or extracurricular activities. Parent(s)/guardian(s) MUST wait for their children outside the school. Students may not hang out after school. If a child in grades K-5 is here more than 25 minutes after dismissal time, the child will be taken to Aftercare and parent(s)/guardian(s) will be charged the Aftercare drop-in rate.

Pick-up plans should be finalized before the student comes to school. However, should an emergency arise and the parent has to phone to leave a message for a student regarding pick up, the parent must do so before 1:45 p.m. If a parent calls after this time we cannot guarantee that the student will receive the message.

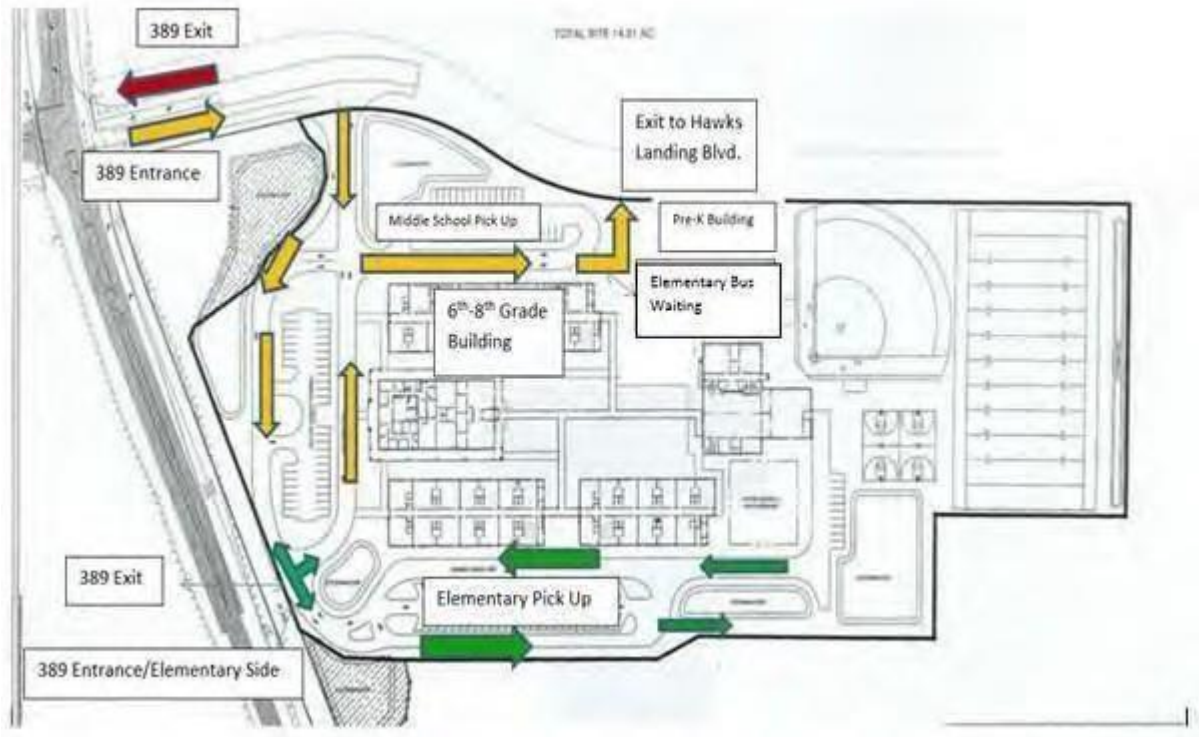
Before releasing a student from school, the principal or his/her designee shall establish the identity and authority of any individual who seeks the release of a student from school. A student shall be released only to the parent(s)/guardian(s) or other person(s) authorized by the parent(s)/guardian(s) on the student's Emergency Information Form. Should a person other than one authorized by the parent(s)/guardian(s) request the release of a student, the principal or his/her designee shall first obtain verbal consent of the parent(s)/guardian(s) before releasing the student. In the event that a dispute arises between parent(s)/guardian(s) regarding who is authorized to pick up a student from school, the student shall be released only to the parent(s)/guardian(s) registering the student for school. Parent(s)/guardian(s) shall fill out and return to the school a new Emergency Information Form at the beginning of each school year. At the discretion of the principal, the parent(s)/guardian(s) may be asked to physically sign the student out. Parent(s)/guardian(s) or other persons authorized by the parent(s)/guardian(s) to pick up a child must have a picture ID to prove they have authority to remove the student from campus.

To avoid having the school become involved in personal family conflicts, parent(s)/guardian(s) should submit to school authorities' copies of any legal documents which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation school officials will provide access only to those individuals whose names appear on the student data card. Friends and strangers will be denied access to a student in the absence of verified parental consent. Even if we know you are a parent/guardian, but you do not have court specified rights to pick a child up at a time different from that specified, we will need to secure permission prior to release.

All parent(s)/guardian(s) must remain outside the school buildings prior to dismissal time. A pick-up and drop-off traffic plan is included with this handbook. Please follow it to ensure the safety of students. For all others, teachers will bring the students to the designated pick-up area or for bus transportation. Please do not block in the driveway or access areas.



## Dismissal Instructions



### **K-2 STUDENT PICK-UP ONLY: ELEMENTARY SIDE**

Parents with students in grades K-2 ONLY may start arriving on campus prior to 2:30 pm

### **K-2 AND 3-5 STUDENT(S) PICK-UP: ELEMENTARY SIDE**

Parent with students in K-2 AND 3-5 should not arrive on campus prior to 2:55 pm.

### **3-5 STUDENT(S) PICK-UP: ELEMENTARY SIDE**

Parent with students in 3-5 should not arrive on campus prior to 2:55 pm.

### **MIDDLE SCHOOL STUDENTS WITH K-3 SIBLINGS: ELEMENTARY SIDE**

Parents with both K-3 AND middle school students should not arrive on campus before 3:15 pm.

### **\*\*\*MIDDLE SCHOOL STUDENTS WITH 4TH AND/OR 5TH GRADE SIBLINGS ONLY: MIDDLE SCHOOL SIDE\*\*\***

Parents with both 4th and/or 5th-grade student(s) AND middle school students should not arrive on campus before 3:15 pm.

