



# **STUDENT POLICIES AND PROCEDURES HANDBOOK**

2026-2027

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## **Our Primary Philosophy**

- Every child can learn.
- Student learning is cumulative.
- Earlier skills are foundational and requisite for later, more complex, higher-level skills and knowledge.

The educational focus at our school is on promoting high standards and developing a strong academic program. Teachers explicitly teach topics and skills over a span of several grades. As students continue to study the topics, they acquire concepts and skills at higher levels with increasingly more challenging literature, textbooks, and instructional materials. In addition, we offer many opportunities for students to participate in instructional activities that reflect and support the Next Generation Sunshine State Standards, and the B.E.S.T. Standards.

Our approach to teaching is based on current research and evidence of best practice. Instructional strategies and materials support our philosophy of engaging the whole child, and many subject areas are integrated into each thematic unit taught. We have designed child-centered classrooms that foster independent learning and address individual learning styles. Enter a classroom and you will see students engaged in the learning process, working cooperatively, communicating effectively, and thinking critically and creatively. This is particularly evident in our investigative approach to math and science. Both disciplines have an emphasis on problem solving, critical thinking, and the development of mathematical and scientific skills. Technology is used as a learning tool throughout the curriculum. It reinforces and enhances all aspects of attaining and applying knowledge. The utilization of computers assists students in the development of skills and in obtaining valuable information that supports instructional goals.

We believe that listening, speaking, reading, and writing should be developed simultaneously and integrated throughout the curriculum. To accomplish this, our language arts program is literature-based and is designed so that students are directly taught skills and strategies pertaining to oral language, reading, and writing. Language arts skills are integrated throughout all the science and social studies units. This integration of curriculum helps our students become creative thinkers and make connections between key ideas. Learning is relevant and fun!

## **Our Belief**

All students are valuable and can make worthy contributions to society.

- All students must be responsible and accountable for their choices and decisions.
- To grow and thrive, students need caring relationships and a nurturing learning environment.
- A supportive family is the foundation for student success.
- High expectations lead to higher performance and students will rise to meet those expectations academically and behaviorally.
- Continuous learning is a lifelong process.

Thank you for choosing us as the CHOICE for your child's education!

## Handbook

As with all handbooks it is important but impossible to list every situation that might arise in a school. We have attempted to cover as many areas of concern as possible. Please consult with the administrative team should there be any questions regarding the expectations of the handbook.

Please read this handbook very carefully. We also require you to read the School District Student Code of Conduct via the district website. A page that requires the signature of the student and parent/guardian will be provided. The signed form must be returned to school for placement in the student file.

## Students

- You are responsible for knowing the school-wide expectations.
- Follow the pillars of character – Honesty, Integrity, Kindness, Respect, Responsibility, Fairness Cooperation.
- Believe in the pursuit of excellence.
- **Have a good work ethic.** The idea of a work ethic is that you should take pride in doing a job and doing it right.
- Do your best!
- **Always come to class prepared.** Basic tools for school are textbooks, notebooks, pens, and pencils. Bring them every day.
- **Organize your time.** Time management is a key skill needed for success; plan your time wisely.
- **Get your parents involved in what you are doing in school.** Ask them to come to the open house in the fall. Ask your teachers to call or email them when you do something outstanding. Encourage your parents to call or email teachers and communicate their concerns.
- **Our goal is that “every student will graduate college ready”. You are expected to work toward that goal.** Students pursuing this goal will strive to give their best academically and behaviorally. There will be consequences for misbehavior.
- Arrive at your scheduled class on time and plan to stay in class. When you leave the classroom, you are missing out on valuable educational time that cannot be recaptured.
- Passes will not be written during the first 20 minutes of class or during the last 20 minutes of class.
- **There is limited or no supervision earlier than 20 minutes prior to the start of school or later than 20 minutes after dismissal. Students must be picked up within 20 minutes of dismissal unless they are involved in a supervised after school activity.**

## **Section 100 - Academic Success**

### **Please note:**

The school will follow the Amendment to Rule 6A-1.094124, Florida Administrative Code (F.A.C.), Required Instruction Planning and Reporting.

The State Board of Education amended Rule 6A-1.094124, F.A.C., on June 10, 2021, to provide clarification on what efficient and faithful teaching means with respect to the topics of required instruction listed in Section 1003.42(2), Florida Statutes (F.S.).

The text of the amendment reads:

*(3) As provided in Section 1003.42(2), F.S., members of instructional staff in public schools must teach the required instruction topics efficiently and faithfully, using materials that meet the highest standards of professionalism and historical accuracy.*

*(a) Efficient and faithful teaching of the required topics must be consistent with the Next Generation Sunshine State Standards and the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.*

*(b) Instruction on the required topics must be factual and objective, and may not suppress or distort significant historical events, such as the Holocaust, slavery, the Civil War and Reconstruction, the civil rights movement and the contributions of women, African American and Hispanic people to our country, as already provided in Section 1003.42(2), F.S. Examples of theories that distort historical events and are inconsistent with State Board approved standards include the denial or minimization of the Holocaust, and the teaching of Critical Race Theory, meaning the theory that racism is not merely the product of prejudice, but that racism is embedded in American society and its legal systems in order to uphold the supremacy of white persons. Instruction may not utilize material from the 1619 Project and may not define American history as something other than the creation of a new nation based largely on universal principles stated in the Declaration of Independence. Instruction must include the U.S. Constitution, the Bill of Rights and subsequent amendments.*

*(c) Efficient and faithful teaching further means that any discussion is appropriate for the age and maturity level of the students, and teachers serve as facilitators for student discussion and do not share their personal views or attempt to indoctrinate or persuade students to a particular point of view that is inconsistent with the Next Generation Sunshine State Standards and the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.*

### **100.1 Field Studies**

Scheduled field studies will be educational in nature and considered part of the curriculum. They provide an experience not possible within the regular classroom, provide for cultural enrichment, and take advantage of the many excellent resources outside the classroom. Field studies have the potential to be valuable learning experiences for our students.

Because field studies are designed to be a part of our curriculum, each field study is considered to be the lesson plan for the day. All children are expected to participate. Parents/guardians pay the cost of their child's transportation and any other costs, such as entrance fees and lunch. All funds for field studies must be paid on time. Money will not be accepted 24 hours prior to the trip. The school does not encourage students to bring money on field studies. However, if a student brings money for gift shops and/or snacks, the school is not responsible for the lost money.

It is necessary for parental permission to be granted before any student can accompany his/her class on a field study. Written permission must be on file at the school before a student will be allowed to participate in a scheduled field study. If a parent/guardian chooses to restrict their child from participating in a scheduled field study, then they must also realize that it is not possible for us to provide alternate plans for their child. If a student does not participate in the field study and comes to school, he/she will be placed in another classroom, generally at another grade level since classes at each grade usually attend field studies together. Students who do not participate in the field study will be provided assignments to complete.

There is usually a fee required for students to attend the many venues available for field studies. Payment must be remitted, or the student will not be able to attend the field study. Payment will not be accepted if not paid within the requested time frame prior to the trip. All school fees must be paid before a student will be permitted to attend a field study or extra-curricular activity.

Parents are encouraged to volunteer as chaperones. Please contact your child's classroom teacher for information regarding chaperone responsibilities. Chaperones will receive volunteer hours.

At the discretion of the Principal, students with an excessive number of disciplinary infractions in a given marking period may be denied the opportunity to participate in a field trip.

### **100.2 Field Study Chaperones**

**At the discretion of the teacher, parents may be invited to act as a chaperone for school field studies.** As a chaperone, parental participation is very important in order to make field studies educational, fun, and safe learning experiences.

### **100.3 Forgotten Work or Projects**

Any materials left at home such as assignments, projects, textbooks, etc. will not be delivered to the student during school hours. We will not interrupt classes unless there is an emergency.

### **100.4 Grade Reporting**

Interim reports and report cards will be distributed in accordance with the District calendar.

The following grading scale is utilized for grades 3-12

A (90% - 100%) Superior = 4 points  
B (80% - 89%) Above Average = 3 points  
C (70% - 79%) Average = 2 points  
D (60% - 69%) Below Average = 1 point  
F (0% - 59%) Unsatisfactory = 0 points  
I – Incomplete

The school will follow the school district's grade numeration for grades K-2.

### **Re-Testing**

Students who receive below a 70 will be permitted to re-test after interventions have been implemented to improve performance. Teachers will offer tutoring sessions before or after school and Students must attend at least two tutoring sessions prior to re-testing. The re-test must be given in class or before or after school within a two-week time period. An average of the two grades will be the re-test grade.

### **Late Work**

Students will be permitted to turn in work late, but after 4 school days, work will not be accepted and will result in a grade of zero.

Penalties for late work are as follows: -

- One (1) Day Late- Max Grade 90% -
- Two (2) Days Late- Max Grade 80% -
- Three (3) Days Late- Max Grade 70% -
- Four (4) Days Late- Max Grade 60%

Teachers may grant extended time for this at their discretion. Considerations will be given on a case-by-case basis for extenuating circumstances. The student is responsible for making arrangements with the teacher.

Students with excused absences have 2 days for each day absent not including weekends without penalty and then the late work time goes into effect if the work has not already been turned in.

### **100.5 Homework Policy**

Homework is a practice to reinforce previously taught skills primarily utilizing tangible curriculum resources or online platforms such as Khan Academy, and Savvas Realize. The most common purpose of homework is to have students practice material already presented in class to reinforce learning and review previously addressed standards. Growth and development are a gradual process that varies with each individual. Therefore, the amount of time each student may require completing homework will vary from one subject to another and will increase as students move through the grades. As a general rule, students may expect homework to be assigned Monday through Thursday as follows:

- Kindergarten: 20 minutes of reading, conversation, and review
- Grade 1: \*20 minutes of reading and no more than 10 minutes additional homework
- Grade 2: \*20 minutes of reading and no more than 15 minutes additional homework
- Grade 3: \*20 minutes of reading and no more than 25 minutes additional homework

- Grade 4: \*20 minutes of reading and no more than 30 minutes additional homework
- Grade 5: \*20 minutes of reading and no more than 35 minutes of additional homework
- Grades 6-12: times may vary, but no more than 60 minutes total.
- Advanced Coursework such as Cambridge or Advanced Placement may require additional time.

If a K-5 child is unable to do an assignment because he/she does not know how, please review the directions to make sure that they are understood and provide assistance with the directions as needed. If the child continues to have difficulty because he/she does not understand the concept, please email the teacher to let them know the assignment was too difficult. Teachers are very willing to modify assignments if they are made aware of the problem.

Students in grades 6 – 8 and 9-12 are expected to self-advocate in the event of difficulty on a homework assignment. Students should inform their teachers of their difficulty understanding the assignment. Students are expected to thoughtfully approach and complete homework with the same earnest diligence that they bring to their classwork each day.

Parents/Guardians should support students by:

- providing the appropriate time for the completion of homework
- providing a quiet workspace and tools for the student to complete assignments
- clarifying directions as needed
- encouraging independent work
- not doing the work but making sure that the child does the work.

### **100.6 Honor Roll**

The following special awards will be issued each grading period to eligible students:

**Principal's Honor Roll guidelines-** Students who earn all "A" grades on their report cards in academic subject areas and receive **exemplary** conduct grades (and effort grades where applicable), will be eligible for the Principal's Honor Roll and will receive a special award at the awards assemblies.

**Honor Roll-** Students who earn A and B grades or all B grades on their report cards in academic subject areas and **exemplary** (A or B) conduct grades will be eligible for the Honor Roll and will receive a special award at the awards assemblies.

**K\_2 Honor Roll** – Students who earn all "E" grades on their report cards in academic subject areas and receive exemplary conduct grades (and effort grades where applicable), will be eligible for Honor Roll.

### **100.7 Promotion Requirements**

Criteria for promotion are established by the State of Florida. Please refer to the Sponsor's Student Progression Plan.

### **100.8 Study Skills**

Taking education seriously is important to academic success. Here are a few tips on how to work towards academic achievement:

- Come to school prepared to work with all necessary supplies.
- Be sure that you understand all assignments given.
- Ask for help from school personnel if assignments need to be explained further.
- Have a specific quiet place at home to study, away from distractions such as television, radios, etc.
- Take home all necessary materials needed for assignments.
- Review and proofread all assignments after completion.
- Normalize your bedtime and wake-up times so that you get enough rest.
- Be proud of yourself for putting forth your best effort and doing a job well!

### **100.9 Technology**

Students have the privilege of using the computer/internet for academic purposes only.

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

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

## **Acceptable Use Policy (AUP) for Student Technology Access in a 1-to-1 Shared Device Environment**

**Purpose:** The purpose of this Acceptable Use Policy (AUP) is to establish guidelines for the appropriate, ethical, and responsible use of technology resources by students in a 1-to-1 shared device environment within educational institutions. By accessing and utilizing school-provided technology resources, students agree to adhere to the rules outlined in this policy.

