

STUDENT HANDBOOK

FSWC - Lee

2016 - 2017

Florida SouthWestern State College Vision and Mission Statements

VISION

Florida SouthWestern State College will be the catalyst for creating an innovative education system which provides accessible educational pathways that prepare students to be enlightened and productive citizens.

MISSION

The mission of Florida SouthWestern State College is to inspire learning; prepare a diverse population for creative and responsible participation in a global society; and serve as a leader for intellectual, economic, and cultural awareness in the community.

As established in our approved charter documents, FSWC - Lee has 8 clearly defined purposes:

1. To establish a learning community in which all members have something to learn and something to teach.
2. To engage in interdisciplinary, project-based inquiry labs, allowing students to learn by doing.
3. To promote thinking, reading, and writing across the curriculum.
4. To offer individualized instruction and differentiated instruction to address various learning styles.
5. To support personal student development - academically, socially, and emotionally through individualized attention in advisor groups.
6. To create an awareness of our positions in the world, both as individuals and as a society, and an appreciation for individual and cultural differences.
7. To institute a professional development program for teachers that provides support and fosters innovation.
8. To develop new models of collaboration among the high school, the college, and the community.

The following values and ethical characteristics are at the core of our operation:

- Respect** All members of the Collegiate High School, staff and students alike, will demonstrate respect for each other, for the processes of teaching and learning together as a community, for the community in which they teach and learn. All members of the high school collegiate community will respect school property and personal property.
- Character** All members of the Collegiate High School, staff and students alike, will demonstrate honesty and integrity. They will be truthful and trustworthy, displaying a personal sense of honorable and ethical behavior.
- Responsibility** All members of the Collegiate High School, students and teachers alike, will exercise responsibility in meeting the academic requirements of their classes, in participation in extra-curricular and service activities, and in representing the school in the community-at-large. All members of the high school collegiate community will take personal responsibility for their own choices, actions, and obligations.

Dear FSWC - Lee students, families, and stakeholders,

This Student Handbook is a summary of our operating policies, procedures, and expectations for student behavior at or in association with FSWC - Lee. The opportunity to participate in this Collegiate High School is a privilege and the expectations outlined within are designed to help create an environment that is student focused and developmentally appropriate. It is the express duty and overt intent of the Principal to provide a safe, secure, and academically focused school experience for all students, staff, and other stakeholders. I believe that most social and other relational issues can be avoided by taking an “other’s first” perspective and acting accordingly.

Please bring issues, concerns, or suggestions to me so that we can help may FSWC - Lee an overwhelmingly positive experience for you and your family.

Sincerely,

Brian Botts, Ph.D.

Principal, FSWC - Lee



At FSWC - Lee, students' quest for knowledge begins the freshman year as they analyze perspectives, learn multiple strategies for logical reasoning, and develop academic vocabulary. The gradual release to the sophomore year creates independence when the student uses information, raises questions, and generates assignments that reflect their own point of view; thus being prepared and released to the college level. In addition to using 8 thinking maps* (graphic organizers matched to the established 8 basic cognitive functions), the following academic vocabulary serves as the backbone of how we communicate what and why we are teaching and learning. All students, staff, and parents are encouraged to understand these words and concepts.

Buccaneer Academic Lingo

Outcome - *documented competency*

Learning Task - *student created deliverable with a due date and is related to an outcome*

Pre Task - *activity that needs to be completed before a learning task*

Post Task - *activity that needs to be completed after a learning task*

Learning Experience - *events that provide a context for tasks and/or assessment*

"Murkie" - *anything that isn't understood in the formative process*

Collaborative Experience - *more than one student is involved*

Assessment - *summative evaluation of what a student has mastered*

Escalation - *brining any problematic situation to the attention of the appropriate authority figure*

Constructive Time - *formerly known as study hall, formerly known as free time.....there is no such thing as "I have nothing to do!"*

*Specific information available at www.thinkingmaps.com

ACADEMIC DISHONESTY

As a member of the collegiate high school environments, FSWC-Lee students will be held to the strictest level of accountability for academic dishonesty. Any attempt to obtain credit for non-original work is considered plagiarism. Additional forms of academic dishonest include cheating of any kind, changing grades, forgery, and possession of unauthorized materials including other student's work. A student's first offense is handled by the teacher with only academic consequences. Subsequent offenses are considered to be discipline incidents and may have additional and non-academic consequences. Even a single infraction can result in delaying or excluding students from participation in NHS.

