

Bay Haven Charter Academy

K-8 Student/Parent Handbook



School Info:

Address- 2501 Hawks Landing Blvd, Panama City, FL 32405

Phone- (850) 248-3500

Website- bayhaven.org

CEO- NelsonStephenson

BH Administration:

Principal- Brittany Lewis lewisbn@bayhaven.org

Assistant Principal- Windell Spivey spivew@bayhaven.org

Administrative Assistant- Leanne Gingrich gingrlv@bayhaven.org

Haven School Calendar 2024-2025

	Day	Date
Teachers Return for Pre-School Inservice	Monday	7/29-8/6
First Day of School	Wednesday	8/7
Labor Day Holiday for All	Monday	9/2
End of 1st Quarter	Tuesday	10/8
Columbus Day-Campuses Closed	Monday	10/14
Teacher PLC/Planning Day School Out for Students	Tuesday	10/15
Veteran's Day-Holiday for All	Monday	11/11
Thanksgiving Holidays Begin (School out for entire Week)	Monday	11/25
Return from Thanksgiving Break	Monday	12/2
End of 1st Semester and 2nd Quarter-Early Release	Thursday	12/19
Christmas Holiday Begins	Friday	12/20
Teacher PLC/Planning Day School Out for Students	Tuesday	1/7
Students Return from Christmas Holiday	Wednesday	1/8
Martin Luther King's Birthday-Holiday for All	Monday	1/20
President's Day-Holiday for All	Monday	2/17
End of 3rd Quarter	Thursday	3/13
Teacher PLC/Planning Day School Out for Students	Friday	3/14
Spring Break Begins	Monday	3/17
Return from Spring Break	Monday	3/24
Good Friday-Campuses Closed	Friday	4/18
Last Day of School for all Students/End of 4th Quarter and 2nd Semester (Early Release)	Friday	5/23
Memorial Day Holiday for All	Monday	5/26
Post-Planning for Teachers	Tuesday	5/27

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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, North Bay Haven Charter Academy (NBH), made up of North 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 was added until the high school consisted of grades 9-12.

In July, 2014, North Bay Haven Middle and High Schools moved to the new facility at 1 Buccaneer Drive. In August, 2017, North Bay Haven Elementary School joined the MS and HS and moved into the 1 Buccaneer Drive campus with full enrollment of 6 classes in grades K-5 and a Pre-K program that accepts children ages 3-5. Currently, NBHCA has an enrollment of just under 2,100 students with large waiting lists at all grade levels. All BHCA, Inc. schools have received high rankings from the Florida Department of Education since opening.

VISION

High Expectations / High Achievement

MISSION

As a school of excellence and diversity, we value rigor, relevance, and relationships thereby empowering students to become lifelong learners and contributing members of society.

CORE BELIEFS

We Believe:

1. Learning is a life-long process.
2. Students learn best in a safe and caring environment.
3. All students can learn and achieve success.
4. Children deserve high quality instruction that meets their individual needs.
5. Literacy is a fundamental key to success.
6. Public education is a team effort including the home, school and community.
7. Relationships are the foundation of a highly effective learning environment.



BHCA, Inc. schools offer a first-class education for students with an emphasis on building **good character** and cultivating **strong values**. This is accomplished through the collective efforts of all adult stakeholders at each of the schools. As stated in BHCA, Inc.'s *Gold Standards of Excellence: The Basics*, adults are expected to "Be consistent, be prepared, and be fair, equitable and compassionate. Demand and expect the best from all students and adults in the organization." As active participants in the development of each student, **parents, teachers, staff, and administration shall hold all students to the following standards of behavior. All adults (Parents and Staff) will do their best to ensure that each student will:**