**Scope:** This policy applies to all students who utilize school-provided devices within a 1-to-1 shared device environment, including laptops, tablets, or other digital devices.

### **Guidelines:**

#### **1. Authorized Use:**

- Students are authorized to use school-provided devices for educational purposes, research, collaboration, and communication consistent with the objectives of the institution and the curriculum.

#### **2. Responsible Use:**

- Students must use school-provided devices responsibly and ethically, respecting the rights and privacy of others, and complying with all applicable local, state, and federal laws, including copyright laws and regulations governing online conduct.

#### **3. Device Care:**

- Students are responsible for the proper care and handling of school-provided devices. Any damage or malfunction must be reported promptly to a teacher or school administrator.
- Students must not tamper with or attempt to modify the hardware or software configuration of school-provided devices.
- Students will be held responsible for any intentional damages to school-provided technology, including but not limited to physical damage or deliberate misuse.

#### **4. Internet Safety:**

- Students must practice safe and responsible internet usage, including avoiding accessing or sharing inappropriate, harmful, or offensive material.
- The school implements internet filtering measures in compliance with the Children's Internet Protection Act (CIPA) to block or filter access to obscene or harmful content.
- Students must report any attempts to bypass internet filtering measures or access inappropriate content to a teacher or school administrator immediately.

#### **5. Monitoring**

- Administration reserves the right to review any material on user accounts for purposes of monitoring appropriateness of material accessed through the network.
- Monitoring of student online activities is conducted solely to ensure the safety and security of students, prevent unauthorized use of technology resources, and enforce compliance with school district policies.
- The primary goal is to detect and address inappropriate or harmful content, cyberbullying, threats, or other activities that may jeopardize student safety or disrupt the educational environment.
- Monitoring of student online activities will occur only during school hours and while students are on school premises.
- The school district will not monitor online activity after school hours or when students are using personal devices and accessing non-school-related networks, such as at home or off-campus locations.

**Monitoring methods may include but are not limited to:**

- Reviewing internet usage logs and history.
- Using content filtering and blocking tools to restrict access to inappropriate content.
- Employing automated monitoring systems to flag potentially harmful activities or keywords.
- Conducting random or targeted checks of student devices and accounts.

#### **6. Email Security and Best Practices:**

- Students are provided with school email accounts for communication purposes. It is essential to use email securely and responsibly.
- Students should not share their email login credentials with anyone and should create strong, unique passwords for their accounts.
- Be cautious when opening email attachments or clicking on links, especially if they are from unknown or suspicious senders.

- Avoid sharing sensitive or personal information via email unless necessary and ensure that emails containing sensitive information are sent securely.
- Report any suspicious or phishing emails to a teacher or school administrator immediately.

**7. Microsoft Teams Communications and Security:**

- Microsoft Teams is provided for educational collaboration and communication purposes. Students must use Teams responsibly and adhere to the following guidelines:
  - Respectful Communication: Students must communicate with others in a respectful and professional manner, refraining from cyberbullying, harassment, or inappropriate language or content.
  - Private Information: Students must not share personally identifiable information (PII) or sensitive personal information (SPI) within Teams conversations unless necessary and appropriate.
  - Secure Meetings: When hosting or participating in Teams meetings, students should ensure that the meeting settings are secure to prevent unauthorized access and adhere to the school's guidelines for virtual meetings.

**8. Digital Citizenship and Safety:**

- Students are expected to demonstrate good digital citizenship by engaging in responsible, ethical, and respectful behavior online.
- Students should be mindful of their digital footprint and understand the potential consequences of their online actions, including the impact on their reputation and future opportunities.
- Students should critically evaluate online content for accuracy, reliability, and credibility, and refrain from spreading misinformation or engaging in online hoaxes.
- Students should be aware of online privacy risks and take proactive measures to protect their personal information and privacy online.

**9. Student Support Services:**

- The school provides student support services, including counseling, mental health support, and digital wellness programs, to assist students in navigating challenges related to technology use, cyberbullying, online harassment, and digital well-being.
- All student support services adhere to strict confidentiality and privacy guidelines in compliance with FERPA, COPPA, CIPA, HIPAA, and Florida House Bill 379.

**10. Accessibility and Inclusivity:**

- Technology should be accessible to all students, regardless of ability or disability. Students with disabilities should have equal opportunities to access and utilize school-provided devices and digital resources.
- The school will provide accommodations and assistive technologies as needed to ensure that students with disabilities can fully participate in educational activities and utilize technology effectively.
- Students are encouraged to report any accessibility barriers or challenges they encounter with school-provided devices or digital resources to a teacher or school administrator for assistance and support.

**11. Privacy and Data Protection:**

- The school collects and maintains limited personal information from students for educational purposes, such as educational records, grades, and attendance.
- Personal information collected from students is protected in accordance with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), and the Health Insurance Portability and Accountability Act (HIPAA) where applicable.
- Parents/Guardians have the right to review, request changes to, or delete their child's personal information collected by the school.
- The school implements appropriate security measures to safeguard student data and prevent unauthorized access or disclosure.

**12. Third-Party Vendors' Policies:**

- The school district may utilize third-party vendors or services to provide educational resources, tools, or platforms to students.
- Third-party vendors are required to comply with COPPA, CIPA, FERPA, HIPAA, and other applicable regulations and adhere to industry best practices for student Personally Identifiable Information (PII) protection and use.
- Parents/Guardians may request information about the privacy policies and practices of third-party vendors utilized by the school district to ensure the protection of student PII and compliance with applicable laws and regulations.

**13. AI and Emerging Technologies Acceptable Use for Educational Purposes:**

- Students may utilize AI tools and resources provided by the school for educational purposes, such as language translation, data analysis, and virtual tutoring.
- AI tools should be used responsibly and ethically, respecting the rights and privacy of others.
- Students should critically evaluate the outputs and recommendations provided by AI tools, recognizing their limitations and potential biases.
- AI and Emerging Technologies must not be used to plagiarize or misrepresent original work.
- Any misuse of AI tools, including attempts to manipulate or abuse the technology for personal gain or to deceive others, is strictly prohibited.

**14. Plagiarism:**

- Plagiarism, the act of using someone else's work or ideas without proper attribution, is strictly prohibited.
- Students must ensure that all academic work submitted, including written assignments, presentations, and research projects, is their original work or properly cited to give credit to the original source.
- Students should use reputable sources and cite them appropriately according to the school's academic integrity guidelines.

**15. Personal Device Use in School:**

- Personal devices brought onto school premises are not authorized for general school use unless used in designated device usage zones identified by school administrators.
- Personal devices must not disrupt classroom activities or interfere with school-provided technology resources.
- Any unauthorized use of personal devices for academic purposes may result in disciplinary action.
- Student Cell Phone Policies can be found in section 900.4, pg. 29

**16. Parent/Guardian Responsibilities:**

- Parents/Guardians are responsible for reviewing the Acceptable Use Policy (AUP) and Student Code of Conduct with their student.
- Parents/Guardians are encouraged to discuss the guidelines outlined in the AUP and Student Code of Conduct with their student to ensure understanding and compliance.
- By signing below, parents/guardians acknowledge that they have reviewed the AUP and Student Code of Conduct with their student and agree to support their student in adhering to these guidelines.

**17. Repair & Replacement Fees:**

- Students are expected to return school issued devices and device peripherals in the same condition in which they were issued, except for normal wear and tear.
- The school will annually provide a repair and replacement fee schedule for any loss, destruction, or unnecessary damage to the IMD to be used when applying financial obligations for repairs or replacement costs.
- The fee schedule is subject to change based on parts availability and industry pricing adjustments.

**18. Consequences of Violation:**

- Violation of this Acceptable Use Policy may result in disciplinary action, including but not limited to temporary or permanent loss of device privileges, academic penalties, and legal consequences as appropriate.
- The severity of consequences will be determined by the nature and severity of the violation, in accordance with school policies and procedures.

**Acknowledgment:** By utilizing school-provided devices, students acknowledge that they have read, understood, and agree to comply with the terms and conditions outlined in this Acceptable Use Policy.

**Parent/Guardian Signature:** I, [Parent/Guardian Name], have reviewed the Acceptable Use Policy (AUP) and Student Code of Conduct with my student, and I agree to support them in adhering to these guidelines.

Parent/Guardian Signature: \_\_\_\_\_

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

**Review and Updates:** This Acceptable Use Policy will be periodically reviewed and updated as necessary to reflect changes in technology, laws, and educational practices. Any revisions will be communicated to students and staff accordingly.

### **Cell Phones and Personal Electronic Devices**

In accordance with House Bill 1105 (2025), use of cell phones and other personal electronic devices are not permitted for students in grades K-8 during school hours. High school students may use cell phones and other personal electronic devices under the supervision of staff and for educational purposes only. Students must comply with the directives of school staff regarding when and where cell phones and electronic devices can be used. Cell phone conversations and video recording are prohibited unless under the supervision of school personnel. All teachers are required to designate a secured area where cell phones and other electronic devices must be stored during instructional time. Students must place their cell phones and electronic devices in the secured area. Failure to do so will lead to disciplinary measures.

### **Online Educational Service Providers**

The school may utilize various online educational service providers as part of its educational program. All online educational services are reviewed to determine how the company utilizes the personal identifiable information ("PII") of students. Parents will be notified in writing if an online educational service provider will collect PII, including what PII will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any. If at any time the school learns that an online educational service provider shares PII with third-parties, parental consent must be obtained before the student can utilize the service.

### **100.10 Textbooks**

Students are provided work texts for many subject areas. However, non-consumable textbooks will be loaned to a student for use. These textbooks are the property of the school and are issued for student use during the school semester or school year. The textbook becomes the responsibility of the student and/or parent and all non – consumable textbooks assigned to the student must be returned at the end of the semester/year in the same condition in which they were issued.

Do not write or highlight in your non – consumable textbook. Please provide a cover for the book but do not use contact paper as a protector. Any damaged or lost books must be paid for before another book is issued. Any student who has not paid for a lost book will be restricted from participating in school activities.

## **Section 200 - Attendance Procedure/Policy**

### ***According to the Florida Department of Education***

<http://www.fldoe.org/how-do-i/attendance-enrollment.stml>

***All children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term.***

The school expects all students to attend school on a regular basis. Each day that a student attends school he/she has opportunities to develop personal, social, and academic skills. We encourage the commitment of students, parents, and staff to work together to ensure compliance with school attendance expectations. Students (Parents) are responsible to be on time to school, notify the school when absent, make-up assignments missed and turn in work assigned on time.

**Failure to comply with attendance expectations may result in disciplinary action. An Absence Notification Form is provided at the end of this handbook.**

After 5 unexcused absences or an excessive number of excused absences, a letter will be sent home to notify the parent/guardian of the severe consequences faced by the student for frequent absenteeism. After 10 unexcused absences a second letter will be sent home to notify the parent/guardian. A conference will be called to meet with the student and/or parent/guardian to develop an attendance agreement.

If the unexcused absences continue, members of the staff will meet to review possible additional interventions. Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

**Please note:** The Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names of minor students who fail to satisfy relevant attendance requirements making them ineligible for their driving privilege.

### **200.1 School Calendar**

The school will follow the School District's calendar for all student holidays and teacher workdays, except early release days. Weather or Emergency Related Closings will also follow the school district recommendations as published to the general public.

### **200.2 Procedures for reporting absences**

- Our school's policy dictates that parents/guardians must report absences to the school on the day of the absence/absences. Please call before 9:00 AM. In addition, the school also requires a written Absence Notification Form (from the Parent/Guardian, link on school website) when the student returns, within two days of the absence.
- Parents must provide the school with accurate telephone contact numbers and email address and ensure the information is correct if there are any changes during the school year.