ACADEMIC PROGRESSION

Students taking all classes in the FSWC - Lee building during the freshmen and sophomore years are considered traditional students. Students who have one or more classes at the college and in the FSWC - Lee building are considered dual enrollment students. Full time college students are considered early admission students. Given our small size and limited space, there are no opportunities to repeat a failed class.

ACTIVE LEARNING

Many students prefer, and learn better, in an activity based environment. In order to retain a student individual opportunity to participate in science labs, special projects, field trips, ect.....students must exhibit responsible behavior and the ability to follow safety and other directions. If and when a student does not demonstrate that ability, an alternative assignment may be given in lieu of participation.

ACTIVITIES AND ATHLETICS

While FSWC-Lee does not directly sponsor FHSAA sanctioned sports, students may participate at a Lee County School after registering with the School Choice office and receiving a school assignment. FHSAA rules require that any student participating in an after-school activity or athletic event must be in school on the day of the activity for a minimum of four academic periods. FSWC-Lee based clubs and activities will follow the same 4 period of attendance policy in order to participate in any given days activities. All student clubs and meetings must include a faculty sponsor and must not exclude membership except on the basis of a charter or other approved organization's criteria.

AFTER SCHOOL

FSWC - Lee staff remains on campus for one hour past the scheduled end time of class, leaving campus each day at 3:30. Students must be picked up at or before this time.

ATTENDANCE POLICY

Students shall be counted in attendance if they are actually present at school at the time the attendance is taken or are away from school on a school day and engaged in an educational activity that constitutes a part of the school-approved instructional program for the student (Section 1003.23, Florida Statutes).

ATTENDANCE STANDARD

A. All students are expected to be on time and present each day school is open during the school year.

B. Students may not be absent from school without permission of the principal/designee.

1. Board Policy provides that the school principal or designee is the only person authorized to excuse a student's absence.

2. A note from a parent/guardian is a request that a student's absence be excused. For any given semester, the first five days of absence can be excused with a family member's note. To excuse subsequent absences will require official documentation of illness, medical appointments, required court appearances, funeral services, or any other established reason for missing school.

3. When a student accumulates an excessive number of absences (5 days in a calendar month or 10 days within 90 calendar days) and additional absences occur which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness may be required by the principal to be submitted by the parent/guardian (School Board Policy 4.16).

C. Habitual tardiness is defined as six (6) or more tardies to school or to an individual class per quarter.

D. For enforcement of compulsory school attendance, three unexcused tardies or unexcused early sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.

When a student is absent, families must follow these steps:

- Use the attendance reporting web link on the school's home page to contact and send in any official documentation requesting that the absence be excused.
- Make arrangements with teachers to complete and submit any and all academic work in line with the teachers late work policy. (see Make Up Work)

Students who are tardy to school should:

- Understand that unique, once in a while circumstances do happen.
- Sign in through the front office.

BUS INFORMATION

Bus service is provided based on the established limits. All bus pick-up and drop-off information is posted via the school website and students/families are encouraged to allow for traffic, weather, and other delay/complications. A special event pass will be required for students to ride a different bus than their regular assignments. Bus passes should be requested in writing at least ½ a school day in advance of the need to ride a bus. This allows us to secure a pass from the bus company. Mis-behavior on the bus can and will result in either a change of assigned seat, temporary, or permanent removal from the bus service.

CELL PHONES

Use of cell phones, while an aid to communication and safety, can be a distraction to students and staff alike. Accordingly, the use of cell phones and other electronic communication devices on campus during the school day is strictly regulated.

- Unless direct permission is given by the supervising staff member, cell phones and electronic communication devices must be turned off and out-of-sight whenever the student is attending class, assemblies or other school activities, regardless of the location. Use of devices between classes, during lunch, and before and after school is acceptable. Students must acknowledge and respond to staff members if and when a phone call is in progress.
- Students may not share or post personal information about images of any other student or staff member without permission from that student or staff member (This applies to all social networking sites such as Facebook, Snap Chat, Twitter, etc...)
- All student use of the school internet system, personal cell phones or other digital devices used by students on campus is subject to the provisions of the School District of Lee County Code of Conduct. In no case may cell phones and

electronic communication devices be used in furtherance of activities that violate the School District of Lee County Code of Conduct, as well as other school or college policies or other illegal activities. FSWC - Lee reserves the right to confiscate, limit, or prohibit individual devices as needed.

