



# Coral Springs Charter School

2010-2011

## STUDENT HANDBOOK

3205 N. University Drive  
Coral Springs, FL  
33065

*This agenda belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Student No. \_\_\_\_\_

## TABLE OF CONTENTS

Absent to School .....	6-7
Academic/Guidance Information.....	16-18
After School Detention .....	20
Athletic Contract.....	25-26
Attendance Policy/Procedure .....	5
Bell Schedule .....	19
Book Bags/Personal Items .....	7
Bomb Threats and Fires.....	7
Bus Behavior.....	21
Care of School Property.....	7
Cell Phones/Electronic Devices/Personal Technology .....	8
C.S. CHAMPS/Anti-Bullying .....	8
Code of Conduct .....	20-23
Communication.....	8-9
Dances.....	21
Detentions.....	20-21
Dining Area Regulations.....	9
Dismissal .....	9
Dress Code.....	9-10
Early Dismissal .....	10-11
Emergency Procedures.....	10-11
Extracurricular Activities (Attendance).....	11
False Alarms .....	22
Field Trips .....	11
Fine Arts Contract.....	27-28
Gang Symbolism.....	11
Halls/Corridors .....	11
Important Dates.....	4
Interscholastic Athletics.....	23-24
Lockers.....	11
Lunch Services .....	12
Make-up Work.....	5-6
Medications.....	12
Misrepresentation.....	22
Parental Conferences.....	12
Parking.....	12
Personal Property .....	12
Public Display of Affection.....	22
Referrals .....	22
School Hours .....	5
School Safety .....	12-13
Search of Persons/Property .....	13
Start-on-Time Program.....	6
Student ID Badges .....	13
Technology .....	13-14
Telephone Use.....	14
Textbooks .....	14
Theft .....	22
Tobacco/Smoking .....	23
Trespassing .....	14
Truancy/Cutting Class.....	7
Visitor/Intruder Information .....	14

Dear Students and Parents:

This agenda book/planner is the culmination of many hours of hard work by the Discipline Committee of Coral Springs Charter School. We have attempted to be as thorough as possible; however, it is impossible to address every situation that could arise during the school year. Coral Springs Charter follows all School Board of Broward County policies regarding discipline as well. These are outlined in the Code of Student Conduct, which each student receives on the first day of school.

As our mission, Coral Springs Charter School is committed to being a premier educational community. We will continue to facilitate the learning process by providing a safe, challenging, entrepreneurial, and nurturing environment. We are dedicated to this mission; however, we cannot accomplish this without the cooperation of everyone.

Please take the time to read and become familiar with this handbook. We wish you much success in your academic endeavors at CSCS. We look forward to working with you during the 2010-2011 school year. Together we can continue to make Coral Springs Charter a great school.

Sincerely,

*Gary Springer*  
Principal



**MISSION:**

*“Coral Springs Charter School is committed to being a premier educational community”*

## ➤ Important Dates to Remember ◀

### FIRST QUARTER

August 16-20	Employee Planning	Mon.-Fri.
August 23	Start 1 <sup>st</sup> Quarter - Students Report	Mon.
September 6	Paid Employee Holiday	Mon.
September 9	Day Off	Thurs.
September 23	Early Release	Thurs.
September 24	Issue Interim Reports	Fri.
October 28	Early Release & End of 1 <sup>st</sup> Term	Thurs.
October 29	Employee Planning	Fri.

### SECOND QUARTER

November 1	Start 2 <sup>nd</sup> Quarter	Mon.
November 2	Employee Planning	Tues.
November 11	Paid Employee Holiday	Thurs.
November 18	Issue Report Cards for First Quarter	Thurs.
November 24	Day Off	Wed.
November 25	Holiday	Thurs.
November 26	Day Off	Fri.
December 7	Issue Interim Reports	Tues.
December 20-31	Winter Break	
January 3, 2011	Students report back to school	Mon.
January 17	Day Off	Mon.
January 21	Early Release & End of 2 <sup>nd</sup> Term	Fri.
January 24	Employee Planning	Mon.

### THIRD QUARTER

January 25	Start 3 <sup>rd</sup> Quarter	Tues.
February 9	Issue Report Cards for Second Quarter	Wed.
February 21	Paid Employee Holiday	Mon.
February 25	Issue Interim Reports	Fri.
March 14-17	Spring Break	Mon.-Fri.
April 1	Early Release & End of 3 <sup>rd</sup> Term	Fri.
April 4	Employee Planning	Mon.

### FOURTH QUARTER

April 5	Start 4 <sup>th</sup> Quarter	Tues.
April 21	Issue Report Cards for Third Quarter	Thurs.
April 22	Day Off	Fri.
April 28	Early Release-Take Our Children To Work Day	Thurs.
May 10	Issue Interim Reports	Tues.
May 30	Paid Employee Holiday	Mon.
June 9	Early Release & Last Day of School for Students	Thurs.
June 10	Employee Planning & Last Day for Teachers	Fri.
June 28	Issue Report Cards for Fourth Quarter	Tues.

## GENERAL INFORMATION

### SCHOOL HOURS

Middle and High School

7:30 AM to 2:35 PM

### HANDBOOK

As with all handbooks it is important to try to list every possible situation that might arise in a school. We have attempted to cover as many areas of concern as we could. Please read this handbook very carefully. We also require you to read the Broward County Student Code of Conduct. **Please note that students/parents are responsible to abide by the codes of conduct, the CSCS Addendum and the Broward County School Codes.**

### ATTENDANCE PROCEDURE/POLICY

CSCS has developed the following attendance policy to comply with the School Board of Broward County, Florida. We encourage all students to attend school on a regular basis. Each day that a student attends school he/she has opportunities to develop personal, social, and academic skills. We encourage the commitment of students, parents, and staff to work together on this endeavor. Students are responsible to be on time to school, notify school when absent, make-up assignments missed and turn in work assigned on time.

