Parent/Student Handbook 2015-2016
August 24, 2015

Dear Parents and Students:

Welcome to a new and exciting year at Duval Charter School Baymeadows and Duval Charter High School! From the very first day of school until students don their caps and gowns, they go through the most enriching growth period of their lives, and we are proud to offer you and your family the opportunity for a great educational experience. As an alternative to public schools without the typical added cost of tuition, our school offers a rigorous academic curriculum, a safe learning environment, a community atmosphere and so much more.

Educational success for all students cannot be complete without parent partnerships. You are the most essential part of your child’s education, and it is important that we build a strong relationship in order to meet and exceed your child’s educational needs.

This handbook is designed to assist parents and students in understanding the policies and guidelines used at Duval Charter School at Baymeadows and Duval Charter High School. Please read and discuss this handbook very carefully. After reviewing the handbook, please print the parental acknowledgement pages in the back of the handbook and return them to your child’s homeroom teacher. Please remember that all parents and students are responsible for all information included in this handbook.

We look forward to working with you throughout the school year, and we trust you will keep this booklet handy and refer to it during the school year. Our partnership in providing educational excellence for all of our students can only grow stronger with close communication between school and home. If you cannot find the information you need, please contact school staff members as indicated in the following pages.

We look forward to a successful 2015 - 2016 school year, and we are committed to providing our students with quality educational opportunities that will help them become productive citizens in the 21st century.

Kimberly Stidham
Principal
Duval Charter School at Baymeadows
Charter Schools USA’s Mission

Charter Schools USA creates and operates high quality schools with an unwavering dedication to student achievement. We have an unyielding commitment to ethical and sound business practices and provide choice for communities, parents, students, and professionals that fosters educational excellence in America.

Charter Schools USA’s Vision

We provide premier educational services, drive academic excellence in the Charter Schools Management Industry, build a powerful platform for profound educational reform in the United States and create sustainable long-term value for investors and stakeholders.

Duval Charter School at Baymeadows and Duval Charter High School’s Mission Statement

Inspiring every student to achieve excellence through rigorous academics and character education.
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School Calendar
Duval County Public Schools
2015-2016
District Calendar

Student Calendar
August 24, 2015               First Day of School
September 7, 2015              Labor Day
October 30, 2015                Planning Day
November 11, 2015              Veterans Day
November 25 - 30, 2015        Thanksgiving/Weather Days
Dec 21-Jan 1, 2016              Winter Break/Weather Days
January 18, 2016               Martin Luther King Day
January 22, 2016               Planning Day
February 15, 2016              Presidents Day
March 18- 28, 2016            Spring Break/Holidays
April 8, 2016                   Planning Day
April 29, 2016                  Schools Closed
May 30, 2016                    Memorial Day
June 10, 2016                   Last Day of School

Early Dismissal/Release Days
September       9, 23
October           7, 21
November         4, 18
December          2
January          6, 27
February         10, 24
March            9, 30
April           13, 27
May            18

Early Release Times: K – 5 at 1:55, Middle School and High School at 2:10

Weather Days
November 25, 30
December 21, 22, 23

II. School Hours
Regular school hours:         MS/HS       8:00AM-3:10PM
                                K - 5       8:00AM-2:55PM
Before School Care:            6:30am - 7:30am
After Care:                    2:55pm - 6:00pm
III. Arrival and Dismissal

The safety of your children is our first priority. To keep all our children safe, please follow the drop off and pick up procedures very carefully.

Arrival

Students need to learn the importance of regular school attendance. In addition, it is important that students report to school on time. All students must be dropped off in the back parking lot car line. The K-5/5-12 sibling connection, and middle/high car loops are the only designated areas for student drop off. Students must not be dropped off in the adjacent office parking lots or the front entrances.

Drop-off for MS/HS students is from 7:30am to 7:50am. Students are expected to be seated in their homeroom class by 8:00am. There is no supervision before 7:30am for students who are NOT enrolled in the Before Care Program. If students are dropped off prior to 7:30am they will be placed in Before-Care, and the parent will be assessed a daily rate of $5.00. Parents of only K-5 students who are NOT enrolled in Before Care should not drop off their children before 7:30am.

Dismissal

Students must leave the school grounds immediately after dismissal, unless they are enrolled in the After-Care Program, a sports program, or any other enrichment program. Bus riders and walkers may not loiter in the car line pick up area. MS/HS sibling connections must go to their pick-up area immediately after the dismissal bell.

Pick-up Times for MS/HS students - 3:15pm

Dismissal from school begins at 3:15pm for MS/HS students. Parents must wait for their children outside the school. Students will not be released in the offices to parents between 2:30pm and 3:10pm. As dismissal time is an extremely busy time of the school day, please avoid calling the front office from 2:30pm through 3:30pm. Dismissal from school begins at 2:55pm for grades K - 5 students.

Pick-up Procedures:

1. Parents of K-5 students and students with MS/HS siblings enter from Baymeadows Way W, follow the loop to pick up students, then exit the Baymeadows Way W, turning left toward Philips Hwy.
2. Parents of MS/HS students will enter the line from Baymeadows Way, picking up in front of the cafeteria from the right lane only. After students are in car, signal to move into left lane for express exit. Exit back onto Baymeadows Way, right turn only.
3. Please refrain from using cell phones in the car line as distractions may cause accidents and injuries.
4. If your child is not out at the loading area, we will ask you to loop back around so that the line can continue.
Only individuals listed on the emergency procedure card or SIS will be allowed to pick-up students from the school. It is a parent’s responsibility to keep contact information as updated. A valid photo identification will be required of all individuals picking up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card, the student will not be released. Furthermore, if the person picking up the child does not have valid photo identification the student will not be released. To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy 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's data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate to be permitted to pick-up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent. Changes to a child’s dismissal plan must be made in writing or by phone by 1:45 pm to allow enough time to inform the child and their teacher. Examples of changes to child’s dismissal plan:

1. A bus student going home through “parent-pick-up” instead of on the bus.
2. An After-Care Student going home in “parent-pick-up” instead of going to After Care.
3. Requesting that a student be placed in After-Care for the day instead of going to “parent-pick-up.”

Students not picked up on time will be placed in the After-Care Program and be charged according to the Late Fee Schedule below. **LATE PICK UP FEE’S WILL BE STRICTLY ENFORCED.**

**Late Pick Up Fee Schedule, Grades K – 12**

<table>
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<th>Time Range</th>
<th>Fee</th>
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<tr>
<td>3:45pm - 4:15pm</td>
<td>$5.00</td>
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<td>3:45pm - 4:45pm</td>
<td>$10.00</td>
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<tr>
<td>3:45pm - 6:00pm</td>
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*Any child picked up after 6:00 pm will be charged the late fee plus an additional $1.00 per minute.

**Early Release Days – Times for MS/HS and K - 5**

MS/HS Dismisses at 2:10pm
K-5 Dismisses at 1:50pm

**Early Checkouts for MS/HS**

Excused early checkouts are given for doctor’s appointments, with notes from the doctor, and extreme emergencies. If parents/guardians need to take their child out of school before the end of the school day, they must come to the MS/HS front office and sign-out their child. A school employee will call for their child who will be brought to the front office. Early dismissal from a field trip site is not permitted without administrative approval.

**MS/HS Parents:** Please sign-out your child **BEFORE 2:30pm** if your child has an appointment that requires you to sign-out your child before our usual dismissal time at 3:15pm. No early checkouts will be permitted after 2:30 pm, as this is an extremely busy time in our school day.
Early Checkouts – Grades K - 5
Excused early checkouts are given for doctor’s appointments with notes from the doctor and extreme emergencies. If parents/guardians need to take a child out of school before the end of the school day, they must come to the Elementary front office and sign him/her out. A school employee will call for their child, who will be brought to the front office. Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Early dismissal from a field trip site is not permitted without administrative approval.

