



Treasure Coast Classical Academy

Code of Student Conduct

2022-2023

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The Optima Foundation, Inc.

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CHAPTER I: PHILOSOPHY ON STUDENT CONDUCT

This Code of Student Conduct was created by tailoring the Martin County School District Code of Student to align with classical education. The goal of the Treasure Coast Classical Academy (TCCA) Code of Student Conduct is to promote positive school climates and opportunities for students to develop relationships, resulting in better decisions and choices. TCCA School Board policies and school norms set expectations for behavior and consequences that will help students make better choices, improve social-emotional behavior, increase engagement and self-efficacy and support achievements.

Students are responsible for their behavior and are held accountable when they behave inappropriately. They are expected to follow the Code of Student Conduct standards, federal and state laws, and school board policies while:

1. on school grounds;
2. attending school-sponsored events, such as field trips, athletic functions and similar activities, whether on or off school grounds; and
3. being transported by school transportation or waiting at the bus stop.

These guidelines have been developed in order to present the expectations that TCCA has for its students. Please read this code carefully and retain for reference throughout the school year. Students are encouraged to make good decisions because there are serious consequences for making poor choices. Students are encouraged to promote responsibility among students and to assist in the reporting of criminal and/or inappropriate behavior(s) within the schools.

It is the desire of the TCCA School Board and all educational personnel to create a healthy, positive, and safe environment for our students and staff. The purpose of this Code of Student Conduct (legal authority: FS 1006.07) is to provide information relative to policies, rules, rights, responsibilities, and disciplinary actions that may affect students while attending Treasure Coast Classical Academy. This Code of Student Conduct is not intended to be totally comprehensive; it reflects the basic policies and procedures in effect for student behavior expectations as well as basic responsibilities of other stakeholders in TCCA.

School administration has also implemented policies and procedures to address issues within the school; this applies to setting requirements for students to attend school-sponsored events such as prom, graduation, and others (including behavioral, attendance, and/or other guidelines).

All parents, students, and school employees should read and be familiar with the contents of this Code. If further information is needed, any school official will be able to supply information, identify an appropriate resource office, and help you find the answer to your concern.

TCCA recognizes the need for a team effort between the home and the school in the educational process. School staff, students, and parents must work together in order to maximize a student's success. We commit to working with the students and families.

General Procedures

Behavioral Expectations

Students are expected to behave in a respectful manner while under the responsibility of school staff (this includes during the school hours, after school activities, or any activity in which school staff members are responsible for the students). The dean of students shall ensure that a document explaining student expectations and sample misbehaviors are developed which clearly describe behavioral expectations and consequences for misbehavior. This document shall be shared with families at the start of each school year and as often as needed thereafter. Each year, the school staff shall review the document and may make appropriate revisions.

Behavioral Consequences

The following is a list of possible consequences that may be given to students for inappropriate behavior. In certain instances, other consequences that appropriately match the misbehavior may also be used.

Verbal Warning

If a student is exhibiting a relatively minor behavioral infraction, the staff at their professional discretion, should give the child verbal warnings that their behavior is inappropriate, and the warning may be documented by that staff member for future reference.

Written Warning

If the behavior was a minor infraction and/or was the first or second occurrence, the student may receive a written warning to let the student know that if similar inappropriate behavior continues there will be similar and more significant consequences in the future. The written notice will be sent home through either written or email form for the parents to make them aware of the issue.

Referral to Permanent File

A referral to a permanent file will be a paper that is completed by the dean of students (or designee) after an internal investigation, including the student's comments regarding the misbehavior. This hard copy must be taken home, signed by the parent, and returned to school the next school day. Indication of the incident will be recorded within the student's permanent school records, and appropriate sanctions levied according to existing behavioral expectation guidelines. If the student does not return the referral with a parent signature, they may receive additional consequences, and the parent will be called.

Detention

A detention is an extension of the school day which could occur before or after the school day or during lunch time. The student must report immediately at the date and time designated by the dean of students and stay until the time designated. If the student does not report immediately on the assigned school day or is absent for any reason (except having an official doctor's note on physician stationery), that detention will be rescheduled and an additional penalty detention added.

In School Suspension

An in-school suspension (ISS) is a consequence which secludes a student from his or her peers and allows the student time to reflect on his or her misbehavior. Students will be removed from class and located in an area outside the common areas where students are typically present. While suspended, students are not allowed to participate in any school-related activities, including

common lunchroom. In-school suspensions shall not be considered an absence from school. However, students are required to complete, on their own time, all make up work from the time missed. Computers may not be used by students in ISS unless a teacher gives specific permission. When returning to normal class schedules, the student may not be allowed to participate in extracurricular activities or non-educational field trips for a period of thirty (30) days following the suspension.

Out of School Suspension

An out-of-school suspension will be time away from school to consider and reflect their misbehavior. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Out-of-school suspensions will be considered unexcused absences, and the student will be required to make up on their own time all work from time missed. When returning, students may not be allowed to participate in extracurricular activities or non-educational field trips for a period of thirty (30) days following the suspension.

Behavior Appeal Process

Behavior Appeal Foundation

Every effort is taken to ensure students are treated equitably and fairly when investigating a behavioral concern and issuing referrals. However, should a parent/guardian feel that such issuance is unwarranted; they may use the following procedure to appeal the referral.

Requesting an Appeal

If a parent/guardian wishes to request an appeal to a referral, the parent/guardian must submit such a request in writing to the dean of students within four (4) calendar days of the issuance of the referral. Failure to make a written appeal will forfeit the parent/guardians right to any further appeal hearing. Upon receipt of the request, the dean of students shall decide if the request is warranted. If the dean of students decides to overturn the referral he or she may do so. If not, the appeal will be referred to the staff behavior team.

Student Consequences

During the appeal process, the consequences the student was issued will stand and must be met by the student while any final decision is pending. If the student was suspended, he or she must also honor the terms of the suspension including accompanying consequences until the behavior team makes its decision. If the referral is appealed successfully all record of the consequence will be expunged and the students will be excused from any missed work during that time.

Behavior Team Meeting

After receiving a request and deciding not to overturn the referral personally, the dean of students will coordinate a behavior team meeting, making an effort to schedule the meeting at a time that is convenient for all involved, including the parent/guardian who requested the appeal. The meeting shall be scheduled within four (4) school days of receiving the request. At the meeting the parent/guardian will be allowed the opportunity to present their case as to why the referral is being contested. The dean of students (or designee) shall provide information regarding the investigation and justifications for why the referral was earned by the student. The behavior team can ask questions of either the parent or dean of students in clarifying the issue. At the appeal meeting the dean of students will serve as a non-voting member of the team, and the dean of students will

leave with the parents during the committee's deliberation of the appeal and decision-making process. After gathering information, the team's deliberation shall be limited to the following:

1. Deciding whether the student's behavior or act was in clear violation of the organization's policies, the behavioral expectations outlined by the school, the district's Code of Student Conduct, and/or the mission of the school;
2. Deciding whether the student(s) is/are known to have committed the violation;
3. Deciding whether to uphold the initial findings and decision, or whether an appropriate alternate sanction should be issued based on established parameters of the behavior program for the school.

Reporting of Decision

Under most circumstances, the behavior team will make a decision at the initial meeting, however, the team reserves the right to meet within four (4) school days to review and make a final decision. The final decision will be determined by a simple majority vote and will be presented to the dean of students. The decision of the committee will be documented, and a copy of the decision will be mailed to the parent/guardian within four (4) business days of the completion of the appeal committee's hearing. The decision of the behavior team is considered a final decision. In all cases, members' individual votes remain confidential.

Further Appeals

Should a parent/guardian be dissatisfied with the decision of the behavior team, they may further appeal the decision only on the grounds that the school violated a procedural safeguard. The parent/guardian may submit a written request to the dean of students requesting an appeal to the governing board. The governing board will only consider whether procedures were followed and will not address questions or concerns regarding the appropriateness of a consequence. Parents are advised to consider that all meetings of the governing board are considered public meetings, and as such any information shared with the board is a matter of public record.

Cell Phone Usage

Students are not allowed to bring a mobile phone to campus. When a student has a legitimate need to make a call during the school day, they may use a school telephone, provided they obtain permission from a staff member prior to use. Parents who need to contact their children during the school day for valid emergencies should contact the school office to relay a message, and that message will be relayed to your child in a timely fashion.

Discipline

The activity of learning requires students to be attentive and polite. Students are expected to adhere to the Code of Conduct and Character Pillars as they have agreed to. If a student does misbehave, the consequences for the infraction will be immediate, relevant, and effectual. In evaluating consequences, teachers and principals will determine if the act is a "first time," a "repeated," or a "habitual" offense.

The school has adopted the following procedure for disruptive behavior that requires an office referral. The teacher issues the student a Discipline Referral Form (Pink Slip), and the student is required to visit the dean of students. The following actions will be taken according to the number of referrals. Referrals are cumulative throughout the school year.

1. Student removed from class, sees administrator.
2. Student removed from class, sees administrator, calls home.

3. Student removed from class, sees administrator, calls home, leaves that day, and may not return without parent attending school as a volunteer with the student for the entire day.
4. Student removed from class, sees administrator, calls home, must attend 10 hours of detention – five (5) consecutive days, two (2) hours each day.
 - a. One-day suspension.
 - b. Automatic suspension from attending field trips (Grades 7-12). Elementary students may attend if accompanied by a parent.
5. Or more - Automatic two-day suspension for each referral.
 - a. Student removed from class, sees administrator, calls home, leaves that day, and may not return without parent attending school as a volunteer with the student for the entire day.
 - b. Possible request for expulsion from the school district*.
 - c. Student is ineligible for any school awards/scholarships for the current school year.

Suspended students will not be on the honor roll for that quarter. Students may be suspended for reasons other than receiving the fourth pink slip. Such suspensions may render a student ineligible for field trips and other activities.

Students' misbehavior will not be used to “teach” the class a lesson.

At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in attempt to discern truth.

The school desires to educate all students who enter our school, expecting nothing less than the best from each one.

Note that ESE students Out of School Suspensions are limited to 10 days.

*The school district is the sole arbiter of expulsions. The school may only recommend expulsion of a student to the district. The expulsion process and proceedings will follow all district policies that apply. When students are expelled, they are expelled from the district, which includes this school.

What Happens After 3 and 4 Pink Slips?

The school cannot and does not tolerate students who disrupt class. The school requires all students to be “polite and attentive.” All other behavior is disruptive.

Students who disrupt class are sent to the office with a disciplinary referral, or “pink slip.” The levels of discipline are indicated on this form. The following action will be taken when students go beyond their fourth disciplinary referral.

A two-day suspension will be given for every disciplinary referral over four. When a student is issued over four referrals, he or she will be considered a habitually disruptive student by the school. If a student is issued four or more disciplinary referrals, the school may request the school district

Board of Education to expel that student from school. Any student expelled from the school would also be expelled from the school district. Florida state law clearly states that a student can be expelled for “continued willful disobedience or open and persistent defiance of proper authority.”

Discipline of Students with Disabilities

The obligation and the responsibility to attend school regularly and to comply with the organization’s discipline policies apply to all students. When appropriate, the school may discipline a student with a disability who has not complied with the discipline organization’s policies. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

Games and Electronic Devices

Toys, games, playing cards, electronic devices and other non-academic items or games are only allowed with specific permission from a staff member (for example, clubs or special events). All usage of these items should be educationally focused and directed by a staff member. Any items found without permission will be confiscated and made available to parents for direct pick up. Items not picked up within five (5) school days may be discarded or given to charity. The organization cannot be held liable for any lost or stolen items.

Removal of Students from Class

On occasion, a student’s behavior may require that he or she be removed from a class to ensure either the academic growth of other students or the safety of everyone involved. Due to the nature of our school, teachers do not have the option of requesting permanent removal from class. Should a situation arise that a student requires removal from class, the student may be issued a 10-15-minute cooling-off period to reflect and regroup. The student will be placed in the office until they regain both self-control and a cooperative attitude before returning to class. If necessary, the student may meet with the dean of students (or designee) to discuss the concern and ways of remedying the situation. If necessary, the dean of students (or designee) may meet with other involved or uninvolved students and/or the teacher(s) to identify ways to rectify the situation, towards allowing the student to return to class. Parents will receive notification by either a telephone call and/or in writing (e.g., email) if a child is removed from class for serious or repetitive behavioral concerns.