### **WALKERS:**

Parents wishing to have their student walk home will need to complete the following:

- Contact the front office for permission form.
- Provide proof of residency to front office
- They will provide a walking tag

**Thank you for your flexibility and patience!**

### **Absences**

Anytime a student returns to school after an absence, a note must be brought from home. Documentation for excused absences must be filed with the main office within three (3) days of the absence or the absence is unexcused. If a student is going to be absent, *please call the school office by 3pm to confirm absence for that day*. It is the responsibility of the parent(s)/guardian(s) to determine the reason for each absence that has not been pre-approved. Parent(s)/guardian(s) shall be required to justify the student's absence. Justification will be evaluated based on the policy as stated below regarding excused or unexcused absences. The final decision for approval will rest with the school principal. Acceptable excuses for students' absences are as follows:

- Illness (physician's note required after 3 consecutive days of student absence)
- A death in the family
- A dental or doctor appointment (statement from doctor's office required)
- A court appearance
- A school-sponsored event or activity that has been previously approved
- A religious holiday. A student may be released from school in order to participate in a religious observance upon written request of his/her parent/guardian.

Unexcused absences are those absences that are not justified, according to the rules of this policy, by the parent/guardian. In addition, truancy, out of school suspension, expulsion and/or skipping are considered unexcused absences.

**Please stay home when sick:** Those with any fever or flu-like illness should stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Students should stay home even if they are using medication.

**Hand hygiene and respiratory etiquette:** Stay home when sick, wash hands frequently with soap and water when possible, and cover noses and mouths with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available)

## **Tardy policy**

Classroom doors will close at 7:30 a.m. Students sometimes arrive late. If you arrive after 7:30 a.m., a parent must check-in the student in the front office. Please be responsible – please be on time. Each student is responsible for regular and punctual class attendance. Students must be inside the classroom by 7:30 a.m. in order not to be considered tardy. Students who leave more than 15 minutes before a class is over will be given a Late Absence. The school office will determine if the period of absence is excused or unexcused. Chronic tardiness and late absences will be investigated by a designated school representative. Five tardies will equal 1 unexcused absence. Parent(s)/guardian(s) will be required to attend a Child Study Team conference if a student is chronically tardy.

## **Early Dismissal**

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Any time a child has 3 unexcused early dismissals in one month, the parent(s)/guardian(s) will be sent a note reminding them of the academic mission of Bay Haven Elementary and request communication. Excused early dismissals are given for doctor's appointments with notes from the doctor and for extreme emergencies. After 5 unexcused early dismissals in a grading period, a letter will be sent requiring a conference to explain the seriousness of the matter and go over the potential consequences of another early dismissal per attendance policy

Early dismissal from a field trip is only permitted in emergency situations and with prior written consent from school administration.

## **Skipping class**

Skipping class is defined by one or more of the following criteria:

1. Failure to check out when leaving school before the end of the official schoolday.
2. Absent from class without parent(s)/guardian(s) knowledge and/or permission.
3. Absent from class without teacher knowledge and/or permission.

## **Family Leave**

Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the administration in advance. Notification must be made in writing at least two weeks in advance so teachers can have the appropriate work ready for each student. This will be considered part of our Family Leave Policy days per school year with a maximum of 5. If your child is receiving a "D" or "F" in a class, the administration strongly suggests you NOT take leave. The principal has the authority to disapprove leave requests. Denial of family leave will be considered an unexcused absence.

Students with a 2.0 or lower G.P.A. in core subjects are encouraged not to miss school

## **Make-Up Work: Excused Absences/Family Leave**

Students are expected to make up all work missed during excused absences. The student must contact the teacher on the first day back in school in order to make arrangements to make up the work. *Missed classwork and homework is to be made up on a 1:1 ratio. If the student is absent one day, he/she has one day to make up homework or classwork. If the student is absent two days, he/she has two days to make up the missed classwork or homework, and so on.* The teacher and/or the principal may grant additional time for making up work if warranted by the individual situation.

After 3 consecutive days of being absent, a doctor's excuse is required for the days after or those days will be considered unexcused absences.

### **Make-Up Work: Unexcused Absences**

Students are responsible for making up all work missed, including tests and exams, during an unexcused absence. All work must be completed and returned to the classroom teacher with the same ratio (1:1) guidelines as stated previously. The student will receive a grade of no higher than 60% on all work made up during an unexcused absence. All passing grades will be recorded as a 60%. All earned grades below a 60 will remain as the earned grade.

### **Make-Up Work: OSS**

If the unexcused absence is due to a suspension, the student must email the teacher or check the teacher's websites to obtain assignments to complete while suspended. Parent(s)/guardian(s) of students suspended are responsible for contacting the school to obtain any additional work needed. *All work must be turned in on the day the student returns to school.*

A Child Study Team will be held for students with excessive absences or tardies. Parent(s)/guardian(s) must attend this conference.

### **Chronic Tardy/Absence Policy**

Definition of Habitual Truant: A student who has 5 unexcused absences within a calendar month or 10 unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent/guardian. [F.S. § 1003.21(1) (a) 1.] School Level Interventions. [F.S. § 1003.26]

1. The teacher of record MUST report to the principal/designee, along with evidence of previous attempts at contact, and/or reasons for non-attendance given by the parent:
  - a. Names of students who have incurred 5 unexcused absences within a calendar month, absences for which the reason is unknown, or 10 absences within 90 calendar days.
2. The principal/designee SHALL contact parent/guardian by telephone, e-mail, or letter to determine the reason for each unexcused absence where the reasons are unknown.
3. When determined that the absences indicate a pattern of nonattendance without documentation, the principal/designee SHALL refer the case to the Attendance Child Study Team (ACST)/School Based Team (SBT).
4. The Team reviews the case. If a pattern of nonattendance is found, a letter is sent to the parent/guardian requesting a meeting with the parent.
5. The meeting is documented on the Attendance Child Study Team/Summary Report.
6. The Team meets with the parent/guardian to discuss resolution of the attendance problem. They SHALL implement interventions that best address the problem(s) including but not limited to,
  - frequent communication with the teacher and family;
  - attendance contracts
  - mentoring or counseling
  - referral to other outside agencies for assistance if required

- information about alternative methods of education (i.e., virtual or home school).

7. If interventions are in place and working, NO REFERRAL needs to be completed.

8. After the interventions have been diligently put in place and implemented within 30 days, and there continues to be undocumented, unexcused attendance concerns (i.e., up to 15+ absences), the ACST will determine further administrative actions and referral.

9. All parental contacts/responses and intervention activities must be documented.

### Check Writing

Your check is welcome at Bay Haven. For fees less than \$20.00 payment must be made in cash. **Fees that cost over \$20.00, the parents may pay by check or online system.** However, the person writing the check agrees that by policy, upon the return of any check a fee of \$20.00 is assessed. Parents who write checks with no sufficient funds will be required to pay in cash or money order for all future payments.