Procedures for reporting absences are as follows:

- ❖ School Board of Broward County policy stipulates that in order for student absences to be considered excused, the parent/guardian must call the school to report the absence and/or provide written documentation on the day of return.
- ❖ Parents/guardians must report absences on the day of the absence/absences by 9:00 AM. In addition, for middle school students, CSCS requires a written note within two days of the absence.

After 5 unexcused absences or an excessive number of excused absences, a letter will be sent home to notify the parent/guardian. After 10 or more unexcused absences or excessive excused absences another letter will be sent to notify the parent/guardian. After 20 unexcused absences, a truancy letter will be sent to notify the parent/guardian and a social worker referral form will be completed. A conference will be called to meet with the student and/or parent/guardian to develop an attendance agreement.

If the unexcused absences continue, members of the staff will meet to review possible additional interventions. If the truancy persists and the student accrues twenty or more unexcused absences within a 90-day period, the school will make a second referral to the school social worker and/or the Broward County School Board.

### MAKE-UP WORK

All students are expected to make up class work missed during an excused absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the student has **two days** to make up the work for each day the student is absent, **not including the day of return.**

**High School Students** only, who have an unexcused absence, will receive a grade of zero, if, on the day of the unexcused absence, the teacher's instructional activities include work for which a grade is given. This work may not

be made up. Teachers **WILL** include these zeros when averaging grades for a marking period. **This does not apply to Middle School students.**

#### **START ON TIME PROGRAM**

CSCS will be continuing the “**Start-on-Time**” program during the 2010-2011 school year. In our school, instructional time is viewed as a precious resource. Consequently, chronic tardiness is viewed as a serious problem. For students who are late, procedures will be followed to maintain records on tardiness and keep the student’s family informed. Consequences will be utilized to help students learn the importance of punctuality.

For students who are consistently on time, the procedures will ensure that tardy students will not be allowed to disrupt the flow of learning at CSCS. CSCS is confident that these procedures will increase learning time for all students and will contribute to the positive atmosphere of our school.

Within the “**Start-on-Time**” program, distinctions are made between being tardy to school (1<sup>st</sup> hour of the school day) and being tardy to class (remaining periods of the school day).

**Tardy to School:** defined as arriving to school after 7:30 a.m.

**Unexcused Tardy (1<sup>st</sup> Hour of Day):** Upon entering the building from 7:45 am and after, students will be sent to the guidance suite to be recorded as “late to school”. Upon being recorded as late, the student will be issued an official pass to class. After the 2<sup>nd</sup> unexcused tardy, a phone call will be made home informing the student’s parent/guardian that their child’s next unexcused tardy will result in disciplinary action. Progressive disciplinary measures will be utilized as a response to any student’s third or more unexcused tardy.

**Excused Tardy:** A tardy is only considered as **excused** if a parent/guardian personally escorts their child into the school and has a viable reason (see Broward County Code of Conduct).

**Tardy to Class (Remainder of School Day):** Defined as trying to enter a classroom once the late bell has rung for the student’s 2<sup>nd</sup>-6<sup>th</sup> Hour class (**Start-on-Time**). During the 2<sup>nd</sup>-6<sup>th</sup> Hours of the school day, any student found in the hallways after the late bell, without a pass, will be escorted to the guidance suite and be recorded as “late to class” (**this includes physical education classes**). The student will then return to their respective classroom for the remainder of the period. After the 2<sup>nd</sup> unexcused tardy, a phone call will be made home informing the student’s parent/guardian that their child’s next unexcused tardy will result in disciplinary action. Progressive disciplinary measures will be utilized as a response to any student’s third or more 2<sup>nd</sup>-6<sup>th</sup> Hour late infraction. **Please note: any student more than 10 minutes late to class will be considered “cutting class” and are subject to progressive administrative consequences.**

#### **REASONS FOR EXCUSED ABSENCES**

Illness of student or member of immediate family, death in family, subpoena, religious holiday (faith of student), internal or external suspension, student sent home with contagious disease, participation in school or district-sponsored activities, doctor/dentist appointment or unusual emergency (i.e. house flood).

#### REASONS FOR EXCUSED TARDIES

Viable reason for excused tardy must be documented by appropriate party (i.e., medical professional, court representative).

#### REASONS FOR UNEXCUSED ABSENCES/TARDIES

Last minute vacation, bus suspension, alarm clock failures, missed bus; "parents fault", car trouble and inclement weather all constitute unexcused absences. If student rides a city bus that arrives late to school, **he/she will be unexcused if they do not present a valid bus ticket that indicates the time student was picked up by bus.**

#### TRUANCY/CUTTING CLASS

Not attending school or leaving school without the proper permission is considered unacceptable behavior that will lead to disciplinary action (i.e., parent contacted, parent conference, suspension, etc.) In addition, students who are absent from school may not enter the building during school hours unless accompanied by a parent and report to the front office.

#### BOMB THREAT AND FIRES

The fire alarm is the signal you will hear in the event of a bomb threat or fire. Upon hearing the alarm, students should follow the instructions previously given by the teacher making sure that all windows are closed. Teachers should follow students from the building. **Students should not stop by their lockers or utilize their cell phones during this time.** The principal or his/her designee will give a hand signal for students to return to class. The drill or real event should be conducted in an orderly manner. Exits may be blocked from time to time to practice alternative routes.

As a student, you have a responsibility to act appropriately and follow the rules when a serious safety issue occurs. With your help Coral Springs Charter School will continue to be a safe and secure environment.

#### BOOK BAGS/FOLDERS/PERSONAL ITEMS

Book bags, backpacks, string bags, folders or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs or any other item that would be deemed inappropriate, offensive or reflect negatively on CSCS. **Backpacks/string bags must remain in the locker and are not permitted in the classroom.** Girls may carry a small purse throughout the day.

#### 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 offense leading to suspension and possible expulsion.** Any student who damages/vandalizes school property will be required to make full restitution for damages. All food must be consumed in the cafeteria or area designated by the administration. With the exception of breakfast/lunch services and drinking from water fountains, no beverages of any kind are to be consumed during the school day. **Chewing gum in the school building is forbidden.** Any student who disregards this rule will receive Disciplinary Action.