School Bus Code

Student Conduct on Buses

The safety of students during their transportation to and from school as well as while on field trips is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment. Students are subject to all school rules and potential consequences while utilizing school transportation. Additionally, suspension of transportation privileges is another possible consequence for misbehavior during transportation.

Safety Rules

- Be respectful to the bus operator, monitor, and all other passengers.

- Enter bus orderly, take assigned seat quickly, buckle seatbelt, and wear it during the entire trip.
- Face forward and remain in your seat until you get off at your bus stop.
- Talk quietly.
- Keep all parts of the body and objects inside the bus window at all times.
- Keep hands, legs, and belongings to yourself.
- Eating, drinking, and smoking is not allowed.
- Follow directions given by the bus driver or monitor at all times.

A student who boards or attempts to board a school bus other than the one to which the student is assigned or who boards or departs a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission is considered to be trespassing.

Responsibilities of Parents and Guardians of Transported Students (excerpted from F.A.C. 6A-3.0121)

- To ensure the safe travel of students to and from school and home when students are not under the custody and control of the district, including to and from home and the assigned bus stop.
- To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when alternative buses or arrangements have been made.
- To ensure students are aware of and follow the expected rules of behavior while they are at the bus stops and to provide the necessary supervision during times when the bus is not present.
- To provide the necessary assistance for students to get on and off at the bus stop when the physical disability of the student renders them unable to get on and off the bus without assistance (as required by academy policy or the student's individual education plan).

Safety Procedures and Responsibilities of Students Being Transported

- Arrive at the bus stop 10 minutes prior to the scheduled pick-up time.
- Take responsibility for their behavior and conduct themselves in a respectful, orderly manner while waiting at the bus stop for the bus to arrive.
- Wait until the bus comes to a stop before attempting to get on or off.
- Enter or leave the bus only at the front door after it has come to a stop, except in the case of an emergency as directed by the driver.
- Leave the bus only with the consent of the driver.
- Be silent when approaching or crossing railroad tracks.
- Keep the aisle and step well clear at all times.
- Do not tamper with door handles, windows, and other safety equipment at any time.
- Do not use wireless communication devices, or electronic devices. Exception: Field trips in which the school administration approves the use of these devices or as a planned intervention for special needs students.

School Bus Vandalism/Criminal Mischief

Vandalism or criminal mischief that occurs on a school bus or other contracted mode of transportation shall not be tolerated and shall be handled according to the Code of Student Conduct. Vandalism or criminal mischief shall include, but not be limited to cutting, scratching, writing on, puncturing, ripping, breaking, or otherwise marring, defacing, or damaging any part of the bus. It is the student's responsibility to report any existing damages and to refrain from making the damage worse. Parents/guardians shall be responsible to the owner of the bus for restitution

of any damages. If restitution is not received for bus damages, the student's riding privilege may be revoked.

Large Objects on the School Bus

Oversized objects, including, but not limited to, large band instruments or cases, school projects or athletic equipment which cannot be held in the seat, are prohibited, unless prior approval is obtained from the bus driver and the school administration.

Cameras

All school buses are equipped with video cameras for the purposes of ensuring the health, welfare and safety of all staff, students, and drivers.

Social Media

Social Media Guidelines for Students

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students enrolled with the organization should adhere to when using Web 2.0 tools in the classroom.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image, or it is under creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not

respectful, tell your teacher right away.

10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Student Participation in Secret Organizations and Gangs

The organization prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the organization. The organization feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this procedure is any group of two or more persons whose purposes include the commission of illegal acts. By this procedure, the organization acts to prohibit existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in any gangs.
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - c. Committing any other illegal act or other violation of school district policies.
 - d. Inciting other students to act with physical violence upon any other person.

Teen Dating Violence and Abuse

The organization strictly prohibits any act of teen dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation.

Definition

Teen dating violence and abuse shall be defined as a pattern of emotional, verbal, sexual, or physical violence and/or abuse by one person in a current or past relationship of a romantic nature to exert power and control over another when one or both partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. To be subject to this procedure, teen dating violence and abuse committed by one student against another must occur on school property, during a school-sponsored activity, or during school-sponsored transportation.

Reporting

Any student who is the victim of an act of teen dating violence and abuse or has cause to believe that she/he is in immediate danger of becoming the victim of an act of teen dating violence and abuse, should report the matter to the dean of students or to any member of the school staff. Any employee who has received a report of or has any reason to suspect that acts of teen dating

violence and abuse may be occurring shall report such report, observations, or suspicions to the dean of students or designee. Any student, parent or community member who has reason to suspect that a student may be the victim of dating violence and abuse should report it to the dean of students or designee or use the anonymous reporting measures identified in our policy against bullying and harassment. The dean of students shall ensure the school community is made aware of how to report an act of dating violence and abuse.

Investigation

The investigation of a report or suspicion of teen dating violence and abuse shall follow the same procedures as a bullying investigation identified elsewhere within these policies, including parent notification. At no time will the alleged perpetrator and victim be interviewed together. The written report of the investigation shall include all pertinent information and a determination upon whether an act of teen dating violence and abuse occurred based upon the definition above. The organization reserves the right to investigate a report of teen dating violence and abuse regardless of whether the student who is allegedly the victim wants to pursue the matter. If an investigation is pursued against the alleged victim's wishes, the dean of students or designee will notify the victim and refer the victim to appropriate services for safety planning.

Consequences

At the conclusion of the investigation the dean of students or designee will determine whether the allegation of teen dating violence and abuse was substantiated. If the situation is substantiated, consequences will be assigned based upon the behavioral consequences listed within these procedures. All disciplinary action shall be taken in accordance with state law and applicable policies and procedures. In addition to school consequences, if the dean of students or designee believes a crime has been committed, law enforcement will be immediately notified. In those cases where teen dating violence and abuse is not substantiated, the dean of students or designee may consider whether the alleged conduct nevertheless warrants disciplinary action in accordance with the school policies.

Support and Reasonable Accommodations - "Stay Away" Contract

If requested during or after the investigation, the dean of students shall make reasonable accommodations for the student who is allegedly experiencing teen dating violence and abuse including, but not limited to the following:

1. Contract, that is, a contract with the alleged perpetrator to stay away from the victim, including electronic contact, while on school grounds, on school transportation, and during school-sponsored programs and events;
2. Class schedule changes;
3. Protection that will enable safe egress/regress from school, as well as movement within the school; and
4. Referrals for outside support or counseling.

Students should provide the dean of students with a copy of an order of protection that has been issued by the court. The dean of students shall then contact the student whose behavior is to be regulated by that order of protection and initiate a Stay Away Contract that is consistent with the terms of that order and provides penalties for known violations of the contract. Further, the dean of students or designee shall notify law enforcement immediately if a restraining order has been violated.

Other Violations

Individuals who maliciously or knowingly make a false report or complaint of teen dating violence and abuse, or individuals who retaliate against a person who has made such a report or was a witness in such an investigation shall be subject to disciplinary actions as elsewhere within these policies. Additionally, any staff member who does not inform the dean of students of a report or suspicion of teen dating violence and abuse shall be subject to disciplinary action as defined within the employee section of this document.

Confidentiality

The organization will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this procedure and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Education and Training

The dean of students shall, along with the publication of the anti-bullying policy, inform school staff, students and parents/guardians of the prohibition and reporting requirements regarding teen dating violence and abuse. In addition, in accordance with the state standards regarding the health curriculum, include instruction regarding teen dating violence and abuse.

CHAPTER II: STUDENT AND ESSENTIAL PARTNER EXPECTATIONS

Students attending Treasure Coast Classical Academy are expected to follow all school rules and policies. They are expected to demonstrate behavior that has a positive impact on school climate.

Expectations....	In other words...
<ul style="list-style-type: none"> • Make every reasonable effort to attend school all day, every day, and to be on time. 	<ul style="list-style-type: none"> • Come to school every day on time.
<ul style="list-style-type: none"> • Arrive to school with all necessary materials and be prepared to learn. 	<ul style="list-style-type: none"> • Come to school prepared.
<ul style="list-style-type: none"> • Follow school dress codes. 	<ul style="list-style-type: none"> • Follow dress code.
<ul style="list-style-type: none"> • Treat others with respect and courtesy. 	<ul style="list-style-type: none"> • Be respectful.
<ul style="list-style-type: none"> • Be aware that each student's conduct affects other students, school staff and the learning environment, and behave in a positive manner. 	<ul style="list-style-type: none"> • Show good character.
<ul style="list-style-type: none"> • Demonstrate respect for school property. 	<ul style="list-style-type: none"> • Take care of things that belong to the school.
<ul style="list-style-type: none"> • Refrain from publishing libelous and obscene materials; to seek full information on the topics about which they write; and observe the normal rules for responsible journalism under the guidance of the faculty advisor. 	<ul style="list-style-type: none"> • Don't write hurtful, harmful, or untrue things.
<ul style="list-style-type: none"> • Follow the Student Network and Internet Responsible Use and Safety Agreement. 	<ul style="list-style-type: none"> • Use technology as instructed.
<ul style="list-style-type: none"> • Make every effort to restore relationships negatively affected by poor conduct. 	<ul style="list-style-type: none"> • Apologize when it is appropriate and be kind.
<ul style="list-style-type: none"> • Make every reasonable effort to participate in activities, interventions and appropriate programs recommended by school staff. 	<ul style="list-style-type: none"> • Join school activities that will help you grow.
<ul style="list-style-type: none"> • Demonstrate good citizenship by reporting threats, and hazardous or dangerous situations, to an adult in authority. 	<ul style="list-style-type: none"> • If you see something say something.

Essential Partners

The TCCA board recognizes the importance of developing positive and supportive relationships with all stakeholders in the educational process. The success of our students is incumbent upon the collective responsibility of everyone within the school community. With this in mind, it is important that each stakeholder assist in the following ways:

Expectations and Responsibilities of Parents/Guardians/Advocates

1. Encourage your children to:
 - a. contribute to a safe, supportive, and positive school climate.
 - b. demonstrate courtesy and respect for self and others.
2. Understand, and make certain your child(ren) understand and know you expect them to follow, the TCCA Code of Student Conduct. If you have questions about this Code or your child's school rules, please ask the principal to ensure both you and your child clearly understand what is expected. Also see your child(ren)'s school student handbook for school-specific expectations.
3. Ensure that your child attends school regularly and arrives to school on time.
 - a. If your child is absent, report absences to the TCCA Front office within 48 hours of the absence. Failure to notify the school within 48 hours of the absence will result in an unexcused absence.
 - b. Provide advance written notice if you need to remove your child from class for appointments.
4. Review and ensure that your children follow the school dress code policy. Parents are expected to monitor student dress before leaving home. Parents who are financially unable to provide clothing that meets their school's dress code should contact the school's guidance department for assistance. Please be advised that you may be contacted to provide appropriate clothing if your child violates the dress code and disciplinary measures may be taken.
5. Support your child's school in accessing and implementing methods to improve conduct, such as counseling, after-school programs, and mental health services. Please work with your child's guidance counselor if you need assistance locating agencies to provide such services for your child.
6. Visit the TCCA website or attend school meetings for information regarding what your child is learning. Assist your child with assignments and homework to the best of your ability.
7. Be certain your child has the necessary school supplies each day.
8. Share concerns with school officials as they arise.
9. When visiting TCCA, report to the office and sign in.
10. Ensure that the school has your current home, work, and cellular telephone numbers, and updated home address, email address, and emergency contact information. Only people listed as emergency contacts:
 - a. can obtain emergency information about the student (if the student is ill, has been transported by emergency responders or needs a parent to come to the school, etc.).
 - b. can pick up a student from school unless specific written permission is given by the legal guardian. Identification will be required upon pick-up during the day and signing out is required.
11. Make efforts to participate in your child's school activities, conferences, and problem-solving meetings.
12. Both parents have the right to access student records and information and are provided information about what is happening at school. These parental rights apply regardless of marital status, unless a certified court document, stating otherwise, is delivered to the

school's principal.