1. Wear their uniform with pride and adhere to the uniform policy according to the student handbook.
2. Be involved- attend meetings and after school events, be part of our clubs- this is your school.
3. Study for tests, complete assigned work and do his/ her homework.
4. Be on time each and every day- "15 Minute Rule."
5. Get the planner signed every day.
6. Come to school clean daily.
7. Clean up after him/ herself and help keep our school clean both inside and out.
8. Accept consequences for his/her actions.
9. Adhere immediately to "give me five" call for silence.
10. Keep hands and feet to him/ herself.
11. Walk on the right side of the hallway in a quiet, calm manner while moving around campus.
12. Not use inappropriate language.
13. Say "please" and "thank you" and will write a "thank you note" when appropriate.
14. Say "ma'am" and "sir" when responding to any adult.
15. Hold open doors for others.
16. Offer to help others by asking them "can I help you?"
17. Say "good morning" each day to the adults in the building.
18. Not walk between adults who are speaking.
19. When listening to someone speak, give them eye contact and do not talk while someone else is talking.
20. Say, "I'm sorry" when my actions hurt others and do not do it again.
21. Not spread, start rumors or engage in gossip.
22. Use kind words by being respectful each and every day.
23. Not argue with adults.
24. Be respectful during the pledge of allegiance and the moment of silence.
25. Show character and be a leader at all times!

Schedules

Bay Haven Elementary

6:40	Elementary Opens- K and 1st reports to Media Center holding area, 2nd-4th reports to Cafeteria, and 5th reports to the gym.
7:30	School Starts
11:47-1:12	K-5 Lunches
2:30	K-2 Dismissal
2:45	3-5 Dismissal

Bay Haven Middle School

6th/7th Bell Schedule		8th Bell Schedule	
1st	7:45- 8:40	1st	7:45- 8:40
2nd	8:43-9:38	2nd	8:43-9:38
3rd	9:41-10:30	3rd	9:41-10:36
Lunch	10:30-11:00	4th	10:39-11:10
3rd	11:00-11:06	Lunch	11:10-11:40
4th	11:09-12:04	4th	11:40-12:04
5th	12:07-1:02	5th	12:07-1:02
6th	1:05-2:00	6th	1:05-2:00
7th	2:03-3:00	7th	2:03-3:00

Board Adopted Policies and School Procedures

Listed below are various school related policies/procedures. Please click on the Policy Title and you will be directed to the school website and specific board adopted policy. There are numerous policies in our board handbook that may be viewed at bayhaven.org, but listed below are some of the more pertinent policies/procedures with regards to day to day operations at school.

NEOLA Policies updated and Board Adopted 7-1-23

<u>Policy Title, Description and Number</u>	Policy
<p><u>Attendance Policies</u></p> <p>The attendance policies address the following topics: Excused and Unexcused Absences, family leave policy, religious leave policy, the Out of School Suspension (OSS) and Unexcused Absence policy, how to report an absence, make-up work policy, tardy policy, early dismissal policy and the habitual truancy policy.</p> <p>Reporting Absences- BHCA Procedure If a parent is calling to report an illness, please call the office and ask for the attendance clerk.</p>	<p>5200, 5215, 5223, 5225, 5230</p>
<p><u>Parental Involvement Policies</u></p> <p>This section of policies refers to parental involvement with schools. It discusses various topics that include: Haven 20 hour volunteer policy, school improvement and curriculum, controversial issues, chaperoning field trips, how to check into the office, fingerprinting and background checks, visiting campus and more.</p> <p><i>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.</i></p> <p>What counts toward volunteer hours? Various restaurant ‘share’ nights (1 hr. per family per night), PTSP committee duties, General meetings, Board meetings, Choir meetings, Band meetings, Board member, Club leadership or assisting, Working in the classroom, Helping with classroom items at home (decodable books, book orders, etc.), Copying, Room parent/guardian duties, Eating lunch with child, Orientation, Media Center help, Lunchroom help, 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</p> <p>What does not count? Parent-teacher conferences, Reading to child, Homework help, Selling for fundraisers, Attending choir/band concerts, Attending sporting events, Attendance or disciplinary issues, Purchasing Items</p>	<p>2111, 2121, 2210, 2240, 2260, 9200, 9150, 9160</p>
<p><u>Student Drop off and Pick up Procedures</u></p> <p>Arrival Procedures Students are expected to be at school 15 minutes before the first period begins. No students are to be on</p>	<p>n/a</p>

campus before 6:40 AM as there is no supervision. See below for drop off/start times and drop off zones.

K and 1st reports to the Media Center holding area, 2nd-4th reports to the Cafeteria, and 5th-8th reports to the gym.