CLINIC

Emergency information cards with updated contact information must be on file for all students. The clinic is open to students who have a pass or a signed Agenda and need minor medical treatment. Any medication brought on campus must be accompanied by a Physician/Parent Permission Form Medication and must be taken directly to the clinic/front office. It is not permissible for students to carry, consume, or give any type of medication to themselves or other students.

CLOSED CAMPUS

Students must remain on the FSWC-Lee high school campus or under the supervision of an FSWC-Lee employee from the time they arrive at school until the official dismissal bell. The only exception would be after signing out through the main office with parental permission.

CODE OF CONDUCT

FSWC - Lee students are subject to the rules and regulations outlined in the currently adopted LCSD Code of Conduct. Additional rules and regulations specific to FSWC - Lee are contained in this Student Handbook.

DISCIPLINE

Students are expected to observe the rules of the Code of Conduct at all school activities. School administration will interpret and enforce the established Code of Conduct from the perspective of protecting the entire student body's right to learn in a safe and orderly environment. The FSWC - Lee school discipline procedure is rooted in developing students of character that can self-regulate and promote a culture of independent learning. This procedure is consistent with the Code of Conduct for Lee County Schools. Issues of concern fall into one of three categories:

1. Minor and routine classroom management processed verbally with teacher and student(s). Issues of this level take very little time and there is agreement and proactive cooperation with affected students.
2. Repeated minor misbehavior, disruptions, or other negative conduct that disrupts the classroom but has limited ability to disrupt the entire school. Issues of this level take some time away from instruction and there may or may not be agreement or cooperation with the affected students. Students will be asked to complete a "penalty box" form to allow for self-reflection and the opportunity to suggest their own corrective action.
3. Major misbehavior, disruption, or other negative conduct that directly defies the authority of staff should be referred to the Principal or designee using the referral process. LCSD code of conduct rules will apply.

Penalty Box forms and associated issues will likely be addressed by a Principal's designee to help minimize and/or mitigate the need for punitive action. Students are encouraged to take this opportunity to self-correct and avoid escalation and or punishment for repeat behavior.

DRESS CODE POLICY

The Florida SouthWestern Collegiate High School-Lee Campus dress code is designed to maximize student choice while minimizing disruptions to the academic learning environment caused by distracting dress and potentially negative staff/student interactions. Students and families are highly encouraged to make conservative choices when purchasing school clothes and dressing to attend school each day. Questionable issues will be resolved by a school Administrator who will retain final authority on what is or isn't acceptable. The basic Lee County School District student dress code is listed below and clarifying statements can be found below.

1. Shoes shall be worn at all times.
2. Apparel shall be adequate in both length and coverage to be considered appropriate for school.
3. Pants shall be worn fastened and at the waist.
4. Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse. The length shall extend beyond the waist level.
5. Transparent or see-through tops, bare midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited; halters, backless dresses or tops, tube tops, tank tops, muscle shirts, or any clothing which may be distracting are prohibited.
6. Any articles of clothing or jewelry that could likely cause injury-such as chains, bracelets, rings, chokers with or without spikes, or studs-are prohibited. Wallet chains of any length are prohibited.
7. Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
8. Apparel or symbols which may be gang-related may not be displayed on a student's person or in the student's locker, vehicles or other locations on campus.
9. Gang-related tattoos, or other tattoos that may cause a substantial disruption to the educational environment as determined by the principal, are prohibited.
10. The wearing on campus of hats, caps, headgear, or sunglasses except in conjunction with designated school approved uniforms or at authorized athletic practices or activities is prohibited. There may be certain exceptions for medical conditions and physical education classes held outside. The Principal will determine these exceptions.
11. Clothing with slogans or advertising which by its controversial or obscene nature disrupts the educational setting is prohibited.
12. Hair coloring or style that may cause a substantial disruption to the educational environment, as determined by the Principal, is prohibited.