13. TCCA will provide appropriate law enforcement, crowd control, and supervision during extracurricular school activities. If a student is attending a public event on TCCA property, as a spectator, the student's safety and well-being are the responsibility of the parent. Students are expected to follow the Code of Student Conduct whether or not their parent is present.
14. Damage done to school district property by a student, including lost or damaged books and teaching materials, is the responsibility of the parent. If property or damages are not restored, schools may require:
 - a. student loss of extracurricular activity privileges;
 - b. participation in community service; or
 - c. restitution.

Expectations and Responsibilities of School Staff and Administration

1. Know rules and regulations, discipline policies, intervention strategies and programs, and sources of community support available to our students.
2. Promote a positive, professional, safe, and supportive school climate, where all students can grow academically, socially, and emotionally.
3. Utilize a positive system of supports and interventions, as needed, in an effort to keep students in school and engaged in the learning process.
4. Recognize, encourage, and reward appropriate and positive conduct by all students.
5. Participate in professional development promoting student engagement and support, positive classroom management, and a positive school climate.
6. Make every effort to communicate and respond to parents/guardians in a way that is accessible and easily understood.
7. Implement consequences that align with disciplinary actions, in a graduated and progressive manner, increasing in intensity as behaviors increase in severity and frequency, or when a pattern of behavior has been established (when appropriate and indicated by the Code of Student Conduct).
8. Administer interventions and consequences consistently and equitably, regardless of national origin, race, gender, ethnicity, religion, age, disability, and sexual orientation according to federal and state law.
9. Eliminate disproportionality in discipline referrals, as well as in-school and out-of-school suspensions.
10. Provide due process: the student will be told what he/she is accused of doing and be given the opportunity to explain his/her version of the facts.
11. Use exclusionary disciplinary measures as a last resort, and in accordance with TCCA policies.
12. Provide students and parents/guardians with makeup work in a timely manner when students are suspended from school.
13. Ensure that students are under the supervision of school staff while on school premises during "reasonable time" before and after school, and while attending or participating in a school-sponsored activity. Reasonable time is defined as 30 minutes before and after school, and 30 minutes before and after a school activity is scheduled or occurs.

Expectations and Responsibilities of School Board Members

1. Collaborate with students, teachers, administrators, parent organizations, school safety personnel and other school personnel to develop a Code of Student Conduct that clearly defines expectations for the conduct of students on school property and at school functions.
2. Adopt and review annually the TCCA Code of Student Conduct.

3. Lead by example by conducting board meetings in a professional, respectful, and courteous manner.
4. Be responsive to the concerns and needs of all stakeholders.

Expectations and Responsibilities for Community-Based Organizations

Community members such as law enforcement, mental health service providers, and youth activity service providers play a crucial role in the establishment of a safe, supportive, and positive school climate. This is accomplished through mutual support and respect. Community-based partner organizations are expected to:

1. assist schools in creating positive, safe, supportive, healthy, and engaging learning environments;
2. serve as a resource for students, families, and school staff as needed; and
3. collaborate with school staff to share ideas and strategies that promote positive, healthy, and enriching school environments.

CHAPTER III: PREVENTION AND INTERVENTION PRACTICES

MTSS

An approach to prevention and intervention has been established to support our students. Interventions and strategies are provided to students through a Multi-Tiered System of Supports (MTSS) framework. Through MTSS, TCCA applies strategies to maximize student learning and behavioral outcomes. The interventions and supports provided match the level of support to student needs.

TCCA will take action steps to:

- create processes that support positive school climate by using evidence-based strategies through our MTSS framework,
- use school and student data to plan and implement the tiered strategies and interventions. Educators, administrators, and support staff may work with community-based organizations to provide support services as needed.

When students are experiencing difficulties in school, they may be referred for additional services and supports. MTSS is built upon three "tiers" of intervention. Tier 1 refers to supports and interventions available and/or provided to all students. Tier 2 interventions/supports are more student specific, often provided in a small group setting. Tier 3 interventions are created as student specific and are targeted to the specific needs of an individual student. The goal of MTSS as applied to discipline is to determine why a student is having behavioral issues and address that issue to improve behavior and reduce the impact of poor behavior.

Parents are encouraged to learn more about MTSS. Parents should address questions about how the process is implemented (if it is) in relation to their child to the school guidance department. More information about MTSS may be found at <http://www.fldoe.org/finance/school-business-services/fl-department-of-edus-multi-tiered-sys.stml>.

The REACH Program

This program is provided in collaboration with the Martin County Health and Human Services Department. More information on this program can be found in Chapter VI.

CHAPTER IV: STUDENT ATTENDANCE

Attendance Policies

Florida Statutes § 1003.21 mandates that all students are required to attend school and sets forth specific requirements for the school. Parents and students can be held legally accountable for truancy.

Absences

Excused Absences

Excused absences include:

1. An illness of the student of two (2) or less days needs to be documented by a parent note or a documented medical/dental appointment.
2. Mental health counseling for the student. A note on business stationery from the mental health facility or personnel may be required by the principal.
3. Major illness in the family. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the principal).
4. Death in the immediate family of the student. A student's immediate family includes biological parents, grandparents, siblings, or adults and siblings from an immediate extended family unit, at the principal's discretion.
5. An observance of an established religious holiday or for prearranged religious instruction as defined in F.S. 1003.21 (documentation of the religious affiliation of the student may be required by school officials).
6. Religious institutes, conferences, or workshops (only two days allowed if the request is signed by a parent and given to the school at least forty-eight (48) hours before the absence).
7. Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or summons will be given to the school's principal (or designee). This includes detention at a juvenile center in which the student continues his/her education.
8. A major disaster, as decided by the administration.
9. Other approved student activities such as Student Council, National Honor Society, class meetings, and academic/athletic competitions.
10. Any absence, including those for field trips or other parental requests as judged appropriate by the school's principal, provided that the request is submitted to the principal forty-eight (48) hours in advance of the absence. The principal may waive the requirement for advance notice if extenuating circumstances exist.

The student's parent or legal guardian shall make a call to the school or give advance written notification to the school when a student will be absent for excused reasons.

Validated Absences

Brief illness, appointments, and family business are considered absences for purposes of meeting attendance policy requirements. Non-medical absences must be documented by written notes from parents. All notes can be sent to school with the student on the first day returning to school or scanned and emailed.

Unexcused Absences

Unexcused absences shall include, but not be limited to out-of-school suspensions, vacations, truancy, class cuts, and tardies to class of ten (10) minutes or more.

Attendance

Make-up Work

Students are to be provided one (1) school day for each school day absent to make-up work missed without academic penalty. It is the responsibility of the student to arrange for such make-up work. Work not made up within the specified time period will receive a grade of "F". The principal may extend the time for make-up work when in his/her judgment extenuating circumstances justify such extension. However, long-term assignments given before the student is absent are expected to be turned in on the date the student returns to school. These provisions shall apply to all grade levels.

Tardiness/Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the academy. The academy school board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

A student is tardy when the student arrives after the beginning of the school day or when the student is not inside the assigned room of a class at the time the class is scheduled to start.

It is required that the school be notified in advance of such absences by request of the student's parent, which shall state the reason for the tardiness or early dismissal. A student's tardiness to school or early dismissal from school shall be excused at the discretion of the principal or designee. A student who is habitually late to school and/or chronically dismissed early shall be subject to disciplinary action by the school administration including but not limited to in-school suspension and/or a required parent conference.

Classroom Activities

Classroom activities are of unique value and cannot be duplicated by make-up work. Student interaction and the development of ideas through discussion are lost when a student is absent. A student's enrollment in a school is a commitment to attend school each day. Therefore, it is the intent of this rule to encourage students to be present daily in school unless a situation exists which makes their absence absolutely necessary.

Responsibilities

Further, it is incumbent on the academy to provide a meaningful and relevant program with appropriate incentives to promote student commitment to education and attendance. In addition, educators have the responsibility to encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the principal. The academy will record absent and tardy students in the automated student attendance record-keeping system.

School attendance shall be the responsibility of parents and students. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

A student who is absent without the principal's or designee's approval shall have his/her parent or legal guardian report such absences to the academy.

A student shall be considered truant when absent without parent or legal guardian permission or when the parent or legal guardian consents to unnecessary absences (e.g., vacations, etc.) which will be recorded as unexcused.

Student Absence Notification

Parents/Guardians are required to notify the school when their child is absent and inform the school of the reason for the absence within twenty-four (24) hours by a telephone call, email or written note. In order to qualify for an excused or validated absence the parent must notify the school of the child's absence within twenty-four (24) hours of the date of the absence. A phone call on the date of the absence prior to 10:00 a.m. is preferable. If it is not possible for the academy to be contacted by phone, or email then the parent is to send a note with the student on the day s/he returns to school explaining the absence. Failure to notify the school within twenty-four (24) hours by phone, email or note when the student returns will result in the absence being unexcused regardless of the reason for the absence. If the school is not notified by 10:00 a.m. on the day of the absence, the school will attempt to contact the parent when practical and possible. The principal may waive the twenty-four (24) hour notification requirement when in his/her judgment extenuating circumstances justify such a waiver. In addition to parent notification, absences require written verification to be excused.

The school will make a good faith effort to contact parents per F.S. 1003.26.

High School Course Credit

High school course credit shall be a function of demonstrated mastery of the student performance standards in the course of study as provided by the rules of the academy school board. At the high school level and for high school courses taken at middle school, credit is earned by attaining a passing average for the semester and by accumulating no more than nine (9) days absent for the semester. No distinction will be made between excused, validated, and unexcused absences when calculating absences for earning of credit.

High School Course Credit - Due Process Procedure

A student who does not earn high school credit because of the failure to meet attendance requirements may file an appeal within ten (10) days of the date of notification of loss of credit. A committee consisting of an administrator, a counselor, and a faculty member will review cases in which granting of credit is requested by a student and/or parent. After review of the student's case, the committee shall make a recommendation to the principal as to the granting of such credit.

Truancy Consequences

If a student has at least five (5) unexcused absences within a calendar month, or ten (10) days out of ninety (90) days, the student's homeroom teacher shall report to the principal that there may be a pattern of absence existing. After this referral, the principal will consider referring the student to the School Based Leadership Team (SBLT). The SBLT is a "child study team" for the purposes of satisfying the requirements of § 1003.26, Florida Statutes. If the SBLT finds a pattern of nonattendance, the team will meet with the parent to identify potential remedies; the principal must notify the school district's charter school office of the identified pattern of nonattendance. If the initial meeting with the parent does not resolve the problem, the SBLT shall implement the following pursuant to Florida Statutes:

1. Frequent attempts at communication between the teacher and the family.
2. Evaluation for alternative education programs.
3. Attendance contracts.

The SBLT may also, but is not required to, implement other interventions that include referral to other agencies for family services or changes to the learning environment. Additionally, legal authorities will be notified if the problem is not corrected.

If the parent refuses to participate in the remedial strategies because he or she believes those strategies are unnecessary or inappropriate, the parent may appeal to the principal.

CHAPTER V: INFRACTIONS AND CONSEQUENCES

A violation of any school rule will result in disciplinary action. Students are expected to behave appropriately and follow behavior expectations at all times while at school, during school activities, on the school bus, and at the school bus stop. Certain law violations or activities off campus may have consequences at the school.

Student disciplinary infractions and the responses to them are divided into five levels. Each level represents progressively more serious infractions, and responses to them become progressively more severe.

General

1. All infractions defined in this section of the code are prohibited behaviors.
2. All responses and sanctions that include removal from class will involve a parent contact.

Level 1

Level 1 infractions are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation.