### **200.3 Excused Absences**

- ***Illness of student:*** An Absence Notification Form signed by the parents/guardians MUST accompany the student on their return to school explaining the student's illness. An absence notification form must be received within two (2) days after the student returns. For long-term illness, a doctor's excuse WILL BE REQUIRED.
- ***An accident resulting in injury to the student:*** An Absence Notification Form signed by the parent/guardian must accompany the student upon their return to school.
- ***Death in family:*** An Absence Notification Form signed by the parents/guardians must accompany the student on their return to school.
- ***Subpoena- official summons to appear in court or immigration appointment:*** An Absence Notification Form signed by the parents/guardians must accompany the student on their return to school. A copy of the court subpoena must be presented upon return to school.
- ***Religious holiday (faith of student) recognized by Public Schools:*** A student shall be excused from attendance in school on a particular day or days or at a particular time of day and shall be given the opportunity to make up any examination, study or work assignment which has been missed for observation of a religious holiday. An Absence Notification Form signed by the parents/guardians must accompany the student on their return to school.
- ***Student sent home with contagious disease:*** Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to stay home from school and may not return to school until they no longer present a health hazard. In order to return to school, parents must obtain a doctor's note stating that the student is no longer contagious. An Absence Notification Form must be received within two (2) days after the student returns. For long-term illness, a doctor's excuse WILL BE REQUIRED.
- ***Participation in school or district-sponsored activities:*** School sponsored activities must also be pre-arranged and APPROVED with the principal's office.
- ***Doctor/dentist/therapy appointment:*** Must present doctor's note with time and date of appointment. An Absence Notification Form must be completed.
- ***Unusual emergency:*** In the event of an unusual emergency, an Absence Notification Form signed by the parents/guardians MUST accompany the student on their return to school explaining the incident (i.e., house flood).
- ***Pre-planned absence:*** A pre-planned absence for a personal reason that is acceptable to the principal or designee may be excused. A parent must make the request in writing to the principal or designee at least three (3) days prior to the date of the absence. The parent will be notified of the decision.

The school has a "No Nit" policy. If a child is identified as having head lice or nits, he/she will be excluded from school and will not be permitted to return until he/she is free from lice or nits. Parents are responsible to provide appropriate treatment to eliminate the lice and nits before the child returns to school. Upon return, the child must be accompanied by the parent to check for lice or nits. Students are allowed a maximum of two excused days of absence for each infestation of head lice.

The best prevention for lice is for parents to educate their child about not sharing combs, brushes, hair barrettes, hats, etc.

Students attending school-sanctioned, off-campus activities and/or school business shall be counted present and will be permitted to make up work missed.

#### **200.4 Unexcused Absences**

Absences not excused as defined in the previous section, are considered unexcused.

- Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused. (F.S. 1003.22(1))
- **External Suspensions**
- **Vacations, transportation issues, alarm clock failures, “parent’s fault” and inclement weather, etc. are considered an unexcused absence.**

#### **200.5 Make-up Work**

All students are expected to make-up class work missed during an excused absence. For excused absences the student has **two days** to make up the work for each day the student is absent, **not including the day of return or weekends.**

Suspensions: Make-up work for a partial grade is allowed for all students, at the discretion of the teacher. (100% will become 90%; 90% will become 80%; etc.) It is the student’s responsibility to get the missed work. All work is due one day following the day of return from the suspension. Student is NOT allowed to participate in any school activities during the suspension period.

Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally related activities to mitigate the loss of instructional time.

#### **200.6 Excessive Absence**

When a child accumulates five (5) unexcused absences during a grading period a letter will be sent to the parent notifying them of the absences - *Attendance Warning Letter*

When a student accumulates seven (7) unexcused absences (not including suspension) a second letter will be sent home with the requirement to attend a meeting with school personnel - *Attendance Follow- Up Warning Letter*

Excerpt from Florida Statute 1003 .26 (1)(b)(c)(e) “The Principal shall . . .a meeting with the parent must be scheduled to identify potential remedies...”

If an initial meeting does not resolve the problem, the Attendance Review Committee will implement the following:

- Frequent attempts at communication between the teacher and family
- Attendance contract

The Attendance Review Committee will consist of:

- Principal/Designee
- Classroom Teacher
- Administrative Assistant
- Grade Level/Department Chair
- Guidance Counselor, if applicable

Students who display a pattern of nonattendance may be required to present medical evidence. Students who are absent from class but not listed on the absentee bulletin shall be reported by the teacher to the appropriate school administrator.

**When a student accumulates 10 unexcused absences (not including suspension), a second letter will be sent home with the requirement to attend an Attendance Review Committee meeting with school personnel - *Warning Letter for Excessive Absence. Chronic truancy and deliberate nonattendance in excess of 15 days per semester may result in involuntary dismissal.***

#### **200.7 Early Sign-out**

A written request to have a student excused from school early must be sent with the child on the morning of the dismissal, including the time and reason for leaving. ***Students may not be dismissed from school during the last thirty minutes of the school day, except in cases of emergency.*** Early dismissal is discouraged as important classroom activities take place at the end of each day. The school will not accept notes “after the fact”. Phone calls will not be accepted to request early dismissals from school unless there is an extreme emergency. Students will only be dismissed to persons who are listed on the Emergency card. Photo identification will be required. ***Students may not be dismissed by school employees.***

As classroom time is highly valued, all medical appointments should be made outside of school hours, whenever possible. For purposes of safety, only adults who are listed on the Emergency Card on file at the school, as being authorized, will be permitted to remove the student from the school. ***There will be no exceptions (extreme emergencies may require the school to seek alternate authorization).*** The parent/guardian, or authorized person, MUST come to the office to sign out the child and have the student dismissed from the classroom. A photo ID must be shown.

**Student drivers** - Once students arrive on campus, they may not leave without permission. Students who must leave school during school hours must have their parent/guardian request this release by phone or in person to the principal or designee in order to obtain pre-approval. More than **4** sign-outs in a grading period shall require medical or other documentation and/or a parent/guardian must be present in order to be considered excused.

A parent/guardian must come in person to add names to the emergency card. It is the responsibility of the parent/guardian to maintain updated information on the emergency card. A note sent with the student, a fax and/or a phone call from a parent/guardian will not be accepted for updating contact information. ***There are no exceptions!***

During school hours a principal or designee shall permit a child to leave school only in custody of one of the following adults:

- **Parents/guardians of the student with photo ID**
- **Person listed on emergency contact card, with photo ID**
- **Law enforcement officer**
- **Authorized worker from the Department of Children and Families**

At the end of the school day, students are released at a specified time and place and are expected to go directly home. Parents must notify the school office regarding any change in the student's normal transportation. Car riders should be picked up immediately in the school's designated area. If applicable: Students riding the school's approved buses are expected to unload from the bus at their designated stop. Students must enter and exit at their assigned bus stop; requests for changes will not be honored.

**At no time is a teacher permitted to release a student from class for early dismissal. All students will be released via the school office. Students will not be released thirty minutes prior to the end of the school day.**

### **200.8 Late Arrival**

The tardy policy has been established to ensure minimum interruptions to the learning environment. Students who are late to school must obtain a late pass from the office. Only tardies for doctor/dentist appointment or an unusual emergency will be excused. The student's late pass **will be** their pass to class. Students will not be permitted to enter the classroom without a tardy pass.

When arriving at school from the appointment the student must submit proof of the date/time of this appointment with a parent present. **Students in grades K-5 must be signed-in by the parent/guardian.**

### **200.9 Tardy policy**

The school understands that on occasion a student may be late for school. However, tardiness is disruptive to the learning environment. Students who accrue three or more tardies per quarter will receive a detention and will not be eligible for perfect attendance.

A student is tardy when the student arrives after the beginning of the school day or when the student is not in the assigned seat when the tardy bell rings. A student's tardiness shall be excused when the reason given is acceptable to the principal or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.

A student has the responsibility to be in class on time. A student failing to make an effort to attend class shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.

For example:

- First tardy during the quarter – tardy pass

- Second tardy during the quarter – tardy pass
- Third tardy during the quarter – tardy pass and detention
- Fourth tardy and above – tardy pass and detention

At the end of the quarter the child will start over:

- First tardy during the quarter – tardy pass
- Second tardy during the quarter – tardy pass
- Third tardy during the quarter - tardy pass and detention
- Fourth tardy and above – tardy pass and detention

This pattern is repeated for each of the four quarters of a school year. Students with excessive tardies will receive further disciplinary action including “out of school suspension”. Teachers will allow tardy students to enter the classroom only if they have a tardy pass. Students are considered tardy when arriving at school after classes have begun.

**Students with an accumulated total of fifteen (15) unexcused tardies, unexcused absences or early dismissals during the school year are out of compliance with our attendance policy and may be subject to further disciplinary action, including revocation of driving privileges, and not being allowed to participate in extra-curricular activities, interscholastic competitions or performances for the remainder of the school year.**

#### **200.10 Truancy/Cutting Class**

Not attending school or leaving school without proper permission is considered unacceptable behavior that will lead to disciplinary action (i.e., parent contacted, parent conference, suspension, etc.)

#### **200.11 Trespassing**

Students are not allowed to enter or remain on the school campus without proper authorization. Violators may be subject to suspension and/or arrest for criminal trespass.

**There is no supervision 20 minutes prior to the start of school or 20 minutes after dismissal. Students must be picked up within 20 minutes of dismissal unless they are involved in a supervised after school activity.**

#### **200.12 Rainy Days**

It is important that parents remain patient during rainy day dismissals. Our goal is that all students are dismissed safely. Please remain in your car and be ready to pick up your student. It is very difficult for some children to get home at dismissal time when it is raining.

**Please make definite plans for your child to go home on rainy days.** No office phone calls for rainy weather plans will be permitted. Students will only be permitted to use the phone for emergencies.

#### **200.13 Dismissal/Final Bell**

Please remain in your car during dismissal. School staff will work efficiently to execute a safe and quick dismissal. An announcement will be made at the end of each day for students to exit the building if they are not involved in a supervised after-school activity.

#### **200.14 Withdrawals from School**

An enrolling parent who wishes to withdraw a student from school must report to the registrar’s office for the student to receive a clearance to withdraw. The withdrawal form must be signed by all of the student’s teachers and staff, to include cafeteria and before/after care. These signatures indicate that the student is clear with reference to textbooks, library books and any other school equipment that might have been in his or her possession and is cleared for payment of outstanding balances for school services such as lunch. Withdrawals will be processed no later than the day following the withdrawal date.

#### **200.15 Custody Concerns**

If your family has custody concerns, please provide the school with the original certified written court documents. Both birth parents who share equal custody will have access to students and their records unless we have a court document to the contrary. Please do not list non-custodial parents on the Emergency Card unless that person is permitted to pick the student up from school.

## **Section 300 – Edventure - Before and After School Program**

Edventure (Before and After School Program) is a fee-based service provided to those parents who require before and after school supervision of their students in grades Kindergarten - eight. Care is reserved for those students who attend the school.

### **300.1 Before School Program**

The Before School Program will serve breakfast and will provide some time for children to review their assignments prior to the start of school. **This is not a supervised homework session.**

**Please check the website for hours of operation.**

All students who come to school more than 15 minutes prior to the start of school are required to go to the Before School Program. Students who arrive early will be placed in the Before School Program and parents will be assessed the appropriate fee. Failure to comply will result in no supervision for the student and the appropriate authorities will be notified.

### **300.2 After School Program**

All students who remain on the premises for more than 20 minutes after dismissal will be escorted to attend the After-School Program. Parents will be assessed the appropriate fees. Failure to comply will result in no supervision for the students and the appropriate authorities will be notified.

The After-School Program is designed to provide supervised care for those students who must remain after school. A snack will be provided, and personnel will assist students with their homework assignments. Recreational activities will also be provided.

### **Introduction**

Edventure will focus on meeting the needs of students, by providing a safe, fun, and enriching environment. This will be a time for students to experience challenges, growth, and success.

### **Program**

Edventure provides a variety of meaningful activities including a quiet period of supervised homework, snacks, outdoor play, and structured indoor activities. In addition, students participate in special activities such as arts and crafts, science and engineering projects and the opportunity to enhance their computer skills on a weekly basis.

### **Staff**

All staff members have been screened according to our school's guidelines. All activity leaders are at least 18 years old. The Program Director is responsible for the supervision of the Edventure Program.

### **Snacks**

Daily snacks are provided for all participants. If your child has an allergy or special needs, please contact the Director. Information regarding your child's special needs must be kept in your child's file. In these cases, the parent is responsible for providing the child with a nutritious snack.

### **Fees**

Fees must be paid in advance utilizing MySchoolBucks. There is no partial payment for partial use of services. Nonpayment will result in inability for child to participate in school activities, sports, field studies, etc. **No child will be allowed to begin a service period for which payment has not been made in advance.**

### **Late Pick-up Fee**

It is important to establish a back-up plan to ensure that your child will be picked up on time from the After-School programs. A late fee of \$1.00 per child per minute will be charged after 6:30 PM.

**Repeated late pick-ups will result in the withdrawal of your child from the after school program.**

### **300.3 Registration**

Registration will be considered complete when the following requirements have been met:

- Parent Acknowledgment Form and registration form must be completely filled out and signed.
- Registration form must contain two emergency contacts. These contacts must be local, reliable, and available to pick up your child in case you are unavoidably detained.
- All past due balances must be paid before using the Edventure Program.
- All fees must be paid in advance. **REGISTRATION FEES ARE NON-REFUNDABLE!!**

## **Section 400 - Cafeteria**

### **400.1 Cafeteria Behavior**

Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food, keep communication noise levels low (no shouting), and remain seated. Containers are provided for the disposal of trash and each student is required to dispose of any trash on his/her table and the surrounding area before the lunch period is over (or immediately upon the request of the monitors). Students are not allowed to leave the school grounds for lunch. The cafeteria rules are posted, and all students are expected to adhere to the established rules at all times. Food or objects are not to be thrown at any time while in the cafeteria as this poses a safety concern.