K-5 Parents: Please sign-out your child BEFORE 2:15pm if your child has an appointment and/or you need to sign-out your child before our usual dismissal time of 2:15pm. No early checkouts will be permitted after 2:15pm.

DCSB and DCHS will follow the Duval County School Calendar including the early release days on every other Wednesday. We will give parents the opportunity to participate in After-Care on Early Release Wednesdays. All students not picked up on time will be placed in After-Care and parents will be charged according to the Late Fee Schedule above. Failure to pick-up your child from 2:00pm to 3:00pm will be assessed an additional $5.00. This fee may be increased for parents who do this continually.

IV. Before School and After School Care

Before School Care – Starts at 6:30am
Before-Care is a service the school provides for all parents for an additional monthly fee. While in Before-Care, students will remain in the Cafeteria and will have time to review the previous day’s assignments, do class work or homework. Students who will be attending the Before-Care program are expected to report directly to the Cafeteria upon arrival. Additionally, all parents must also report to the Cafeteria each day to sign their child into Before-Care.
Breakfast will be available for an additional fee for all students in Before-Care as follows:
- MS/HS  7:30am - 7:45am
- K – 5  7:15am - 8:25am

After School Care – Starts at 2:55
The After-Care program is a service we provide for parents for a reasonable fee. The After-Care program begins immediately after school at 2:55pm. After-Care ends at 6:00pm and all students should be picked up by this time. While students are provided a snack, please feel free to send an after-school snack with your child. During the first hour of After-Care time, students are to work on their home learning and/or read a book. After home learning time is over, students have time for recess, games, and a variety of structured activities. Please see our website for payment procedures and policies. For the safety of our students, we ask that you do not pick up students from After Care during our regular dismissal times. MS/HS students will be checked into aftercare at 2:50pm and will be available for check out at 4:00.
V. School and District Attendance and Absence

Attendance Policy, Section 5.42 (Taken from Duval County Code of Student Conduct)

General Provisions
1. School attendance shall be the direct responsibility of parents/guardians and students. All students are expected to attend school regularly, receive total instructional time, and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.
2. Open communication between parents/guardians and schools is an integral component of the educational process. Schools and parents/guardians shall work together to encourage students to attend school regularly. Regular attendance in each forty-five (45) day grading period is necessary for a student to be successful in school. Missed work shall be made up for all absences, including suspension. Make-up work shall be allowed for each day of absence. The make-up work must be made-up within a specific time period equaling one-day make-up per one-day absence, plus one additional day, counting from the first day the student returns to school. Each student shall receive full credit for such work.
3. If a student has at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar day period, the student’s primary teacher shall report the student’s attendance to the principal. The principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school level Attendance Intervention Team (AIT). The AIT will schedule a meeting with the parents or legal guardian and a representative of the district attendance office. If appropriate, a contract will be developed and signed by the participating parties. If the contract is violated, the case may be referred to the State Attorney’s office.
4. For the purpose of meeting the state requirement of recording attendance in an attendance register, students shall be counted in attendance if they are actually present at school for any part of the instructional day or are away from school on a school day and are engaged in an educational activity which constitutes a part of the school-approved instructional program for students.

Student Absences and Acceptable Excuses
1. Students returning from an absence shall be required to present a written explanatory excuse from their parent(s) or legal guardian, stating the cause for the absence. The following causes are acceptable excuses for being absent:
   (a) Illness or injury of the student;
   (b) Serious illness or death in the student's family;
   (c) Conditions rendering attendance impossible or hazardous to student health or safety;
   (d) Official religious holiday of a religious sect or for religious instruction (See below);
   (e) Special circumstances as determined by the school principal or other designated district or school personnel such as court order, family emergency, etc.;
(f) visiting with a parent or legal guardian who is in the military service in the armed forces and has been called to duty for, or is on leave from, overseas deployment to a combat zone or a combat support post. The student may be excused for a maximum of 5 days per year.

(g) A bus failure or irregular schedule which causes the absence or tardiness of a student who is eligible for and regularly transported by the District.

2. Students participating in educational activities which constitute a part of the school-approved instructional program shall be deemed in attendance.

3. A student shall be excused from attendance on a particular day or days, or for part of a day, and shall be excused from any examination, study, or work assignment for observation of a religious holiday or because the tenets of his or her religion forbid secular activity at such time. Teachers shall give each student the opportunity to make up any examination, study, or work assignment which has been missed for religious purposes and the student shall receive full credit for such work. The make-up work must be made-up within a specific time period equaling one-day of make up for each one-day absence, plus one additional day counting from the first day the student returns to school.

4. **Students must attend half of the scheduled classes to be eligible to participate in an extracurricular activity that day.**

**Planned Extended Absences**
Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

**Absenteeism Due to Head Lice/Nits**

1. Students will be provided up to 3 days of excused absences for **each** newly identified case of head lice or nits. (A newly identified case is established after a student has been re-admitted and there is a reoccurrence of the head lice or nits).

2. Students will be provided an opportunity to make up all work missed during the excused absence period. The make-up work must be made-up within a specific time period equaling one-day make-up per one-day absence, plus one additional day, counting from the first day the student returns to school.

3. After the third recurring case of head lice during the year, a referral to the School Nursing Services is to be completed for assistance.

**Re-admittance of Students Due to Head Lice/Nits**
Students sent home for treatment of head lice will be readmitted through the school office only when they are personally accompanied by a parent, guardian, or other responsible adult. **Students will not be permitted to ride the school bus until cleared by the school.**
Trained staff will carefully examine the hair and scalp of returning students and conduct a follow-up head check within 7-10 days of the first treatment. **If head lice or nits are present, the student shall not be admitted. Nit removal after treatment is required.** If a student returns to school with lice and/or nits, the parent, guardian, or other responsible adult should be given the “Refusal to Admit Student Due to Head Lice” notice.

**VI. Tardy Policy – DCSB and DCHS and Duval County Public Schools**

All students arriving after 8:00am must get a tardy pass in order to enter the classroom. The Hall Pass will note the excused or unexcused status for their tardiness. Parents **may not** drop off their children in the back lot drop off area after 8:00 am.

The principal shall determine justifiable reasons for “unexcused” tardies. If a student enters a classroom with a Hall Pass noting the reason for the tardy is “excused,” it will not count toward the student’s tardy record. If a student enters a classroom with a Hall Pass noting the reason for the tardy is “unexcused,” it will count toward the student’s tardy record.

**For security reasons, all outside doors will be locked at 8:00am.**

**Tardy Definition**

Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present. A student’s tardiness shall be excused when the reason given for tardiness is acceptable to the principal or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.

Distinctions will be made for tardy to school (1st hour of the school day) and being tardy to class (the remainder of the school day).

**Consequences for Tardy to School in a Grading Period – MS/HS**

Students late to school must check in with the security monitor and receive a pass to class. The first three (3) tardy occurrences are documented in the electronic tardy tracking system and serve as a warning. Consequences begin on the 4th recorded tardy.

- 1st three consequences (**4th, 5th, 6th tardy**) Lunch Duty
- Next three consequences – (**7th, 8th, 9th tardy**) Administrator-assigned detentions (30-minutes), parental contact.
- 10 or more occurrences of tardy to school - 1 hour after school detention

Examples of acceptable reasons for tardiness are the same as the examples for acceptable reasons for excused absences.
**Tardy to Class**: Trying to enter a classroom once the late bell has rung for any class (including a P.E. class or advisory) after the first class period of school. Students must receive a pass to enter class either from the security monitor or the dean’s office. Progressive disciplinary measures will begin on the fourth tardy to class.

- 4th, 5th, 6th tardy – 30-minute after school detention
- 7th, 8th, 9th tardy - 1 hour after school detention
- 10 or more times tardy to class - Saturday detention

Please Note: any student more than 10 minutes late to class will be considered “skipping class” and is subject to progressive discipline consequences.