FSWC-Lee Campus Dress Code Highlights

To help clarify expectations, FSWC-Lee interpretations of the rules are outlined here in bulleted forms:

- Shoes do not have to be closed toed, with laces, or solid colored. Athletic and beach style sandals are permitted. Closed toed athletic shoes are required for lab and other physical activities.
- All shirts shall be of adequate length as defined by being long enough to remain tucked in when the student raises both hands above their head. Spaghetti straps and minimal or revealing tank tops are not permitted.
- All pants, skirts, shorts, etc.....must be worn so that the bottom hem is at least long enough to reach within three inches of the knees.
- Ripped or torn clothing that is in disrepair is prohibited.
- Pants, skirts, shorts, etc. that might fall below the natural waistline must be secured at the waist with a belt.

DRUG AND ALCOHOL USE

Any student who sells, possesses, or uses illicit drugs, drug paraphernalia or alcohol on school property, and/or at school-sponsored activities, shall be disciplined, considered for expulsion, and reported to the appropriate law enforcement agency for legal action.

FLORIDA SOUTHWESTERN STATE COLLEGE

This document, and/or participation in FSWC - Lee does not release students from additional rules and regulations established by Florida SouthWestern State College. FSWC - Lee staff and students are guest of the College, therefore all FSWC - Lee stakeholders will follow and abide by all applicable policies and procedures when on the Florida SouthWestern State College property.

EMERGENCY EVACUATION DRILLS

Emergency evacuation drills are held at regular intervals. Follow the directions of your teacher and remain calm and orderly during a drill and/or real emergency.

EQUITY COORDINATOR

FSWC-Lee does not discriminate on the basis of gender, race, age, religion, national origin, marital status or handicap. Complaints or inquiries may be directed to the Principal.

EXTRA-CURRICULAR SIGN OUT PROCESS

Based on ample prior approval from the Principal, students who are committed to developmentally appropriate extracurricular activities may be granted permission to sign out of school on a routine basis. Developmentally appropriate extracurricular activities are defined as FHSAA sponsored athletics, commitments to instruction or practice in the performing arts, and/or other special academic opportunities. Non examples include child care for siblings, purely recreational activities, or other convenience based request. In order to access this process, the family must meet in person with the Principal in order to clarify the following guidelines:

- Students must be enrolled in an elective class for the time in question.
- Students must present a written plan to document that they will attend at least 60% of the scheduled seat time for the semester.
- Students must present a written plan that articulates the developmental reasons for missing class along with appropriate justification.
- Students must proactively coordinate with the teacher for make-up work.
- Students forfeit the right to use the Recovery Policy for any material missed.

FELONY CHARGES

Based on Florida Statutes, when a student is charged with a felony all teachers of the student must be notified of the charges and the student is referred to the Alternative Learning Center until disposition of the case.

FIGHTING

Fighting is prohibited by the Code of Conduct and is unacceptable in any circumstances. All peer conflicts can be resolved or mitigated by students self-reporting the issue and asking for appropriate intervention. Any aggressive behavior toward staff and/or after staff intervenes in a student conflict is considered grounds for additional consequences and/or involvement with law enforcement.

FOOD AND DRINK

Students are prohibited from bringing snack food, drinks, and gum to class unless express permission is granted from a teacher. Water in clear plastic containers is permitted at all times in the building as are items for lunch that remain packed away until the lunch period. During lunch, food must be consumed and disposed of inside the cafeteria. Eating in the courtyard is not permitted.

FREE OR REDUCED LUNCH

Free or reduced lunches are available to students who meet federal guidelines. To qualify, students must submit new applications each year. A separate form is provided for specific acknowledgement.

GANG ACTIVITY

Students demonstrating gang-type behavior, activity, dress, or associations including drawing and writing will be disciplined according to the Code of Conduct. Any apparel, jewelry, accessory, notebook, or manner of grooming which denotes membership in a gang and/or advocating drug use, violence or disruptive behavior is forbidden.