#### **CELL PHONES/ELECTRONIC DEVICES/PERSONAL TECHNOLOGY**

According to the Broward County School Board's Code of Conduct, *"the possession of a cellular telephone which disrupts the educational process; the use of a cellular telephone during school hours...and the possession or use of a cellular telephone which disrupts or interferes with safety-to-life issues would be a violation of the Code of Student Conduct, subjecting violators to progressive discipline. (Note: If students possess a cellular telephone, it should be **kept out of sight** inside a pocket, book bag, purse, or similar container, and it must be **turned off** in-order not to emit any ring tone or other noise on school grounds during school hours.)"*

The Broward County School Board's Code of Conduct further states:  
*"Possession of personal technology, including but not limited to ipods, MP3 players, laptops, etc. is a violation of the Code of Student Conduct. However, students possessing personal technology at the direction of a teacher will not be subject to discipline under this policy."*

Students bringing cell phones/all electronic devices/personal technology to CSCS, run the risk of having these items confiscated if they are visible and/or used during the school day (7:30AM – 2:35PM). If students elect to carry these items with them they **must** be powered off.

**First Offense:** The cell phone/all electronic devices/personal technology will be returned to the parent/guardian of the student after signing the cellular telephone policy form.

**Second Offense:** The cell phone/all electronic devices/personal technology will be returned to the parent/guardian of the student by signing in the space provided. In addition, the student will receive a detention from an administrator. **The parent/guardian understands that if the student is cited with a third offense the phone will be relinquished for the remainder of the school year.**

**Failure to surrender items will result in an out-of-school suspension.**

**CSCS is not responsible for lost or stolen cell phones as well as all electronic equipment and strongly recommends that these items be left home or placed in the student's locker throughout school hours.**

#### **C.S. CHAMPS/POSITIVE SCHOOL CULTURE**

CSCS has initiated a revolutionary program for its students and faculty. C.S. CHAMPS is an acronym for Coral Springs Charter Helpers for the Advancement of a More Positive School. The C.S. CHAMPS Team is comprised of a diverse group of educators and administrators who have collaborated with the Broward County "BLAST" team to become a groundbreaking model for building a positive school culture. The Team focuses on increasing bullying awareness, building an atmosphere of tolerance and mutual respect at CSCS, and uses positive avenues to assist in the resolution of interpersonal peer conflict among students.

#### **COMMUNICATION**

Communication with parents/guardians is an integral part of a student's program. A mutually beneficial rapport between home and school is important to us all. Our front office number is (954) 340-4100. Please listen to the voice prompts for your call to be directed. Teachers are required to return your phone call within two working days. Parents may also email teachers directly.

Our monthly school newsletter, *Panther Post*, is available electronically on our website. This contains valuable information and important dates. Please make a habit of reading this newsletter each month. Please visit our web page at [www.coralspringscharter.org](http://www.coralspringscharter.org). Pertinent information about school functions and events will appear on this page.

In addition, another source of communication is in place at CSCS. Our SIS system allows students and parents to access academic information. Parents and students are encouraged to check this system in order to maintain communication and stay abreast of academic progress. A password for students and parents is needed for this system. Please contact your respective guidance counselor if you have not received a password.

In addition to the forms of communication described above, phone calls may also go home through our automated ParentLink system. This system informs parents of weather or emergency events, disciplinary actions, or school functions.

#### **DINING AREA REGULATIONS**

Each student is required to show good manners, courtesy and consideration of others 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; there is no passing of money to students ahead in line. 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 supervisory staff. No student is allowed to leave the dining area during the lunch period without a written pass to some other area of the school. **A student is not allowed to leave the school grounds during the lunch period. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREA AT ANYTIME.**

#### **GUM CHEWING**

Gum chewing is **not permitted at anytime** within the school building and can lead to the issuance of a teacher or administrative detention.

#### **DISMISSAL**

An announcement will be made at 3:00 P.M. each day for students to exit the building if they are not involved in a supervised after school activity.

#### **DRESS CODE**

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. It also prepares students for the dress code requirements of the workforce. Our dress code guidelines indicate appropriate school dress for normal school days. CSCS reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance will wear a school uniform. Failure to wear any part of the school uniform will result in a disciplinary action.

- ◆ **Hair:** Hair must neat and clean with only **one color** (no “unnatural” colors, i.e. bright colors). Mohawk cuts, blowouts, spiked looks or any other unnatural cuts (i.e., designs in scalp) or excessive attachments will not be permitted. No hats, bandannas or headbands may be worn. Braided hair must be neatly braided down.
- ◆ **Tattoos:** May not be visible.

- ◆ **Shoes:** Students must wear closed shoes at all times. No boots, slippers, “slides,” or “Crocs-style” shoes may be worn. No heavy military type boots, shoes with metal tips or steel toes may be worn. Tennis shoes are preferred.
- ◆ **Socks:** Solid, matching color socks must be worn. Fishnet stockings, knee high socks or other inappropriate leg wear is not acceptable.
- ◆ **Shirts:** All shirts must be uniform shirts purchased from the school store. Shirts cannot exceed mid-thigh length. **Only one solid white (long or short sleeve) T-shirt can be worn underneath polo shirts. T-shirts may not be visible below the hem of the shirt.** Sweatshirts and jackets, if worn, must be school sponsored. Only **CSCS hooded** jackets or sweatshirts purchased prior to the 2008-2009 school year are permitted...all other purchased CSCS jackets or sweatshirts are to be non-hooded.
- ◆ **Slacks/Shorts/Skorts:** “Dickies” brand UNIFORM is the mandatory uniform bottom for CSCS. No other brands are accepted. All uniform slacks/shorts/skorts must be worn with a belt through the belt loops, worn at the natural waist, be in good repair and be the appropriate size. **All pants must be purchased through the school store.** Tight fitting, capri’s rolled-up and short shorts are not acceptable. Colors: Navy, Khaki and Black. **Following are APPROVED UNIFORM STYLE #s: Boy’s Pants – 56-562; Boy’s Shorts – 54-562; Girl’s Skorts – 53-505 or 37-561; Girl’s Shorts – 36-505 or 64-562; Junior’s Pants – 69-062 or 71-969; Junior’s Shorts – 36-969 or 65-062; Men’s Pants – 874; Men’s Shorts – 42-274; Woman’s Pants – FP111; Woman’s Shorts – FR111**
- ◆ **Belts:** Students are required to wear belts. Belts/belt buckles displaying offensive symbols, as deemed inappropriate by CSCS faculty or administration, are not to be worn. Additional adornments, such as chains, are not permitted.
- ◆ **In General:** Earrings and single nose studs are permitted. No other body piercing (including lip piercing & or eyebrow piercing) or cartilage piercing is allowed. At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty or administration. No “Gothic” looks, dog collars, spiked jewelry, etc. or any other accessories deemed inappropriate by the faculty and administration.
- ◆ **Uniforms:** Students not wearing the appropriate uniform will be sent to the office. Parents will be called and required to bring the correct uniform to school before the student can return to class. Progressive disciplinary actions will be taken for repeat offenders.
- ◆ **Exceptions:** **No special interest groups/clubs will be allowed to deviate from the uniform dress code except on Fridays (or on other specific days that are announced by administration) at which time students will be allowed to wear SCHOOL APPROVED T-shirts with uniform pants.**