### **400.2 Lunch Services**

SLA Management is the school's contracted provider for breakfast and lunch. Monthly breakfast and lunch menus are posted online as well as in the school cafeteria. Participation in the school breakfast and lunch program is not a requirement. Students may bring their lunch to school from home if they wish. **Parents who drop off a "forgotten" lunch must do so prior to 9:30 a.m. Lunches will not be delivered after this time.** Please refer to the school website for the cost of breakfast and lunch. Free or reduced-price lunch is available for those who qualify.

Students are encouraged to eat a healthy lunch each day as provided by the cafeteria staff. Please do not provide candy, sodas, energy drinks, or other carbonated beverages as part of your child's lunch. Instead, please send assorted fruits, fruit juices or other healthy items.

### **400.3 Cafeteria Accounts**

Each student is automatically set up with a **cafeteria account** upon enrollment. To manage their children's accounts, parents can go to My School Bucks on the school's website. Through the portal, parents can check their child's cafeteria account balance, make payments using a credit or debit card; and even apply for free and reduced meal benefits. Parents are highly encouraged to pre-pay for lunches on Friday or monthly so that funds are always available for student purchases. **Cash payments will not be accepted.**

### **400.4 Free and Reduced-Price Meals**

The school participates in the National School Lunch Program and School Breakfast Program. An application for free or reduced-price meals is available at My School Bucks on the school's website. Parents must apply for this benefit annually. Parents of students who wish to apply for free or reduced meal benefits must file an application with their school lunch program. School district meal applications will not be accepted. Applications take 10 school days to process. **Parents are responsible for paying for all charges accrued until their free or reduced-price meal application is approved.** Notification of eligibility for meal benefits will be sent directly home by the school. *Returning students* who were approved for free/reduced-price lunch during the previous school year will receive their benefits for the first 30 days of school. Please note that students who qualify for free or reduced-price meals are entitled to one breakfast and one lunch daily. Those who choose to take a second breakfast and/or lunch will be charged full price for that meal.

### **400.5 Meal Charge Policy**

Any student in grades K-12 who wishes to purchase a student lunch but does not have money in-hand or sufficient funds in his or her prepaid account, will be allowed to charge three (3) hot lunches on a temporary credit basis. This extension of credit only applies to lunch meals and does not include breakfast or a la carte items (including milk, snacks, or extra entrees).

Any student who has charged three (3) hot lunches on credit, and whose lunch balance drops below the current cost of a hot meal, will no longer be eligible for a hot meal. In such cases, students will be provided with a substitute meal (*i.e.*, a

cheese sandwich and milk). The substitute meal will continue to be charged against the student's account balance at a reduced rate. The student will continue to receive the substitute meal each day that they attempt to purchase lunch while their balance is insufficient. Once a payment has been fully processed and the student's balance exceeds the cost of a hot meal, they will once again be eligible to purchase the regular meal.

This meal charge policy applies to fully paid and reduced-price meals.

#### **400.6 Collecting Unpaid Balances**

The school's cafeteria manager will send a negative balance notification to parents when a student overdraws his or her lunch account. If a student repeatedly comes to school without lunch or lunch money, the cafeteria manager will report this to the principal. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price meals for their child.

**Parents are not permitted to eat lunch in the cafeteria. A separate, designated area will be provided by the school administration for parents to enjoy lunch with their child.**

**Students may not reheat their lunches at school.**

**Students may not bring food items to share.**

### **Section 500 - Communication**

Communication with parents/guardians is an integral part of a student's program. A mutually beneficial rapport between home and school is important to us all. When calling the school for any reason, please inform the receptionist of the nature of the call and you will be directed to the appropriate person(s) who will provide you with the assistance you need. Teachers are expected to return your phone call within two working days.

Official school information will only be provided via the school's website, the school's official Facebook page, or communications made by school personnel. Unauthorized Facebook pages and other forms of communication that are not sponsored by the school should not be relied upon as accurate or as a representation of official school information. If parents have questions regarding events at the school, they should contact the school administrative team.

#### **500.1 Power School**

Parents/Guardians have instant access to detailed grade and attendance reports for all their students via Power Schools. During the first weeks of school parents/guardians will be provided with a password for access to their child's information.

#### **500.2 Website**

The school's website is where all official information may be found regarding school activities.

#### **500.3 Parent Conferences**

Conferences may be scheduled at the request of the school or at the request of the parent/guardian. Parents/Guardians requesting conferences with school personnel should make their request in writing or by emailing the teacher directly using the school email address. School personnel will get in touch with the parents and arrange a mutually agreed upon time for the conference. Conferences requested by the school will give a specific time and date for the meeting. **All parents and visitors must sign in at the front office upon entering the building for a visitor's pass before proceeding to any classroom.** Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing students.

**Parent conferences will not be held during the school day, unless authorized by the teacher. Conferences held during the school day will be scheduled during the teacher's planning time. All other conferences will be held before school or after school ends.**

**Tips for making the most of school conferences:**

- Talk with your child ahead of time. Let him/her know that you and the teacher are having this meeting to ensure a positive and productive year. Talk about academic and social issues. Knowing how things are going during recess is as much of a concern as his/her favorite subject in the classroom.
- If you have concerns or questions about your child's performance in a specific area, bring some of your child's work to the conference. It is beneficial to both parties to have samples of schoolwork to examine together. Concrete examples reduce the need for guesswork.
- Due to the number of scheduled conferences, meeting time is limited. To make the most of your time, let the teacher know in advance about specific concerns or points you wish to discuss. This will enable him/her to gather student work and any other pertinent information prior to the meeting.
- Please be prompt.
- Keep the focus on your child. Compare his/her work month to month instead of comparing it to other students. Understand that teachers evaluate students against expectations for individual progress and grade level standards. It wouldn't be appropriate for teachers to comment on how your child compares with his/her classmates.
- Remember that you are in partnership with the teacher and that you both want what is best for the student. When devising an action plan do not hesitate to make suggestions as well as listen to them. Share the plan with your child. It's important for him/her to see you and the teacher as part of the same team.
- Leave the conference on a positive note. If you feel more time is needed to discuss an issue, schedule another appointment.
- Be prepared to report plenty of positive feedback as well as new goals to your child.

#### **500.4 Grievance Procedures**

In some circumstances there may be a disagreement between parents, students, and staff at our school. If such a disagreement occurs, please follow the guidelines listed below so the situation might be satisfactorily resolved.

Think carefully about the situation; talk with your child to make sure you have all the important information. Please remember there are two sides to every story.

- **Please seek to resolve the situation with the teacher. He/she should be your first line of communication. Keep those lines open and friendly.**
- **If the situation cannot be resolved with the teacher, please contact the Dean of Students or Assistant Principal.**
- **If the situation is not resolved satisfactorily with the administration team and the teacher, parents may complete the Grievance Form found on the school's website.**
- **In the event the situation is still not resolved the parent/guardian may make a formal, written request to appear at a regularly scheduled Governing Board meeting.**

Please follow the procedures listed above for a timely response to a concern. The school's governing board will usually refer the case back to the school. The school staff will make every effort to communicate with parents to avoid unpleasant situations. In the event a grievance is necessary, please remember to remain calm and rational. We understand that your child's welfare is extremely important to you, as it is for us. We are a team working together to ensure academic success for each student. If the situation cannot be resolved by the teacher, please schedule a meeting with the Dean of Students or Assistant Principal.

#### **Special Grievance Process for Certain Types of Grievances**

The "Parental Rights in Education" law, also known as House Bill 1557 (2022), sets forth specific grievance procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7., Florida Statutes, and on the "Parental Request for Appointment of a Special Magistrate" form published by the Florida Department of Education and available here: <https://info.fldoe.org/docushare/dsweb/Get/Document-9669/dps-2022-158b.pdf>. This includes any complaints or disputes related to the following:

- Concerns over procedures for notifying a student's parent if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student.
- Concerns related to any school policies or procedures that are perceived to discourage or prohibit parental notification of and involvement in critical decisions affecting their student's mental, emotional, or physical health or well-being.

- Concerns over classroom instruction related to sexual orientation or gender identity, which is prohibited in grades K-3 and must be age-appropriate for all other grades.
- Concerns over student support services training developed or provided to school personnel that is believed to be out of compliance with guidelines, standards, and frameworks established by the Department of Education.
- Concerns over parental notification at the beginning of the school year about healthcare services offered by the School, including the ability to opt-out or withhold consent for any such services.
- Concerns over whether the School provided a well-being questionnaire or health screening form to the parent and sought their permission before it was administered to the student. This only applies to students in grades K-8.

Parents and guardians have the right to notify the Principal of any concerns related to the above areas. The parent or guardian must submit their concerns in writing to the Principal, stating with particularity the factual grounds for the concern. The Principal or designee must provide a response to the parent within seven (7) days of receiving the complaint. If the dispute cannot be resolved by the Principal or designee within seven (7) days, the parent may present the dispute to the School District. The School District must attempt to resolve the dispute within thirty (30) days. If the School District is unable to resolve the dispute, a parent may request the appointment of a special magistrate utilizing the "Parental Request for Appointment of a Special Magistrate" form linked above. For purposes of this policy, the term "days" means business days and excludes state, federal and school holidays.

#### **500.5 Telephone Use**

Students are not permitted to use the office telephone unless it is an emergency, and the use has been approved by an administrator. Calls originating from the school will be strictly supervised.

***No student will be called to the office to receive personal calls.*** An administrator or counselor will deliver emergency messages to the student. An emergency is an illness or death in the family. Transportation changes, changes in scheduled appointments, etc. are not considered to be emergencies. No flower or balloon messages will be delivered to students at school.

Students in grades K-8 are prohibited from using cell phones, smart watches and Air Pods/headphones during the school day. High school students may utilize cell phones, smart watches and Air Pods/for academic purposes as part of the daily instruction, supervised by the teacher. At all other times they must be turned off and out of sight during the school day or in an area designated by their teacher.

#### **500.6 Parent/Relative Visitation during the School Day**

During the school day impromptu parent/relative visitations will not be permitted unless there is an extreme emergency. These visits are generally disruptive to the learning environment and therefore discouraged.

#### **500.7 Up-to-Date Contact Information**

The school must be able to contact parents/guardians (or your designated substitute) during the day. Parents/guardians are required to notify the school office whenever there is a change in home, work, or cell phone numbers or other emergency contact information. This includes changes to a student's medical history or any other condition that affects the student's participation in school programs.

#### **500.8 Balance owed for Lunch, Lost Textbooks, Before and Aftercare, etc.:**

Although the school understands that at times payments may be overlooked or late, the school cannot carry outstanding balances. Parents/guardians are expected to pay for services rendered. Students who have outstanding balances may be restricted from participating in extra-curricular activities and sports until the money owed is paid in full. Any money collected for the activity will be applied to the outstanding balance.

### **Section 600 - Dress Code**

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their schoolwork shall be required to make the necessary alterations before entering the classroom to be properly prepared for school.

We believe that a uniform dress code is an important part of a safe, orderly school environment where the focus is on student learning. A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. **The Administrative Team reserves the right to interpret appropriate school attire.** Students are expected to follow these guidelines. Every student in attendance will wear a school uniform and abide by the requirements of the dress code. Uniform shirts are available only through IUniforms; uniform bottoms may be purchased at local stores that carry uniform style clothing. Failure to wear any part of the school uniform will result in disciplinary action – detention, notice of concern, parent notification, etc.

#### **600.1 Hair and Head Coverings**

Hair must be clean, neatly groomed and of a natural color. Head coverings including, but not limited to, bandanas, caps and hats are not permitted unless they are necessary for athletics or are worn for religious or medical reasons (practices that are documented with the school administration). Hats that do not violate the dress code, may be worn as part of a “spirit week” theme, or outdoors for physical education and recess as a safety precaution from sun damage.

Bandannas are not permitted. Curlers and other hair grooming aids are not permitted.

#### **600.2 Shoes**

Only closed-toe shoes are permitted. Shoes shall be worn at all times while at school, be securely fastened to the feet and have a low heel height. Footwear must be suitable for outdoor physical education classes and unsafe shoes are not permitted.

No “mules”, slippers, or “slides”.

No heavy military type boots, shoes with metal tips or steel toes may be worn.

No backless shoes, cleats, Crocs, house slippers, sandals, or shoes with wheels.

No Heelys.

Tennis shoes are preferred.