### Cafeteria Program

Meal	Grade Level	Regular Price
<i>Breakfast</i>	Elementary School	\$2.00 (Includes Juice)
	Middle School	\$2.00 (Includes Juice)
<i>Lunch</i>	Elementary School	\$3.00 (Includes Milk)
	Middle School	\$3.50 (Includes Milk)

- **Free/Reduced Price Lunches:** Students who may qualify for free or reduced lunch must complete the appropriate paperwork. Applications for Free or Reduced Price Lunches will be available online. Free and Reduced applications can be completed any time during the year. Parent(s)/guardian(s) must apply for this benefit yearly. Applications should be completed as soon as possible. Notification pertaining to qualification for free/reduced lunch will be communicated promptly. You are encouraged to complete an application even if you are unsure if you would qualify.
- Make ALL cafeteria checks payable to Bay Haven.
- Students are not allowed to bring carbonated beverages or iced coffees to school. Milk and juice (\$.50) and bottled water (\$1.25) are available.
- Students may bring their lunches if they so desire.
- A monthly menu will be sent home with your child in advance of the upcoming month's offerings. You may also access the lunch menu online at [www.bayhaven.org](http://www.bayhaven.org) under the food service tab.
- Each student will have a lunch account set up in the cafeteria computer. Students will prepay for lunches by deposit to their individual accounts. Parent(s)/guardian(s) must write a check for prepaid lunch, separate from all other school costs or fees, to Bay Haven with the student's name, grade and lunch # in the memo on the check.

- MY SCHOOL BUCKS: A convenient way for you to pay for your student's breakfast and lunches as well as tracking what they have purchased, is by paying online at [www.myschoolbucks.com](http://www.myschoolbucks.com) You will need your child's school ID number to log in. Once you are able to access the site, click on FL. The next step is very important: The school district is BAY HAVEN CHARTER ACADEMY, INC., then click on your school, student ID number, name, etc.
- Lunches will be prepared daily at [BHCA](#). Employees will serve lunch and students will eat in the cafeteria.
- Students may not charge any lunches.
- Due to student safety, we do not allow students to warm lunches (use microwave ovens) brought from home.
- Milk may be purchased separately and does not require prepay.

### **Cafeteria Behavior**

Students should eat in an atmosphere that is pleasant and conducive to good habits. Please discuss good dining manners with your child. K-5 students will sit at assigned tables and follow specific rules for lunchroom behavior. The expectations for quality table manners and courteous behavior are very high. Upper level students will clean lunch tables after lunch.

If you wish to eat with your child you must sign in at the office first and then you can eat with your child. You are also welcome to join your child for lunch in the lunchroom. Students are required to clean up after themselves when eating outside with their parents and must stay seated at all times. Running around in the courtyard or on the sidewalks is not permitted.

## **Committees and BHCA, Inc. Board of Directors**

### **BHCA, Inc. Board Members**

The BHCA, Inc. Board of Directors is the governing Board for all five BHCA charter schools. Go to [www.bayhaven.org](http://www.bayhaven.org) for a current list of BHCA, Inc. Board members, meeting dates, minutes, procedures, and information on becoming a Board member.

### **Foundation**

The Haven Family Foundation was formed as an educational support organization. Its purpose is to solicit tax-deductible contributions for the initial building and subsequent capital outlay projects for the new Bay Haven Charter Academy campus. The Foundation will also support students and teachers in the quest to advance learning opportunities in the classroom through grants. For more information on how you can support the Foundation, please see the front office or visit their website at: [www.bhcafoundation.org](http://www.bhcafoundation.org)

### **School Advisory Council (SAC):**

A School Advisory Council is designed to advise the Principal on issues related to the overall operation of the school.

### **Parent Teacher Student Partnership (PTSP)**

A great portion of each child's day is spent at school; therefore, his/her growth and development becomes a

joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the PTSP.

The faculty, staff, and administration hope that all parent(s)/guardian(s) will become active members supporting the school and the association. Officers will be elected yearly according to the school's by-laws and district/state guidelines.

The PTSP will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase materials and equipment for the students, faculty, staff and general school purposes. PTSP board meetings are held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTSP meetings.

### **Communication**

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communications with parent(s)/guardian(s) at all times. It is extremely important that any change of address, telephone numbers, email addresses, pick-up authority or other vital communications information must be completed by the legal parent/guardian in person in the front office. *BY STATE LAW, two new proofs of address must be provided for changes of address.*

### **Conferences**

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parent/guardian and student, and every teacher welcomes a conference with any parent/guardian. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient time. Parent(s)/guardian(s) are asked not to meet with a teacher before or after class unless a conference has been scheduled in advance.

### **Surveys**

An annual survey will be conducted and your participation is crucial so the school can determine areas that are working well and areas that need improvement/attention.

### **Student Planners**

Student planners are utilized in grades 2-8 throughout both Bay Haven campuses. Teachers utilize these planners to teach critical organizational skills, document homework assignments, keep track of student life activities and communicate with parents on the progress of student academics and behavior. This is a crucial part of student progress for our school expectations of "High Expectations, High Achievement". In most circumstances, this is the teacher's first line of communication with you on the progress of your student.

- Families should make time every evening to review the planner with their student.
- Parents/guardians are expected to sign the planner nightly to indicate that they have reviewed the day's happenings and communication from teachers.

### **Websites**

Teachers have websites accessible from [www.bayhaven.org](http://www.bayhaven.org) and click on the Bay Haven K-5 tab. You will find important information on the class websites so please look at them frequently. If a parent/guardian has no internet access, please notify the teacher so she/he can deliver the information to you in another way.

### **FOCUS**

FOCUS is a tool used to monitor student grades, attendance, discipline, test scores, etc., and is available for all parent(s)/guardian(s). FOCUS is updated approximately every 1.5 weeks. Directions on how to set up your

FOCUS account will be sent home the first week of school.

### **Email Blasts**

The school sends weekly communication to parent(s)/guardian(s) via email. These email blasts contain important information— be sure you read these and let the office know if you are not receiving these.

## **Curriculum**

*“Staff and students are the heart of curriculum. The relationships between them are shaped by the answer to key questions about, assessment, content, learning interactions, and the connections between those elements.” (Flinders University)*

*Key components of the power curriculum include a focus on building rigor, relevance, and relationships; an emphasis on core standards (wrapped in technology and interdisciplinary); and the Kitts Plus Model: Team Articulation. Each component is dependent on the other to develop, implement, and sustain a curriculum that prepares Students for the 21 century. Overview of components:*

**Daggett’s Rigor/Relevance Framework + Webb’s Theoretical Model of Higher Order Thinking**

**"Making Connections"  
Core Standards: Math/Science/LA /SS: Wrapped in Technology and Interdisciplinary**

**Team and Articulation**

### **Discipline Procedures**

Discipline is the process of changing a student’s behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior; we desire to teach the student to do what is right. We do not discipline a student out of anger or for sake of convenience, but with a loving desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. The following list is not all-inclusive.