Excessive tardy consequences restart at the beginning of each quarter.

**VII. Elementary Grades Absences**

During each grading period, the principal or designee shall notify parents/guardians by phone or in writing on or before the third absence of the student from school. Within each grading period, parents/guardians shall be notified in writing upon the fifth absence of the student to request their cooperation in preventing further absences. Principals may authorize a waiver of notification if school personnel have determined the student has contracted an illness, such as a communicable childhood disease, resulting in an extensive number of absences. Students who are absent shall receive an NTI for work missed for the day(s) in which the absence(s) occur. Students shall be responsible for making up missed work for each absence and will be given one day for every day absent, plus one additional day to complete and turn in all NTI work. Students shall receive appropriate grades for the make-up work to replace the NTI.

However, if an assignment was assigned prior to the absence and due on the day of the absence, the work will be due on the first day the student returns to class. The Principal may adjust the above requirements based on individual cases.

Non-attendance for instructional activities is established by an accumulation of tardiness, early checkouts and absences for all or any part of the school day. For learning activities to be fully effective, it is reasonable to require that each student arrive to class on time and remain for the entire school day. A student who is tardy to class or who is checked out not only places his or her learning in jeopardy but also interrupts the learning of other students.

Excessive tardiness or early checkouts will result in the following interventions:
- b. A mandatory conference with the principal.
- c. In accordance with the Code of Student Conduct, other appropriable penalties such as detention beyond the regular school schedule or appropriate counseling programs for students and parents/guardians may be administered at the school principal’s or designee’s discretion.

Students will not be recognized by the school for perfect attendance when they have three or more unexcused tardiness or three or more unexcused early checkouts.
The accumulation of unexcused tardiness or six early checkouts in any forty-five day grading period will result in the student and their parents/guardians being referred for the following interventions:

a. Conference with the Principal or designated staff.
b. Referral to the Attendance Intervention Team
c. At the principal’s discretion, assignment to Saturday School as detailed in the Code of Student Conduct.

For the purposes of this policy, tardiness and early checkout without an acceptable excuse are seen as violation of 1003.21, F.S. (compulsory attendance). A parent or guardian may appeal an unexcused tardy or unexcused early checkout if the parent or guardian has documented proof of a student’s chronic illness as a reason for the tardiness or early checkout.

VIII. Cafeteria

Cafeteria – Preferred Meals
Preferred Meals provides all breakfast and lunches for Duval Charter School at Baymeadows and Duval Charter High School. A standard menu will be used and the monthly menu can be picked up or viewed online. Breakfast and lunch will be served in the cafeteria/multi-purpose room. Students who bring lunch from home are able to purchase milk. **No lunch charges** can be made since public funds do not allow schools to extend credit. High School may purchase beverages from the student vending machines during lunch times and after school. Duval Charter School is not responsible for any lost monies as a result of the usage of the vending machines.

Cafeteria Behavior
Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food, to keep communication noise levels low, and to stay seated unless raising their hands and given permission. Containers are provided for the disposal of trash and each student is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over (or immediately upon the request of the monitors). No student is allowed to leave the cafeteria during the lunch period without a pass to some other area of the school. **Students are not allowed to leave the school grounds during the lunch period.** The cafeteria rules are posted and all students are expected to follow them at all times. Students may not throw food or objects at any time while in the cafeteria as this poses a safety concern. **NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE CAFETERIA AT ANY TIME.**

<table>
<thead>
<tr>
<th>Breakfast:</th>
<th>Lunch:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Pay: $1.50</td>
<td>Full Pay: $2.85</td>
</tr>
<tr>
<td>Reduced Breakfast: $0.30</td>
<td>Reduced Lunch: $0.40</td>
</tr>
</tbody>
</table>

Payments may be made in cash, by check payable to Duval Charter School at Baymeadows, or online at “efunds.” Please refer to DCSB/DCHS website for information regarding the process of paying for meal service online. Please note: there is a $30.00 fee for returned checks & you may be required to pay in cash or money order for the remainder of the school year. If requested, special field trip lunch will be provided. Milk can be purchased for .50 cents every day.
Free/Reduced Priced Lunches
Students qualifying for free or reduced meals will receive free milk at breakfast and lunch. Parents must apply for this benefit yearly. Applications should be completed and returned as soon as possible for students starting school at the beginning of the school year. Students who enroll after the school year has begun must return their free/reduced lunch applications with their registration packets. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for free/reduced lunch will be sent promptly. Parents are responsible for providing lunch for their children until the application is approved. All students receiving free or reduced lunch must check out at the lunch line register.

IX. School Clinic and Related Health Issues

Child Abuse
State law requires that teachers, administrators and other school personnel must report suspected cases of abuse, abandonment, or neglect to the DCF Hotline at 1-800 96-ABUSE. Additionally, all staff and teachers who suspect child abuse of any kind will write a Guidance Counselor Referral and report such to the Principal.

Reporting Procedures: The staff member will determine if the abuse is physical, emotional, sexual or neglect per the indicator guide (Child Abuse and Neglect Form 4002B).

1. The report will be made by the person who has the most firsthand knowledge of the situation. After the call is made to the HOTLINE, the child abuse designee must be notified.
2. A verbal report to the statewide toll-free hotline must be made. In making this report, the Child Abuse and Neglect Form (4002B) will be used as a guide.
3. 

Communicable and Non-communicable Conditions
DCSB and DCHS will follow the policies and procedures as stated by Duval County Public School Board for all communicable and non-communicable medical conditions. For the safety of your child, and all the children at school, it is important that we are vigilant in this regard.

DCSB and DCHS do not have a registered nurse on duty, though some staff members are certified in basic aid. By law, school staff are not allowed to treat injuries other than by providing ice and Band-Aids. Students who are ill or injured will be sent to the Front Office to be screened. Parents will be called to come to school and pick-up those students who are sick.

Illness
The importance of regular attendance cannot be overemphasized, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 99 degrees or above. In order for a child to return to school, he/she must be fever-free, diarrhea-free and vomit-free for a minimum of 24 hours. If a student becomes ill during the school day and it appears that 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. Please update Emergency Contact Information whenever changes occur. Students will not be permitted to take calls from parents to check on how they are feeling. If the school has not contacted you, your child is feeling fine.
Injury
An accident report will be completed and filed for all accidents. 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. Teachers will notify the office if the student is unable to be moved.
2) School personnel will administer basic first aid.
3) The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.
4) The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

Medications
The administering or dispensing of any medicines (including non-prescription medications) to students by employees of the school without specific written authorization by the physician & parents of the student is forbidden. If it is absolutely necessary that the child takes medication while he/she is in school, and a physician’s form is not signed, the parent may come to the school to administer medication personally. Physician’s Form may be obtained from the school office or website. The medication will be kept in the office and will be administered by office personnel. Students are not allowed to have any medication in their possession. This includes over-the-counter medication. Parents must pick-up and drop-off medicine in the office. Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child’s teacher of any medication procedures.

Pink Eye
Any eye condition that appears to be infectious must be cleared by a doctor in order for the student to return to school.

Screenings
Screenings for vision, hearing, and speech will be communicated to students and parents throughout the year.

VIII. Academic Issues
Academic Improvement Plan (AIP)
An AIP is required by the state when a student is not progressing at the appropriate rate in academics and/or behavior. It is designed to help meet a child’s individual needs and assist that child in reaching grade level standards. Students are required to have an AIP if:

- They receive a Level 1 or 2 in reading or math on the FCAT.
- Academic grades are a D or below.
- Behavior is negatively affecting academic achievement.
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.

Field Trips
As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents 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 chaperoning a field trip. Parent chaperones are required to adhere to these guidelines. Parents accompanying students on overnight field trips must be fingerprinted and background checked per the Jessica Lunsford Act, in effect since September 2005. Chaperones must have their fingerprints completed at the Duval County School Board Building at least one week prior to the field trip.

