



THE
SUCCESS
ACADEMY
at Ghazvini Learning Center

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2022-2023

Student Handbook

&

Discipline Plan

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“SHAPING THE FUTURE ONE STUDENT AT A TIME”

Student Handbook

Rules and Regulations

Students are expected to act responsibly and are held accountable for the decisions they make. Students are to follow the instructions of all instructional and support staff of the Success Academy. Failure to do so will result in disciplinary action.

Visitors

The Success Academy is a restricted access facility, and will be following CDC guidelines upon entry. We reserve the right to refuse entry to any person(s) based on any violations to not adhering to the CDC guidelines.

1. All visitors must sign in upon arrival.
2. No one enters classrooms without the prior consent of the principal or designee.
3. Friends from other schools are prohibited from visiting at anytime.
4. Parents, legal guardians, or those indicated on the parental consent form completed upon enrollment are the only visitors permitted to have contact with or sign out students during the school day. The parental consent form may be updated as needed but must be done in writing.
5. Parents wishing to observe their student within the educational setting must get prior consent from administration. Approval will be contingent upon availability of supervisory personnel to monitor the visit, in addition to giving the classroom enough space for social distancing to occur.

Attendance and Supervision

School Hours

School begins at 8:30 AM and ends at 2:50 PM. Before school and after school supervision is provided 30 minutes prior to school starting (8:00 AM) and 30 minutes after students are dismissed (3:20 PM).

Attendance Policy

Students are expected to attend classes (whether virtually or in person) each day that school is in session unless they have a **documented** (*written*) excused absence for one of the following reasons:

- illness or medical care
- death in the family
- legal requirements
- religious holiday
- absences pre-approved by a school administrator
- insurmountable conditions

Florida law requires each parent of a child from ages 5 to 16 to be responsible for the child's school attendance. The continued absences of a child from school will be considered a violation of this law. If a student is under a court order and placed with the Department of Juvenile Justice, then his or her probation officer or agency contact person(s) will be notified of the absences.

Students will be required to adhere to a strict attendance policy. Students who accumulate three (3) unexcused absences within a calendar month will be placed on attendance probation. Students who accumulate five (5) unexcused absences within a calendar month will have reached attendance contract status. At that point, the parent/guardian and the student will be required to provide a written plan that will result in meeting the Success Academy attendance policy that will be outlined in the attendance contract. After the student reaches ten (10) unexcused absences, an intervention plan will be put in place by convening an attendance conference which will require both the parent/guardian and the student to participate in this process. Once the 15th unexcused absence is reached, Success Academy will be submitting proper paperwork to Intervention Services where drivers' license privileges can be revoked and/or court sanctions based on truancy can be implemented onto the child and/or parent/guardian.

Unexcused absences may result in the student receiving a grade of "0" in the missed class for that day. **Written documentation is the only method of documenting excused absences.**

Students who are 18 years of age or older are responsible for notifying the school of their absences. **It shall not be the responsibility of the school to notify the adult student's parents of absences.** (LCS Board Policy 5200)

At or after the date a student attains the age of 16, he or she may file a formal declaration of intent to terminate school enrollment. The declaration shall be on a form that requires the student and parent to acknowledge that terminating school enrollment is likely to reduce his or her potential earning power. (LCS Board Policy 5200)

LCS Board Policy 5200 also states that excessive unexcused absences in any grading period, as defined in district policy, will result in a failing grade for each course. In the event that a parent wishes to question the failure, it must be done in writing and addressed to the principal in a timely manner.

Whenever any student has a total of fifteen 15 days of unexcused absences from school during any semester, she/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents of the record of excessive absences as well as the District's intent to notify the Department of Motor Vehicles, if appropriate.