- Students are expected to respect the authority of faculty and staff. All teachers have authority over all students, and not just those assigned to their class.
- Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers or writing on school property is forbidden. Textbooks are considered school property.
- Students shall help keep the school clean at all times.
- **There is to be no gum chewing in any of the school buildings or on the school grounds before, during or after school.**
- Items such as water pistols, matches, electronic devices, skateboards, toys, weapons of any sort, etc.



are not permitted at school.

- No notebooks, albums, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to the drug culture or alcohol. No profane, abusive or slang language is to be used.
- Zero tolerance for aggression.

The Bay District School Board passed a Code of Student Conduct that lists violations and disciplinary actions that must be taken in order to deal with misconduct. The Code of Student Conduct will be given out the first week of school at Bay Haven. We will comply with the BDS Code of Conduct, but retain the right to elevate standards and expectations for behavior. (Please see “Rights of Student Dismissal” on page 24).

### **Leadership Education**

In order to be proactive in our approach, our school has a strong leadership education program. It will be multi-faceted and provide positive consequences for good behavior. Awards and recognition will be based on citizenship, along with academics. This will be a K-5 program that is implemented across grade levels with guidance, faculty and staff, and administration. Students will be praised and rewarded when they follow these leadership qualities.

### **School/Classroom Expectations**

Students are expected to follow the classroom rules established by the teacher and to abide by the Expectations for Student Behavior (PAWS).

The Bay District School Board (BDS) passed and adopted a Code of Student Conduct that lists violations and disciplinary actions that must be taken in order to deal with misconduct. The Code of Student Conduct will be given out the first week of school at Bay Haven Charter Academy. Bay Haven will comply with the BDS Code of Conduct, but retains the right to elevate standards and expectations for behavior.

## **Dress code**



The number one uniform violation is untucked shirts. A higher standard of dress encourages greater 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 days. Our school 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 the school uniform.

1<sup>st</sup> and 2<sup>nd</sup> Violation of Dress Code:

- The student will be sent to the front office and addressed by the administration.
- Parents will be called to come to school to assist in remedying the situation and the student will wait there until the parent can be contacted to remedy the violation. We all desire the students to be in class, but we cannot have a policy that some follow and others don't.
- Documentation of the Dress Code violation will be put in FOCUS.

3<sup>rd</sup> Violation of Dress Code:

- Documentation of the Dress Code violation will be put into Focus as a more severe behavior issue i.e. insubordination, defiant behavior, etc.

The third violation will indicate that the parent and student have made the choice to have the student called to the office and consequences for subsequent offenses will be treated more severely and addressed accordingly.

Parent(s)/guardian(s) select to have their children attend BHCA/NBHCA with full acknowledgement of the expectations and policies. Purchasing uniforms, from the BHCA, Inc. designated and approved vendors, is a policy requirement. Parent(s)/guardian(s) may not purchase an article of clothing and have it embroidered with any of the Bay Haven, Inc. logos. This is a copyright infringement.

- **Hair:** Hair must be neat and clean with no “unnatural” colors i.e. fluorescent, pink, bright green, Mohawks, etc. No hats, bandanas or headbands may be worn. Essentially, no headwear except hair bows for girls, hair bands, etc. If there is a question, please ask.
- **Shoes:** Students must wear closed heel and closed toe shoes with socks at all times. No sandals, flip-flops, heavy military type boots or shoes with metal tips may be worn. We prefer no boots of any style. Heels must be a reasonable height.
- **Shirts:** Uniform shirts must be tucked in. Shirts are purchased through Zoghby’s or Tommy Hilfiger in several colors with the school emblem. Each child is required to have one polo shirt in Royal Bobcat Blue for Bay Haven field trips (available only at Zoghby’s). Spirit shirts or approved team/club shirts may be worn on designated days.
- **Bottoms:** All uniform bottoms that have belt loops must be worn with a belt through the belt loops, worn at the waist and be in good repair. Students may not wear belts if they do not have belt loops.

Elementary Girls are permitted to wear the following purchased only from Zoghby’s or Tommy Hilfiger:

- Skorts- khaki or navy
- Skirts-khaki or navy
- Shorts- khaki or navy
- Pants- khaki or navy
- Capri pants - khaki or navy
- Jumpers- khaki or navy (elementary only)
- Dresses are sold for the elementary girls only at the above mentioned locations in multiple colors (elementary only)

Skorts, shorts, skirts, dresses and jumpers must not be shorter than 5 inches above the knee.

Elementary Boys are permitted to wear the following purchased only from Zoghby’s or Tommy Hilfiger:

- Shorts- khaki or navy

- Pants- khaki or navy

No rivets, cargo pants, cargo shorts, overalls, zip off style pants, or jeans of any color or style are allowed. Denim of any color is never an option for students in grades K-8.

### **Accessory**

- **Socks/Leggings:** Elementary School girls are allowed to wear leggings (solid or printed) or tights (footless or with feet). Lycra, spandex or athletic leggings are prohibited. Elementary School Boys and Girls may wear solid or printed socks and athletic socks and may include a small logo pre-embroidered.
- **General:** Boys and girls may not wear body piercing other than earrings or studs in their ear lobes, only for safety purposes. At no time are students to wear anything offensive, immodest, or deemed inappropriate by the faculty.
- **Outerwear:** All middle school students will be required to wear Bay Haven/Bay Haven approved “logo” outerwear for their respective school. This apparel may be purchased exclusively at Zoghby’s and Tommy Hilfiger. This shall include the windbreaker, sweater, sweatshirt, fleeces, or Rugger jacket. No other type of outer wear shall be approved to be worn inside or outside the buildings while on campus, field trips or athletic events while representing Bay Haven. Students may wear jackets and approved outer wear while moving outside between classes and while traveling between buildings. Teachers have authority to state what type of approved outerwear may be worn in their classroom if it is cold. Jackets are not approved to be worn inside the classroom buildings.
- **Vendors:** Uniform shirts are purchased through Zoghby’s or Tommy Hilfiger. Navy and Khaki shorts, skorts, skirts and pants are purchased exclusively through Zoghby’s and Tommy Hilfiger. No students may have shirts, jackets, sweaters, capris, hats, etc. from other clothing vendors embroidered, screened, or printed with any Bay Haven Inc. owned logo. All clothing must be logo wear, including outerwear. No other type of clothing may be worn.