Level 1 Infractions

1. Cheating/Plagiarism: Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test. Students who assist others in the act of cheating by providing information or assistance may also face disciplinary action. In addition to corrective measures, the assignment, quiz, or test may be scored as 0.
2. Dishonesty: Intentionally providing non-valid or misleading information or the withholding of valid information to a school system staff member.
3. Disrespect: Conduct or behavior which demeans, shames, irritates, humiliates, or embarrasses a person or group of persons.
4. Disrespect for Others' Property: Minor infractions involving property.
5. Disruption (level 1): Non-threatening activity that is not appropriate in a school setting, such as engaging in loud or rough behavior that interferes with the safe and purposeful order of a school.
6. Inappropriate Touching/Public Display of Affection (PDA): Engaging in clearly inappropriate contact not suitable in a school setting.
7. Leaving Class Without Permission: Leaving a classroom or educational experience without staff permission but remaining on the campus.
8. Inappropriate Location: Presence of the student in an unapproved location or during an unapproved time.
9. Tardy: Arrival to class after the designated starting time or after the tardy signal has sounded (cannot be given a suspension).
10. Skipping Class or School: Unauthorized absence from school and/or assigned class.
11. Other: Any other minor act of behavior which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular activity or approved transportation.

Level 1 Responses and Sanctions

If a student commits a Level 1 infraction, the school administration shall take such action as deemed appropriate in the exercise of its judgment and discretion including, but not limited to:

Middle & High School*	Elementary*
Counseling and direction with the student.	Counseling and direction with the student.
Verbal reprimand/warning	Verbal reprimand/warning
Parental contact	Parental contact
Parent conference	Parent conference
Confiscation of item (with or without return to parent)	Confiscation of item (with or without return to parent)
Time out	Time out
Written apology	Written apology
Special work assignment	Special work assignment
Withdrawal of privileges which may include, but not be limited to, computer access, participation in extracurricular activities, bus riding privilege, and/or parking privileges, etc.	Withdrawal of privileges which may include, but not be limited to, computer access, participation in extracurricular activities, bus riding privilege, etc.
Return of property, payment for same (parent responsibility if a minor), or restitution for damages.	Return of property, payment for same (parent responsibility) or restitution for damages.
Behavior plan/contract	Behavior plan/contract
Lunch detention	Lunch detention
Detention (before or after school)	Detention (before or after school)
Extended Friday or Saturday detention (if available)	Referral to guidance.
In-school suspension (if available). Not to be used for attendance or tardiness.	Repeated infractions will be handled progressively and result in higher level consequences.
Referral to guidance.	Other school-based consequences as deemed appropriate by administration.
Repeated infractions will be handled progressively and result in higher level consequences.	Referral to MTSS team (3 referrals at ES level): referrals will result in a referral to the MTSS (Multi-Tiered System of Support) Team for a review of student success to make recommendations for interventions and supports.
Referral to MTSS team: referrals will result in a referral to the MTSS (Multi-Tiered System of Support) Team for a review of student success to make recommendations for interventions and supports.	Class change
Schedule change (if possible and appropriate)	

*The above response and sanctions are not listed in a specific or progressive order.

Level 2

Level 2 infractions are acts of misconduct that are more serious or disruptive than infractions in Level 1. Level 2 also includes repeated acts of Level 1 misconduct and acts directed against people or property that do not seriously endanger the health or safety of others.

Level 2 Infractions

1. Ammunition Possession: Possession of any projectiles together with their fuses, propelling charges, and primers that are fired from guns.
2. Assault on Employee (non-SESIR): An intentional threat on an employee (to include all TCCA staff) by word or act to do violence to another person, coupled with an apparent ability to do so, or doing some act that creates a well-founded fear in another person that such violence is imminent without subjecting him or her to physical attack.
3. Assault on Student (non-SESIR): An intentional threat on a student by word or act to do violence to another person, coupled with an apparent ability to do so, or doing some act that creates a well-founded fear in another person that such violence is imminent without subjecting him or her to physical attack.
4. Computer/Technology (major): Misuse of a computer/technology with malicious intent. Examples may include — system hacking or making unauthorized changes to operating systems, breaking into restricted accounts or networks, modifying, or destroying files without permission, illegally copying software, etc.
5. Defiance/Insubordination: Refusal or failure to comply with a direction or an order from a staff member. Failure to comply with state law, TCCA school board policy, behavior contracts, or classroom rules.
6. Disruption (level 3): Conduct or behavior which interferes with or disrupts the teaching and learning process, the orderly process of the school environment, a school function, or extracurricular or co-curricular activity including amorous physical contact and inappropriate displays of affection.
7. Disruption of Class: Conduct that interferes with the process of teaching/learning or disrupts the orderly environment a learning environment.
8. Extortion: Willful or malicious threats of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, or items of material worth.
9. False Accusation Against Staff: Making any claim that is unfounded and may jeopardize the person's professional reputation.
10. Failure to Report: Failure to report to an office or area as designated by staff.
11. False or Misleading Information (including but not limited to forgery): Making of a false or misleading communication, whether orally, in writing, or by other medium, to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member, but without intending or causing any person to be deprived of property or possessions. (e.g., forging parent's name). Intentionally providing non-valid or misleading information or the withholding of valid information to a school system staff member.
12. Fighting (non-SESIR): Two or more individuals participating in physical conflict with both parties engaged. Applies when there is no injury AND engaged party stops on verbal command.
13. Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers.
14. Gambling: The act of playing a game for financial gain. May be reported to SESIR as Other Major Misconduct.
15. Hit/Striking: A non-mutual physical contact with malicious intent, but without injury to the victim.
16. Illegal/ Secret Organizations: Establishing, joining or participating in the initiation to any

group that is not approved by school administration (including a —criminal street gang as defined by section 874.03 FS) on school system property, at a school function or extracurricular activity.

17. Inciting Others: The willful act of inciting, leading, or participating in any disruption or disturbance which interferes with the educational process, or which can result in damage or destruction to public or private property or cause personal injury to participants and others.
18. Indecent Exposure: To be naked or otherwise exhibit or exposure of sexual organs, buttocks, or breasts.
19. No Show to Friday or Saturday Detention: Failure to report as instructed by staff.
20. Non-Prescription Drug Possession/Use: Possession of any medication, other than prescription medication. Examples might include cold medications, pain medication, etc.
21. Off-Campus Felony: Any charging affidavit listing a felony crime for a student will be reviewed to determine if the student's presence may have an adverse effect on the school environment. (Florida Statute 1006.09)
22. Possession of Contraband Materials: Possession, use and/or distribution of materials or items which are forbidden at school include but are not limited to matches, lighters, ammunition, fireworks, and lasers. Contraband shall be confiscated and may not be returned to student. Possession of a common pocketknife or other item that is not designed or constructed for use as an offensive weapon may be considered under this heading even if: (1) there has been no threatening or intimidating display of the item; (2) the item does not constitute a —concealed weapon as defined in Section 790.001(3), Florida Statutes; (3) the item is not a gun or firearm of any type, and (4) no criminal charge is filed against the student as a result of the incident being reported to and investigated by law enforcement, as required by this code.
23. Possession of a Pocket Knife: Possession of a knife without intent. These knives are typically expected to be four inches or smaller when closed and have a hinged blade that closes into a covering, without a locking mechanism to keep the blade secured in an open position.
24. Possession of a Stolen Item: Possession of an item stolen by someone else.
25. Profanity to School Employees: Any use of profanity directed at any TCCA staff member.
19. No Show to Detention: Failure to report as instructed by staff.
20. No Show to Extended Detention: Failure to report as instructed by staff.
21. No Show to In-School Suspension: Failure to report as instructed by staff.
22. No Show to Lunch Detention: Failure to report as instructed by staff.
23. Pornographic Materials: Possession of pornographic materials.
24. Profane, Obscene, Abusive Language or Materials: The use of oral or written language or the drawing of pictures or the use of photographs, videos, recordings that include weapons, racial slurs, gang-related/cult-related gestures or signs and objects or pictures, photographs, videos, recordings which are disrespectful or socially unacceptable and which tend to disrupt the orderly school environment, a school function or extracurricular/co-curricular activity.
25. Theft (under \$50): Taking of property from a person without threat, violence, or bodily harm. Student is in possession of, has passed onto someone else, or is responsible for removing someone else's property. May lead to criminal proceedings.
32. Threat to Harm Employee (non-criminal): Making a verbal or written statement which does not meet the criteria of criminal assault. A low-level threat that poses minimal risk to the victim and public safety. The threat is vague and indirect; the information contained in the threat is implausible or seems unlikely to be carried out.
33. Threat to Property of Staff: Threat to harm property of a staff member. Examples might be written, or verbal threats made directly to the staff member or shared with other

- students or staff. This could include a threat to a staff member's car or break into a home.
34. Unsafe Act: Endangering the safety of oneself or others.
 35. Vandalism (\$100-\$1000): Malicious destruction of property with a repair or replacement value of between \$100.00 - \$1000.00.
 30. Vehicle Violation: Any misconduct that involves misuse of a vehicle. An example might include speeding on campus. May lead to law enforcement penalties.

Level 2 Responses and Sanctions

If a student commits a Level 2 infraction, the school administration may use any Level 1 response/sanction, and add Level II sanctions as deemed appropriate in the exercise of its judgment and discretion, including but not limited to:

Middle & High School*	Elementary*
Mediation	Paired with a mentor
Paired with a mentor	Community service
Community service	Safety assessment
Safety assessment	In-school suspension
Out-of-school suspension three days or less. Does not include attendance or skipping infractions.	Out-of-school suspension three days or less. Does not include attendance or skipping infractions.
Functional Behavior Assessment (FBA) and Behavior Intervention Plan if needed based on FBA.	Functional Behavior Assessment (FBA) and Behavior Intervention Plan if needed based on FBA.
REACH Program	REACH Program
Other school-based consequences as deemed appropriate by administration.	Other school-based consequences as deemed appropriate by administration.
Alternative placement	Alternative placement

*The above response and sanctions are not listed in a specific or progressive order.

Level 3

Level 3 infractions are major acts of misconduct. They include repeated misconduct acts from Level 2, serious disruptions of school order and threats to the health, safety, and property of others. A student who commits a Level 3 infraction may also be subject to criminal proceedings.

Level 3 Infractions

1. Alcohol Possession/Use/Sale (ALC) (FS562.111): Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the infraction of using, admits using or is discovered to have used during an investigation. Students are suspended for ten (10) days, and assigned to the alternative school, or offered the REACH Program in lieu of alternate school placement if they qualify. (See the REACH Program on page 30).
2. Attempt to Fight: Threat by word or act to fight with one or more other students, or inciting others to fight, either of which may include minor physical contact.
3. Breaking and Entering/Burglary (BRK) (FS 810.02): Illegal entry into a facility. Unlawful entry with force, or unauthorized presence in a building or other structure or conveyance

with evidence of the intent to damage or remove property or harm a person(s).

4. Bullying (repeated) (BUL) (FS1006.147; TCCA Bullying and Harassment Policy): Intimidating behaviors. Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
 - Bullying is further defined as unwanted and repeated written, verbal or physical behavior, including any threatening, insulting or dehumanizing gesture by a student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause severe discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, cyber stalking*, physical violence, theft, sexual, religious or racial harassment, public humiliation and destruction of property. Bullying includes cyber-bullying and cyber-stalking. Cyber bullying means bullying using technology or any electronic communication, which includes, but not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo optical system, including but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or impersonation of another person as the author or posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber bullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition, of bullying.
 - *Cyber stalking means to engage in a course of conduct to communicate words, images, or language by or using electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
5. Disruption/Disorderly Conduct (DOC) (FS790.162 and 790.163): Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying, or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)
6. Drug Sale/Distribution (excluding alcohol) (DRD) (FS 577.111 and 893.147): Illegal sale or distribution of drugs. The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance, including false substance used as a drug. Students are suspended for ten (10) days, assigned to the alternative school, and referred for the REACH Program as a condition of returning to their comprehensive campus. (See the REACH Program on page 30).
7. Drug Use/Possession (DRU) (FS 499.03) (excluding alcohol): (illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits using or is discovered to have used during an investigation. Students are suspended for ten 10 days and assigned to the alternative school. Students will be offered the REACH Program in lieu of alternate placement if they qualify. (See the REACH Program on page

- 30).
8. Excessive Referrals: Three or more referrals in a five-day period.
 9. Fighting (FIT): Mutual combat, mutual altercation. When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention. (Does not include lower-level fights involving pushing, shoving, or altercations that stop upon verbal command.)
 10. Harassment (HAR) (FS 1006.147 and TCCA Bullying and Harassment Policy): Insulting behaviors. Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.
 11. Hazing (HAZ) (FS 1006.135): Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student. Hazing may consist of activities that occur on or off school grounds.
 12. Other Major Infractions (OMC): Major incidents that do not fit within the other definitions. Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples: student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.
 13. Physical Attack (PHA): An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
 14. Robbery ROB (FS 812.13(1)): Using force to take something from another. The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
 15. Sexual Harassment (SXH): Undesired sexual behavior. Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.
 16. Sexual Infractions (other) (SXO) (FS 800): Lewdness, indecent exposure. Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)
 17. Sexting: Sending, or receiving any inappropriate texts, emails, messages, photos, etc. of a sexual nature.
 18. Social Media (major): Use of social media with malicious intent.
 19. Theft/Larceny over \$300 (STL) (FS 812.014 and 812.061): Taking of property from a

person, building, or a vehicle. The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.