Tardy Policy

Students who are late to school, unless proper documentation is provided, (up to 10 minutes after the bell has rung) will be assessed an unexcused tardy. Students who accumulate four (4) unexcused tardies within a calendar month will be placed on attendance probation. Students who accumulate five (5) unexcused tardies within a calendar month will have reached attendance contract status. At that point, the parent/guardian and the student will be required to provide a written plan that will result in meeting the Success Academy attendance policy. Both the parent/guardian and the student must attend the attendance conference where the plan will be presented and discussed. Once five unexcused tardies are reached, it will constitute into one (1) unexcused absence.

Passes

Any time a student is out of the assigned classroom and not under the direct supervision of his/her teacher, he/she must have an official pass issued with his/her name, date, time, and destination written in ink. The teacher writing the pass and the teacher receiving the student must each sign the pass. When the student returns to class, that teacher is required to keep the pass for accounting purposes.

Telephone Use

Office telephones are for official business. Telephones in the classrooms are for teacher use only. After school plans and arrangements for transportation home should be made prior to coming to school. Staff, with permission from administration, can dial and verify receiver's identity by placing the call using speaker phone. Appropriate phone etiquette will be used at all times or the student will be asked to end the phone call. **All student emergency phone calls will be made from the discipline office in the presence of a staff member.**

Working Students

Students who are employed during or after school require special consideration. Students must present a copy of his/her weekly work schedule, to include employer's name and number, for verification.

Students who are eligible for the Externship Program must abide by the following:

- Signing and abiding by required agreements and forms
- Maintaining accurate records of hours worked and earnings
- Demonstrating the employability skills essential for success on the job
- Following safety rules and instructions
- Demonstrating an understanding of the Child Labor Laws
- Being a positive representative of the school, the community, and the Externship program

Parking

Students must park outside the fence and vehicles may be subject to searching by personnel at any time. Students will be required to submit a completed vehicle registration form. Students cannot leave campus during lunch. Students cannot exit through the front doors of the Success Academy during lunch. The administration reserves the right to revoke a student's parking privileges at any time.

Student Dress and Grooming

Section I

Appropriate dress is the primary responsibility of the student and his/her parent(s) or guardian(s). In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming, and personal appearance. Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. (Please adhere to CDC Guidelines when washing hands). Students may not wear clothing or footwear that may constitute safety or health hazards, disrupt the school environment, or provide distraction from classroom activities. Any interpretation that is required of this policy shall be the responsibility of the principal or his/her designee; otherwise, the policy shall be enforced as written.

Success Academy Dress Code:

- **Pants / Shorts / Skirts – Black or Navy Blue** ○ Students may wear black jeans
(NO BLUE JEANS)
 - Shorts and skirts must be no more than three inches above the knee
 - Must be button-zipper style pants, shorts or skirt with belt loops
 - Must be worn around the student’s waistline (no sagging)
 - No pajama pants, lounge/yoga pants, sweatpants, leggings, or jeggings
- **Shirts – White Collar Shirt (polo style)** ○ No see-through shirts
 - No decorations, advertisements, or other insignia
 - Shirts must be tucked in at all times
 - Students must be able to lift their arms in their shirts without exposing their midriffs
 - Color undergarments must not be visible when worn with a white shirt
 - Undershirts must be solid black or solid white
- A **belt** must be worn at all times (can be any color)
- **Shoes** must be appropriate for school: Bedroom shoes and house slippers are not permitted on campus
- **Jackets and sweatshirts** must be solid blue, black, brown, gray or white with no decorations or insignias
 - **Hoodies, hooded shirts, hooded sweatshirts or hooded jackets** are not permitted on campus
(except during the cold season, November 1 – March 30, hoodies are permitted)
- **Jean (denim) jackets or shirts** are not permitted on campus
- **Hats** may only be worn outside of buildings

Clothes must fit students appropriately. Administration has final determination of what is considered appropriate dress.