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and also while at the site. Failure to follow instructions will be given an appropriate consequence upon return to school or may result in student being sent home from field trip.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-3 weeks prior to each field trip. Payment for the field trip can only be accepted in cash, and the payment and permission slips must be turned in according to the teacher's instructions prior to the field trip. The student will not be permitted to take part in the field trip without a completed signed permission slip or payment. Students are to wear their school uniform on field trips for security reasons (unless authorized otherwise by administration). All open balances owed to the school must be remitted prior to the student attending the field trip i.e., before/after care, lost books, volunteer hours.

- Field trips must be paid in cash only.
- All field trip money will be collected by the classroom teacher.

Note: Early dismissal from a field trip site is not permitted without administrative approval.
Grading Scale

Kindergarten thru 1st

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>90-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>S</td>
<td>75-89</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>N</td>
<td>65-74</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>U</td>
<td>0-64</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>N/C</td>
<td>---</td>
<td>Not Covered</td>
</tr>
<tr>
<td>I</td>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Grades 2 thru 12

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

Home Learning Policy
The purpose of home learning 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 or email to the teacher requesting assistance. Teachers should use the following time schedule as a guide when assigning home learning:

Homework Minutes and the Reading Log
Grade K: 10 minutes 10 minutes
Grade 1: 20 minutes 10 minutes
Grade 2: 20 minutes 20 minutes
Grade 3: 30 minutes 30 minutes
Grade 4: 45 minutes 30 minutes
Grade 5: 45 minutes 30 minutes
Grade 6: 60 minutes 30 minutes
Grade 7: 60 minutes 30 minutes
Grade 8: 60 minutes 30 minutes
Grades 9-12: 90 minutes and 30 minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. Some days’ home learning assignment may take less time or may take slightly more time on any given day. A child who does not complete class work in class may have to complete class work in addition to home learning. The Language Arts teacher will send home all Reading Log requirements.
Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. Teachers keep daily records of home learning assignments, which are used in determining quarterly grades. If a child fails to complete home learning, there may be consequences in the classroom. If a child continually fails to complete home learning, he/she will be required to attend after school tutoring or grade recovery. Parent cooperation is vital to this endeavor.

**It is important to note that home learning is the student’s responsibility.**

Students may be required to write their assignments in their school agenda. Each student will purchase an agenda book from the school to be used for recording assignments and parent communication. Parents in grades K-3 must sign the agenda each night to ensure effective communication. Some students in grades 4-12, who have difficulty turning in assignments, may be required to have their agendas signed by parent/guardian each night as well. Monitoring the agenda is at the discretion of the classroom teacher.

The parent’s responsibility is to provide a quiet environment and assistance when needed. In addition, parents 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 learning with your child’s teacher.

**Honor Roll Requirement**

Quarterly Awards: Kindergarten - Twelfth grades
- High Honor Roll - All A’s or All E’s in academic subjects.
- Honor Roll - All A’s and B’s or all E’s and S’s in academic subjects.

End of Year Awards: A variety of awards will be given covering numerous academic and non-academic areas.

**Instructional Books, Equipment, Materials, and Supplies**

All textbooks needed by students for school, classwork and homework assignments are furnished to the school from tax dollars. The school is also able to provide the materials and equipment requested by teachers for classroom instruction. Students need to realize that books and materials are expensive and that they should be cared for properly. Students will not be granted transfers prior to returning all books and paying any fees owed to the school. Students must turn in the textbooks on the day of each individual Final Exam. Students will be expected to provide all basic supplies. See supply list posted on DCSB/DCSB website such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. The classroom teacher will request any additional supplies or needs. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.
DCHS: As High School students are more mature and as our mission is to prepare them to be successful in advanced educational environments and the workforce, they will be held to a higher expectation and standard in completing all assignments by the teacher’s stated due date. Any student who fails to turn in assigned work, will receive a "0" for the assignment.

Pupil Progression Plan
DCSB and DCHS will follow the Duval County Pupil Progression requirements and procedures for K – 12 students. For further information please contact the school’s Guidance Counselor.

Report Card Distribution
Report cards will be sent home with the student for Quarters 1, 2, and 3 (see the school calendar for report card issue dates). Report cards for Quarter 4 will be mailed home in mid-June.

X. Communication

DCSB, K – 8, School Telephone Number:  904-638-7947

DCHS, 9 – 12, School Telephone Number:  904-302-5932

K-8 School Fax Number:    904-446-4101

DCHS School Fax Number   904-446-4102

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. Teachers will communicate with parents on behavior and academics daily through the agenda/folder. However, please make sure that you check your child’s backpack daily for informal notes from the teacher or from our staff in their folder. A Parent Survey will be conducted twice during the year and your participation is crucial so that the school can determine areas that are working well and areas that need improvement. In addition to the report cards and conferences, work will be sent home in a folder on Fridays. The parent/guardian will be asked to sign and return the folder by the following Monday. Progress Reports will be sent home once during the middle of each grading period. Parents may also view their child’s current academic status through Powerschools at https://csusa-fl.powerschool.com/public. Username and passwords will be sent home at the beginning of the school year or you can call the front office. Also, visit our school’s web page at http://www.baymeadowsc Catalog here or高温. Pertinent information about school functions and events will appear on this page. 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 parents and students, and every teacher welcomes a conference with any parent. We do urge, however, that such visits be made by making an appointment with the teacher at a convenient time before or after-school. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled. Impromptu conferences with teachers at the classroom door before or after school are not permitted. This distracts the teacher from supervision of the students during a crucial time. To ensure proper communication, it is the parent/guardian’s responsibility to keep all contact information current, i.e. telephone/cell phone, email address, home address, and Emergency contacts.
Teacher Conferences
All parents of elementary school students will meet with their child’s teacher at least once during the school year. Middle school parents can request a conference by contacting their student’s guidance counselor. We encourage you to have conferences more often as effective communication is one of the cornerstones of education. Please schedule appointments to meet with your child’s teacher in advance. Unannounced and unexpected requests to see a teacher before school, before a class, or just before dismissal can divert the teacher from responsibilities they have to their class or other students. A log of the conference discussion will be kept, and the teacher and parents will be asked to sign it.

X. Emergency Information

Emergency Evacuation
Your child’s safety is our primary concern. We need to be prepared for the unexpected. We hold monthly fire drills and quarterly lockdown drills, and practice extreme weather procedures to prepare us for the possibility of emergency. Under extreme circumstances, the local police will be called. For the safety of all children, under no circumstances will parents be allowed to pick-up their child at school during an evacuation period. For information during such an emergency you may contact CSUSA @ 954-202-3500 or our school web page. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. When it is safe to release students, they will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers or pick-up instructions.

Severe Weather Information
The school will follow the same instructions as Duval County in the case of severe weather emergencies. Parents should watch the local news for information about school closings.

XI. Positive Behavior Management and Code of Student Conduct

Discipline is the process of changing a student's behavior from inappropriate to appropriate. We are never satisfied with merely stopping poor behaviors; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the 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. At DCSB and DCHS, we believe in creating a positive learning environment by first looking for, and rewarding and recognizing the good behavior in our students.

DCSB and DCHS use as a guide the Duval County Public Schools’ (DCPS) Code of Student Conduct. This code may be read in its entirety at http://www.duvalschools.org/static/students/codeofconduct. All parents and students are responsible for reading, understanding, and abiding by this Code of Student Conduct. Parents and students will be asked to sign the “Code of Student Conduct Acknowledgement Form.” Failure to sign and return this acknowledgement, does not relieve the student’s or parent/guardian of the student from responsibility for the knowledge of, or non-compliance to, the contents of the Code of Student Conduct.
While we follow the Duval County Public School Code of Conduct, as a school of choice, we reserve the right to establish additional and/or alternate consequences which may be stricter than the Duval County Public School Code of Conduct.