Student Dismissal/Pick Up
 Pick Up plans should be finalized before the student comes to school by communicating with your child's teacher and your student. 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 one hour before school gets out. If a parent calls after this time we cannot guarantee that the student will receive the message. See below for pick up times and zones.

ALL students with K-5 SIBLINGS go to elementary pick up.

4th and 5th grade students with NO SIBLINGS ONLY begins at 2:45 and go to middle school pick up.

Middle school students with K-5 siblings go to ELEMENTARY SIDE for pick up by 3:00.

***Elementary parents picking up on the middle school side should be in the pick up line by 2:40 to drive through, pick up their student(s), and EXIT out the lanes past the preschool building. We keep this EXPRESS LANE moving quickly so you do not get caught in middle school traffic.

Students must be picked up at the end of the day before 3:45.

Student Dress Code Policy

5511

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. These dress code guidelines indicate appropriate school dress during normal school days. The 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 once on campus-no exceptions. Parents select to have their children attend Haven Schools with full acknowledgement of the expectations and policies. Purchasing uniforms from Haven designated and approved vendors is a policy requirement. Parents may not purchase an article of clothing and have it embroidered with a Bay Haven or North Bay Haven logo This is a copyright infringement. Section 5511 discusses the specific dress code for boys and girls at the elementary, middle and high school levels.

Field Trip Policy and Chaperone Procedures

2340

This Policy defines what is allowed and not allowed on field trips, along with the guidelines that administration follows when setting up field trips. Below are the procedures for parent volunteers and chaperones for various activities that occur both on and off campus:

Chaperone and Visitor Check In Procedures

Due to school safety, everyone on campus needs to have a badge or they will not be allowed on campus. Staff members and board members are to wear their badge every day. Here are some of the other non-staff members that may visit from time to time and what is expected of them.

Check In Procedures

All visitors to the campus must stop in the office and register through the Raptor system using their ID. There is never an occasion where it is acceptable that any adult is on campus without an ID badge. No parents, visitors, or non-staff are allowed on campus during school hours without going through the office and check-in procedure.

Parent Volunteers/ Guest Speakers/ Field Trip Chaperones

When parents volunteer/ guest speakers are in class they are to use the Raptor badge system. Parent volunteers are never allowed to be alone with students.

Haven Board Members/ PTSP Board Members

Haven Board Members and/or PTSP board members are on campus often and have their own school approved badge.

<p><i>Chaperoning and/or volunteering on a Field Trip</i> All volunteers, parents attending a school sponsored field trip must get a background check at the security office at Bay District Schools. This process may take up to two or more weeks. Please visit the BHCA office to get the registration packet. Once cleared, the chaperone may use the badge for the entire school year.</p>	
<p><u>Wireless Communication Device Policy</u></p> <p>This policy defines Wireless Communication Devices (WCD's) as the various forms of technology found on campus, and what is allowed and not allowed on campus, technology use policy, social media policy, .</p> <p>Telephone Use Procedures- Front Office Only 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.</p>	<p>5136, 7540, 7544</p>
<p><u>Academic Policies</u></p> <p>This section of policies addresses the following academic related policies:: Student Progression, Promotion, Retention, Student Grading, ESE Program and Student Assessments.</p>	<p>5410, 5421, 5430, 5460 2460, 2623</p>
<p><u>Right of Student Dismissal Procedure</u></p> <p>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:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Parent/guardian volunteer hours not being adequately met per the School's policy.</p> <p><i>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.</i></p> <p>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 5th business day. If the appeal is rescinded, after Board</p>	<p>n/a</p>

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

1. Document discipline violations and notify parent.
2. Document parent volunteer hours and notify parent of volunteer opportunities.
3. Document attendance and notify parent.
4. Document tardies and notify parent

Conferences

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

n/a

Communication Procedures

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 parents at all times. It is extremely important that any change of address, telephone numbers, email address or other vital communications information or pick-up authority must be completed by the legal parent.

Student Planners

Student planners are utilized in grades 2nd-8th grades throughout Bay Haven. 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 are expected to sign the planner nightly to indicate that they have reviewed the day's happenings and communication from teachers.