Minor violations will be handled as per policy; major violations will be handled as determined by BHCA Administration per offense.

### **Dress Code for Field Day**

The dress code for Field Day will be shorts and light color T-shirt or a grade specific T-Shirt. No denim is allowed. Shorts must be modest and in good taste. Tennis shoes must be worn. If students are not wearing appropriate shoes they will not be allowed to participate. There will be water activities this year so students need to bring extra shirts, but the students should remain mostly dry. Students are allowed to wear hats and sunglasses, but they cannot participate in activities while wearing them. Even though this is a fun day, please remember that all of the Bay Haven school rules must be followed. Please make sure to bring water bottles and sunscreen!!!!

## **Electronics**

Students may not use any electronic devices, with the exception of devices approved by the school, after the tardy bell rings at the beginning of the school day until the dismissal bell rings at the end of school day or while under the supervision of faculty and/or staff. Students may not use said devices while engaged in any academic, club or athletic activity without permission of the faculty or staff member in charge.

### **Electronic Device Policy**

*Effective 8.01.09*

Students shall not use any cellular devices during school hours or while on approved school trips. Any student may bring cellular devices onto school property; however, all devices shall be kept in the student's locker or in an area designated by school officials for the storage of devices during school hours. Devices must be kept in an "off" mode during school hours. Any student who chooses to bring a device to school shall do so at his or her own risk. School personnel shall not be responsible for damage, loss or theft of a student's device while on school property. Violations of this policy will result in confiscation of the device by school officials.

Any confiscated device will only be returned to the violating student's parent/guardian at the end of the school day and after a return of property form is signed by the student's parent/guardian. Repeated violations of this policy may result in other disciplinary actions, including but not limited to In School Suspension, or Out of School Suspension.

Students may not possess any other type of electronic device at any time. These items shall be subject to the rules of confiscation. The school shall not be responsible for any damage, theft or loss of any electronic device brought to the school property or at any school related function. The school shall not engage in any investigation for the return of lost or stolen items.

## **Emergencies**

The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. If a student becomes ill during the school day, and it appears they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency.

### **Injury**

The procedures listed below will be followed for an injured student:

1. Teachers will send the student to the office if the injury is minor.
2. Teachers will notify the office if the student is unable to be moved.
3. Trained personnel will administer first aid.

4. The parent(s)/guardians will be called and the injury described. For a minor injury the parent/guardian will make the decision about removing the student from the school. Emergency contact persons will be called if the parent/guardian cannot be reached.
5. The Emergency Rescue Squad will be called for critical injuries that require the type of care that school personnel cannot provide and the parent/guardian or emergency contact will be notified.
6. An accident report will be completed and filed for most accidents.

## **Enrollment**

Students at Bay Haven Charter Academy are not selectively chosen by the school to attend the charter school. It is important to clarify the fact that Bay Haven follows a process of student enrollment established by the FLDOE, submits to verification of the lottery process and lottery results by an independent certified auditor and has a computerized public record of student selection for all class and grade level offerings.

Any student in Bay County may apply to attend the charter school and depending on available space will be eligible to attend regardless of academic proficiency. Bay Haven currently serves ESE students on a standard diploma path, including gifted.

### **Process:**

1. First day of each school year "Open Enrollment" via on-line application begins for the subsequent school year.
2. February 28th of each year "Open Enrollment" ends.
3. A public lottery is held in March for all applicants.
4. A lottery is held in order to develop a wait list for the upcoming year. Space is determined, prior to the lottery, after the current clientele inform the school of their intent to recommit for the upcoming year.
5. Student names for each grade level are drawn electronically in an open PUBLIC lottery certified by Carr, Riggs and Associates. This draw fills in open spaces for the maximum number of student slots available and then determines the wait list for those students hopeful of being offered a space.
6. The certified list is then placed in SIS Student Information System and students are offered space in the order in which they were drawn in lottery.
7. Siblings of existing students and children of employees, and board members can move to the top of the list as per state charter school rules. In addition, for high school selection, 8<sup>th</sup> grade students from Bay Haven and Bay Haven have equal enrollment preference.
8. The parent of each student is contacted, in the order in which their name appears on the computer and offered a space as one becomes available. They have 24 hours to respond. Each contact is recorded and time/date stamped in the computer.

## **Extra-Curricular Activities – Middle School**

Students at Bay Haven Middle Schools will have the opportunity to join numerous after school clubs and/or sports teams. The purpose of these extra-curricular activities is to enhance the learning opportunities at our school. Students will have the opportunity to be engaged in various academic, arts, sports and leadership based activities. Many of our clubs are the “beginner” version of our middle and high school programs. Our clubs are led by both our staff and our parents. Clubs are formed when students show an interest and when each club is sponsored by either one of our staff members or parents. Look for a complete listing of club opportunities at the beginning of the school year.

## **Family Rights and Privacy Act**

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child’s educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records. An employee of BHCA will be present during the viewing of all records. Copy costs will be assessed after the first 10 copies (pages) at a rate of \$.10 per copy (page).

## **Field trips**

As a learning experience, teachers may plan field trips. Parent(s)/guardian(s) may be asked to assist the teacher as a chaperone. Parent(s)/guardian(s) serving in this capacity may not have additional children accompany them. Parent(s)/guardian(s) who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. The Guidelines for Chaperones form must be signed prior to any parent/guardian chaperoning a field trip. Parent/guardian chaperones are required to adhere to these guidelines.

Participating in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any field trip due to behavioral/conduct concerns or as outlined in Florida State Statutes 1003.31-1003.33. Any school suspension may negate attending a field trip. *Student fees must be paid in order for the child to attend the field trip.*

Field trips, which are an extension of classroom instruction, are designed for all students in a class or grade level to attend and are within the scope of one school day (7:30 a.m. – 3:00 p.m.) and will not use student grades for eligibility (ex. Public library, museums, Bay Arts Alliance productions, etc.).

Incentive field trips use criteria established by grade level teams, which may include behavior, tardies, attendance, grades, GPA, and work habits. Students must meet the grade level team established criteria to participate in incentive field trips.

Parent/guardian permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in, according to the teacher’s instructions, prior to the field trip or the student will not be permitted to take part in the field trip. *The students must wear the royal blue uniform*

*shirt on all field trips unless advised otherwise by the teacher.* The school uniform policy does not change for field trips.

Two items are important for field trips. Field Trip Authorization forms must be filled out completely and signed and returned by the preset (established) deadline for each field trip. The Authorization for Medical Treatment form is required to be filled out completely and notarized for out of county field trips. This will be completed once at the beginning of each year.