#### **600.3 Socks**

Socks should be worn to avoid blistering of the heels and feet, at the discretion of the parent. Fishnet stockings, gang-related colors or other inappropriate leg wear is not acceptable.

#### **600.4 Shirts**

Students may only wear shirts purchased through IUniforms, through the school PTSO or sanctioned by the school. Uniform shirts must be of the type and color designated by the school. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. No tube tops, spaghetti straps, see-through blouses, low backs, midriffs, or sleeveless shirts.

Only school approved uniform T-shirts may be worn as part of the uniform.

A school-approved shirt must be worn at school and while attending school-approved activities and field studies.

A shirt that is worn underneath the polo shirt must not extend beyond the sleeve or the bottom of the polo shirt.

#### **600.5 Jackets**

School logo windbreakers and cardigans, hooded sweatshirts with a zippered front, sweaters, and pull over sweatshirts, including hoodies (if sanctioned by the school), may be worn during the school day and must be in compliance with uniform colors.

Heavy winter coats and jackets should be removed upon entering the building.

No overly large outer wear.

No trench coats.

No hoods on head in building.

#### **600.6 Uniform Bottoms**

Uniform bottoms must be of the type and color designated by the school (black, khaki, navy blue).

All uniform-style bottom attire (pants/shorts) must be secured at the natural waist, be in good repair and be of appropriate size. Bottoms requiring a belt must be worn with a belt (no designs or studs) through the belt loops. Shorts must reach the top of the knee. The pants may not drag on the floor. School approved pants/shorts must be worn at school and while attending school-approved activities and field studies.

No Jeans of any style or color  
No visible underwear  
No leggings, jeggings  
No athletic wear, sweatpants  
No pajama pants or other non-approved apparel.  
No rips, holes, patches, embellishments  
No overly large, overly long, tight fitting attire  
No dresses, mini-skirts, mini-dresses, maxi dresses, and short shorts  
No cargo pants or baggy pants

Students in grades K-2 may wear rompers, jumpers or skorts in the colors designated by the school.

#### **600.7 Jewelry and Sunglasses**

Jewelry is limited to a watch, ring, and small chain. Chains must be worn inside of shirts and are not visible except at the front of the neck. Students may wear up to two pairs of stud-type or one pair small hoop earrings. Earlobe plugs are not permitted. No other body piercing or cartilage piercing is permitted. Mouth “grilles” or “fronts” are prohibited.

Sunglasses may not be worn indoors unless a doctor’s authorization is on file. Sunglasses are permitted to be worn outdoors for physical education and recess as a safety precaution from sun damage.

#### **600.8 The Following are Not Permitted:**

In addition to the above, students **may not:**

- Wear neck gators.
- Have any visible body piercing or tattoos.
- Wear apparel that is a safety hazard, including wallet chains.
- Wear or bring items to school that contain offensive slogans and/or pictures.
- Wear oversized neck chains or chains attached to clothing.
- Display or suggest sexual, indecent, drug, gang/cult association, weapons, or alcohol/drug related wording or graphics, or which may provoke violence or disruption in the school, or support discrimination are not permitted.
- Wear gang attire, “Gothic” look attire, dog collars, spiked jewelry, etc. or any other accessories deemed inappropriate by the administration.
- Wear any item that is offensive, immodest, or deemed inappropriate by the administration.
- Bring hairspray or other hair products to school.
- Be in possession of permanent markers.
- Be in possession of gambling devices including playing cards.

#### **600.9 Important Note for Science Classes**

**Many brands of hair styling products contain highly flammable chemicals, even when they are dry. It is advised that these should not be worn in science classrooms as there is a risk of ignition from open flames.**

#### **600.10 ID Badge**

**Students must wear their ID badge at all times.** The badge should be visible around the neck on a break-away lanyard. The lanyard cannot have any offensive writing and must be age appropriate. Only the school ID may be hung around the lanyard. If lost, the ID badge must be replaced for a cost of \$7.00. The ID badge is an essential part of the school uniform.

Students may be asked to show their ID at any time. Failure to present the ID will result in a discipline referral and consequences ranging from loss of privileges to out of school suspension.

- Students must produce a school ID when tardy or receive a detention for not having an ID.
- Students must have their school ID to attend any activities after the school day.
- Students that purchase lunch in the cafeteria will be sent to the back of the lunch line.

### **Students without an ID Badge**

1<sup>st</sup> time- warning, 2<sup>nd</sup> time- detention, 3<sup>rd</sup> time- detention, 4<sup>th</sup> time- in-school suspension.

### **“Dress Down Days”**

From time to time the school may permit students to refrain from wearing their school uniform all or in part. These times may be during school spirit weeks, holidays or other times designated by the administrative team. Students are expected to comply with the same guidelines as expected during uniform days.

### **600.11 Consequences for dress code violation**

***Blatant violations of the dress code will result in immediate contact with the student’s parent to bring a change of clothes or to remove the student from school to go home to change. Students will not be waived from the school dress code.***

#### **First offense consequences are:**

- conference with student.
- notification of parent/guardian, though the use of dress code violation form or phone call.
- change of inappropriate attire.

#### **Second offense consequences are:**

- conference with student.
- notification of parent/guardian, though the use of dress code violation form or phone call.
- change of inappropriate attire.
- detention or “other consequence” determined by the principal/designee

#### **Third offense consequences are:**

- conference with student.
- notification of parent/guardian, though the use of dress code violation form or phone call.
- change of inappropriate attire.
- In-school suspension or “other consequence” as determined by the principal/designee.

#### **The fourth and subsequent offenses are:**

- Considered willful disobedience subject to referral to the principal/designee for further disciplinary action, which may include out-of-school suspension.

## Section 700 – Health

### **700.1 Emergency cards**

Emergency Cards must be completed for every student. Up-to-date information allows the office to contact parents/guardians in the event of an emergency. Therefore, it is extremely important to notify the school immediately if there is a change in address or telephone number(s) at home and/or at work. For similar reasons, we also need current addresses and telephone numbers of child-care providers and the person to contact in case of an emergency.

**Parents/guardians are required to notify the school office whenever there is a change in home, work, or cell phone numbers or other emergency contact information. This includes changes to a student's medical history or any other condition that affects the student's participation in school programs.**

### **700.2 Medications**

To enable students to receive their prescribed medications during the school day, a special medication/treatment form must be completed. This form requires the signature of the Doctor prescribing the medication and the parent's/guardian's signature. Whenever possible, prescription medication should be administered at home. When a physician specifies that medication be administered during the school day, the school should be contacted, and the following guidelines will be used to supervise medication administration in school:

- All medication should be brought to the Office at the beginning of the day, **by a responsible adult**, accompanied by a signed and dated Medication form provided by the school, giving the school permission to administer the medication.  
Send only a **30-day supply** (30 school days)
- **The medication must be in the original container, with a prescription label** that includes the following information: child's full name, name of medication, prescription number, dosage, and time to be administered. It is not safe for children to deliver medicine to school. If medication requires equipment for administration (cup, spoon, etc.) the parent/guardian must provide these items.
- Emergency medication will be administered when ordered by the family physician.
- Please notify the school of any medication changes. A nurse or trained staff member as designated by the principal distributes medication in all circumstances.
- Parents must provide written authorization for their child to bring non-prescription medications - Tylenol, aspirin, etc. to school.
- Parents/guardians must notify the school of any allergies or restrictions on non-prescription medications.

All medications provided to the school must be picked up by the parents/guardians at the end of the school year.

### **700.3 Accidents**

Parents will be notified immediately in case of an accident. In the event that a parent cannot be located, the person(s) named as the emergency contact will be notified. It is your responsibility to make sure that these numbers are current and accurate.

Under the Florida Parent's Bill of Rights and in accordance with Florida State Statute 1014.06(1), parents or legal guardians of students must now authorize the school to provide healthcare services for your student, should the need arise for such treatment, while your student is under School supervision.

Parents will be asked to complete a parental consent for healthcare. By completing a parental consent, you are authorizing the school to provide limited treatment to your student for minor injury or illness reported or observed while your student is at school. A "Yes" response does not authorize the dispensing of medication or school-based health screenings such as vision, hearing, scoliosis, etc. These services require separate, additional consent.

A "No" response will result in calls to the parent/guardian or emergency contact for **all** medical concerns including but not limited to instances where students may have a "headache", feel ill or minor injuries such as cuts, scrapes, bumps, or bruises. Emergency Medical Services will continue to be contacted for any situation deemed serious.

Failure to respond will result in an indication of "No" for healthcare treatment and a parent or guardian will be contacted for all medical concerns.

The form is a part of the registration packet.

If the parental consent form is signed with “yes”, a trained staff member will administer initial treatment of minor injuries. The student’s emergency contact will be notified by phone whenever treatment is administered. In the event of a more serious accident the EMT’s will be called and dispatched. The emergency contact will be notified immediately.

#### **700.4 Student Illness**

Parents will be notified immediately in case of illness. In the event that a parent cannot be located, the person(s) named as the emergency contact will be notified. It is your responsibility to make sure that these numbers are current and accurate.

Students too ill to remain in class must request permission from their course teacher to report to the clinic. The parent/guardian will be contacted, and the determination made whether the student would go home or return to class.

Students with medical devices such as crutches, canes, walkers, wheelchairs, braces, and splints must have a note from their medical doctor in order to use the school’s elevator if applicable.

An Emergency Information Card must be on file in the school office. Notify the school in writing immediately when any emergency contact information changes. Students will be released ONLY to persons listed on the Emergency Card unless notification has been received. Students will not be released to persons without proper identification. Children who are ill should remain at home to minimize the risk of passing the illness on to others. Please notify us of any contagious illness your child has so we may alert other parents. In addition, please notify the school of any chronic condition your child may have.

**All students who participate in an after-school sports or club activity must purchase the district sponsored student insurance. Information is available at the school. There are no exceptions!**

#### **700.5 Physical Education**

All students are expected to participate in physical education activities during the school day. If a student is unable to participate, they must provide a written statement from a physician stating the reason the student cannot participate and the time frame regarding participation.

If a student is ill or has been ill and cannot participate in physical education activities, please provide a note to the teacher and the student will be temporarily excused from participation.

**PE uniforms are mandatory for Middle and High School students** and must be worn while the student participates in the physical education program. Failure to “dress out” will result in a zero for the class.

#### **700.6 Vaccination Requirements**

Before entering or attending school in Florida (kindergarten through twelfth grade), each child must provide a Florida Certification of Immunization (DH 680 form), documenting the following vaccinations: Public/Private Schools Kindergarten through Twelfth Grade:

- Four or five doses of diphtheria-tetanus pertussis (DtaP) vaccine
- Three doses of hepatitis B (Hep B) vaccine
- Three, four or five doses of polio (IPV) vaccine\*
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella vaccine for kindergarten and grades one through nine
- One dose of varicella vaccine for grades ten through twelve

Seventh Grade: In addition to kindergarten through twelfth grade vaccines, students entering or attending seventh grade need the following vaccinations:

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through twelve

An updated DH 680 form to include Tdap, must be obtained for submission to the school.

#### **700.7 Student Mental Health Services**

The school aims to align mental health initiatives with academic programming to help students maximize their potential by reducing and supporting the socio-emotional challenges that arise with students. We provide a variety of services to meet

this goal; to include counseling support and community-based resources. Referrals for mental health support services can be submitted through the school's website.

### **700.8 Restrooms**

Under Florida law, all individuals at the school, including staff and students, may not utilize a restroom that is designated for the opposite sex based on the individual's biological sex at birth.

## **Section 800 – Parent/Guardian Expectations**

The education of your child is a team effort to ensure success. Listed below are the school's expectations for parental participation, as parents/guardians are the student's first teacher.

### **800.1 What we need you to do:**

- Provide your child with a good breakfast before they leave for school and make sure they are dressed appropriately for school.
- Bring your child to school on time and pick them up promptly. Please avoid picking your child up early during the school day (interrupting the classroom) and avoid taking family vacations during school time.
- Read all information sent home by the school. School communications will assist you in knowing what is "going on" at school.
- Make every effort to attend all school events related to your child – Open House, Conferences, Parent meetings, classroom events, art and science fairs, etc.
- Volunteer for important events such as field studies, special school meetings, etc.
- Check your child's homework on a regular basis. Please do not do your child's homework for them but monitor the time set aside for them to do it.
- Please verbally support our teachers as you discuss school matters at home. If you are concerned about a teacher's actions, you should discuss these matters with him/her directly rather than stating your criticisms in front of your child.
- We strongly encourage you to communicate with your child's teachers on a regular basis.

### **800.2 Chain of Command / How to Effectively Communicate with School Officials**

Parents/Guardians are often discouraged when they attempt to communicate with central office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents/guardians can become informed about the "Chain of Command", or where to begin the communication sequence regarding their child's problem.

Many questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is by email. A phone call would be the next preferable way to communicate.