20. Threat/Intimidation (TRE) (FS 836.05): Instilling fear in others. A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent - an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.
21. Tobacco/Electronic (TBC): Cigarettes or other forms of tobacco. The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Includes e-cigarettes and vapor products.
22. Trespassing (TRS) (FS 810.08): Illegal entry onto campus. To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.
23. Vandalism (over \$1,000) (VAN) (FS 806.13): Destruction, damage, or defacement of school or personal property. The intentional destruction, damage, or defacement of public or private/personal property without the consent of the owner or the person having custody or control of it
23. Violation of the Parent Contract

Level 3 Responses and Sanctions

If a student commits a Level 3 infraction, the school administration may use any Level 1 or 2 response/sanctions, and add Level 3 sanctions as deemed appropriate in the exercise of its judgment and discretion, including but not limited to:

Middle & High School*	Elementary*
Community service	Community service
Diversity assignment	Diversity assignment
Referred for counseling	Referred for counseling
Tier 3 Intervention (initiation or modification)	Tier 3 Intervention (initiation or modification)
Out-of-school suspension five days or less	Out-of-school suspension five days or less
Referral to the REACH Program	Referral to the REACH Program
Alternative placement	Alternative placement

*The above response and sanctions are not listed in a specific or progressive order.

Level 4

Level 4 acts of misconduct are serious. All infractions must be reported to the Student Services Department. A student who commits a Level 4 infraction may or may not be reported to law enforcement and may be subject to criminal proceedings. Level 4 infractions must be coded into data using SESIR (School Environmental Safety Incident Reporting) (<http://www.fldoe.org/safe->

schools/sesir-discipline-data) codes for data collection by the Florida Department of Education. The definitions of these events are provided directly by the FLDOE.

Level 4 Infractions (SESIR)

1. Arson (ARS) (FS 806.01): Intentionally setting a fire that does not result in bodily injury on school property: to damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. All fires are reported to authorities so they can be investigated for intent. Report only intentionally set fires to SESIR.
2. Battery with Injury (BAT) (FS 784.081): Physical attack/harm. The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (To distinguish from fighting, report an incident as battery only when the force or violence is carried out against a person who is not fighting back.)
3. Homicide (HOM) (FS 782.04 and 782.07): Murder, manslaughter. The unjustified killing of one human being by another.
4. Sexual Battery (SXB) (FS 794.011): Sexual battery is a serious forced or attempted sexual act as specified in section 794.011, Florida Statutes.
5. Sexual Assault (SXA) (FS 776.08): An incident that includes threat of rape, fondling, indecent liberties, child molestation, or sodomy. Both males and females can be victims of sexual assault. The threat must include all the following elements: 1) intent - an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.
6. Armed Robbery (ROB) (FS 812.13(2a, b)): Using force to take something from another. The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. If in the course of committing the robbery the offender carried a firearm or other weapon.
7. Battery or aggravated battery on a teacher or other school personnel (BAT) (FS 784.081).
8. Kidnapping (KID) (FS 776.08): Abduction of an individual. Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
9. Arson (ARS) (FS 806.031): Intentionally setting fire on school property when bodily injury is involved. To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, when there is bodily injury. Note: Arson is a "Violent Incident if it Results in Bodily Injury" and must be reported in the related element "Injury-Related". All fires are reported to authorities so they can be investigated for intent. Report only intentionally set fires to SESIR.
10. Weapon - Firearm Possession/Other Weapons (WPO) (TCCA Prohibition Against Firearms and Weapons Policies): Possession of firearms and other instruments that can cause harm. Possession of any instrument or object, as defined by Section 790.001, Florida Statutes, or district Code of Student Conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession

of a common pocketknife is exempted from state zero tolerance expulsion requirement F.S.1006.07(2); however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)

11. Threat to throw, project, place, or discharge any destructive device: It is unlawful for any person to threaten to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person, and any person convicted thereof commits a felony of the second degree (FS790.162).
12. False report concerning planting a bomb, an explosive, or a weapon of mass destruction, or concerning the use of firearms in a violent manner: It is unlawful for any person to make a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or weapon of mass destruction as defined in FS 790.166, or concerning the use of firearms in a violent manner against a person or persons. A person who violates this subsection commits a felony of the second degree (FS 790.162 and 790.163).

Level 4 Responses and Sanctions

If a student commits a Level 4 infraction, the school administration may use any Level 1, 2 or 3 response/sanctions, and add Level 4 sanctions as deemed appropriate in the exercise of its judgment and discretion, including but not limited to:

Middle & High School*	Elementary*
Out-of-school suspension up to 10 days	Out-of-school suspension up to 10 days
Alternative school placement	Alternative school placement
Referral to the REACH Program	Referral to the REACH Program
Alternative placement	Alternative placement

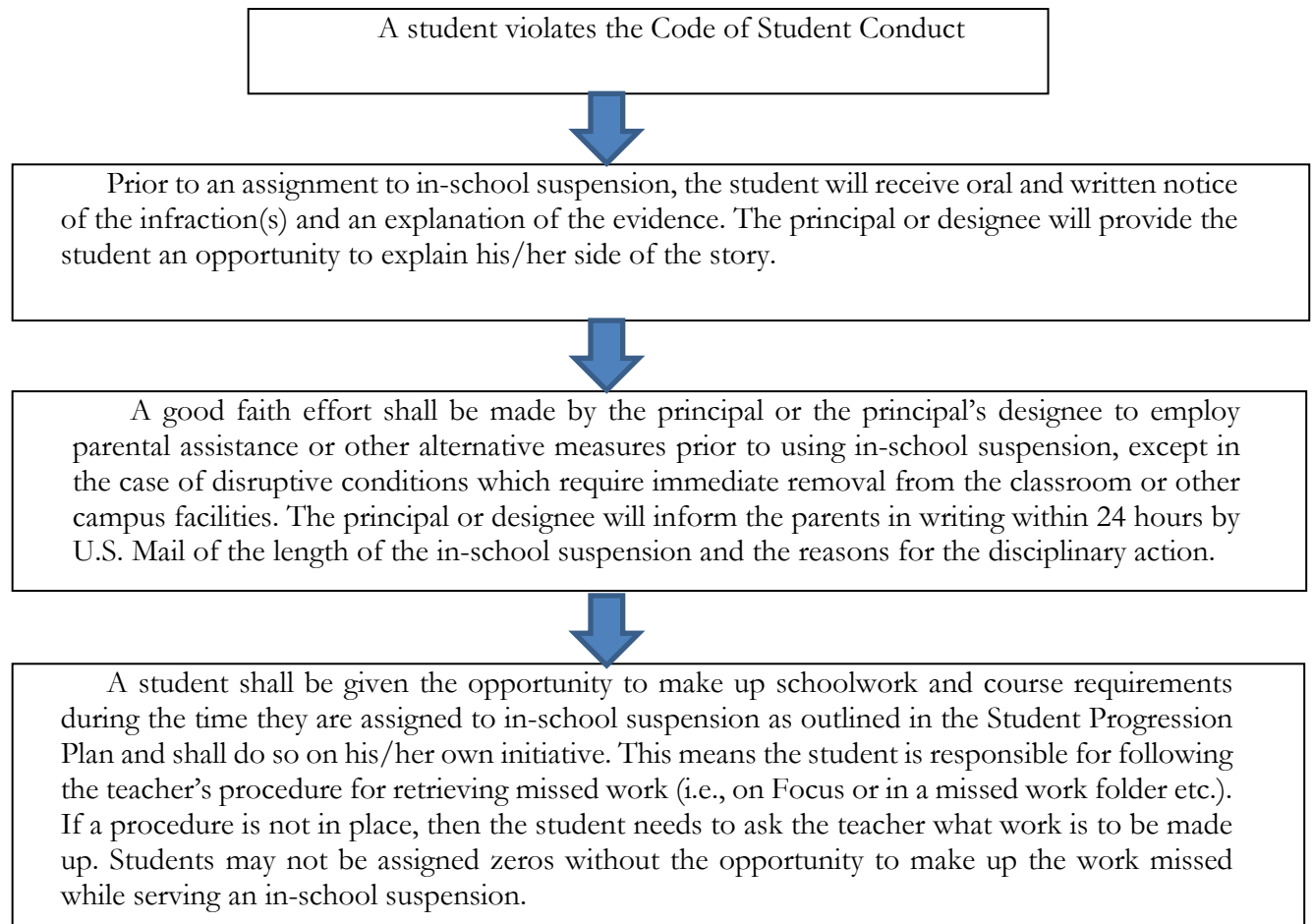
*The above response and sanctions are not listed in a specific or progressive order.

CHAPTER VI: PROCEDURES FOR DISCIPLINARY REMOVAL

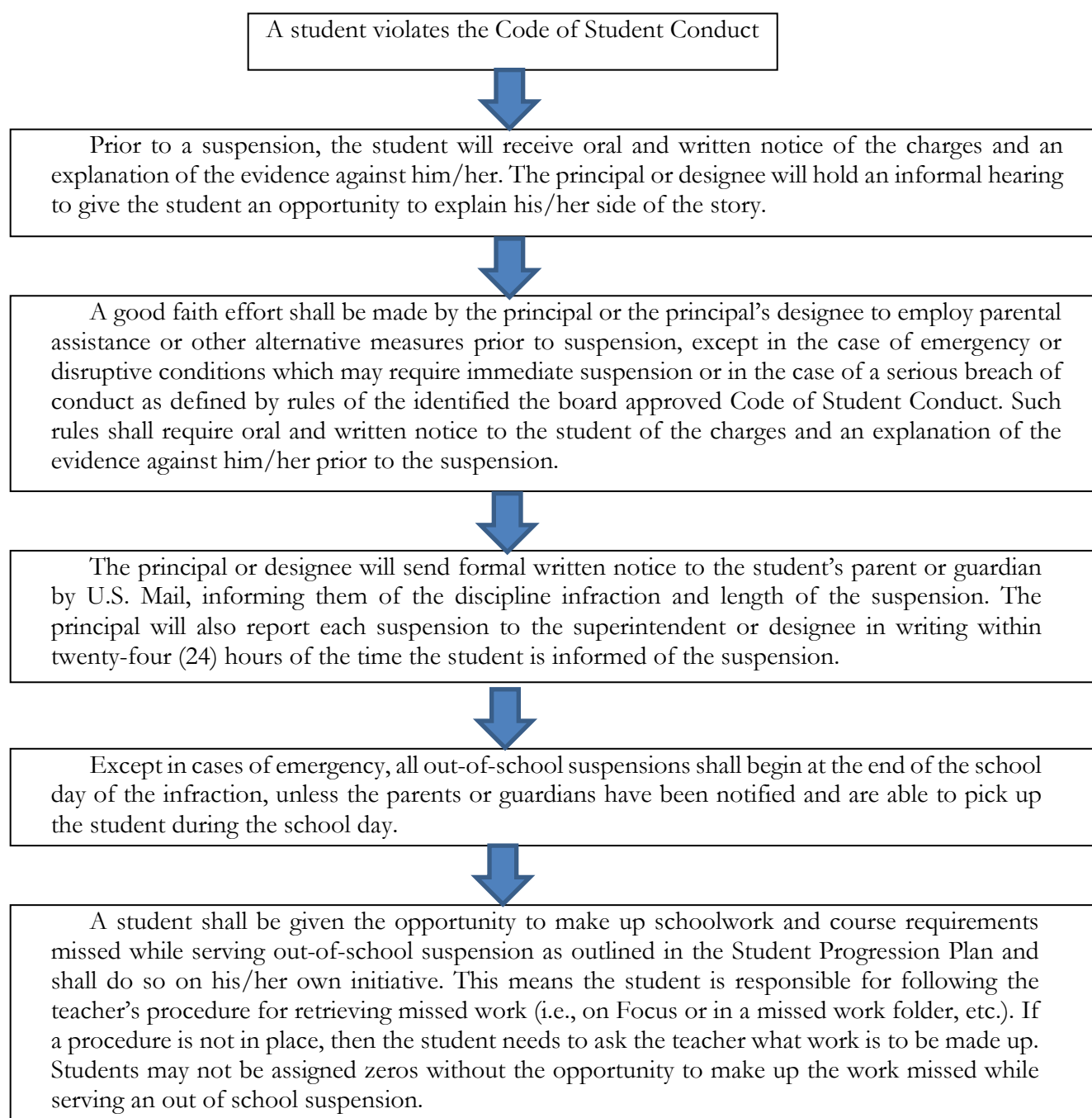
It is the goal of Treasure Coast Classical Academy to keep students in their scheduled education environment. However, at times, it is necessary to remove a student from their schedule for disciplinary reasons. Procedures for those situations are outlined in this chapter following the TCCA Board's policy on due process rights.