GRADES / REPORT CARDS

FSWC - Lee will follow the traditional grading scale for academic work and credit:

- | | | |
|-----------------------------|---------|------------------|
| • A - Outstanding Mastery | 90-100% | 4 quality points |
| • B - Above Average Mastery | 80-89% | 3 quality points |
| • C - Average Mastery | 70-79% | 2 quality points |
| • D - Marginally Mastery | 60-69% | 1 quality point |
| • F - Incomplete Mastery | 0 - 59% | 0 quality points |

Participation grades and other practice based activities will make up no more than 20% of a student's grade. The remaining balance will come from assessments, projects, presentations, assignments, ect...

HALLWAY BEHAVIOR

Please keep moving in the hallway as we have limited space and time to move through. If you need to be in the hallway during class time, please have a signed agenda.

HARASSMENT BASED UPON SEX, RACE, COLOR, NATIONAL ORIGIN AND DISABILITY

Everyone who works and learns at FSWC-Lee has a right to feel respected and safe. A harasser may be a student or an adult. **SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE COLOR, NATIONAL ORIGIN AND DISABILITY ARE AGAINST THE LAW** and will not be tolerated whether implied or explicit. All complaints can be reported to the Principal who can involve the appropriate resources and or work towards a resolution.

HURRICANE PREPAREDNESS

FSWC-Lee will follow the recommendation of the School District of Lee County when making a decision to close school if and when severe weather threatens. In the event that Florida SouthWestern State College is closed for inclement weather or other precautions, FSWC - Lee will close as well. The local media will carry coverage of any closings or other special considerations.

IDENTIFICATION CARDS

Dual enrolled students will have a college issued Connect Card for use at the college.

LATE WORK

Due dates for assignments will be openly published on Canvas or other in class methods and are not negotiable. Late work can be submitted using the following process:

- The day assignments are due and collected/submitted, teachers will enter a “Z” in the grade book to document any missing work.
- This is for tracking purposes and individual teachers will evaluate individual circumstances on a case by case basis.

MAKE-UP WORK

A student who is absent and the absence is determined to be an excused absence, as defined by School Board Policy 4.16, is required to make up all course work missed. It is the student’s responsibility to obtain assignments from the appropriate teacher(s) upon returning to class immediately following an absence. The student will be given a number of days absent plus one additional day to make up all work missed for full credit.

- Previously assigned assignments that is due and/or collected during a student’s un-excused absence must be submitted immediately upon return and will be issued credit in alignment with the teacher’s late work policy.
- Assessments and/or presentations missed during an un excused absence must be completed immediately upon return and are subject to the teacher’s late work policy.
- Unless the student has a previously documented pattern of excessive absences as defined above or a pattern of missing school on assessment days, a simple note or email from a parent documenting illness of student can be provided as a request for an excused absence. Absences in excess of five per quarter will be un-excused unless a doctor’s note, court papers, or documentation of a medical appointment is provided.

LUNCH

Students will have the opportunity to purchase a prepared hot meal each day and/or a standing selection of cold items including but not limited to sandwiches, wraps, salads, ect.....

- Lunch menus will be pre-published monthly.
- Students must pre-pay for lunch each week. A process exists to pay ahead via an on line service and/or please send a check or exact change instead of cash as we have a very limited ability to make change.
- FSWC - Lee will participate in the Free and Reduced Lunch Program and based on the families established sliding scale lunch prices are as follows:
 - \$4.00 - Full Pay and/or no form on file:
 - \$0.40 - Reduced Pay
 - \$0.00 - Free
- Free and Reduced Lunch Forms are available from the website or in person in the front office. All information is completely confidential.

Based on budgetary and auditing constraints, students will not be able to charge accounts into a negative balance. While students will not be denied a meal the first day their account goes negative, denial of service is an option and will happen within the first week of an account going negative. PLEASE PLAN ON PAYING AHEAD FOR LUNCH, any unspent funds can be refunded.

Dual enrolled and early admissions students can receive free or reduced lunch at the FSWC - Lee cafeteria. All meals purchased on the college campus are cash transactions and free or reduced status does not apply.

PARTICIPATION AGREEMENT

Students will read, sign, and abide by the participation agreement that acknowledges the information presented in this Student Handbook and other documents. A separate form is provided for specific acknowledgement.