Classes of Violations
There are four levels of misbehavior and disciplinary action as stated in DCPS Code of Student Conduct. They are:

1. Class I - Minor Code violations
2. Class II – Intermediate Code violations
3. Class III – Major Code violations
4. Class IV - Zero Tolerance Code violations

Each classification is followed by a disciplinary procedure that is to be implemented by the principal/designee. It is understood that when a violation of the Code of Student Conduct occurs, the student’s explanation shall be heard by the principal/designee for determining the classification of the violation. The principal or designee will review each case individually, including all documentation provided by staff and other witnesses, before assigning any consequences. Each teacher will follow the school-wide Behavior Management Plan to establish appropriate procedures for discipline in his/her classroom. Below are some of our student behavior expectations.

1. Students are expected to respect the authority of school personnel, which includes but is not limited to: administration, teachers, staff, substitutes, and fellow students.
2. 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 on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on the school grounds.
4. Items such as water pistols, matches, radios, iPods or MP3 players, skateboards, electronic games, toys, weapons or ANY facsimile of any sort, are not permitted at school.
5. No notebooks, albums, magazines, lunch boxes, 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.
6. Cell phone use, either in making a phone call, texting, or the taking of photographs, is prohibited on school grounds during school hours. With the permission of a teacher or an administrator, students will be allowed to use the school phones to call home. Please refer to the progressive discipline actions regarding the use of cellphones during school hours.
   The use of a cell phone during the school day will result in the phone being confiscated and returned only to the parent. Other electronic devices should not be brought to school.
   DCBS and DCHS are not responsible for the loss or damage of electronic devices brought to school.
7. Zero tolerance for aggression, drugs and alcohol.
Detention Policy
A teacher or administrator may assign a detention when deemed appropriate, according to the code of conduct. Administrator assigned detentions may be a lunch duty, 30 minutes after school, 1 hour after school, or a Saturday detention from 8:00-11:00.

After-School Detention
Students are responsible for delivering all communications between DCSB and DCHS and the parents/guardians. This includes all written disciplinary forms. Immediately following dismissal, all students assigned to after-school detention must report to the assigned detention room. If a student is late in reporting, or fails to report to an after-school detention, an administrative referral will be written for the student. **Students must bring school work to complete or a book to read while in detention.** Parents of MS/HS students are responsible for picking up their child within 10 minutes of the end of detention. **Students not picked up will be signed into After-Care and charges will be assessed.**

Saturday Detention - 8:00am to 11:00 in Cafeteria*
Administrators assign Saturday Detention, which is held bi-monthly from 8:00am to 11:00 in the school’s cafeteria. Failure to attend an assigned discipline can result in further disciplinary actions. * Students must be picked up from Saturday detention by 11:10 or the courtesy of Saturday detention may no longer be available, resulting in alternative consequences.

Behavior Contracts may be written by the Dean and will specifically state the school’s behavior expectations for the student with a specific time frame for the student to change their behavior. Both positive and negative consequences will be discussed and written, and the contract will be signed by the student and parent/guardian.

Suspensions
Students who fail to change their behavior or commit a serious violation of the Code of Student Conduct may be assigned to the Alternative to Truancy Out of School Suspension (ATOSS) program (MS/HS students only). In ATOSS, students attend a designated District or County school for the days they are suspended from DCSB/DCHS. While in ATOSS, students have appropriate supervision and have guidance counseling options while doing class work and assignments from their DCSB/DCHS teachers. Out of School Suspension (OSS) is a disciplinary action that removes a student from the school campus for a prescribed period of time not to exceed ten (10) school days. The Principal or the Principal’s designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions, or incidents involving serious misconduct. If students are assigned OSS, they are excluded from all extracurricular activities, including, but not limited to, field trips, sports activities, clubs, dances, etc. during the length of the suspension. If, after ATOSS or OSS, a student fails to meet the behavior expectations of DCSB/DCHS, they may be recommended for an assignment to an Alternative School (Mattie V. Rutherford for Middle School or Grand Park for High School), or possible expulsion from DCSB or DCHS depending on the severity of the violation of the Code of Student Conduct.
Offenses warranting suspension include, but are not limited to, the following:

1. Fighting or other dangerous and/or disruptive behavior
2. Possession or use of drugs and tobacco
3. Being under the influence or having alcoholic beverages and/or drugs on school grounds
4. Possession, and/or use of a weapon, or any facsimile of an object that can be used as a weapon, including but not limited to: knife, brass knuckles, Chinese stars, chains, mace, etc.
5. Defacing or vandalism of school property
6. Igniting any flammable substance
7. Profanity or obscene gestures directed to a staff member
8. Insubordination and the repeated failure to follow directions related to the safety and orderly operations of the classroom or school
9. Continual Disrespect and continual disruption of a class
10. Sexual Offenses, harassment, and/or bullying

Expulsion
Duval County Public School system has a “Zero Tolerance” for Class IV offenses. The Principal may recommend the expulsion of a student to the Hearing Officer of Duval County Public School, and the Hearing Officer may recommend expulsion to the School Board for final disposition pursuant to state law. Below is a list some behaviors, but not all behaviors, which may warrant the recommendation of expulsion.

1. Possession of an alcoholic beverage or drug(s) with the intent to sell, give away, or otherwise distribute to another person.
2. Possession, discharge, use, or sale of any firearm or destructive device on school property
3. Falsely reporting a bomb threat.
4. Sexual battery or rape.
5. Other offenses which are reasonably likely to cause great bodily harm or serious disruption of the educational process.

Please refer to the DCPS Code of Student Conduct for more detailed information regarding expulsion at: http://www.duvalschools.org/static/students/codeofconduct.

Hallway Behavior

Elementary Hallways (K-5)
- Students should travel through the hallways quietly to avoid interrupting ongoing classes.
- Classes should ALWAYS be accompanied by an adult.
- For safety reasons, elementary students should walk in a single file line on the right side of the hallway and keep their hands, feet and other objects to themselves and off the corridor walls.
- K-3 students should always travel in pairs when not accompanied by an adult or their entire class.
Middle School and High School Hallways
- Students should keep hallway noise to a minimum, and only be in the hallways during transition or with a hall pass.
- Students in the hallways must have a current school ID in his/her possession.
- Students are NOT allowed to show Public Displays of Affection (PDA). This includes, but is not limited to holding hands, hugging, and kissing.

Care of School Property
Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious violation of the Code of Student Conduct which may result in a suspension or possible expulsion. Any student who damages/vandalizes school property will be required to make full restitution for damages.

In an effort to maintain a clean learning environment, chewing gum in the school building is forbidden. Gum on desks, chairs, tables, and floors is unsanitary and adds to the high cost of floor maintenance. The consequence progression for chewing gum is the same as the uniform consequence progression.

All food must be consumed in the cafeteria or area designated by administration.

Student Rights
Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will be addressed immediately in accordance with the DCSB and DCHS Behavior Management Plan and Duval County Public Schools’ Code of Student Conduct. Parents who have a conflict with a student other than their own child and/or a conflict with another parent are asked to speak to the administration. At no time may a parent approach the child of another parent or contact the parent of the other student directly.
All students and employees will be treated with respect. Slurs, innuendos, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated. Police will be called when necessary.

XI. WIRELESS COMMUNICATION DEVICES
Wireless communication devices may be brought to school with the following conditions applying: Devices must be turned off and kept in backpacks, book bags, or purses during school hours, unless authorized by a teacher for a specific academic purpose. Headphones/Earbuds must also be put away. Cell phones that are out without permission will be taken by the teacher/administrator and returned to a parent or guardian. After the second offense: in addition to the phone being returned to a parent/guardian, a detention will be assigned. Multiple violations of the cell phone policy will result in progressive discipline for the student.
Failure to surrender items will result in an out-of-school suspension.

If emergency calls to or from students are necessary, they should be placed through the school office and not to or from the student’s telephone. The use of the wireless communication devices at school events shall not be limited by this policy; however, the principal shall have full authority to promulgate rules that implement all provisions herein.