In the case of students with disabilities, suspensions and disciplinary alternative education placement shall be conducted pursuant to TCCA Behavioral Policy.

Procedures for In-School Suspension



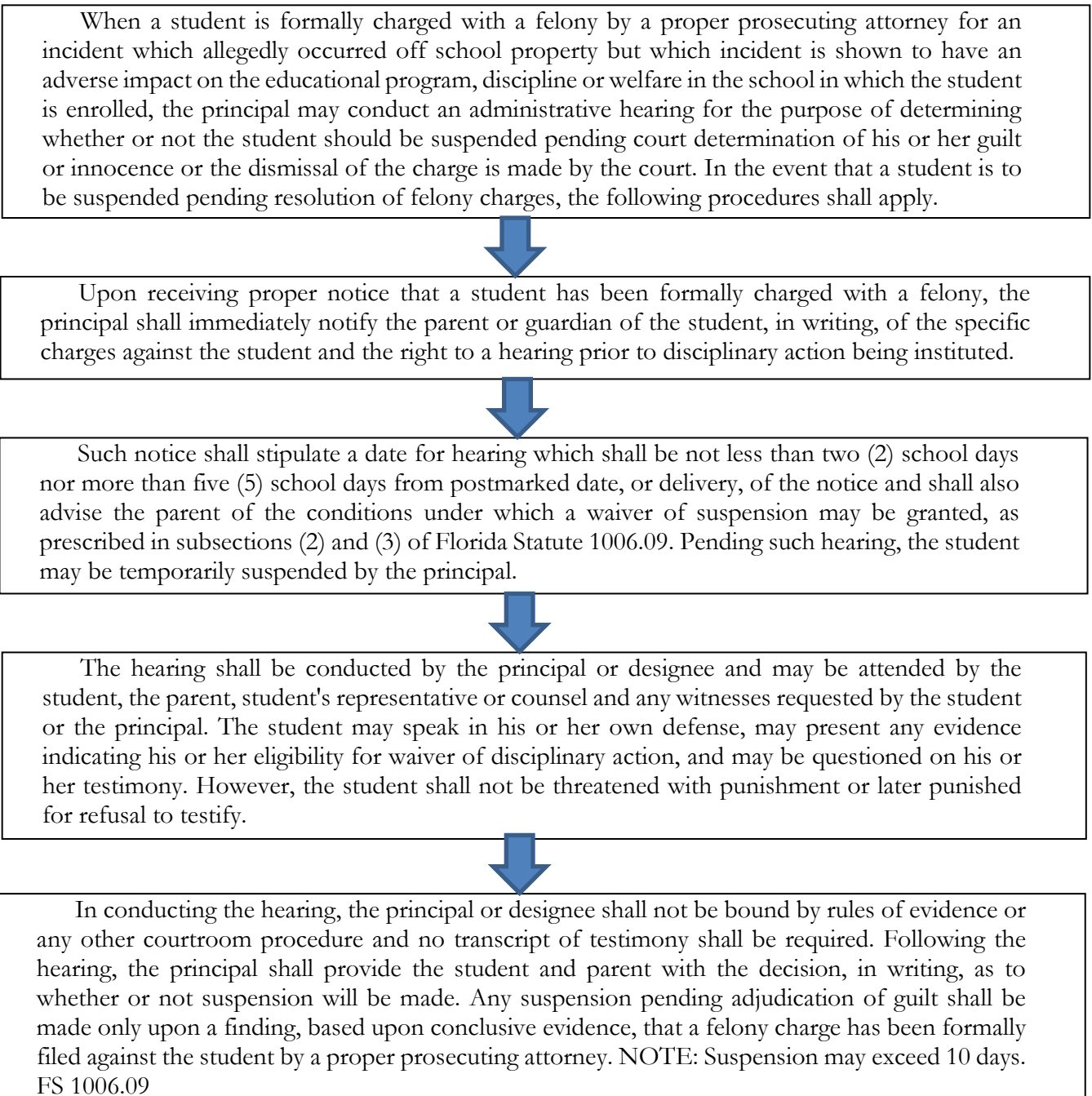
Procedures for Out-of-School Suspension



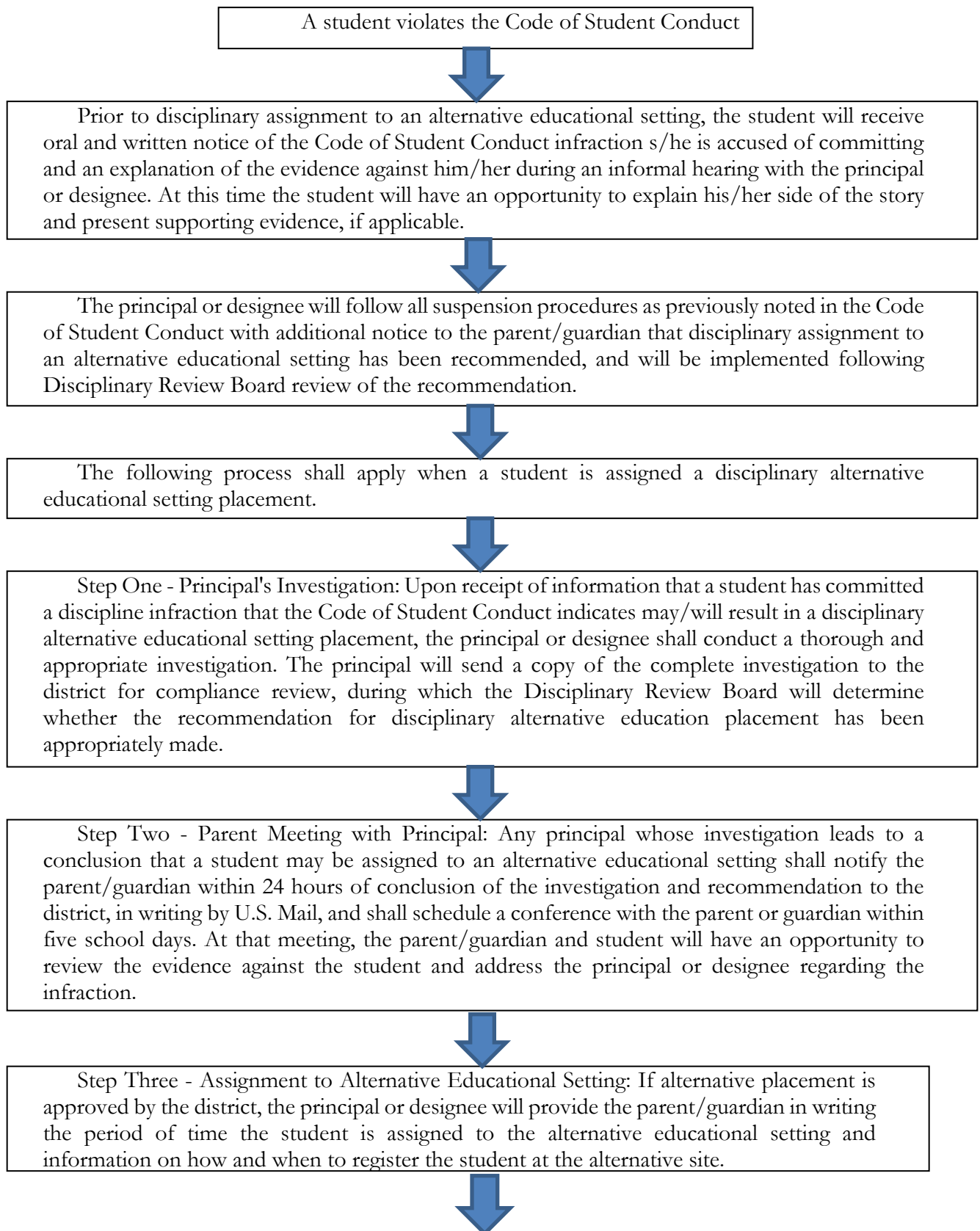
Note:

- A teacher will not suspend a student from school or class.
- A student may not be suspended for unexcused tardiness, lateness, absence, or truancy.
- When TCCA School Board action on a recommendation for the expulsion of a student is pending, the board chairman may extend the suspension assigned by the principal beyond ten (10) school days if such suspension expires before the next regular or special meetings of the school board.
- In the case of students with disabilities, suspensions and disciplinary alternative education placement shall be conducted pursuant to TCCA Behavioral Policy.

Procedures for Felony Suspension



Procedures for Disciplinary Alternative Educational Setting Placement



If this is the first time during the student's enrollment at their current school grade level (K-5, 6-8, or 9-12) that s/he has been assigned to an alternative educational setting, the principal will explain and provide detailed information to the parent about the REACH Program, and immediately make the necessary referrals to the program if the parent/guardian and student choose to pursue the REACH alternative.

The REACH Program

The REACH Program stands for:

R – Rethink behavior
E – Embrace change
A – Accept responsibility
C – Commit to positive behavior
H – Help yourself and others

This program is offered to our students through the Martin County Health and Human Services Department (MCHHSD). It is not run or governed by the Martin County School District or Treasure Coast Classical Academy. When a student exhibits certain behaviors that would result in alternative placement according to the Code of Student Conduct, they may be eligible for the REACH Program. The REACH Program is only available on a one-time basis to students while enrolled in grades K-5, 6-8 and 9-12.

NOTE:

- **Cost of the program and any recommendations made by the MCHHS is the parents' responsibility.** However, the MCHHSD states they will attempt to work with any income challenges individual students may have.
- See the infractions pages in the Code of Student Conduct for behaviors that are or are not eligible for this program.