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 every week. Directions on how to set up your FOCUS account will be sent home the first week of school OR, click here for a link to directions:

<https://drive.google.com/file/d/1J0jouabKzmmZYfougRadtH4XoQ3gaHBQ/view?usp=sharing>

School Email Blasts and Etexts

The school sends weekly communication to parents via email. These email blasts contain important information– be sure you read these and let the office know if you are not receiving these. In some instances, an e-text will be sent to your phone (registered numbers in FOCUS) for emergencies or extremely important information.

<p>School Website/Calendar The school website and website calendar are updated daily with regular events- please watch for upcoming events. The school website and calendar can be found at bayhaven.org.</p> <p>School Social Media Sites BHCA has a very active and current Facebook and Instagram page. These sites are meant to highlight and showcase our students, staff and families. Occasionally we will push out information as well.</p>	
<p><u>Application and Admission Process Policy</u></p> <p>The policies address the procedures to apply for the elementary, middle and high school lotteries, entrance requirements, application and admission process, lottery preferences, how to withdraw from the school, foreign exchange students, and more details.</p>	5112, 5114 5121, 5130
<p><u>Health Services and Medication</u></p> <p>This policy addresses the various health services available at the school, how to properly use medication at school and the process and procedures in place, student accidents, emergency medical authorization, and more.</p> <p>Pediculosis (Head Lice) Any student with live head lice will be temporarily excluded from attending school. Students with live head lice may not participate in school sponsored activities, or ride the school bus until the student receives treatment for head lice. Any student with nits at the base of the hair follicle will be temporarily excluded from school. Students with nits at the base of the hair follicle may not participate in school sponsored activities, or ride the bus until the student has received treatment for the lice. In the event that head lice or nits at the base of the hair follicle are detected while the student is at school, the student's parent/guardian will be notified to come pick up the student. Upon returning to school the student will be checked for head lice and nits at the base of the hair follicle with the parent/guardian present. The student may remain at school only if they are found to be free of head lice and nits at the base of the hair follicle. If the student is found to still have head lice or nits at the base of the hair follicle, the designated school staff will discuss continued treatment with the parent/guardian. Final reentry decisions will be made at the principal's discretion.</p>	5310, 5320, 5330, 5340, 5341
<p><u>Student Discipline and Character Education Policies</u></p> <p>The following policies address the expectations of our students, the code of conduct, proactive measures in place to teach character education, state statute and law enforcement in student investigations, suspensions, expulsions, due process, and more.</p>	5500, 5516, 5517, 5540, 5600, 5605, 5610, 5611, 5771,
<p><u>School Facility Policies</u></p> <p>This section of policy refers to using school facilities, and also addresses how the school is a "Weapon Free Zone" and "Smoking and Tobacco Free Zone." There are also policies with regards to what is allowable with animals on campus (such as pets), student driving privileges, flying drones near the campus, and more...</p>	7434, 7510, 7217, 8390, 5515

Parental Expectations

BHCA Family Expectations



I understand that BHCA is an academically challenging school. Students and Parents at BHCA agree to the following:

- The attendance policy stated in the handbook.
- Students 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, and 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 all three (teacher-student and parent) and does not solely fall on the responsibility of the classroom teacher.
- Support the teacher and school decisions
- Maintain the positive school culture by never complaining (especially on social media)- rather, work with the teacher and admin to resolve a problem or issue
- Communicate with my child's teacher when a question or concern arises before going to administration
- Fulfill 20 hours of volunteer hours at a minimum with the understanding that we "want" parents at our school
- Assist in teaching the 25 Student Expectations
- Stay aware of what is going on by reading weekly e-blasts, classroom newsletters, student planners, and by looking at the school calendar and webpage frequently
- Fees and dues at the school must be paid for.
- I understand that we are a standard track diploma school.
- We are a uniform school and if my child does not have on his/her uniform I will be called to bring a change of clothing for my child.
- BH MS is a 1-to-1 technology school, therefore it is my responsibility to provide my child a Chromebook (see school website for details).

Section 5- Signature Page to be Returned



**PLEASE SIGN AND RETURN THIS PAGE
TO YOUR STUDENT'S HOMEROOM/FIRST PERIOD
TEACHER**

*Acknowledgement of Information in
Handbook*

**I acknowledge that I have read the
BHCA K-8 Handbook.**

Parent: _____

Date: _____

Student: _____

Date: _____