**Although we tried to be specific to all dress code issues, there may be issues not included in this handbook that are left to the discretion of the faculty and administration of the school.**

#### **EMERGENCY PROCEDURES**

In the event that school should be closed or dismissed at an unscheduled time due to an unforeseen emergency, we will follow Broward County School Board for all emergencies and/or closings. Our ParentLink phone system will be able to contact each household in order to provide necessary information. To assist the school in the event of an emergency, each parent/guardian must complete the *Emergency School Dismissal* form indicating who can pick up the student. Students who do not return an Emergency Card will not be permitted to

participate in any extracurricular activities, i.e. dances, field trips, etc. Please notify the school immediately of any phone/address changes so that we may update our records.

#### **EARLY DISMISSAL**

Early dismissal for appointments or illness must be arranged prior to departure. The school will not accept notes "after the fact". Parents must be present to sign the student out of school. If the student is a driver, the parent must provide written permission with a copy of the parent's driver's license. Verbal permission from a parent is acceptable for students who are 18 years of age. There will be no early dismissal after 2 PM.

#### **EXTRA-CURRICULAR ACTIVITIES**

**Students must attend half of their scheduled classes to be eligible to participate in an activity that day.** Exceptions to this policy may be absences authorized by the Principal/Administration or Athletic Director.

#### **FIELD TRIPS**

Scheduled field trips will be educational in nature and considered part of the curriculum. The student must assume cost involved for transportation. It is necessary for parental permission to be granted before any student can accompany his/her class on a field trip. Written permission must be on file at the school before a student will be allowed to leave the building. Students must receive permission from their other teachers and/or administrators in order to attend any field trip. At the discretion of the Principal, students with an excessive number of disciplinary infractions in a given marking period may forfeit the opportunity to participate in a field trip. **A student's grades will also be a determinant in regards to a student being permitted to attend any field trip.** Any outstanding financial obligation to CSCS will also prohibit a student from attending field trips.

#### **GANG SYMBOLISM**

Student behavior, dress, signing or symbolism (beads, bandannas, etc.) intended to represent gang affiliation will not be tolerated on school grounds or at school-sponsored events. Violation of this policy will result in suspension or possible expulsion. CSCS works in conjunction with the Coral Springs Police Dept. to determine what constitutes gang related activities.

#### **HALLS/CORRIDORS**

Students should be in the hallways only at the beginning and close of the school and while moving from one class to another, unless a teacher, administrator or staff person has issued a hall pass. There is to be no more than one student out of class at a time.

#### **LOCKERS**

All students are assigned a locker and school-issued locks will be provided for a \$5 rental fee. **The sharing of assigned lockers or the use of personal locks is prohibited.** Students should not share their combination with anyone. CSCS is not responsible for theft of personal property. Students enrolled in Physical Education will be assigned a locker during the class period but must provide their own lock or purchase one from the Athletic Department. Rules regarding lockers, as stated above, will apply to Physical Education lockers. **Students are STRONGLY encouraged to not leave any valuables (money, cell phones, electronic equipment, etc.) in their Physical Education lockers.**

There is no assumption of privacy; the school reserves the right to search lockers as needed.

#### **LUNCH SERVICES**

Lunch is served each school day. If a student wishes to bring a bag lunch from home, a carton of milk, soda or juice can be purchased separately. CSCS participates in the free/reduced lunch program. Lunch menus can be found in the monthly newsletter or posted on the Website [www.coralspringscharter.org](http://www.coralspringscharter.org). **Applications for free and reduced lunch can be picked up in the front office.**

#### **MEDICATIONS**

**To enable students to receive their prescribed medications during the school day, a special medication/treatment form must be completed.** This form requires the signature of the doctor prescribing the medication and parent's signature. Parents cannot fax information to the school.

Medications must be properly labeled in the original container from the pharmacy. Please notify the school nurse of any medication changes. A nurse or the principal's designee distributes medication in all circumstances. **Students are not permitted to carry medication. All medication is to be dispensed by the nurse or principal's designee.**

#### **PARENTAL CONFERENCES**

Conferences can be set up at the request of the school or the request of the parent. A conference with a teacher or multiple teachers should be set up through the Guidance Assistant at 954-340-4134. Additional methods of communication are available via email through the official school website. School personnel will get in touch with the parent and arrange a mutually agreed upon time for the conference. Conferences *requested by the school* will give a specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing children.

#### **PARKING/STUDENT DRIVER REGISTRATION**

Parking in student lots is a privilege. All cars must be registered to park in the designated lot and have a Student Parking Decal. **Cars, which are inappropriately or illegally parked, or cars parked so as to cause a safety hazard, may receive a warning or be towed at owner expense.** Students must abide by local speed limits set forth by the Coral Springs Police Dept. Failure to do so on school property may result in a loss of driving privileges and/or suspension from school. Any student leaving school in their vehicle or lending their vehicle to any other student between the hours of 7:30 AM and 2:35 PM will have their driving privileges revoked permanently.