REACH Program Procedures

Follow the steps for alternative placement with the following changes:

Step One – Principal's Investigation – Same as alternative placement

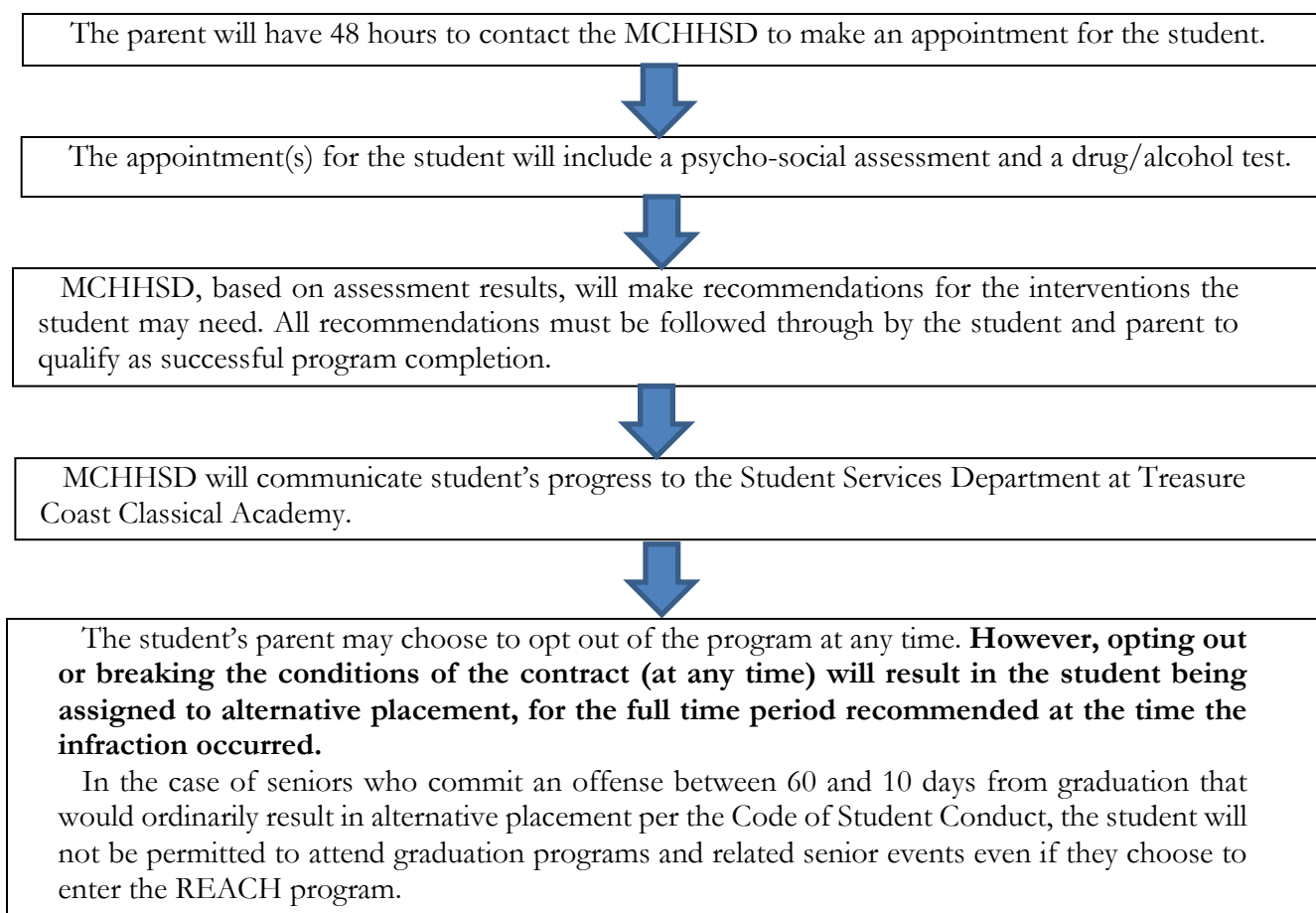
Step Two – Same as alternative placement

Step Three – Same as alternative placement. In additions, if this is the first time the student is being recommended to an alternative site within that school age designation (elementary, middle or high school) the principal or designee will explain and provide the parent information on the optional REACH Program.



The principal or designee will offer the REACH Program contract form to the parent. If the student and parent choose for the student to participate in the REACH Program in lieu of alternate placement, the parent and the student will sign a referral/contract and also sign for a release of information between Treasure Coast Classical Academy and the MCHHSD.





Procedures for Dismissal from Treasure Coast Classical Academy

TCCA may recommend dismissal to the superintendent of Martin County, Florida for a regular program student who has committed a serious breach of conduct. The recommendation for dismissal is generally preceded by a suspension which remains in effect until the expulsion proceedings are complete. The procedures for suspension should apply with additional notice to the parent that a recommendation for dismissal may be made.

TCCA students will only be dismissed for the following reasons:

1. Failure to maintain eligibility, such as state residency requirements.
2. For a major violation of the School's Student Conduct Code, which must also be compliant with IDEA, Section 504 of the Rehabilitation Act, and the American with Disabilities Act (ADA) for student with disabilities. This may include Level 3, 4, or 5 infractions.
3. For a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority of a member of the staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school including threats to cause serious bodily harm or physical damage.

Step One - Principal's Investigation. Upon receipt of information that a student has committed a serious breach of conduct, the principal or designee shall conduct an appropriate investigation. If the principal determines grounds for dismissal, he/she will notify MCSD.



Step Two - Superintendent's Investigation. Upon receipt of the recommendation of dismissal, the superintendent or designee will investigate the occurrence. A district level review will ensure compliance with federal and state laws and TCCA policies. Once the superintendent's investigation is complete, if the recommendation for dismissal stands, the proceedings will continue even if the student has withdrawn from TCCA.



Step Three - Superintendent's Informal Review. After the investigation, the superintendent or designee will provide an opportunity to the student and parent/guardian to informally review the results of the investigation. If the superintendent has found that cause exists to recommend the students' dismissal from TCCA, the student has the opportunity to either present their case to the superintendent or waive their right to a hearing by not contesting the charges. If the adult student or parent/guardian chooses to waive their right, this will result in the student and/or parent/guardian signing an agreement to the charges and the dismissal will be noted in the students' record. If a hearing is requested, move to Step 4.



Step Four – The student and/or their parent/guardian will be scheduled before the superintendent at which time a hearing will be held and a Final Order will be issued. At the hearing, the parent/guardian and student have an opportunity to speak and present evidence. After the hearing, the parent/guardian and/or the student will receive a copy of the Superintendent's Final Order. The Final Order will be noted in the students' record, whether or not the student has withdrawn from TCCA.



In the case of students with disabilities, alternative education placement shall be conducted pursuant to MCSD School Board Policy 5605.

CHAPTER VII: TRANSPORTATION

Student Transportation Responsibilities and Safety Rules

TCCA may provide free transportation to and from school for students who live more than two miles away from school. Students will be assigned one bus stop. Parents/guardians are responsible for their child(ren) at the bus stop. Once the bus arrives at the stop, and only at that time does the student become the responsibility of TCCA. Such responsibility shall end when the student is delivered to the regular bus stop and the bus has departed, at the close of the school day.

Each student using district transportation must abide by the rules, which are established to ensure the safety of all passengers. When waiting for the bus, loading, unloading, and riding on the bus, students must follow the Code of Student Conduct. Bus drivers will report students who violate the Code of Student Conduct and/or school bus rules to the school administration for appropriate disciplinary action. Administrators shall investigate and issue discipline accordingly. Behavior not directly observed at bus stops, but reported and confirmed by witnesses, may be investigated, and potentially acted upon.

Violations of the Code of Student Conduct shall result in disciplinary action, suspension of riding privileges or recommended bus expulsion and may result in referral to law enforcement.

Teachers who chaperone bus trips will have the same authority and responsibilities as they have in the classroom.

Parent conferences with drivers are not permitted while the bus is en route or stopped at a bus stop. Any conference that the parents wish to have with the bus driver must be scheduled with the school's administration.

Bus transportation is a privilege. By paying attention to the surroundings and obeying the rules, students help to keep themselves, their fellow students, their bus driver and our community safer.

The responsibilities of students transported by TCCA are as follows:

1. Students should arrive to their bus stop at least five minutes prior to their scheduled pick-up time since drivers are not allowed to wait. Parents are responsible for their child's behavior at the bus stop and should be present, if possible, to ensure appropriate behavior prior to the arrival of the bus in the morning and after the departure of the bus at the end of the day. School officials have jurisdiction at bus stops. Bus drivers may issue bus referrals based on behavior observed at bus stops, and administrators may investigate and assign discipline accordingly. In addition, behavior not directly observed at bus stops, but reported and confirmed by witnesses, may be acted upon.
2. Students may only board or exit the bus at their assigned or designated stop.
3. While waiting for the bus students should **KEEP OFF THE ROAD**. Once the bus arrives, students should line up and board the bus in a single file.
4. When the bus arrives, wait for it to come to a complete stop before walking in front of the bus to get on.
5. As they board, students are to take their assigned seat quickly and remain seated while the bus is in motion. Drivers shall assign each student a seat number.
6. Secure seatbelts if available.
7. A student may be assigned a seat on the bus. If this is the case s/he must sit in their assigned seat.
8. Keep the aisle and doorway clear of all obstacles. No large items can be transported on the bus.

9. Busses should be considered "mobile school sites" where students are expected to be on their best behavior. Bus drivers and assistants should be treated with respect and obeyed just as teachers and administrators are. By displaying proper behavior, you allow the driver to concentrate on driving, which keeps everyone safer.
10. Classroom conduct is to be observed on the bus, including having quiet conversations. Code of Student Conduct rules apply to bus riders the same as students in school: For example, students may not use tobacco or other prohibited products, engage in rough housing, fighting, or harassing, bullying, or foul language or gestures.
11. Keep your HANDS AND ARMS INSIDE the bus and DO NOT throw anything inside the bus or out the windows.
12. Eating and drinking are not allowed while riding the bus.
13. Be absolutely quiet when the dome lights are on (railroad crossings, emergencies).
14. Report any hazardous conditions to your driver or principal.
15. For students who must cross the street on exiting the bus, please be aware of the following:
 - a. After standing 10 feet in front of the bus, and only after thoroughly checking for traffic, students may cross the highway.
 - b. When a school bus stops on a four-lane highway with a median strip, only those vehicles moving in the same direction are required to stop.
16. A student must ride the assigned bus. Switching buses is not permitted. Transportation is provided only to the documented address on file, and any change in address should be updated immediately.
 - a. Written parental requests are required and must be signed by school officials before a student may change their assigned bus stop or ride a different bus.
 - b. Written permission signed by the principal or the principal's designee is required for non-route riders.
17. If a student causes any damage (vandalism) to the bus or another vehicle, the parent shall be responsible to pay for the damage. Restitution or arrangements must be made with transportation within 30 days of notification. Failure to make full restitution for vandalism cost can result in loss of bus riding privileges for the remainder of the current school year.

Transportation Infractions

Remember, your behavior determines whether you may continue riding the bus. Students may be audio/video recorded while on a school bus. School bus surveillance videos are considered "student records," and can be viewed by school administrators and school officials involved with student discipline when considering consequences to be assigned.

Violation of TCCA school board transportation policies, including disruptive behavior on a school bus or that is a witnessed act at the school bus stop with the bus present (FS 1006.10) by a student, is grounds for suspension of the student's privilege of riding on a school bus, may be grounds for other disciplinary action by the school, and may also result in criminal penalties being imposed.

If a student engages in violent or very unsafe behavior while riding the bus, or uses tobacco, drugs or alcohol while riding the bus, the school principal/designee may immediately suspend bus riding privileges. After a conference is held with the parent/guardian, the principal/designee will then determine whether to take additional disciplinary steps, including bus expulsion, and whether to impose further conditions for the student's return to bus riding.

The school board believes that all students, as well as the bus driver, should be able to ride safely on school buses. Therefore, if students severely misbehave, they will be removed from the bus. If a student commits minor infractions, the school bus driver has the authority to address the behavior appropriately. If a student causes repeated problems on the bus or does something the

bus driver considers a more serious rule violation, the bus driver will report it to the school principal/designee.

The bus driver will give the school a written referral that details what the student did and what actions were taken by the driver. School administrators/designees can take any of the following disciplinary steps against a student for misbehaving at a bus stop or on a bus, and will notify the parent/guardian immediately by phone within 24 hours when they take any of these steps; in writing for suspensions; in writing delivered by mail for expulsions:

1. Warn the student that the behavior is not allowed and will result in further discipline as well as suspension of bus riding privilege if the behavior is repeated.
2. Assign consequences the same as if the student had misbehaved at school.
3. Suspend the student from riding the bus if prior warning and other discipline options have not improved the behavior. The student can be suspended for up to 10 days at a time.
4. Recommend the student be expelled from riding a school bus if previous discipline has not worked or if a student commits a serious offense. The process by which a student is expelled from riding the bus is the same as the process for being expelled from school. The principal/designee will make a recommendation to the superintendent, who then recommends bus expulsion to the school board.
5. The student is not permitted to ride any district school bus until the school board rules on the expulsion.