#### ***On Matters Involving Instruction:***

- Classroom teacher
- Assistant Principal/Dean
- Principal

#### ***On Matters Involving Athletics or Extra-Curricular Activity:***

- Club Advisor or Coach
- Athletic Director (if applicable)
- Assistant Principal/Dean
- Principal

#### ***On Matters Involving Student Discipline:***

- Classroom Teacher
- Assistant Principal/Dean
- Principal

### **800.3 Volunteering**

Parents with students attending the charter school are asked to volunteer for a total of ten (10) hours each year per family. Research shows that children whose parents pitch in at school have a better attitude and higher academic achievement. Teachers who have classroom support do their job better, and parents who participate in the classroom are better equipped to support their child's schoolwork.

Parents/Guardians must log in to Raptor to create a volunteer log. Each time they volunteer they should log in at the front desk to input their hours and log out when completed for the day.

We believe that parental involvement is of the utmost importance. Please complete the form provided in the first day packet and return it to the school. Volunteers will be provided the Parent/Student Involvement Activities.

- When you volunteer at school and at school-sponsored events, you are a representative of our school. Please put the health and safety of our students first. Please abide by all instructions and directions given by the teacher in charge. If you ever have a question, please ask the teacher in charge.
- As the school's representative, you have both the authority and responsibility to assist when a situation arises. If a disciplinary situation requires more than a verbal intervention, please bring the incident to the attention of the teacher in charge.
- 
- There are numerous opportunities to assist in making your child's experience at our school positive and memorable. Your child enjoys seeing you at their school.
- **Please note:** All food that is donated for parties or other activities must be prepackaged or purchased from the store bakery. Homemade goods are not permitted.
- **Parents may not volunteer in the cafeteria.**

### **Section 900 – Personal and School Property**

The school is not responsible for loss or damage to a student's personal items. (Please label all clothing with the student's first and last name.) Therefore, it is necessary that those items not required for educational purposes be left at home. Electronic devices, games, phones, footballs/basketballs, toys etc. are not permitted in school unless special permission has been granted by an authorized staff member. Any items deemed to be unsafe or inappropriate for school will be confiscated and held in the office until the decision is made for parents to retrieve the item. Items such as clothing, notebooks, and other school materials should be clearly marked for identification purposes in case of loss or theft. Unclaimed items placed in the "lost and found" bin will be discarded at the end of each month.

### **900.1 Bicycles**

Students who bring a bicycle to school are expected to park and lock them in the designated bicycle area before school begins and leave them there until school is dismissed. The school accepts no responsibility for loss or damage.

### **900.2 Book Bags/Folders/Personal Items**

Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs or any other item that would be deemed inappropriate, offensive or reflect negatively on the school. Book bags and backpacks must remain in the locker (where applicable) during the school day. For safety reasons, rolling book bags are not permitted.

### **900.3 Care of School Property**

Students are expected to respect school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. **Marking or defacing school property is a serious offense resulting in an out-of-school suspension or possible arrest.** Any student who misuses school property will be required to make full restitution for damages. **Chewing gum or candy in the school building is forbidden.** All food must be consumed in the cafeteria or area designated by the administration. A student who disregards this rule may incur a disciplinary consequence.

### **900.4 Cell Phones/Electronic Equipment**

Students are not permitted to receive or place telephone calls during the school day unless there is a legitimate emergency. 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 the student in a timely fashion.

Students in grades K-8 are prohibited from using cell phones, smart watches and Air Pods/headphones during the school day. High school students may utilize cell phones, smart watches and Air Pods/for academic purposes as part of the daily instruction, supervised by the teacher. At all other times they must be turned off and out of sight during the school day or in an area designated by their teacher.

Cell phones and smart watches are permitted at school, but the phone must be turned off and out of sight during the school day. Cell phones and smart watches are a disruption to the learning environment. In accordance with House Bill 379 (2023), teachers must designate a secure area of their classroom where electronic devices are to be stored, unless the teacher directs the use of a device for educational purposes. This storage area should remain locked during class.

Electronic devices that are not voluntarily stored by a student in the designated area are subject to being confiscated. If the student refuses to turn the item over, the teacher will not attempt to take it but will include “defiance of authority” on the referral and the student will face additional disciplinary action. The administrator will confiscate and tag the item for storage. The items will be returned only to the parent.

Cell phones with camera capability are a violation of student privacy. Students may never photograph or record other students, except when directly authorized by a teacher for educational purposes. Cell phones, smart watches, and Air Pods are a violation of state mandated assessment protocol. Students are not permitted to have any electronic devices, including but not limited to cell phones and smart watches at any time during testing. If a student is found with an electronic device in his or her possession during testing or during a break within a test session, his or her test will be invalidated. Best practice is for students to leave devices at home or in their lockers.

Utilizing the cell phone or other electronic equipment to post items that could lead to a substantial disruption to the school environment to social media during the school day or a school function is prohibited.

Students can turn their cell phones and smart watches ON after school hours.

**For the first infraction, confiscated electronic equipment will only be returned to the student’s parent. If an item is confiscated a second time, confiscated electronic equipment will only be returned to the student’s parent with additional disciplinary action. No exceptions!**

***At no time is the School responsible for loss, theft, or damage of any electronic devices, including cell phones, Air Pods, and smart watches. These devices are not needed in school.***

#### **900.5 Personal Property**

Money and all other valuable property should be left at home. The school assumes no responsibility for loss or theft of personal items. IF YOU ARE IN DOUBT, DO NOT BRING THE ITEMS TO SCHOOL!

#### **900.6 Roller Blades. Hover boards. Scooters and Skateboards**

Because of our concern for student safety and a lack of storage space, please leave all roller blades, hover boards, scooters, and skateboards at home. Tennis shoes with integrated skates (wheelies) are not permitted.

#### **900.7 Search of Person or Property**

When there is reasonable suspicion that a student is in possession of items considered harmful or dangerous, the student will be given an opportunity to surrender those items voluntarily. If this does not occur, the student, the student’s locker and/or the student’s personal items such as purses, backpacks, etc. will be searched by an administrator.

A random search of lockers may be implemented from time to time by members of the administrative team.

## **Section 1000 – Drop-Off and Pick-Up Procedures for All Parent and Car-Pool Traffic**

Please read the following information carefully. This information is important for the safety and wellbeing of your student.

### **1000.1 Morning Drop-Off**

**Students on K-5/K-8 campuses may not be dropped off at the school more than 20 minutes prior to the start of school unless they are enrolled in the Before School Program (no exceptions). Students not enrolled in the Before School Program will be placed in the Before School Program and the parent will be charged the daily rate for that day.**

**There is NO SUPERVISION of students on 6-12 grade campuses 20 minutes prior to the start of school or 20 minutes after the school day ends.**

### **1000.2 Walkers and Bike Riders**

Walkers and Bike Riders may leave the school premises upon dismissal for the student's grade level. Kindergarten through second grade students will only be permitted to walk or ride a bike home if accompanied by an adult or sibling enrolled in grades three or above. Parents must provide written consent for their child to walk or ride a bike.

Parents who permit their student to walk or ride a bike to school should accompany their student on one or more trips to the school to ensure that the student is familiar with the appropriate route he/she should follow when traveling to the school. All walkers and bike riders must observe appropriate traffic and pedestrian rules and traffic laws. A bike rack is available. The school will not be responsible for students' property left on the school premises.

### **1000.3 All Other Students**

Students may arrive at campus no earlier than 20 minutes prior to the start of school. All students must be in class at the start of school. **Students arriving after school begins will be considered tardy and the student's parent/guardian must enter the school with the student to obtain a late admission pass to class.** Teachers will not accept students after school begins without an authorized pass from the school administrative office. **Students must be dropped off in the designated areas where supervision is available.**

### **1000.4 After-School Dismissal**

Upon dismissal, students enrolled in the After-School Program will be escorted to the appropriate program area by school personnel. **Parents must park and enter the school to pick up a student enrolled in the After-School Program.**

Check out procedures will be distributed at the time of Before/After School Program registration.

**Students on K-5/K-8 campuses who remain on campus longer than 20 minutes after school is dismissed will be placed in the After- Care Program. Parents will be charged the daily rate for that day.**

**Parent Pick Up and Carpools** – Parents are encouraged to form and join carpools to reduce traffic during afternoon pick up times.

### **1000.5 Parents are reminded to observe the following when waiting to enter or exit the school grounds.**

- Please follow the school's protocol for arrival and dismissal.
- Please remain in your car during arrival and dismissal.
- Exercise caution at all times and be alert for pedestrians and bike riders. Yield to pedestrians and bike riders at all times.
- Students are not permitted to cross parking areas or to meet parents on the road to be picked up. **All student pickups will occur in the designated traffic loop.**
- Do not leave car unattended while in pick up loop.
- Students must enter/exit from passenger side only.
- Drivers will move forward as cars exit the pickup loop to fill gaps between cars.
- Please be courteous to other drivers, school personnel and property owners. Do not pull off of the street on to

- landscaped areas. You will be responsible for any damage to landscape materials or irrigation systems.
- Do not block driveways or entrances to neighborhoods.
- Do not pick your student up on a busy street corner. Please pick the student up on the school premises as requested.

#### **1000.6 Private Buses**

The School does not regulate, condone or authorize the use of private transportation providers for student transportation to and from school (other than private bus companies engaged directly by the school). Any use of services by private bus companies is a strict agreement between the parent/guardian and the transportation provider and is in no way condoned or authorized by the school. The use of private bus providers is solely at the parent's/guardian's risk.

Parents/Guardians must complete the Transportation Form to inform the school of their child's mode of transportation to and from school. This form will be kept on file in the school office. Changes to the form must be made in person by the parent/guardian.

### **Section 1100 - Safety and Security**

#### **1100.1 Bullying**

**There is a no tolerance policy for bullying.** This includes electronically transmitted acts of bullying.

We prohibit all acts of harassment or bullying. The school has determined that a safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., internet, cell phone, or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property while under the supervision of school employees, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets all the following criteria:

- is directed at one or more students.
- substantially interferes with educational opportunities, benefits, or programs of one or more students.
- adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

"Bullying" is conduct that meets all the following criteria:

- is directed at one or more students.
- substantially interferes with educational opportunities, benefits, or programs of one or more students.
- adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

Bullying may involve, but is not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyberbullying
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of school or personal property
11. Social exclusion, including incitement and/or coercion
12. Rumor or spreading of falsehoods

**“Hazing”** means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student regardless of 1) the student’s willingness to participate or 2) that the conduct or activity was not sanctioned by the organization or; 3) that the activity was not done as a condition of membership to an organization (F.S. 1006.63).

**“Hate crime”** refers to an attack or offense against an individual or his/her property in which the individual is intentionally selected because of his/her race, color, religion, national origin, gender, gender identity, gender expression, disability, or sexual orientation. The attack or offense may range from racial remarks or graffiti on school walls to threats of physical harm, intimidation, hate mail and hate e-mail, vandalism, arson, physical assault, etc. Students who believe they have been victims of a hate crime must immediately report the act to a teacher and/or school administrator.

**“Sexting”** the use of a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another, any photograph or video of any person, which depicts nudity as defined in F.S. 847.0141(1)(a).

**“Cyberstalking”** as defined in F.S. 784.048(d) means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**“Cyberbullying”** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, texting on cell phones, social websites (e.g., Instagram, Facebook, Twitter, etc.), chat rooms, sexting, instant messaging, or video voyeurism.

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including disciplinary action, as set forth in the approved code of student conduct.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance, and must be consistent with the approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Disciplinary sanctions may be imposed when the alleged bullying, cyberbullying, harassment or discrimination takes place off campus provided that a nexus exists between the off-campus conduct and conduct at a school or during a school sponsored event. This is determined on a case-by-case basis after reviewing the facts and circumstances unique to each situation. If a sufficient nexus exists, appropriate discipline shall be issued in accordance with district/school policy and as provided for in current law.

**Students must notify the appropriate school personnel when harassment or bullying occurs.**

### **1100.2 Driving**

Students are not permitted to drive a motorized vehicle to school in grades nine (9) and ten (10).

Students wishing to apply for driving/parking privileges must first submit a completed application to the appropriate

administrator. Senior students will have the first opportunity to complete the application to secure a parking privilege. Juniors will follow seniors for the opportunity to secure a parking privilege, as long as space is available. If the demand surpasses the number of spaces available, a lottery will be conducted. The lottery will take place in the principal's office under the supervision of an administrator, a teacher, and a student government officer. A waiting list will be formulated for those students who are not allocated a space after the lottery. Parking privileges can be revoked at any time during the school year. Possible reasons for revocation include but are not limited to outdoor suspension, loss of required grade point average, violation of parking rules, etc.