#### **PERSONAL PROPERTY**

Radios, tape players, toys, computer games, large sums of money, etc., are **prohibited** on school grounds. If they are brought to school, and subsequently lost or stolen, the school is **not responsible** for the loss. If items of this nature are discovered, school personnel will turn them into the office, and parent/guardian must claim items. It is encouraged that parents speak with the School Resource Officer with regard to any theft that occurs on campus.

#### **SCHOOL SAFETY**

As part of Coral Springs Charter School's commitment to being a premier educational community, we take pride in our ability to provide a safe and secure

learning environment. We all play an important role in helping to maintain this positive atmosphere. As a student you can make a difference. Make a personal commitment not to participate in violence in any way. Do not bully, tease, or spread negative gossip about others. Respect others and value differences. Try to broaden your social circle to include others who are different from you.

Learn about ways to resolve arguments and fights without violence. Encourage your friends to do the same. Coral Springs Charter School also offers alternative dispute resolutions. Some examples include peer mediation and peer counseling. These methods are designed to assist students in resolving their conflicts amicably. Learn as much as you can about these positive approaches to conflict resolution.

If someone is threatening you and you feel you are in serious danger, do not take matters into your own hands. Find an adult whom you can trust to discuss the situation, or contact school administrators or the police. Coral Springs Charter School has a School Resource Officer, Security Director, and a team of Security Specialists on campus that are willing to assist you with any concerns.

If you know someone is in possession of a weapon or is planning to harm someone else – report him or her. Most of us have learned from an early age that it is wrong to tattle, but in some instances it is the most courageous thing you can do. Breaking the “code of silence” is the first step in creating a positive school culture. Tell a trusted adult, like a teacher, guidance counselor, member of the school security team, Assistant Principal, Principal, parent or peer counselor. If you are afraid and believe that telling will put you in danger or lead to retaliation, it is also possible to place an anonymous note in the mailbox outside of our Peer Counseling classroom or leave an anonymous message at the school or with the police department.

To become more involved with our safe school initiatives, consider joining our “Panther Patrol Crime Watch Team.” You are invited to speak with the Security Director for more details about this innovative program.

#### **SEARCH OF PERSON OR PROPERTY**

When a student is suspected of being in possession of items considered harmful or dangerous, he/she will be given an opportunity to surrender those items voluntarily. If this does not occur, then he/she will be searched by a Security Specialist and an administrator. **Lockers will be periodically, randomly searched.**

#### **STUDENT ID BADGES**

The school issues identification badges. They may be needed for admission to dances and other school activities. **Students are required to visibly wear their ID badge at all times.** (The first ID badge will be provided for students. Replacement ID badges will cost \$6.00 without a lanyard or \$7.50 with a lanyard and can be purchased each morning from 7:15-7:30 in the bookroom. **Failure to wear an ID throughout the entire school day will result in an administrative detention.**

#### **TECHNOLOGY**

Students may not bring any computer applications including games to school for any reason. School workstations may not be altered without direct administrative permission.

**Any vandalism, (renaming, trashing, or moving files, illegal copying, etc), intentional copyright violations, or attempted access to authorized data will result in disciplinary action, which may include restitution.**

With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the school. Please be aware that questionable materials that are not appropriate for this age may be available to inquisitive searchers. CSCS firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of CSCS.

Students and parents should be aware that as with any school property or activity, the inappropriate use of the Internet connection would subject the student to disciplinary action. **Examples of inappropriate behavior include the accessing, downloading and distributing of inappropriate materials, vandalism, or any other use incompatible with district or individual school policies.**

**Any violation as related to Internet use will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.**

#### **TELEPHONE USE**

Students are not allowed to use the office telephones during school hours unless it is an emergency and has been approved by an administrator. Calls originating from the school will be strictly supervised. **No student will be called to the office to receive personal calls.** An administrator or counselor will deliver emergency messages to the student.

#### **TEXTBOOKS**

The textbooks issued for student use becomes the **responsibility of the student and/or parent**, and must be returned at the end of the year in the same condition in which they were issued. Any damaged or lost books must be paid for before another book is issued for home use. **Any student who has not paid for a lost book may be restricted from participating in school activities, i.e., Prom, Homecoming, field trips etc.** The school bookstore is open Tuesdays & Thursdays before and after school during the week.

#### **TRESPASSING**

Students are not to enter or remain on the school campus without proper authorization. Violators may be subject to suspension and/or arrest for criminal trespass. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. **There is no supervision before 7:00 AM or after 3:45 PM.**

#### **VISITOR/INTRUDER INFORMATION**

If you spot someone in the building who does not have a visitor sticker on their shirt/blouse immediately report the person to the nearest faculty or staff member. If you see someone outside the building who looks out of place, immediately go to the nearest faculty or staff member and report the person and the location. **Do not, for any reason, open the doors to the school for any individual!** Instruct the individual to report to the main office where they will receive the necessary visitor's pass to proceed to their location within the school.



**MISSION:**

*“Coral Springs Charter School is committed to  
being a premier educational community”*

## **ACADEMIC/GUIDANCE INFORMATION**

### **I. Special Programs**

#### **ACE ACADEMY**

CSCS offers students the opportunity to enroll in the Academy of Career Excellence. This comprehensive program of study provides students with academic and real world experiences related to the areas of technology, health, marketing, accounting/finance, law and government. The focus of the ACE Academy is to create meaningful, high level, innovative and authentic opportunities for students to develop their talents and interests while striving to meet their academic potential.

#### **HONORS**

Honors courses are offered for academically proficient students. Both course content and requirements are rigorous. Placement in the Honors program is based on honors exams, teacher recommendation, and previous academic record. Students must maintain an A/B+ average in Honors classes. Students are allowed one nine-week period of academic probation to meet the Honors standards. Each course carries an additional quality point in the High School if the student achieves a "C" or above.