Once fees are paid for a field trip the fees are non-refundable. Field trip costs are pre-determined based upon a certain number of participants who will share the total expense. The only consideration for a refund would be based upon a verifiable death in the family or an injury to the student that precludes them from field trip participation. Most fees are pre-paid and thus non-refundable.

A field trip is the classroom regardless of location and the teacher is in charge. No additional children shall attend a field trip with a parent/guardian or parent chaperone. This is a classroom control and liability issue. Chaperones may bring cell phones for personal use when not on duty for student contact/supervision.

Children may not be checked out of any off-campus field trip without prior written approval from the administration. This is not recommended due to teacher responsibility and liability.

### **Field trip accounts**

Field Trip Accounts are established for Bay Haven students by the school's bookkeeper. The accounts will be used for specific field trips.

## **Grading**

### **Grading Scales** Kindergarten

S – Satisfactory

N- Needs Improvement

U- Unsatisfactory

### **Grading Scales** Grades 1<sup>st</sup>-5<sup>th</sup>

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=0-59

## **Grievances**

If a student or his/her parent(s)/guardian(s) feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem – be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable.
4. If there is a concern, it is BHCA/NBHCA policy to have the parent speak to the teacher first and then the administration.

### **“Home learning” Policy**

The purpose of homework is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand his/her assignment after trying to do it at home, please send a note to the teacher indicating the problem.

The school charges a reasonable fee for an assignment planner and it can assist your child in keeping track of the homework. The cost of the planner is \$5.00.

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

Grade K – 15 minutes

Grade 1 – 30 minutes

Grade 2 – 40 minutes

Grade 3 & 4 - 45 minutes

Grade 5 – 60 minutes

Teachers will coordinate in teams to balance homework loads. Wednesday evening will usually be lighter. Certain projects, tests, etc., will demand differing loads.

These times are a guide and are based on the average child’s ability and on concentrated, undistracted time for doing homework. Homework assignments may take less time one day and may take slightly more time on another day. A child who does not complete class work in class may have to complete this work in addition to homework.

Assignments must be completed on time and be properly written. The only acceptable excuse for incomplete homework is the student’s illness or a written note stating an emergency which prevented homework from being done. If a student fails to bring in homework, he/she should complete it for the following day. Teachers keep daily records of homework assignments which are used in determining quarterly grades. Always complete work, even if it is late.

Parent(s)/guardian(s) may help in the following ways:

- Show an interest in your child’s work
- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.



- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

It is important to note that "home learning" is the responsibility of the student and the parents.

## **Lost and Found**

Throughout the school year, items which have been lost are turned in to the school office. Many problems would be solved if clothing and personal belongings were labeled with the student's name. Any time a student loses an item, he/she may come to the office to inquire or claim it. There are many items lost and never claimed each year. These items are donated on a regular basis to various charitable institutions. Therefore, please have your child's first and last name on all personal property such as: lunch boxes, sweaters, raincoats, etc.

## **Materials, Books, Backpacks and Supplies**

Students need to realize that books, technology equipment and materials are expensive and they should be cared for properly. Students are required to cover all books that are issued to them. A brown grocery bag makes an excellent book cover. At the beginning of the school year some businesses offer free book covers to students. Students should print their names and room number on the front of each book cover. Books must not be written in or on. Charges will be made for damaged or lost books and/or materials based upon replacement costs. Students must learn to be responsible for the care of personal and school materials.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please encourage your child to come prepared for school by assisting them in packing homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and to be sure that everything needed for the next day has been packed. Students are allowed to use backpack to organize and carry their belongings to school. *Students may NOT use backpacks with wheels. Students are not allowed to carry string bags, backpacks or large purses into the classroom. Girls are allowed to carry a small purse into the classroom.*

A supply list for each grade level is posted on the school's website. A materials fee has been established for supplies needed by each classroom. *These fees must be paid in order for the student to be eligible for field trip participation.*

## **Medication**

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of Bay Haven/Bay Haven Charter Academy without specific written authorization by the parent(s)/guardian(s) and physician of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the parent/guardian must sign an authorization form and have the form completed by their physician. Please obtain this form in the school office. The medication will be kept in the office and will be administered by office personnel. A parent/guardian may also choose to come to school and administer medication. Students are never allowed to carry over the counter or prescription medication to school or keep in their possession.

## **Pediculosis (Head Lice)**

Students will be checked periodically for head lice. Students will be sent home if school personnel find evidence of lice in his/her hair. All parent(s)/guardian(s) will be notified in the event of a case of head lice. The students may not return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parent(s)/guardian(s) are asked to examine the hair of their children weekly, and shampoo frequently. Frequent incidence of Pediculosis may be referred to Child and Family Services.

## **Pupil Progression**

Bay Haven Charter Academy will follow the Bay County School's Pupil Progression requirements and procedures for students.

## **Right of Student Dismissal (BHCA, Inc. Board Policy)**

FS 228.056 10(a) 7 identifies the charter school's authority to develop and implement admission procedures and dismissal procedures. The charter contract between Bay District Schools and Bay Haven Charter Academy, Inc. affords the charter school the right of dismissal. Per Bay Haven Charter Academy, Inc. Board policy, students eligible for dismissal are those who meet the established thresholds for three or more of the following criteria:

1. **Tardies:** Five (5) unexcused tardies within 30 days or ten (10) unexcused within a 90 calendar day period and improvements are not made after strategies have been implemented.
2. **Attendance:** Five (5) unexcused absences within 30 days or ten (10) unexcused absences within a 90 day calendar day period and improvements are not made after strategies have been implemented.
3. **Behavior:** If the child study team and the principal have determined that a student attending the School has documented repeated acts in violation of the School's Behavior Policy including violations of the School's policy regarding wearing of approved uniforms and significant improvements are not being made.
4. **Parent/guardian volunteer hours** not being adequately met per the School's policy.

*Student dismissals will be reviewed at the end of each semester. However, in the case of extreme non-compliance, dismissal can be made anytime during the school year once dismissal criteria have been met and no significant improvements have been made.*

In the event a student is recommended for dismissal by the Principal of the affected school to the Chief Educational Officer, the CEO will then review for compliance of due process and forward the recommendation to the Bay Haven Charter Academy Inc., Board of Directors for consideration and official dismissal. If the Board approves the dismissal, the parent or guardian has the right to appeal the dismissal to the Principal of the affected school within 5 business days. If the appeal is not granted, the student will be withdrawn at the close of the 5<sup>th</sup> business day. If the appeal is rescinded,

after Board approval, the student may remain at the affected school pending ratification of the dismissal by the Board at the next regular scheduled Board meeting.