PENALTY BOX FORM

When negative student behavior is frequent or severe enough to require more than simple verbal correction from the teacher, students will be asked to complete a “penalty box” form. This form captures the student perspective and is designed to help initiate a growth based and formative conversation between students, parents, and staff. Students may be asked to sit in a secluded area or another teacher’s classroom and/or be asked to refine their form during a lunch detention. The intent of this process is to avoid escalating discipline incidents to the referral level and to encourage students to self-correct as opposed to requiring adult intervention in the future.

PHOTOGRAPHY RELEASE

Students have the right to request, through their parents, that their pictures not be taken and or release as a part of a student project, demonstration, or other public relations efforts. A separate form is provided for specific acknowledgement.

POSTERS, SIGNS AND FLYERS

The distribution or posting of flyers or handbills must be pre-approved and stamped/signed by an Administrator.

PUBLIC DISPLAY OF AFFECTION (PDA)

Independent of the reasons; kissing, and/or any sexually suggestive behavior is inappropriate and can be cause for disciplinary action.

RECOVERY POLICY

At the individual teacher’s discretion, there are times that it is appropriate to allow students multiple opportunities to demonstrate that learning has happened in response to teaching. Students may be offered a specific opportunity to retest / resubmit specific coursework as determined by the teacher. Recovery is not a substitute for adhering to deadlines and will be used on a limited basis with criteria established for each assignment.

SCHEDULE CHANGES

All schedule changes happen in writing through the Guidance Counselor. Students are expected to follow their assigned schedule daily.

SCHOOL RESOURCE OFFICERS

School Resource Officers have an important role to play in schools and society. Students who need the assistance of an SRO can contact the Principal or Guidance counselor who will contact appropriate personnel and handle any and all information confidentially.

SEARCH AND SEIZURE

If there is reasonable suspicion to believe that a student is concealing stolen or illegal property, alcohol, drugs, weapons, tobacco products, or any other form of contraband, a staff member may search the student's clothing, purse, and/or other possessions.

SKIPPING CLASS

Any student who is absent from a class without permission will be considered skipping and will be referred for disciplinary action.

SURVEILLANCE CAMERAS

Surveillance cameras are installed at strategic points throughout the building and grounds. Hallways, access doors, and other areas of campus are monitored 24 hours a day.

SUSPENSION

Students who violate the discipline code will be subject to suspension from attendance to school, and/or a specific class period or activity. Students who are suspended from school attendance are prohibited from attending after-school activities at any Lee County School. Students work missed during a suspension is handled in line with the student absences policies and processes.

TECHNOLOGY AND NETWORK USE

The use of laptops, palm pilots, calculators, recorders, cameras, or other technical devices are to be used only at the discretion of the teacher. The use of the teacher's printer/scanner/copier and computer is NOT permitted. School Board policy provides jurisdiction for school personnel to investigate, document, and issue school discipline for online activity to the extent that it has the potential to disrupt the school environment. This jurisdictional coverage includes cell phone text messages, social networking sites, and any other online resources. A separate form is provided for specific acknowledgement.

TELEPHONE USE/MESSAGES

A phone in the front office is available to students; classroom phones are off-limits. Classes will not be interrupted to deliver non-emergency messages.

TEXTBOOKS

Basic texts are loaned to students for use during the school year. Payment will be required for lost or damaged books.

TOBACCO

Florida SouthWestern State College and FSWC - Lee are tobacco free. The use or possession of tobacco products and/or lighters is prohibited.

VANDALISM

Students who vandalize school property will be required to pay for damages and will be subject to suspension or legal action.

VISITORS

As a safety measure, all visitors are required to sign in at the desk in the lobby and receive a visitor's badge. Any person who enters the building without following these procedures could be charged with trespassing and would be subject to arrest. In order to visit a classroom, a request must be made to the Principal with enough advance notice that the teacher can be informed/involved in the decision.

WEAPONS

A weapon can be defined as any object that can be used in a threatening or violent action and all such items are prohibited from being carried on a student's person or in his/her possessions - including book bags, vehicles, or purses. Any student who has such an item is subject to expulsion.

WITHDRAWING FROM SCHOOL

Withdrawal procedures may be initiated at the request of a parent or guardian. Such requests can be made in person at the guidance office, by telephone, or by letter (which will be verified by telephone.)