#### **ADVANCED PLACEMENT FOR HIGH SCHOOL STUDENTS**

The Advanced Placement Program (AP) gives students an opportunity to take college-level courses and the AP exam while they are still in high school. Through this, the student may earn credit, advanced placement or both for college.

There are many benefits for students who participate in AP, such as studying interesting and challenging subjects, discovering new interests, and getting a head start on their future!

Please refer to the curriculum guide. Advanced Placement will be contingent on standardized test scores, GPA and teacher recommendation. Each course carries two additional quality points if the student achieves a "C" or above.

### **II. HIGH SCHOOL GRADE DESIGNATION**

1. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.  
(F.S. 1008.25(6)(a))

2. Starting in 2009-10, grade designation for high school students will be determined as follows:

a. Following completion of one year designated as a 9th grader, the student will be designated a 10th grader.

b. Following completion of one year designated as a 10th grader, the student will be designated as an 11th grader.

c. Following completion of one year as an 11th grader, the student will be designated as a 12th grader.

**GRADING SCALE MIDDLE SCHOOL AND HIGH SCHOOL  
(MANDATED BY BOTH STATE AND COUNTY)**

90-100	A - Superior Performance
87-89	B+ - Outstanding Performance
80-86	B – Commendable Performance
77-79	C+ - Above Average Performance
70-76	C – Average Progress
67-69	D+ - Below Average Performance
60-66	D – Lowest Acceptable Progress
0-59	F - Failure

**III. Graduation Requirements For The Class Of 2011 And Beyond  
(incoming 2010-2011 9<sup>th</sup> graders)**

<u>SUBJECT</u>	<u>CREDITS</u>	<u>ADDITIONAL INFO</u>
English	4	
Math	4	1 credit in Algebra I or equivalent
Science	3	2 credits must have a lab component
Social Studies	3	1 credit in World History (10 <sup>th</sup> grade) 1 credit in American History (11 <sup>th</sup> grade) .5 credit in Economics (12 <sup>th</sup> grade) .5 credit in Government (12 <sup>th</sup> grade)
Declared Major Area Of Interest	4	Combination of career technical program, performing arts or academic content
Health/Life Skills	.5	
Physical Education	1	.5 credit in Personal Fitness and .5 credit in Physical Education
Electives	4	
<b>Total Credits</b>	<b>24</b>	

**IN ADDITION, YOU MUST:**

- ◆ Complete 80 hours of community service
- ◆ Take a computer course (in grades 9-12)
- ◆ Pass the Florida Comprehensive Assessment Test (FCAT)
- ◆ Have an overall Grade Point Average (GPA) of 2.0 (unweighted)
- ◆ State Universities and Colleges require two consecutive years of a foreign language.

\*\*For more information about High School requirements and options, see our Course Selection Guide

**V. CORAL SPRINGS CHARTER MIDDLE SCHOOL PROMOTION REQUIREMENTS**

- Promotion is the act of changing a pupil's placement from a lower to a higher grade, academic level, age category, number of credits, or continuous progress level, based on the following criteria:
- To be promoted a student must pass four subjects during each year for grades 6-8.

Promotion to 9<sup>th</sup> grade will require passing:

- 3 middle school or higher, year-long courses in English
- 3 middle school or higher, year-long courses in Mathematics
- 3 middle school or higher, year-long courses in Science
- 3 middle school or higher, year-long courses in Social Studies
- Course in Career Education

**BELL SCHEDULE**

**Middle School**

**Rotation**

Start	End	Mon	Tue	Wed	Thu	Fri
7:30 AM	8:30 AM	Period 1	Period 2	Period 3	Period 1	Period 2
8:35 AM	9:35 AM	Period 2	Period 3	Period 1	Period 3	Period 1
9:40 AM	10:40 AM	Period 3	Period 1	Period 2	Period 2	Period 3
10:45 AM	12:20 PM	Period 4 + Lunch	Period 5 + Lunch	Period 6 + Lunch	Period 4 + Lunch	Period 5 + Lunch
12:25 PM	1:30 PM	Period 5	Period 6	Period 4	Period 6	Period 4
1:35 PM	2:35 PM	Period 6	Period 4	Period 5	Period 5	Period 6

Lunch A	10:45 AM	11:15 AM
Lunch B	11:50 AM	12:20 PM

**High School Block**

Start	End
-------	-----

7:30 AM	9:05 AM	Period 1
9:10 AM	10:40 AM	Period 2
10:45 AM	12:20 PM	Period 3
12:25 PM	2:35 PM	Period 4 + Lunch

Lunch C	12:25 PM	12:55 PM
Lunch D	1:00 PM	1:30 PM

## CODE OF CONDUCT

### PARENT & STUDENT CONTRACTS

Included in each student's registration packet are a Parental Contract and a Student Contract. A parent/guardian must sign the Parental Contract agreeing to the terms therein. Each student is required to sign the Student Contract agreeing to the terms therein, including the Broward County Code of Conduct, the CSCS Addendum to the Broward County Code of Conduct and the CSCS Dress Code Policy.

Failure to comply with the terms of the Student Contract may result in the following:

- ◆ After School Detention
- ◆ Saturday Detention
- ◆ Out of School Suspension
- ◆ Dismissal from CSCS
- ◆ Recommendation for Expulsion

### POLICY STATEMENT

The Code of Conduct at Coral Springs Charter School exists to protect the rights of all students and adults and to establish a safe well-ordered environment where students and teachers can focus on quality teaching and learning. **Mutual respect, good manners, and positive behavior are essential elements of the daily life at CSCS.**

School authorities will hold students and parents strictly accountable for any action that interferes with the learning process, good order, and/or the day-to-day operations at CSCS.

The School Board of Broward County Florida must have proof that every student and parent/guardian has had a chance to read the Code of Student Conduct or to hear it read aloud. **All parents/guardians must return the page in the Code of Student Conduct manual, which requires a signature.** In addition to the Broward County Handbook, we at CSCS have created an addendum.