Students who have accrued 15 unexcused absences within a 90-day period will not be eligible to drive. The school will notify the Division of Highway Safety and Motor Vehicles to report the student absences which may result in the student's driving license being suspended.

Parking application instructions (ONLY Eligible JUNIORS and SENIORS can apply to park on campus)

Due to a limited number of parking spaces, and in an effort to protect and safeguard our students, we have instituted a Vehicle Parking Contract and Parking Permit System.

During the month of August of every school year, students will be responsible for registering their vehicle with the Front Office and obtaining a parking permit. Students must park in designated spaces. Spaces may not be painted, decorated or altered in any way.

Any changes must be reported promptly to the Front Office. You may NOT drive a friend's car to school - it must be yours or your parent's/ guardian's. The vehicle must match the one that is registered and to which the permit was assigned.

#### Academic requirements

UNWEIGHTED G.P.A. of a 2.0 or higher.

#### Fee

Parking Permits are an annual fee of \$50.00. Fees should be paid on MySchoolBucks. This covers the entire school year from August to June.

\*\*\* There will be a charge of \$25.00 for a lost or replacement permit.

#### Vehicle documentation needed:

- A copy of a valid driver's license.
- A copy of a valid vehicle registration.
- A copy of current Proof of Insurance.
- A color picture of the vehicle and tag.

#### Placement of permit

Parking permits are not considered valid unless they are displayed from the rear-view mirror in the front window of the vehicle. Assigned parking will be given to you along with your parking permit.

Parking at school is a privilege and not a right. Any parking pass holder who operates a vehicle in an unsafe manner on campus or who uses his/her vehicle to transport another student during school hours without prior administrative approval will lose his/her parking privileges for the remainder of the school year.

**Students who park on campus without a valid parking permit will face administrative consequences.**

**Appeals regarding the revocation of parking privileges are processed through the Office of the Principal.**

#### 1100.3 Emergency Procedures

In the event that school should be closed or dismissed at an unscheduled time due to an unforeseen emergency, we will follow district guidelines for all emergencies and/or closings. To assist the school in the event of an emergency, each parent/guardian should complete the Emergency Card indicating who can pick up the student. School employees are not permitted to sign out students.

School emergency procedures will not be shared with parents or others who are not employed by the school.

#### **1100.4 Fire Drills, Evacuations, School Lockdowns**

In accordance with district/state guidelines, the school will conduct regular fire drills, evacuations, and lockdowns. Specific signals and procedures have been established for all types of drills and safety areas have been designated. Teachers are equipped with instructions and all drills will be practiced with students on a regular basis. Parents are not permitted to enter the building or remove a student during a drill. We apologize in advance for any inconvenience.

#### **1100.5 Gang Symbolism**

Student behavior, dress, signing, or symbolism intended to represent gang affiliation **will not be tolerated** on school grounds or at school-sponsored events. Violation of this policy will result in disciplinary action.

#### **1100.6 Halls/Corridors**

Students should be in the hallways only at the beginning and close of the school and while moving from one class to another, unless a teacher, administrator or staff person has given permission. There is to be no more than one student out of class at a time. **Students must be in possession of their signed agenda books (if applicable) or hall pass at all times in the hallways.** Students are not permitted in the halls or any other place during school hours without permission or written authorization.

#### **1100.7 Inclement Weather**

The school will follow the guidelines set forth by your County Public Schools in the event of severe weather. Please listen to the local television news or radio for continuous updates.

#### **1100.7 Lockers (where applicable)**

Lockers are the property of the school. Lockers are subject to random search periodically during the school year. Students must "lease" a lock from the school for \$7.00 per year for the hallway locker and a lock for the PE locker must be provided by the student. Students should not share their locker combination with other students.

#### **1100.8 Solicitation**

Solicitation of or by any student or parent on school property for any reason except those authorized by the school administration is strictly prohibited.

Students may not sell any items or hold fundraising activities that are not authorized by the school administration.

#### **1100.9 Visitors**

To ensure a safe and secure learning environment for our students all visitors are required to sign in at the front office and to wear a visitor's pass. A driver's license or other form of ID must be surrendered in order to receive a visitor's pass. The Driver's license will be returned upon departure from the school campus. Faculty and staff will escort anyone without a pass directly to the office for identification.

Only persons with pertinent business are permitted on school grounds. Children, including family members, who are not currently enrolled at the school will not be permitted on school grounds during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher or administration to avoid unnecessary interruptions. The school will not receive deliveries for students. In addition, we will not hold deliveries for students during the school day.

### **Section 1200 - Discipline Policy**

Included in each student's registration packet are a Parent Contract and a Student Contract. A parent/guardian must sign the Parental Contract agreeing to the terms written. Each student is required to sign the Student Contract also agreeing to the terms written, including the County Code of Conduct, the School's Student Handbook and Dress Code Policy. As provided for under Florida Law, the School reserves the right to withdraw a student involuntarily for non-minor infractions of the School's Code of Conduct according to the school's adopted involuntary dismissal policy.

#### **1200.1 Policy Statement**

The code of conduct exists to protect the rights of all students and adults and to establish a safe, well-ordered environment where students and teachers can focus on quality teaching and learning. The school administration and staff intend to

protect these rights. **Mutual respect, good manners, and positive behavior are essential elements of the daily life at school.**

While we recognize that most students and parents neither condone nor participate in misbehavior, we ask your cooperation in making certain that your son/daughter understands the need for responsible behavior. We know that you share our desire for the school to be a safe place where each student can be involved in meaningful learning experiences.

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

**The school has a Zero Tolerance Policy for bullying, gang affiliation, fighting and disrespect for school personnel. In the event of one of these infractions, the parent/guardian will be contacted regarding immediate disciplinary action. We must have proof that every student and parent/guardian has had a chance to read the School District Code of Student Conduct and the School's Student Handbook. All parents/guardians must return the acknowledgement page provided the first week of school, which requires a signature.**

Discipline is progressive in nature and is designed to modify the unacceptable behaviors students may exhibit. Parents are an integral part of the school's discipline policy. Prepared, Attitude, Respect, Responsibility =PARR is based on the Positive Behavior Support Plan designed by the Florida Department of Education.

The discipline policy is implemented school-wide and is designed to deter unwanted behaviors. Rules are posted in each classroom, the cafeteria, etc. anyplace where students must behave within a structured environment. The teacher is responsible for minor disciplinary infractions that may occur in the classroom. If the behavior of the student does not improve, then the parents/guardians are notified, and a conference may be requested. If misbehavior continues to occur, the administrative staff are asked to become involved. All students must follow the school-wide discipline plan as posted in each teacher's classroom.

#### **1200.2 Disciplinary Detention**

**Detention will be held at the times designated on the notice of infraction.** The student must bring his/her copy of the detention slip, signed by a parent, to the detention session. Those students who miss a detention due to a medical appointment will be permitted to serve their obligation on the following day. A note from the medical provider, including the time/date of appointment will be required.

**Failure to serve a Disciplinary Detention after ONE rescheduled detention** will result in further disciplinary action. In the event of an absence on the day of detention, the detention will be rescheduled. If a student is consistently absent on the day of his/her detention the administrator will determine an appropriate consequence for the student. **Being late to any detention** constitutes the same penalty as a missed detention.

#### **1200.3 In-School Suspension**

As an alternative to Out of School Suspension, the Administrative Team may choose to provide an In-School Suspension. Students will be expected to complete all work assigned by their teacher(s) during the school day and may be assigned additional work as a disciplinary measure to be completed prior to the end of the school day. Students on In-school Suspension are expected to abide by all guidelines established by the Principal.

#### **1200.4 Out of School Suspension**

Students will receive Out of School Suspension if the administration determines that such action is appropriate as a consequence for a student infraction. Parents will be notified via phone call and letter. Students are not permitted to be present on the school campus during an Out of School suspension.

#### **1200.5 Request to the School District for Expulsion or Change of Placement.**

Severe infractions of the school Student Code of Conduct/ County Code of Student Conduct may result in a request for expulsion or change of placement. Only the District School Board may expel a student from the school system.

#### **1200.6 Assemblies**

Respect for people and property is expected during school assemblies. At all times, the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

Unacceptable conduct includes whistling, boisterousness and talking during a program. All food and drink must remain outside. Take the time to listen to instructions and show respect for speakers and/or performers.

#### **1200.7 Expectations for Classroom Behavior**

The classroom is the primary area of learning within the school. Your teachers will expect that your behavior and attitude in the classroom will reflect the importance learning has as your primary purpose. Classroom teachers will expect that you:

- Arrive to class on time.
- Are prepared for class with all materials necessary for class that day.
- Are attentive to the assigned task until dismissed by the teacher.
- Show respect and consideration for others.
- Demonstrate care and consideration for school property and the property of others.

#### **1200.8 False Alarms**

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled, or transmitted or caused or permitted to be given, signaled or transmitted in any manner. **Under the law, false alarms are misdemeanors subject to a fine.** Such action or involvement by a student will result in disciplinary action.

#### **1200.9 Misrepresentation**

Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, forgery or using false identification is considered a serious offense. The penalty for the violation of any of the above mentioned will result in one day of in-school or out-of-school suspension.

#### **1200.10 Public Display of Affection**

Public displays of affection are not appropriate at school. Students are expected to refrain from excessive public displays of affection on school property and during school sponsored activities. Examples of public displays of affection are embracing, kissing, and sitting on another student's lap and are considered inappropriate behavior for the educational environment. Students are expected to refrain from this type of activity or risk disciplinary action.

#### **1200.11 Referrals**

Administrators and faculty will use a referral for those students whose action disrupts the school community. Examples of referrals to be issued are for infractions such as, but not limited to profanity, destruction of property, misrepresentation, stealing, disrespect, insubordination, fighting, being under the influence or possession of alcohol or drugs. If a student receives a referral the administration will assign the proper disciplinary consequence, and the parent/guardian will be contacted.

#### **1200.12 Theft**

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

#### **1200.13 Tobacco/smoking Regulations**

Our school promotes and maintains a smoke-free environment; therefore, students are prohibited from smoking or using tobacco products or having tobacco in their possession including chewing tobacco, any nicotine alternative to cigarettes, Vapor cigarettes, E-Cigarettes, etc. at any time during the school day or at any school-sponsored activities, including on the school bus or at bus stops (as applicable). Before and after school, students are not to use products of this type on the school grounds. Violations will result in disciplinary action.

#### **Parents and teachers are prohibited from smoking on school property. No exceptions!**

#### **1200.14 Use or Possession of Drugs, Weapons or Firearms**

Our school is a Drug Free Zone. The use or possession of drugs (including unauthorized over-the-counter medications or unauthorized prescription medications) or drug paraphernalia on school property, school buses (as applicable) or at school sponsored activities is prohibited. Violation of this policy will result in immediate notification of the proper authorities and violators will be prosecuted to the fullest extent of the law.

A student shall not possess, handle, discharge or transport weapons on school grounds, on buses (where applicable) at school bus stops (where applicable) or at school related activities.

Weapons and firearms as defined in F.S. 790.001 and include, but are not limited to firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

For purposes of this policy, the term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Any student who violates this policy will be referred to the student's parents or legal guardians and to the proper legal authorities. The student may also be subject to disciplinary action up to and including expulsion.

The school prohibits any visitor (except law enforcement officers as defined in Chapter 943, Florida Statutes) from bringing a firearm or weapon on school grounds. This includes, but is not limited to, possessing, or carrying a firearm or weapon on his/her person, in a vehicle, container or other conveyance.

## ABSENCE NOTIFICATION FORM

- ☐ TODAY, MY STUDENT WILL BE ABSENT FROM SCHOOL.
- ☐ MY STUDENT IS RETURNING TO SCHOOL AFTER 3 OR MORE CONSECUTIVE DAYS OUT OF SCHOOL.

Please complete this **Return to School Form** If your student has been absent from school for **3 or more consecutive school days**

- Three or more consecutive absences **require a doctor's note** or other documentation.
- This form & accompanying documentation must be received within 2-days of the student's return to school to help school officials determine the excuse/unexcused status of the absence(s).
- Please keep a copy of all forms/documentation in the event it may be requested if a student has accumulated 3 or more absences in a semester course or 10 or more absences in an annual course.

*In an effort to standardize attendance procedures to review school absences, no other letters/forms will be accepted.*

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last First

Date(s) of absence(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Parent Contact Information: Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Reason for absence(s) (Use the back of this form if necessary): \_\_\_\_\_

Submit doctor's note or required documentation with this form.



## **Addendum**

1:1 Student to Device Program &  
Internet Acceptable Use Policy



## **1:1 Program Policies**

The Charter School Associates (CSA) network of schools is committed to providing students and staff a technologically rich and engaging learning environment where opportunities abound in creativity, collaboration, communication and critical thinking. To expand the integration of technology use in the classroom; each school is embarking on a 1:1 Student to Device Program Implementation.