Students who transfer to a different school within the district will be held responsible for any incidents of bus misconduct from the previous school.

Bus Incident Procedures

Step 1 - Verbal Warning, Parent/Guardian Contacted

1. Students who misbehave or who demonstrate potentially unsafe behavior shall receive a verbal warning, documented on a bus incident report log. The student's behavior will be described on the log and will also include the date, time, student's name, name of the person spoken to, and a brief description of the conversation.
2. The driver shall ask the school administration to telephone the student's parent/guardian to seek help in correcting the student's behavior.
3. After this step, a student's behavior is expected to become acceptable immediately.
4. If an additional incident occurs, the next step will be taken.

Step 2 - Written Notice to Parent/Guardian

1. Written notice shall be sent to the parent/guardian if a student's behavior has not become acceptable immediately.
2. If the written notice is not signed and returned to the driver or school the next day, the school will contact the parent again by phone and mail the written notice.
3. If the written notice is not signed and returned to the driver or school within three days, or if student's behavior does not improve, driver will proceed to step 3.

Step 3 - Administrative Referral

1. Students who continue to violate bus rules, jeopardizing the safety of others, engage in severely dangerous or violent behavior or use, possess, or sell drugs, tobacco or alcohol while on the bus will receive an immediate referral to the school administrator/designee.
 - a. Bus referrals must be signed by the parent before the student may resume riding the bus.
2. After presentation of detailed documentation by the driver to the administrator/designee, the school administrator/designee will determine if there is cause for suspension or recommendation of expulsion. Based on the infraction, suspension time is determined by the administration. NOTE: A student may be suspended from the bus for a period

exceeding the ten (10) days for willfully and persistently violating school board policies.

NOTE: Riding the bus or attempting to ride the bus while on suspension could result in another referral, loss of bus riding privileges, and referral to the school resource officer for a trespass warrant. “No trespass” signs are clearly posted in every school bus vehicle and will be strictly enforced.

Due to safety concerns, penalties may result for not wearing a seat belt when it is part of the available equipment or for unbuckling a seat belt prior to the arrival at school or bus stop.

Appeal of Bus Suspension

A parent may appeal a bus suspension by calling the school principal/designee. The parent must come to the school and have a conference with a school administrator/designee and a representative from the transportation department/district office as part of the appeal. The student may be permitted to ride a bus pending the outcome of a bus suspension appeal if there are no additional incidents of misconduct.

Appeal of Bus Expulsion

Once the TCCA School Board provides a final order for a bus expulsion there are no appeals.

CHAPTER VIII: TECHNOLOGY

Student Use of Wireless Communication Devices

Students may not possess personal wireless communication devices (WCDs).

Exceptions to these allowable uses may be invoked as deemed necessary by a teacher, administrator, or IEP Team.

Below is the agreement students acknowledge to sign in to access technology devices at school:

User Log-on Agreement Revised

You are accessing a restricted information system. Use of this system indicates consent to monitoring and recording.

Unauthorized use of this system is prohibited and may be subject to criminal and/or civil penalties. Unauthorized sharing of Protected Health Information (PHI) is prohibited.

You are responsible for the protection of student and employee data in hard copy and electronic form, including flash drives, optical and removable media. Files containing protected data should be stored in appropriate locations to ensure its protection, integrity and confidentiality.

You are responsible for all activity associated with your network login.

Therefore, protect and do not share your password.

You are responsible for the appropriate use of technology. TCCA Computers and Internet Acceptable Use Policy govern the use of telecommunications, including networks, email, telephones and computers, which shall be consistent with the mission, goals, policies and priorities of Treasure Coast Classical Academy.

Violations include but are not limited to:

- Personal email
- Selling goods or services
- Personal shopping
- Jokes, holiday greetings and chain letters
- Cyberbullying
- Anything in violation of CIPA (e.g., pornography, racism, hate speech, hacking)

All school network traffic and email are archived, monitored, audited, and subject to public record laws.

Do not connect non-school computers, laptops, hubs, or wireless access points to the school network. The Technology Department must approve any network devices and/or any software prior to using it on the school's network or computers. All software is subject to appropriate licensing and copyright laws.

If you have questions, please contact the Technology Department.

Click **Agree** below if you agree to abide by the terms listed above; otherwise click **Disagree** to be logged off of this workstation. Your response will be logged.

Technology Infractions

Computer Infraction (Level 1): Use of technology/computer resources in an unacceptable manner, but without meaning to harm others (accessing unauthorized websites [i.e., music sites]).

Misuse of Wireless Communication: Students may use wireless communication devices (WCDs) before and after school, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of WCDs are allowable for teacher or administrator authorized and supervised educational purposes. Unless the devices are being used for an approved educational purpose they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Refer to your school handbook for specific school guidelines.

Misuse of Telecommunication Services (TCCA Computers and Internet Acceptable Use Policy): Misuse of telecommunication services or networking for illegal, inappropriate or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall include all acts defined as a violation of local, state or federal laws. Inappropriate use includes any act that violates or is inconsistent with the district's mission, goals, policies or procedures. Obscene activities include all acts that violate generally accepted social standards for use of a publicly owned and operated communication vehicle.

CHAPTER IX: DRESS CODE

STUDENT DRESS CODE POLICY

A strong correlation exists between student appearance and the perception of excellence. Students are required to dress and groom themselves in a way that aligns with our philosophy of maintaining a learning environment focused on the development of each student's academic potential, personal character and leadership skills.

Our uniform policy and dress code will promote a safe environment for students which fosters learning and improves school safety and discipline. It will support an environment in which our school virtues can thrive: Courage, Honesty, Perseverance, Self Government, Service, Courtesy, and Responsibility. Daily reinforcement of strong personal habits promotes courtesy, the honor of self and others, modesty, and discipline. Adherence to the code diminishes economic and social barriers between students; increases a sense of belonging and school pride; encourages good judgment; models good citizenship and encourages all to perform at their highest level.

All students in kindergarten through grade eight and grades nine through twelve are expected to be in school uniform during school hours and during all school activities and events unless otherwise specified. Attire which attracts undue or negative attention, or which infringes on the rights or values of others is not considered to be in the spirit of the dress code not only for students, but also for staff and parents visiting the campus. Attire is expected to be clean, in good condition, business-like, and properly sized to fit. The school logo is optional on daily uniform shirts.

Students, staff, and parents are to commit to the code and remain dedicated to interacting with one another as ladies and gentlemen. In doing so, we are choosing to be actively engaged in the safe and secure, nurturing environment of this exceptional learning community.

Any medical, religious concerns or disability that might preclude meeting the uniform guidelines should be addressed with the school principal to determine reasonable accommodations as necessary.

The school will not allow financial need to limit access to the school, and this includes access to uniforms.

Please refer to the Uniform page on the school's website for the complete dress code and grade-by-grade uniform chart.

Pursuant to FS 1006.07(2)(d)2,

“Any student who violates the school dress code is subject to the following disciplinary actions:

1. For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
2. For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student's parent or guardian.
3. For a third or subsequent offense, a student shall receive an in-school suspension pursuant to s.1003.01(5) for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

CHAPTER X: OTHER INFORMATION

Interscholastic and Extracurricular Activities

- a. General Information: Interscholastic athletics and sports have a positive impact on students and are an integral part of the school experience, benefitting the community as a whole. The program should foster the growth of school loyalty within the student body and stimulate community interest in athletics. Participation in the district's interscholastic athletics programs is a privilege. All middle schools and high schools are members of the FHSAA and are governed by its rules and regulations. All district students (including transfer students) shall satisfy the eligibility requirements established by the FHSAA, Florida law, and school board policy.
- b. Participation in extracurricular activities, including interscholastic sports, is a privilege. Therefore, the school board authorizes the superintendent, principals, and assistant principals to prohibit a student from participating in extracurricular activities of the school district for offenses or violations of the Code of Student Conduct.
- c. In addition, student athletes are further subject to the Florida High School Athletic Association (FHSAA) Code of Student Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.
- d. Extracurricular Grade Point Average Requirement
 - i. High School: To be eligible to participate in interscholastic extracurricular student activities, a student entering the 9th grade must be regularly promoted and thereafter must maintain a cumulative unweighted grade point average of 2.0 or above on a 4.0 scale. Students in the 9th and 10th grades may participate without having a cumulative 2.0 grade point average, if they agree to an Academic Performance Contract as prescribed by state statute. Middle school students must be regularly promoted (not administratively placed) in order to be eligible and meet the 2.0 grade point average as noted below for extracurricular participation.
 - ii. Additionally, a student must maintain satisfactory conduct, and, if a student is convicted of, or is found to have committed a felony or a delinquent act which would have been a felony if committed by any adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities may be denied by the principal.
 - iii. Middle School: In order to participate in any extracurricular activity, middle school students must maintain a minimum un-weighted grade point average of 2.0 for the semester immediately preceding participation.

Legal Investigations Involving Students

- e. School employees have a duty to cooperate with law enforcement agencies and the Department of Children and Family Services, and comply with investigations relating to child abuse, abandonment, neglect, or an alleged unlawful sexual offense involving a child. The principal may also assist authorities in their investigations of other violations of law in which students are alleged to be involved.
- f. Before student(s) are questioned as a witness to, or a suspect in, an alleged violation of law, the principal shall attempt to contact the parent to notify him/her of questioning, unless compelling reasons for not doing so are provided by the law enforcement agency.

Required Notice

In accordance with Florida Statue 1006.07(2) students and their parents or guardians are hereby notified that:

- g. Illegal use, possession or sale of controlled substances as defined in chapter 893 by any student while such student is upon school property or in attendance at a school function is grounds for disciplinary action by the school and may also result in criminal penalties being imposed.
- h. The possession of a firearm, a knife, a weapon or an item which can be used as a weapon by any student while the student is on school property or in attendance at a school function is grounds for disciplinary action and may also result in criminal prosecution.
- i. Violence against any school district personnel by a student is grounds for in-school suspension, out-of-

school suspension, expulsion or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

- j. Violation of school board transportation policies, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension of a student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.
- k. Violation of the school board's sexual harassment policy by a student is grounds for in-school suspension, out-of-school suspension, expulsion or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.
- l. It is a violation of this code for any person to threaten to throw, project, and place or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to property. It is also a violation of this code for any person to make a false report with intent to deceive, mislead or otherwise misinform any person concerning the placing or planting of any bomb, dynamite or other deadly explosive.
 - i. Any student who is determined to have committed either of these acts which involves a school, school personnel's property, school transportation or school sponsored activity will be expelled with or without continuing educational services from the student's regular school for a period of not less than one full year and referred to criminal prosecution. The school board may assign the student to a disciplinary program or a second chance school for the purposes of continuing educational services during the period of expulsion. The superintendent may consider the one-year expulsion requirement on a case-by-case basis and request that the school board modify the requirement by assigning the student to a disciplinary program or alternative school if it is determined to be in the best interest of the student and school system.

Search and Seizures

- m. Students are subject to a search of their person, possessions, locker and/or vehicle if school personnel have reasonable suspicion that they are in possession of illegal materials or other forms of contraband. The use of metal detection devices or electronic surveillance equipment may be employed.

Suspension/Expulsion of Students with Disabilities

- n. In matters relating to the disciplining of disabled students, the school board shall abide by federal and state laws regarding suspension and expulsion. (See Martin County School District Special Program and Procedures Manual; and A Plan for Expanding Educational Accommodations to all Disabled Students (504)).

Peaceful Assembly/Free Speech

- o. Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of schools. Students have the right to participate in the development and distribution of publications as a part of the educational process.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are as follows:

- p. The right to inspect and review the student's education records within thirty (30) days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- q. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- r. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
- s. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901.

Special Notices Pursuant to Section 1006.07, Florida Statutes

- t. Criteria for recommending to law enforcement that a student who commits a criminal offense be allowed to participate in a civil citation or similar prearrest diversion program as an alternative to expulsion or arrest; and
- u. Criteria for assigning a student who commits a petty act of misconduct to a school-based intervention program. If a student's assignment is based on a noncriminal offense, the student's participation in a school-based intervention program may not be entered into the Department of Juvenile Justice Information System Prevention Web.