### AFTER-SCHOOL DETENTION (ADMINISTRATIVE DETENTION)

Administrative Detentions will be held on Tuesday and Thursday afternoons from 2:45-3:15. The student must bring his/her copy of the detention slip, signed by a parent, to the after-school detention session. Students who miss an after school detention **due to a medical appointment or other special circumstances** will be permitted to reschedule the detention. If the missed after school detention is due to medical reasons, a note from the medical provider, including the time/date of appointment **will be required**. Any student unexcused to a Tuesday or Thursday afternoon detention will be assigned a Friday afternoon detention, from 2:45 to 3:15. Students unexcused from a Friday afternoon detention or from multiple administrative detentions will be issued a three-hour (8-11:00 am) Saturday detention. Further offenses will result in progressive disciplinary action including possible suspension. In addition, teachers may issue teacher detentions for classroom infractions to be served in their classroom on the date and time assigned and agreed upon by the teacher and parent.

### **SATURDAY DETENTION**

Saturday detentions may be assigned to individuals as a consequence used in the progressive disciplinary procedures at CSCS. They will take place from 8:00 am to 11:00 am. For admittance to a Saturday detention, students are to report to the main lobby promptly at 8:00 am. Students who are tardy will not be granted entrance and further consequences will ensue.

### **BUS BEHAVIOR**

Bus behavior is a primary concern due to the safety needs of all students. Any student who cannot conduct him/herself properly on the bus will have his/her bus privileges suspended and/or revoked.

To ensure the safety and pleasure of all students who ride the bus we:

- Incorporate bus behavior as criteria for special activities (i.e. future field trips).
- Document bus behavior on home notes.
- Implement the following consequences for bus referrals:
  1. Parent conference/parent phone call
  2. Bus suspension
  3. Bus privileges revoked
  4. Administrative detention/Saturday detention
  5. OSS

Bus suspensions will be used if a student's behavior poses a safety violation threatening his/her safety or safety of others, regardless of the number of previous referrals.

Parent/guardian will be notified when a student receives a bus suspension. The parent/guardian will be responsible for transporting the student to and from school during the period of the bus suspension. If a student does not attend school due to a bus suspension, the absence is considered to be unexcused.

### **DANCES**

CSCS holds dances for the enjoyment of our students and guests.

There are parameters established for all school-approved dances.

1. Students must attend half of their scheduled classes on the day of the dance in order to participate.
2. Students need to carry picture identification and show it upon demand to monitor/administrator.
3. Some dances will be open to CSCS students only while others will allow CSCS students to invite non-students as guests.
4. All dances will have a lock-in/lock-out policy. No students or their guests will be permitted to enter a dance after the lock-in or leave prior to the lockout time.
5. **The administrator on duty has the right to deny any person entrance to the dance. This includes Homecoming and Prom. No exceptions.**
6. Students whose dancing is inappropriate (i.e. "booty dancing") will be asked to leave the dance and may not participate in future dances.

#### **OSS- OUT OF SCHOOL SUSPENSION/ALTERNATIVE TO SUSPENSION**

Students will receive OSS if the respective Administrator deems the behavior being consequence as appropriate for OSS. OSS is considered an unexcused absence and **only Middle School students** are permitted to make up work. The Alternative to External Suspension (AES) Program is offered as an alternative to suspension. AES provides your child with the option of not having an external suspension on their record, while allowing them to receive credit for assigned schoolwork. If your child is offered AES, **it is his/her responsibility** to get enough work to keep them busy for the length of the suspension. The student should obtain any assignments before they leave school the prior day or through the SIS or email system.

#### **FALSE ALARMS**

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled or transmitted or caused or permitted to be given, signaled or transmitted in any manner. **Under the law, false alarms are misdemeanors subject to a maximum fine of \$250.** Such action or involvement by a student will result in disciplinary action, which includes detention, suspension, or expulsion or arrest. **Bomb threats are considered felonies.**

#### **MISREPRESENTATION**

Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, or using false identification is considered a serious offense. The penalty for violation of any of the above mentioned infractions will result in one day of out-of-school suspension. Repeated offenses may result in expulsion. Misrepresentation by the class Valedictorian(s) or Salutatorian(s) will result in loss of those titles and notice will be provided to colleges/universities student has applied.

#### **PUBLIC DISPLAY OF AFFECTION**

The inappropriate display of affection is frequently embarrassing to adults & students. Students are expected to exercise self-control and respect for the reputation of others. Students failing to respect this policy will be issued an initial warning. Continued displays of affection will lead to further disciplinary action.

#### **REFERRALS**

Administrators and faculty will use a referral for those students whose actions/behavior disrupts the school community. Examples of referrals to be issued are for infractions such as, but not limited to: profanity, destruction of property, misrepresentation, stealing, disrespect, insubordination, fighting (students who fight may also receive a citation), being under the influence or possession of alcohol or drugs. If a student receives a referral the administration will assign the proper disciplinary consequence.

#### **THEFT**

Theft may result in suspension from school for a period up to ten (10) school days. The student will be required to replace or pay for the stolen item(s). Proper legal authorities will be contacted.

#### TOBACCO/SMOKING REGULATIONS

CSCS promotes and maintains a smoke-free environment; therefore, students are prohibited from smoking or using tobacco products or having tobacco in their possession at any time during the school day or at any school-sponsored activities. Before and after school, students are not to use tobacco products on the school grounds. Violations will result in the following actions:

- After school detention/Saturday detention
- Out of school suspension
- Citation from SRO (School Resource Officer)

### INTERSCHOLASTIC ATHLETICS

It is a privilege to be part of an interscholastic athletic team at CSCS. We believe athletics is a true extension of your work in the classroom. We hope you will benefit as much from your athletic experiences as you do from your academic endeavors. A challenge we face annually is striving for sportsmanship. The positive values you will learn on the playing field now will last a lifetime. You are a leader and are always in the public eye. You represent CSCS. Whenever and wherever you are involved in competition, you are a role model to many young people in our community. Good sportsmanship is essential in the life of every school athletic program. The example you provide sets the standard of behavior for everyone associated with our program.