Any student who chooses to bring a wireless communication device to school shall do so at his or her own risk. School personnel shall not be responsible for loss or theft of the wireless communication devices.

Students who use their cell phones as cameras taking pictures of other students in the school, while on school grounds, or at a school function off campus without the permission of the administration, and/or publish, send electronically or otherwise distribute may be breaking the law. School consequences as well as criminal charges may be filed against the student.

XIII. Uniform Dress Code Policy

Rules will be consistently enforced across the school, and the dress code guidelines indicate appropriate school dress while students are on campus. DCSB and DCHS reserve the right to interpret these guidelines and/or make changes during the school year. The students must wear the DCSB and DCHS official school uniform, purchased through the designated uniform company, All Uniform Wear. All Uniform Wear is given the specific uniform code and will not sell items outside of the uniform code as clothes to be worn at DCSB/DCHS, i.e. skinny styles.

Students may not wear:
- pants/shorts/skirts brands and styles that are not provided by the uniform store
- hooded sweatshirts or hooded jackets inside the school
- jeans of any kind
- any outerwear inside the school other than navy sweatshirts or fleece jackets sold at All Uniform Wear
- pants/skirts/shorts with belt loops and no belt
- shirt tails outside of their pants/skirts/shorts
- any shirts other than the specified uniform shirts WITHOUT EXPLICIT PERMISSION FROM THE TEACHERS/ADMINISTRATION, i.e. Spirit shirts or sports shirts for athletes on game days

Students out of uniform will be asked to correct whatever is out of uniform. If they cannot do this because they do not have what is required at school, parents will be called to bring missing items to school. If a student refuses to correct uniform, it will be considered insubordination and appropriate action will be taken. In addition, DCSB and DCHS generally follow the Dress Code of Appearance for DCPS.
**General:** At NO time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. ALL clothing should be labeled with student’s name.

**Hair:** Hair must be neat and clean with no “unnatural” colors, i.e., fluorescent, combination and/or bright colors, Mohawks, spikes, etc. Hair that is distracting to the educational setting in any way will NOT be allowed. This is left to the administration’s discretion. Hats, bandannas, or headbands may NOT be worn.

**Shoes:** Safe footwear shall be worn at all times. Students must wear closed toed shoes at all times. We recommend tennis shoes or flat dress shoes. No heavy military-type boots or shoes with metal tips, flip-flops or slippers, stacked or pumped shoes, sling back or backless shoes, light-up or roller-skate shoes are allowed.

**Socks:** If socks are worn, they must be a solid neutral color, no higher than the knee. Neutral colors are black, brown, white, navy or gray.

**Shirts:** Elementary students wear red shirts, HS students wear blue or white oxford shirts, and MS students wear white or navy polo shirts. Shirts must be purchased from the designated uniform company. If undershirts are worn, they must be solid white or a neutral dark color such as black, gray, or navy. Elementary students may also wear red under their red uniform shirt.

**Pants/shorts/skirts/skorts:** All uniform pants/shorts/skirts/skorts must be khaki or navy and worn at the waist. Cargo pants, camouflage pants or other non-official uniform pants, skirts, or shorts cannot be worn. Intentionally altered clothing or unbuttoned and ill-fitted garments are not acceptable. Ill-fitted garments include, but are not limited to, garments that are too small so as to reflect immodesty or too large so as to appear to be falling off the body. **Pants must not fall below waist level. Skirts should be no shorter than 5 inches from top of the knee.**

**Jewelry:** Students may NOT display body piercing other than earrings in the ear lobe. Only ONE earring per ear may be worn (K-5). Only a stud or a tiny hoop earring no larger than an adult pinky finger can be worn (K-5). Limited jewelry is permitted such as one watch, limited bracelets, and necklaces. The size of the hoop earrings, and the request that necklaces be worn inside the uniform are stated for safety purposes.

**Outerwear:** Navy sweatshirts with the logo or fleece jackets with the logo are the only acceptable outerwear in the school building. **Hooded jackets or hooded sweat shirts are not to be worn in school.** On cold days students may wear whatever outerwear they choose to school as long as it is removed upon entering the building. On colder days inside the building, students may wear a long sleeve shirt underneath their uniform shirt. This long sleeve shirt must follow the guidelines of the uniform undershirts.

**Dress Down Days**
On days that are designated as a Spirit Wear Day, or dress down day, and as announced in advance, students will be allowed to wear spirit shirts, class or club shirts, athletic shirts, or a school uniform shirt. **Outerwear guidelines apply on dress down days.**
Violations of Uniform Dress Code – Consequences for MS/HS
Uniform violations are tracked through the Plasco Hero system

1st Plasco entry: Warning
2nd Plasco entry: Warning, parent contact
3rd entry: 30-minute detention
4th entry: 30-minute detention, mandatory parent conference
5th entry: 1 hour detention
6th entry: 1 hour detention
7th and subsequent entries: Saturday detention
Process starts over each semester.

XIV. Parent Participation and Volunteer Service Hours

Parent/Teacher Co-op
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 Parent/Teacher Co-op. The faculty, staff and administration hope that all of the parents will become active members supporting the school and organization. The Parent/Teacher Co-op will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase items as voted upon, and approved by, the Parent/Teacher Co-op members. According to the parent contract, you must participate in one school activity.

Co-op 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 Parent/Teacher Co-op meetings.

Parent Volunteer Hours
Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available throughout the school year events. Other opportunities are announced throughout the school year. Parents are required to volunteer a minimum of twenty (20) service hours per family, or 30 hours for families that have more than one child, each school year. For parents whose children enroll after the beginning of the school year, the service hours will be prorated at two hours per month. It is suggested that half of the total service hours are completed by January 16, 2015, the end of the first semester, and the remaining balance of service hours due are completed by June 2, 2015, the last week of school. Students whose parents have not completed the 20 hours by the last week of school may lose automatic re-enrollment and may be placed on the waiting list. To volunteer in classrooms, please make prior arrangement with the teacher so that instructional time is not lost.

Please be sure to log in your own volunteer hours in Powerschools on the Internet at https://csusa-fl.powerschool.com/public with your user name and password so that your hours can be accounted for each quarter.
It is suggested that a minimum of 2 hours of volunteer service be spent working on school fundraisers and special activities. Parents will receive volunteer time for attending workshops and general parent meetings conducted in the school.

Time restraints may make volunteering hours to the school difficult. Therefore, parents/guardians may donate items in lieu of volunteer hours. Every ten (10) dollars that is donated equals one volunteer hour. While the school makes this provision, research shows that it is the parent’s physical involvement that most influences student achievement.

Please review the volunteer guidelines available at the front office before volunteering.

**School Advisory Committee**
This group of parents, administrators, and teachers meet several times a year to discuss school wide goals within the School Improvement Plan.

**Visitors**
Visitors, including parents, are *not* permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Florida Driver’s License, which will be processed through the *Raptor Screening System*. Parents must also sign-in and sign-out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

**XVI. Policies and Procedures – Discrimination/Harassment**

(Taken from Duval County Public Schools Code of Student Conduct)

The school's POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

I.  *Policy Against Discrimination*

   A.  *No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.*

   B.  *The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.*

   C.  *The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.*
II. Policy against Sexual Harassment or Other Forms of Harassment Prohibited by Law

A. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School’s commitment to equal opportunities and the prohibition of discriminatory practices. The School’s prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person’s membership in a protected class and specifically prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.

B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.

III. Definition of Sexual Harassment

A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment, academic status, or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on the individual’s academic performance or employment, unreasonably interfering with the individual’s education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.

B. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:

1. Graphic verbal comments about an individual’s body or appearance.

2. Sexual jokes, notes, stories, drawings, pictures or gestures.

3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.

4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
5. Spreading sexual rumors.