### **Dismissal Procedures**

1. Letter to parent regarding intent to dismiss and requesting a dismissal hearing.
2. Final declaration of dismissal or option of withdrawal.
3. Transfer records to home-zoned school.

### **Steps taken prior to dismissal**

#### Documentation

- Document discipline violations and notify parent.
- Document parent volunteer hours and notify parent of volunteer opportunities.
- Document attendance and notify parent.
- Document tardies and notify parent(s)/guardian(s).

#### Conferences

- Refer for Child Study Team (CST) as appropriate.
- Hold conferences with parent(s)/guardian(s) and student regarding violations.
- Hold dismissal hearing with parent(s)/guardian(s) and student

## **Safety**

### **Visitors**

Visitors, INCLUDING PARENT(S)/GUARDIAN(S), are NOT permitted to go to their child's class unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors [including parent(s)/guardian(s)] must sign in and out with the office, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. This is Florida State Law. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

### **Special Safety System**

If you visit the school, you MUST enter through the front doors and check in with the front office staff. You MUST have your driver's license with you so that the front office staff can scan your license through the Raptor System. A visitor's badge will be printed for you and you MUST wear the badge at all times while on campus.

## **Severe weather information**

Bay Haven Charter Academy will follow the same instructions as Bay County Public Schools in case of severe weather emergencies. Parent(s)/guardian(s) should watch the local news for information regarding school closings.

## **Student Gifts**

Please **DO NOT** send or bring gifts such as balloons, flowers, etc., to students. Office space is very limited and we do not have the staff to deliver these. If you send these items, they will be held in the front office for pick

up at the end of the day. Balloons are not allowed on school buses.

### **Student Picture Waiver**

It is our school policy to never use student pictures with student names when publishing various articles on our website, through our E-blast, or on our school Facebook page. We work hard to recognize our student's accomplishments and as a result various individual and group pictures and/or names are often published. If you do not want your child's picture and/ or name published on our webpage, e- blast, or school Facebook page, please indicate this in writing and send to your child's teacher the first week of school. Again, realize, by law, we will never put a name with a face.

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education record. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students or former students shall have 30 days from the date of this notice to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. Bay District Schools has designated the following information as directory information:

- A student's name, address, and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth
- Major field of study
- Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

- In-school use of student directory information for official school business
- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities
- Student directory information of junior and senior students may be furnished, upon request to:
  - Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to student in regard to opportunities available to

them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose.

- Florida public universities and colleges.
- United States Congressman and Senators and Florida legislators

## **Students' Rights**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, suspension or recommendations for expulsion.

Parent(s)/guardian(s) who have a conflict with a student other than their own child are requested to speak to the Administration. At no time may parent(s)/guardian(s) approach the student directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated.

## **Student Surveys (Bay District Schools Policy 7.310)**

The District shall cooperate with the federal government and state agencies such as the Florida Department of Health in conducting student surveys. These surveys shall be conducted anonymously and shall contain no personally identifiable information from or on any individual student. Parent(s)/guardian(s) shall be notified of upcoming surveys that reveal information concerning one or more of the following items:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental and psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

No student shall be required to participate in such surveys if the student's parent objects in writing to the student's participation. Parent(s)/guardian(s) shall have the right to inspect any such survey instrument before the survey is administered or distributed if the request is made within a reasonable period of time. Parent(s)/guardian(s) shall be notified annually at the beginning of each school year of this policy and the notice shall include approximate dates during the school year when any such survey is administered. *Authority: §1001.4, Fla. State. Law Implemented: PPRA, Public Law 107-110, Title X, Part F, Section 1061 History: New, December 10, 2003*

## Summer Work

The Bay Haven Summer Work program is an important part of the High Expectations/High Achievement vision of our school. Research shows that students experience what is called a “summer setback” if they do not participate in activities which will reinforce learning over the summer months. To minimize this, Bay Haven has developed a Summer Work Program.

Students who complete ALL the work assigned for the grade level they are moving into or participate in a summer enrichment or summer remediation program at our school will be counted as completing the summer work. Students complete the work for the grade level or course they are moving into this fall.

## Suspension and Expulsion

The Principal may recommend to the Bay County School Board to expel a student for any of the following, including those items listed in Bay District Schools Policy 7.102. These include, but are not limited to:

1. Possession, use of or transmission of a weapon including, but not limited to a gun, knife, razor, explosive, 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.
6. Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct.

### **Suspendable offenses include but are not limited to the following:**

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking on school grounds or possession of tobacco products.
3. Being under the influence or possession of alcoholic beverages on school grounds.
4. Defacing or vandalism of school property.
5. Igniting any flammable substance or possession of products such as lighters.
6. Harassment of students, faculty, staff, parent(s)/guardian(s), substitutes or visitors.
7. Repetitive disruptive behavior.
8. Rude or vulgar language, gestures, pictures or actions.
9. Actions deemed to be unsafe or containing the potential to disrupt the educational setting at Bay Haven Charter Academy.

## Telephone Use – Front Office

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone except for **emergencies**.

We **CANNOT** deliver a personal message to an individual student or teacher without interrupting the instructional program. Please **do not** ask the office staff to deliver messages to students or teachers **except in an emergency**

## Volunteer Hours and Rules:

In order to maintain harmony and a positive atmosphere, all volunteers must abide by the following rule: Under NO circumstances may any volunteer contact other parent(s)/guardian(s) or individuals for non-supportive, negative or derogatory communication. If there is a concern, it must be addressed with the teacher(s) first at the appropriate time. If not satisfied after this communication the parent/guardian shall contact the principal.

Failure to follow these procedures can constitute loss of privilege to volunteer in classes. Parent(s)/guardian(s) have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available at the Open House before school starts and during Back to School Night in late September. Other opportunities are announced throughout the school year. Parent(s)/guardian(s) are required to log the volunteer hours via computer. These hours are recorded monthly so be sure to log in the month that you worked the hours.

Parent(s)/guardian(s) are required to volunteer 20 hours per family per year or prorated to two hours a month if their children are accepted after school has begun. We appreciate the additional hours beyond the required 20 that many of you will contribute. This helps the school, your child and all children at Bay Haven. Section 1002.33(10)(e)5., F.S., states that a "charter school may limit the enrollment process only to target the following student populations: ...students who meet reasonable academic, artistic, or other eligibility standards established by the charter school and included in the charter school application and charter or, in the case of existing charter schools, standards that are consistent with the school's mission and purpose."