All students have unique needs, abilities, and interests. Educational technology enables students to experience a more personalized curriculum to gain the 21st-century skills necessary to be successful. Our commitment to creating learning environments that are learner centered and create opportunity for collaboration and experimentation using technological tools will be evident through our new one to one technology initiative.

With these goals in mind, promoting student use of instructional technology across the network as we progress through our planning and implementation of this one-to-one technology initiative will result in a transformation in our classrooms and accelerate student achievement.

## **Acceptable Use**

The use of school owned technology devices is both a privilege and a necessity for students to gain access to more information and to experience enhanced learning opportunities. However, all use of school owned devices or network access is subject to the Internet Acceptable Use Policy. The policy provides guidelines for student use of the internet and school network resources and can be found as an addendum to the Student Code of Conduct. Users found in violation of the Internet Acceptable Use Policy shall be subject to disciplinary action as stated in the Code of Student Conduct.

## **Identification of Device Usage Zones (as applicable)**

Administrators will clearly identify zones to indicate acceptability of device use. Students are expected to comply with all access zones and directions in all parts of the building at all times.

- a. RED zones: No devices are allowed. If they are seen, they will be confiscated.
  - i. Examples of Red Zones include hallways, bathrooms, front office, and testing environments. Specific campus may have other areas designated as Red Zones.
- b. YELLOW zones: Devices are permitted ONLY with permission and direction of the teacher.
  - i. In Yellow Zones, for example, the lids are closed, or the device is flipped face down on the desk until the teacher gives approval to use.
- c. GREEN zones: Open use at any time.

Green Zones may have limitations. Expectations for green zones will be explicitly outlined, such as no filming or video, audio must be kept to a minimum, no sharing of devices, etc.

## **School Issued Device Guidelines**

Technology devices, peripherals, software, network accounts, third party apps and user information will at all times remain the property of the School. Users of district devices and or network services



agree to monitoring and supervision to determine if use of the network or equipment is consistent with program policies, Internet Acceptable Use Policy and the Student Code of Conduct. Use of school technology is for educational purposes and must align with the objectives of the instructional program of the School. The school reserves the right to take immediate action regarding activities:

1. that create security and/or safety issues for the school network, Users, or computer resources;
2. that expend school network resources on content it determines lacks legitimate educational content/purpose; or
3. other activities as determined by school administration as inappropriate.

These requirements apply to all devices on the network.

### **General Faculty Responsibilities**

Faculty and staff are responsible for the supervision of students and administration of Zone usage rules (as applicable) to ensure acceptable use and academic focus. Faculty will be provided with classroom management tools and professional development to enhance skills and implement the 1:1 program with efficacy and fidelity.

### **Parent/Guardian Responsibilities**

Parents and/or Guardians are responsible for reviewing and accepting the Internet Acceptable Use Policy, the 1:1 Program Policies, and the Student Code of Conduct with their student.

Parent/Guardians should report any lost/or stolen device immediately. Parents/Guardians may be held financially responsible for the actions of their student that result in a device being lost, stolen, damaged, or defaced.

### **Device User Responsibilities**

To maintain the privilege of using School issued devices, users must:

- Care for assigned devices properly to include; shut down or put in sleep devices when not in use, never leave a device unattended, do not place food or liquids on or near devices, do not personalize devices with stickers or writing. Users should care for devices as tools of learning and keep them in good working order.
- Use appropriate language in all communications refraining from use of profanity, obscenity, and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either district owned or personally owned technology, is to be reported to school personnel immediately.
- All 1:1 program devices are configured to filter the internet; students and device users will respect the Internet filtering and security measures included on the device.
- Only use technology for school related purposes during the instructional day.
- Follow copyright laws and fair-use guidelines. Only download content that you are legally able to obtain and is being utilized for instructional purposes.
- Make available for inspection by school personnel any messages, files, or information on district owned technology upon request. There is no expectation of privacy for users of school



devices insofar as school devices and any and all information contained therein they may be viewed, reviewed, copied or archived by school personnel at any time.

- Return the device in the same condition as it was received.
- Do not share passwords or personally identifying information.
- Do not attempt to access networks or other technologies beyond authorized student access.
- Do not use another person's account, username and/or password.
- Do not download any files, games, or programs onto school owned technology.
- Do not tamper with hardware or software or attempt to vandalize school owned technology or information.
- Do not attempt to locate, view, share or store any materials that are unacceptable for a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials.
- Users are responsible for issued devices at all times while devices are in their possession.
- Students should regularly backup data to school issued Microsoft One Drive accounts. The School is not responsible for missing or incomplete data. Saved data should be only files and data related to schoolwork or projects.

### **Login Information and Technology Support for Students**

Students will be issued a personalized Clever Badge containing a unique QR code. Students can scan the QR code using the Clever login page to securely access Clever, where they will have access to school applications and resources, including Microsoft 365 and PowerSchool.

Students are responsible for keeping their Clever Badge in a safe place and should not share it with others. If a Clever Badge is lost, damaged, or no longer functions, students should notify their teacher or the school office so a replacement badge can be issued.

Parents and students will report technology problems to teachers. If the teacher cannot help with the problem, he / she will report the problem to the information technology team.

### **Device Distribution and Collection**

School administrators shall develop a process for the distribution and collection of school issued devices at the beginning and end of each school day. Devices are for in-school use only. Devices are not for take home use.

- Devices shall be numbered and the same device should be assigned to a student such that the student receives the same device for his/her use each day.
- Devices shall be collected from student users prior to the end of the school day. Devices should be collected and placed on a charger to be ready for use the next school day. Devices are not permitted to be taken home by the assigned user without prior written permission from an administrator. Devices are to be used exclusively at school and will remain on school property at all times.
- If school personnel receive a damaged or faulty device returned by a user, personnel shall record the name of user and deliver the device to administration for repair by IT staff. A ticket can be submitted to [servicedesk@charterk12.com](mailto:servicedesk@charterk12.com) including room number and device serial number.



- Tech support will collect defective units and repair them within 30 days.

### Device Damages

If a device is damaged, students must notify the School immediately. If a student damages a computer, the student and his/her Parent/Guardian are responsible for paying repair and or replacement costs associated with the device. Student and Parent/Guardian understand and agree that they are bound by and agree to the technology recovery fees as outlined in the schedule below detailing repair costs for the different mobile devices and peripherals. Do not attempt to diagnose or repair a device, notify the School of any problems with issued devices.

#### Mobile Device Technology Recovery Fees

|                    | Device Replacement | Keyboard | Charging Port | Screen   |
|--------------------|--------------------|----------|---------------|----------|
| Mobile Device Type |                    |          |               |          |
| Chromebook         | \$350.00           | \$100.00 | \$175.00      | \$200.00 |
| Windows Laptop     | \$984.36           | \$100.00 | \$150.00      | \$200.00 |
| iPad               | \$429.00           |          | \$150.00      | \$200.00 |
| Chromebook Tablet  | \$300.00           |          | \$50.00       | \$200.00 |

In the event of theft, user should solicit a police report and provide it to school administration. Theft or loss are the sole responsibility of the user and his/her parent or guardian. Parents/Guardians may be held financially responsible for the actions of their student that result in a device being lost, stolen, damaged, or defaced.

### Device Repair Procedure

Any repairs to a school issued device that is experiencing a technical issue or is damaged, and that damage is deemed to be non-intentional, will be handled by school Information Technology staff. As stated herein, theft or loss, intentional damage and/or misuse of the device is the sole financial responsibility of the Parent/ Guardian and/or student user.



## **School Issued Computing Device Acceptance of Responsibility and Device Use Agreement Permission Form**

**Name of School** \_\_\_\_\_

**Name of Student** \_\_\_\_\_ **Student ID** \_\_\_\_\_

I agree to permit my student to use a school issued device for instructional use while at school. I understand that the student named above will be permitted to use a school issued device, subject to the conditions of the 1:1 Program Policies.

I understand that if I agree to allow my student to use a school issued device; I and/or my student are responsible for any device or data loss, theft, infection, damage or other associated costs of replacement or repair incurred during the school day as a result of participation in this program.

I understand the student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

The school provides Children's Internet Protection Act (CIPA) compliant content filtering controls for student access to the internet using the school's wireless network, as well as reasonable supervision. Nevertheless, parents and guardians are advised that inappropriate, objectionable, or offensive material may circumvent the filter and be viewed by students. In addition, a determined user may be able to gain access to services, images, or information on the internet that students and/or parent/guardians may find inappropriate, objectionable, offensive, or controversial. Parents and guardians assume this risk by allowing students to participate in the 1:1 program.

I have verified, by signature, my student is aware that all aspects of the Student Handbook, Internet Acceptable Use Policy and 1:1 Program Policies apply to the use and care of their school issued device while on school property or while involved in any school sponsored event/activity.

I understand that the purpose of allowing my student to use a school issued device is to participate in teacher approved activities in support of the school curriculum. Use of these devices for unrelated activities beyond or outside the educational program are prohibited.

**Parent/Guardian Name** \_\_\_\_\_

**Parent or Guardian's Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

I agree to adhere to the Acceptable Use Policy guidelines presented as an addendum to the Student Handbook. I will utilize the device(s) for instructional purposes only while at school or on the school's network.

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_



## Internet Acceptable Use Policy

Name of School \_\_\_\_\_

Name of Student \_\_\_\_\_ Student ID \_\_\_\_\_

This document is included as an addendum to the Student Handbook and use of a school supplied device is considered to be implied acceptance of the Internet Acceptable Use Policy and the relevant sections of the Student Handbook/Code of Conduct. Students are provided access to the internet through school network resources to promote a technologically rich and engaging learning environment where opportunities abound in creativity, collaboration, communication and critical thinking. The school's internet system has a limited educational purpose and has not been established as a public access service or a public forum. The school and its network administrators reserve the right to place restrictions on internet use to ensure that such use is limited to educational and approved purposes. Only approved equipment and software shall be used on the school's local and wide area networks. Students granted access to the network/internet services (hereafter referenced as the "Network") from any device (school or personally owned computer/electronic devices) will be governed by this policy and related guidelines and the Student Handbook.

Utilization of the Internet by students must be in support of and consistent with the educational objectives of the school. When utilizing the Internet all users must adhere to the provisions of this rule and the standards of conduct established in the Student Handbook and this policy. The following represents those acts specifically prohibited while using school internet accessible devices or network connections. This list is not comprehensive and school administrators reserve the right to deem acts or material accessed via the school network connection as inconsistent with its limited educational purpose.

1. Transmission of any material in violation of local, state, and federal law or regulation is prohibited. This includes, but is not limited to copyright material, threatening or obscene material or material protected by trade secret.
  - a. Obscene material is that material which:
    - i. The average person, applying contemporary community standards, would find, taken as a whole, appeals to the prurient interest;
    - ii. Depicts or describes, in a patently offensive way, sexual conduct as defined in 847.001 (11) Fla. Stat. (1995); and
    - iii. Taken as a whole, lacks serious literary, artistic, political, or scientific value.
2. Cyberbullying
  - a. Deliberately threatening, harassing, or intimidating an individual or group of individuals.
  - b. Placing an individual in reasonable fear of harm.
  - c. Sending or receiving messages that discriminate based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability, or that are inflammatory.
3. Revealing personal information.
4. Disruption to the school network, student owned devices, school owned equipment; vandalism; harassment; or acts that could be described as "hacking".
5. Using another individual's account without express permission from the account owner.
6. Exploit or share a network security problem; users must notify system administrators of any security issues.



The internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to students. The internet connects computers and users in the school with computers and users worldwide. Through the internet, students can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the internet provides students with the opportunity to communicate with other people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

The school network administrator has implemented technology protection utilizing software and hardware measures that monitor, block, and filter internet access to visual displays that are obscene, pornographic, or

harmful to minors. Nevertheless, parents/legal guardians are advised that a determined user may be able to gain access to services on the internet that the school has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or their parents/legal guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Legal guardians assume risks by consenting to allow their child to participate in the use of the internet. Parents/Legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using the internet.

The school, its Governing Board, Charter School Associates, Inc. or its network administrators do not sanction any use of the Network that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures. Users who disregard this policy and its accompanying procedures may have their user privileges suspended or revoked and disciplinary action may be taken against them. Users granted access to the network through school computers or personally owned computer/electronic devices assume personal responsibility and liability, both civil and criminal, for uses of the network not authorized by this policy and its accompanying procedures.

Parent/Guardian Name \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I agree to adhere to the Acceptable Use Policy guidelines presented as an addendum to the Student Handbook. I will utilize the device(s) for instructional purposes only while at any Charter School Associates' network school or on the school's network.

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

Date \_\_\_\_/\_\_\_\_/\_\_\_\_