6. Touching an individual’s body or clothes (including one’s own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.

7. Cornering or blocking normal movements.

8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

IV. Definition of Other Forms of Prohibited Harassment

A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;

2. Has the purpose or effect of interfering with an individual’s work or academic performance; or

3. Otherwise, adversely affects an individual’s employment or academic performance.

B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

1. Epithets, slurs or negative stereotyping;

2. Threatening, intimidating or hostile acts, such as stalking; or

3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

A. Any act of retaliation against an individual who files a complaint alleging a violation of the School’s anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.

B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.
VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the school should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.

2. The complaint should be filed with the school Principal. Complaints filed with the Principal must be forwarded to the Equity Officer within five (5) days of the filing of the complaint. If the complaint is against the principal, the complaint may be filed directly with the Equity Officer.

3. If the complaint is against the Equity Officer, the VP of Education, or other member of the School’s Board, the complaint may be filed with the School Attorney.

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the VP of Education or member of the School’s Board:

   a. Upon receipt of the written complaint by the Equity Officer, the Equity Officer shall investigate or appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the Equity Officer as to whether there is reasonable cause to believe a violation of the School’s anti-discrimination policy has occurred. Copies of documents, evidence and witness statements, which were considered in the investigation, must be sent to the Equity Officer along with the summary and recommendation.

   b. If the complaint is against the Equity Officer, the School Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a. (above).

   c. The investigation, summary, relevant documents, witnesses’ statements and recommendation should be completed and forwarded to the Equity Officer within thirty (30) days, or to the School Attorney within thirty (30) days, if the complaint is against the Equity Officer. The Equity Officer, or School Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
d. If the Equity Officer or School Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The Equity Officer or School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the VP of Education.

e. If the Equity Officer or School Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.

f. The complainant may request a no reasonable cause finding by the Equity Officer or School Attorney be reviewed by the VP of Education within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the VP of Education and Equity Officer/School Attorney to present his or her position. The VP of Education and Equity Officer/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The VP of Education shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.

g. If review by the VP of Education is not timely requested, the Equity Officer or School Attorney’s determination of no reasonable cause shall be final.

h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the VP of Education. The request must include a written statement expressing the accused’s position on the complaint and findings, and address any facts, statements or evidence, which he or she submits are inaccurate. The accused will be given an opportunity to meet with the VP of Education and the Equity Officer/School Attorney to present his or her position. The VP of Education and Equity Officer/School Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.

i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (above), the VP of Education shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant’s allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant and the Chairman of the School’s Board, and a copy of will be filed with and maintained in the office of Charter Schools USA Senior Director of Human Resources.

2. Complaints against School Board Members.
a. Complaints against the School’s Board Members shall be filed with the School Attorney. The School Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory,

b. that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.

c. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and

d. Documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge, which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.

e. If reasonable cause is recommended by the investigator against a School’s Board Member the recommendation shall within twenty (20) days be forwarded to the Chairman of the Duval County School Board to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Duval County School Board will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official.

f. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Attorney, shall be final and a copy will be forwarded to the Chairman of the Duval County School Board. In compliance with Florida Statute, the investigation file shall become public record and School’s Board Member shall answer to their constituency.

1. Penalties for confirmed Discrimination or Harassment

a. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

b. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.

1. Limited Exemption from Public Records Act and Notification of Parents of Minors

a. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The School’s obligation to investigation and take corrective action may supersede an individual’s right to privacy.
b. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

Duval Charter School at Baymeadows and Duval Charter High School shall conspicuously post its Notice of Nondiscrimination and Non-Harassment and the name and telephone number of the employee responsible for compliance with such policies at its facilities subject to its discretion regarding placement.

Equity Officer
Charter Schools USA
6245 N Federal Highway
5th Floor, Ft. Lauderdale, FL 33308
(954) 202-3500 ext 1243

Grievance Procedure
If a student or his/her parents feel they have a grievance or complaint, they should do the following:
1. Carefully analyze the problem and 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, through appointment.
4. If you believe the problem is not resolved, meet with school administration.
5. If left unresolved, you should contact School Support, CSUSA @ 954-202-3500.
6. If still unresolved, you should contact the Duval Charter School at Baymeadows Governing Board. Please call the school for contact information.

XVII. Miscellaneous Items

Birthday Celebrations
Students are welcome to celebrate their birthday at school in Kindergarten through 5th grade. Individual store bought snacks (cupcakes, cookies, etc.) and drinks may be brought to school to share with your child’s homeroom. Arrangements must be made in advance with the classroom teacher. **No party bags, balloons, decorations, etc. are permitted. Siblings may not attend this celebration, as it would be disruptive to another class.**

Middle School parents may bring cupcakes or a cake for their child’s birthday but only at their regularly schedule lunch time. **Balloons or decorations may not be brought to school.** Siblings may NOT attend these celebrations, as that is disruptive to school routine.

Book Bags/Folders/Personal Items/Clothing Accessories
Book bags, backpacks, folders, clothing accessories such as belts or jewelry, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other image that would be deemed inappropriate, offensive, or reflect negatively on DCSB, DCHS or CSUSA. Failure to comply will constitute a uniform violation and be subject disciplinary action and parental notification.

Enrichment Programs
The enrichment programs functions independently from the Aftercare program; therefore, it is not a prerequisite to be enrolled in the Aftercare program to participate in enrichment activities. Nor
does participating in the Aftercare program preclude students from participating in enrichments. Students have many opportunities to participate in extracurricular activities for an additional fee. Fees can be paid in the front office or in an envelope with student’s name, enrichment registration form and homeroom teacher’s name.

Lost and Found
Throughout the school year, lost and found items are turned into the elementary front office. It is extremely helpful if clothing and personal belongings are labeled with the student's name. Anytime a student loses an item, he/she may ask for permission to go to the "Lost and Found" to claim it. Unclaimed item(s) at the end of the month will be washed and sold.

Returned Checks
Returned checks to the school are charged a $30.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a reminder from the school. Payment for the returned check must be made in cash or money order. The returned check and $30.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything else at school. Students whose families do not submit payment for returned checks may lose privileges of field trips, special events and may lose automatic enrollment status for the following school year.

The Principal retains the right to edit, modify, or change all or part(s) of The Parent/Student Handbook to ensure the highest quality operations of the school and that the needs of all “students come first.”
Avoiding Plagiarism: Guidelines for Students

What is Plagiarism?
The term plagiarism comes from the Latin word for kidnapper, plagiarius. It means taking credit for words or ideas that are not your own. It is a form of stealing. A person who plagiarizes another’s work is committing theft of intellectual property. Plagiarizing in college assignments is cheating, and many instructors automatically fail students who are found guilty of it. These are some examples of plagiarism:

- Buying, stealing, or borrowing a paper
- Hiring someone to write a paper
- Copying from another source without citing, intentionally or unintentionally.
- Cutting and pasting text or graphics from internet sources into a paper.
- Building on someone else’s idea without citing.
- Using the source too closely when paraphrasing

Even though you make use of other people’s work, the writing tone and style should “sound” like you in analysis, explanation, or conclusions, in your own words.

When to Document Sources

You can incorporate information from your research into your paper in these ways:

- Briefly restate the main idea of an entire work in your own words (summarize).
- Restate a source’s idea or ideas (paraphrase).
- Include a word-for-word quotation from the source.

Whenever you use words or ideas borrowed from other sources (books, magazines, newspapers, songs, movies, Web pages, etc.) you must acknowledge the original author’s work by including appropriate documentation. Sometimes documentation is not necessary. The table below shows examples of different types of information and when you need documentation.

**Documentation IS required:**
- Summaries, paraphrases, or direct quotations from a source
- Reprints of diagrams, illustrations, charts or pictures
- Little-known facts
- Other people’s opinions
- Results of other people’s research (polls, case studies, statistics).
- Quotations or paraphrases from people you interview

**Documentation is NOT required:**
- Common knowledge (facts that can be found in many places and are like to be known by a lot of people).
- Your own ideas, opinions, or conclusions.
- Your own research (surveys or observations).