#### ELIGIBILITY

The following eligibility requirements are in compliance with the bylaws of the Florida High School Activity Association (FHSA) and with applicable Florida statutes.

Eligibility for interscholastic athletes is determined at the beginning of each semester based upon a student's cumulative grade point average (GPA). In order to be eligible for interscholastic athletic competition during each semester of the school year a student must have a cumulative GPA of 2.0 on a 4.0 un-weighted scale in all courses upon entering the 11<sup>th</sup> grade. For further clarification see FHSA ruling 11.2, Academic Standing. Athletes must also maintain satisfactory conduct.

Eligibility is determined and declared by the Athletic Director after consultation with administration as soon as the grades for each semester are posted. **A student who has not met these eligibility requirements may not participate in athletics for the entire semester.** He/she will be removed from any sport he/she is currently participating in and may not try out for any other sport until eligibility is regained.

An incomplete grade will be considered a failing grade until such time as the grade of "I" is replaced with actual grade. A student who is ineligible due to this conditional failure may regain eligibility once the "I" is replaced with actual grade.

#### DISCIPLINE PROBLEMS

Any problems concerning attitude, behavior, attendance, etc. may result in dismissal from any team at any time. **Detentions after school will not be rescheduled in order for any athlete to participate in a game, contest, or event. Athletes may not participate in a game contest or event while**

**suspended from school - NO EXCEPTIONS.** The athlete will not be allowed to practice or sit on the bench while on suspension.

**PRACTICE/GAME POLICIES**

**You are a team member; therefore, once you have made a commitment to participate, this takes precedence over any other extra-curricular activity.**

**TRANSPORTATION**

Athletes are responsible for their own transportation to and from CSCS campus. Transportation will be provided to away games and contests unless the athletes are notified in advance. Student athletes are responsible for their own transportation after all practice sessions. **Note:** Students may not earn volunteer hours for transporting other students to games.

**Coral Springs Charter School  
Athletic Contract for Student-Athletes**

**The following form is to be signed by the student athlete,  
torn off and returned to the Athletic Director.**

**I. Purpose**

The Coral Springs Charter School Athletic Program is an extra-curricular student activity. In order to be successful, the student-athlete's first priority shall be academics. All Panther athletes must dedicate themselves to developing, promoting, and improving CSCS athletics in such a way as to make the program recognized and respected.

**II. Athletes**

While the Athletic Department at C.S.C.S. encourages as many students to be involved with athletics as possible, we require the athletes to adhere to certain standards, which are imperative to having a successful program:

- Respect – towards the coaches, officials, and fans.
- Attendance and Punctuality – unexcused absences and tardiness on a regular basis will not be tolerated.
- Academics – students are required to maintain good academic standing.
- Equipment and Uniforms – must be kept up appropriately and returned as such.
- Behavior – should be exemplary both in and out of school.

**III. Academic Standing**

Athletes are expected to be *students first*. All athletes must meet the state guidelines (maintain a 2.0 GPA or above) in order to be eligible to represent Coral Springs Charter. However, should an eligible student-athlete begin to perform below his or her potential in the classroom, the coach may require that student to attend tutoring sessions prior to resuming his/her participation with the team. All parents, students, teachers, and coaches are encouraged to work together to provide the optimum academic environment for the student to reach his/her greatest potential.

**IV. Conduct**

Student-athletes may be suspended from team participation, should their conduct in school or on the field of play not adhere to the CSCS code of conduct. Disciplining measures shall be levied at the discretion of the athletic director and CSCS administration.

I \_\_\_\_\_, have read and understand the Coral Springs Charter School Student-Athlete Contract. Although I understand that signing this form does not guarantee me a spot on any sports team at CSCS, I agree to hold myself in accordance with these guidelines if I am selected to participate in athletics at Coral Springs Charter School.

Student-Athlete Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

## **Coral Springs Charter School**

### **Fine Arts Contract for Band/Chorus/Dance/Drama Students**

**The following form is to be signed by the Fine Arts student  
and returned to the**

**Fine Arts Director**

#### **I. Purpose**

The Coral Springs Charter School Fine Arts Program is comprised of classes which also branch into after school rehearsals and performances. All Fine Art students must dedicate themselves to developing, promoting, and improving the CSCS Fine Arts Program in such a way as to make the program recognized and respected. The goal of the Fine Arts Program is to develop the student's creative and artistic skills while supporting their academic achievement.

#### **II. Fine Arts Students**

The Fine Arts Department at C.S.C.S. encourages as many students to be involved with Fine Arts as possible. We require the Fine Arts students to adhere to certain standards, including character, high moral standing and academic achievement which we believe are important to fostering the creative students. Examples of these standards include:

- Respect – towards the administrators, teachers, parents and peers
- Attendance and Punctuality – unexcused absences and tardiness to classes and rehearsals on a regular basis will not be tolerated.
- Academics – students are required to maintain good academic standing.
- Behavior – should be exemplary both in and out of school.

#### **III. Academic Standing**

Fine Arts students are expected to be *students first*. All students must meet the school's requirement of maintaining a 2.0 GPA or above in order to be eligible to represent Coral Springs Charter. However, should an eligible student begin to perform below his or her

potential in the classroom of any subject, the Fine Arts teacher may require that student to attend extra practice/tutoring sessions (**in that particular subject**) prior to resuming his/her participation with their respective group (band, chorus, dance or drama). All parents, students, teachers are encouraged to work together to provide the optimum environment for the student to reach his/her greatest potential.

**V. Conduct**

Students may be suspended from participation in fine arts events, should their conduct in school not adhere to the CSCS code of conduct. Disciplining measures shall be levied at the discretion of the Fine Arts Director and CSCS administration.

I \_\_\_\_\_, have read and understand the Coral Springs Charter School Student-Fine Arts Contract. Although I understand that signing this form does not guarantee me a place in the Fine Arts Department (Band, Chorus, Dance Or Drama) at CSCS, I agree to hold myself in accordance with these standards if I am selected to participate in the Fine Arts program (Chorus, Drama or Band) at Coral Springs Charter School.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_