Consequently, if a new charter school includes the parent volunteer requirement in its application and charter, or if the requirement is consistent with the mission and purpose in an existing charter school, the parent volunteer contract is enforceable under Florida law. Failure of a parent or parent(s)/guardian(s) to uphold or fulfill their responsibilities under that contract would be sufficient grounds for that charter school to deny admission to the child the following year.

The Parent, Teacher, Student Partnership organization hosts many on campus activities throughout the year that offer a variety of volunteer opportunities. Please visit the PTSP website to see a list of upcoming events.

### What counts toward volunteer hours?

- Various restaurant 'share' nights (1 hr. per family per pizza night)
- SAC committee duties
- General meetings, Board meetings, Booster meetings, Choir meetings, Bandmeetings
- Serving as a Board member

- Assisting as a club leader or helper
- Working in the classroom (Cutting out lamination or setting up classroom activities)
- Helping with classroom items at home (decodable books, book orders, etc.)
- Helping in the copy room
- Room parent/guardian duties
- Eating lunch with child (2 Hour maximum per family)
- Helping in the library (shelving books, reading to classes, etc.)
- Lunchroom help (cleaning tables, sweeping, etc.)
- School sponsored work days
- Working the drop off/pick up line opening doors for all children
- Campus maintenance
- School approved tutoring
- Helping during field day
- Working in Aftercare
- Donating Baked Goods for PTSP events
- Substitute Teaching (up to 10 hours)

**What does not count?**

- Parent-teacher conferences
- Reading to child
- Homework help
- Selling for fund raisers
- Attending choir/band concerts
- Attending sporting events
- Attendance or disciplinary issues
- Attending Award ceremonies



## Annual Notices, Policies, & Laws

### Bay District Schools Annual Notice Regarding Public Education Records

Pursuant to Florida law and School Board Policy 7.304, adult students and the parent(s)/guardian(s) or parent(s)/guardian(s) of a student under age 18, currently or formerly in attendance in the Bay District School system, shall have the following rights with regard to public education records maintained by the District.

- **Right of access.** The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation of the records, and the right to obtain copies of said records. The District shall presume that either parent of a student has a right to inspect their child's records unless the District has been provided with a legally binding instrument or court order which provides to the contrary.
- **Right to privacy.** The right to privacy with respect to personally identifiable records held on each student, whether a current or a former student.
- **Right to waiver of access.** The right to allow another party access to all personally identifiable student records.
- **Right to challenge and hearing.** The right to challenge the content of any record which the parent, guardian, or adult student believes to be inaccurate, misleading or a violation of their privacy.

Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. The procedures for exercising the aforementioned rights are explained in further detail in School Board Policy 7.304, copies of which are in each school office, the District offices at 1311

Balboa Avenue, and via the Internet at [www.bay.k12.fl.us/district/policy](http://www.bay.k12.fl.us/district/policy).

Bay District School system will forward records to other schools that have requested the records and in which the student seeks or intends to enroll (34CFR §§ 99.7 and 99.34(a) (ii)). Such records will include disciplinary records, which will include suspension or expulsion.

Parent(s)/guardian(s) and students over 18 years of age ("eligible students") have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: File: *Annual Notice Regarding Public Education Records.doc*

Family Policy Compliance Office

U. S. Department  
of Education 400  
Maryland Avenue,  
SW Washington,  
DC 20202-5920

## Bike Rider/Walking Waiver

Dear Parents,

In order to ensure the safety of our student “walkers and bikers” at dismissal, the following regulations will be in place for the current school year.

Walkers will generally be the last to be dismissed, because of the large number of cars in the carpool line, except as indicated below.

- Any student **who lives within a one mile radius of the school** may **walk or bike** home **accompanied by his/her parent**. Any walkers/bikers under grades 5<sup>th</sup> must be accompanied by parent. A parent or guardian must be present at the bike rack to serve as anescort.
- Students in **grades 5-8** may **walk or bike** home **unaccompanied**. A student leaving the property to walk home must live within a one mile radius of the school. By signing below, the parent acknowledges that the child will be unaccompanied once he/she leaves the school campus. These students are dismissed after final bell.
- Walkers/Bikers must go directly from North Bay Haven to their approveddestinations.
- In the event inclement weather prevents students from walking/biking, parents will be sent an e- mail informing them that their children need to be picked up during regular after school pickup. If not picked up by 3:30 PM, they will be sent to the After CareProgram.

### Approved Destinations:

- I give my child(ren) permission to walk, accompanied by school staff, to the pick-up parking area for immediate pick up or after school programs.
- I give my child(ren) permission to walk, accompanied by school staff, to after school programs.
- I will meet my child by the bike rack to walk/bike from school. (This option is only available to families who live within a one mile radius of the school.)
- I give my child(ren) permission to ride a bike and/or walk directly home from school unaccompanied. (This option is only available to families who live within a one mile radius of the school and only to students in Grades 5-8.).

I agree to the guidelines mentioned above and will adhere to these standards for the following children:

Name: \_\_\_\_\_

Parent or Guardian Signature

Date

\_\_\_\_\_  
Parent or Guardian Name (Please Print)

\_\_\_\_\_  
E-mail Address (for cancellation notification)

\_\_\_\_\_

\_\_\_\_\_

**PLEASE RETURN FORM TO THE FRONT OFFICE**

# BHCA Parent Expectations



*I understand that BHCA is an academically challenging school. Parents of students at BHCA agree to:*

- Value attendance and have your child at school on time everyday
- Understand that your child will have homework, will have to study and prepare for tests, will have occasional projects that are not optional (such as History Fair/ Science Fair), will not be allowed to retake tests
- When a child struggles there are avenues to assist, such as the construction of a PLP (Personalized Learning Plan) between the parent-child-teacher. This responsibility is shared between teacher, student and parent and does not solely fall on the responsibility of the classroom teacher.
- Always support the teacher and school decisions
- Help maintain the positive school culture by never complaining
- Communicate with my child's teacher when a question or concern arises before going to administration
- Fulfill my 20 hours of volunteer hours at a minimum with the understanding that we "want" parents at our school!
- Stay aware of what is going on by reading weekly e-blasts, classroom newsletters, student planners, and by looking at the school webpage frequently, (and for some of you the BHCA Facebookpage).



**PLEASE SIGN AND RETURN THIS  
PAGE TO YOUR STUDENT'S  
TEACHER**

*Acknowledgement of Information in  
Handbook*

I acknowledge that I have read the Bay  
Haven 2021-2022 Student Handbook.

Parent \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_