Documentation in research papers involves three basic parts:

- In the text of your paper, you must refer to the source used and the page number of the specific information you are citing.
- You must provide an alphabetized list of all the sources you used, with complete publication information for each. This list is included at the end of your paper. It may be called a bibliography, a list of works cited, or a reference list.
- Depending on the documentation style preferred by your instruction, the format of your in-text citations and your list of sources will vary slightly. The goal is the same: to give credit to your sources and to enable your reader to identify and locate them.
Techniques for Avoiding Plagiarism:

When you are researching, taking notes, and interviewing, record the relevant documentation information in your notes accurately and completely.

Indicate in your notes which ideas are taken from sources and which are your own thoughts or insights.

Put all words borrowed from sources inside quotation marks. In your notes, you might want to circle quotations so you will be sure to include them in your paper.

When paraphrasing or summarizing information from a source, use different words and sentence structures other than the original text.

Tip: Reread your source until you understand it. Write your paraphrase or summary without looking at the original text, using your own words and phrasing,

Keep the sources name near quotations and phrases in your notes and in your paper. Mention the person’s name at the beginning or end of the passage.

Document all quoted material, paraphrase and summaries of your sources.

Document any facts that are disputed or not common knowledge.

Document all opinions, conclusions, statistics, pictures, charts or graphs taken from your sources.

I (We) the parent(s)/guardian(s) of ________________________________________, Grade_________, agree that:

(Please print)

WHEREAS, in order to provide my (our) child with a unique educational opportunity;
WHEREAS, by choosing to enroll my (our) child at Duval Charter School at Baymeadows and/or Duval Charter High School at Baymeadows is a decision of my (our) personal choice and not a privilege;
WHEREAS, my (our) desire to enroll my (our) child at Duval Charter School at Baymeadows and/or Duval Charter High School at Baymeadows is premised upon my (our) desire to become an active partner in the education of my (our) child;
NOW THEREFORE, in consideration of the foregoing:

1. As a parent/guardian of a student(s) at Duval Charter School at Baymeadows and/or Duval Charter High School at Baymeadows, my (our) commitment is to abide by the following resolutions:
   A. To recognize and embrace my role as the primary educator of my child.
   B. To participate in the parenting workshops as provided by the School.
   C. To attend all conferences scheduled with any member of the Duval Charter School at Baymeadows and/or Duval Charter High School at Baymeadows’ staff.
   D. To participate in the Parent Volunteer Program for 20 hours for the first child and 10 hours for each additional child, for a maximum of 30 hours. Recording of volunteer hours will be done on SIS by the parent for credit. All of the hours must be completed before the last week of school.
   E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, Duval Charter School at Baymeadows and/or Duval Charter High School at Baymeadows’ staff are not responsible for my child’s safety. If my child is continually tardy, I understand that for the benefit of my child’s education, he/she may be required to transfer to a school that is more accessible for my child.
   F. To purchase uniforms for my child for Duval Charter School at Baymeadows and/or Duval Charter High School at Baymeadows from the approved supplier and ensure my child is wearing the approved uniform daily.
   G. To supply a lunch, either brown bagged or purchased from Preferred Meals, each school day for my child.
   H. To be responsible for timely payment of any fees accrued to my account at Duval Charter School at Baymeadows and/or Duval Charter High School.
   I. To participate in at least one of the many parent groups associated with our Parent Teacher Co-op.
   J. To purchase an Agenda Book from the school during the first week.

2. To do the following things to enhance my (our) child’s academic growth I (we) agree to do the following:
   A. To read and use information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
   B. To provide a suitable time and place within the home for homework.
   C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for at least 60 minutes of homework daily.
   D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
   E. To check my child’s homework nightly.

I (we) understand that my child can be dismissed from the school if the information provided on the application or registration materials is false.
I (we) understand that by not fulfilling my contractual obligation to the School and to my (our) child, this may result in my (our) child requested to stay after school and/or disciplinary actions.

Signature of Parent/Guardian_____________________________________________ Date__________________
Dear Parent,

Please complete the bottom portion of this page and return it to your child’s homeroom teacher during the first week of school.

Thank you,

Kimberly Stidham, Principal

Student Name __________________________________________________

Homeroom/Advisory Teacher: ________________________________

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook.

__________________________________________  ______________
Parent/Guardian Signature                      Date

GRADE: ___________
Student Acceptable Internet Use Policy

Student’s Last Name _________________________________   Student’s First Name _________________________________

Grade/Homeroom Teacher _________________________________   Home Phone Number __________________________________

Introduction

The Internet links thousands of computer networks around the world, giving Duval Charter School at Baymeadows and Duval Charter High School at Baymeadows students’ access to a wide variety of computer and information resources.

Duval Charter School at Baymeadows and Duval Charter High School at Baymeadows does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. Duval Charter School at Baymeadows and Duval Charter High School at Baymeadows and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges.

Duval Charter School at Baymeadows and Duval Charter High School at Baymeadows specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Your child will learn Internet communication skills including the following; email safety, downloading, files, WWW, keyword searches, etc.

Student Guidelines

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of Duval Charter School at Baymeadows and Duval Charter High School at Baymeadows’ facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

Internet Use Agreement – Page 1/2

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Duval Charter School at Baymeadows and Duval Charter High School at Baymeadows’ network.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.

2. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use of the Internet at or to improperly restrict Duval Charter School at Baymeadows and Duval Charter High School at Baymeadows or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.

3. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.

4. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

Violating the Acceptance Use Policy may result in:

- Restricted network access
- Loss of Network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Student Access Contract

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, Duval Charter School at Baymeadows and Duval Charter High School at Baymeadows, Duval County and Charter Schools USA.

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at Duval Charter School at Baymeadows and Duval Charter High School at Baymeadows.

___________________________________  _______________________________
Student Name  Student Signature

___________________________________  _______________________________
Parent Name  Parent Signature

___________________________________  _______________________________
Date

GRADE: ____________
Parent Agreement to Student Acceptable Internet Use Policy

The parent/guardian must also sign this policy with your child and to sign the consent form. Your child’s teacher has already discussed this policy with your son/daughter.

As the parent of this student I have read the Acceptable Use Policy for the Internet for Duval Charter School at Baymeadows and Duval Charter High School at Baymeadows, I hereby give my permission for my child to use the Internet through classroom curriculum projects.

_________________________________________________________
Student Name

_________________________________________________________
Parent Name

_________________________________________________________
Parent Signature

____________________          ________________________________
Date                                    Parent Daytime Phone Number
DUVAL COUNTY PUBLIC SCHOOLS
CODE OF STUDENT CONDUCT
ACKNOWLEDGEMENT FORM

Duval Charter School at Baymeadows (DCSB) and Duval Charter High School (DCHS) follow Duval County Public Schools’ Code of Student Conduct. The purpose of the Code of Student Conduct is to help your son/daughter gain the greatest possible benefit from his or her education.

In the DCSB and DCSH Parent Handbook of Duval Charter School Baymeadows and Duval Charter High School, we (parents/guardians/student) have read an overview of behavior and discipline issues. Furthermore, we have read, understood, and agreed to abide by the Code of Student Conduct as posted on the Duval County Public Schools’ website at:

http://dcps.duvalschools.org/Page/9868

We (parent/guardian/student) understand that the Code of Student Conduct contains a list of rules for students’ behavior at school. We understand it is our responsibility to learn what those rules are, and to know what will happen if the rules are not followed.

_________________________________  ______________________________
Student Name printed    Student Name written

____________________________  ___________________________
Parent/Guardian Name printed   Parent/Guardian Name written

_________________________________
Date

**Note:** Failure to return this acknowledgement form will not relieve a student or the parent/guardian of the student for the knowledge of, or noncompliance with, the contents of the Code of Student Conduct.