***Administration has final determination of what is considered appropriate dress. Any clothing item that can be construed as inappropriate or gang related will be removed from the accepted list.**

Section II

If at any time, a law enforcement officer or district administrator (verbally or in writing) indicates that any particular article of clothing, clothing accessory, or cosmetic application including hair style, is documented to demonstrate gang affiliation, students will be instructed to immediately stop wearing the item.

Section III

If a student comes to school with inappropriate clothing (1st offense), the parent/guardian will be called to bring appropriate clothing to the student or to take the student home. If the parent/guardian takes the student home, this will result in an unexcused absence. Multiple violations of the dress code will be treated as insubordination and will result in disciplinary action.

Blankets / Pillows /Gold or Silver Mouth Pieces (Grills)

Blankets, pillows, and gold or silver mouth pieces (grills) are not permitted on campus. If these items are seen on campus (including before and after school), they will be confiscated and released only to parents or guardians.

Camouflage Clothing and Items

All camouflage patterned items or clothing are not permitted on campus. This includes, but is not limited to, the following: jackets, sweaters, sweatshirts, backpacks, hats, belts, shoes, scarfs, headbands, purses, bags, jewelry, hair accessories, cell phone cases, etc. If these items are seen on campus (includes before and after school), they will be confiscated and released only to parents or guardians.

Backpacks /Purses /Athletic Equipment

Backpacks are not permitted on campus with the exception of youth receiving prior approval via the Principal or his/her designee. Note: Purses are permitted for personal products. Youth receiving prior approval to bring backpacks will be required to submit it to the main office and remain until the end of the school day.

Lunch Containers

Students who bring their lunch should place their containers in a teacher designated area in the classroom. Eating or drinking is not permitted in the classroom.

Medication

State law and LCS Board Policy 5330 require that all medication of any kind be dispensed through the school office. Forms are provided in the application packet and are available at any time they are needed. All medication, including “over the counter” medications must be in the original container. Any child self-medicating will be subject to discipline under the Leon County Code of Student Conduct. Students who have a need to carry inhalers for asthma must have a medication administration form on file in the school office.

Schools shall not assume the responsibility for assisting in the administration of non-prescription medications unless pre-authorized by a physician or a written parental order is on

file in the school office. Exceptions will be made with a certified doctor's excuse. (LCS Administrative Procedure D-10)

Personal Property

On occasion, there has been confusion related to the giving, loaning, sharing, or trading of personal property items. This practice is prohibited and the school will assume no responsibility for loss and stolen items. **Students are solely responsible for all personal property.**

Sexual Harassment

Sexual harassment will not be tolerated on the school campus or at any school function.

Examples of sexual harassment include unwanted advances; flirtations or propositions; demands for sexual favors in exchange for favorable treatment; unwanted sexually oriented remarks; verbal abuse of a sexual nature; graphic verbal commentary about an individual's body or sexual prowess; coercion of sexual acts or assault; physical contact such as grabbing, pinching, or patting unnecessarily; leering; whistling; or gestures of a sexual nature.

Students guilty of sexual harassment will be referred for administrative and/or law enforcement interventions and consequences. Each student will have to view the mandatory sexual harassment video and indicate understanding of this policy.

Searches

As part of the daily routine, all students are subject to search, by an administrator or staff member under the supervision of an administrator, on a daily basis upon entry into the school. Students refusing to be searched will be subject to disciplinary action. In addition, all items brought on campus are subject to search when reasonable suspicion of contraband is present. Searches may be conducted in the presence of the school resource officer. **The Success Academy assumes no responsibility for any lost, stolen, or damaged items.**

Items confiscated by faculty or staff will be given to administration. Parents/guardians must pick up confiscated items from administration. All confiscated items are subject to disposal after ten (10) school days.

Illegal Contraband

Smoking paraphernalia and other illegal contraband shall be destroyed or turned over to law enforcement for appropriate legal action. Possession of these items may also result in disciplinary action.

Note: Staff members will not hold personal items for students unless approved before hand by an administrator.

Bullying and Harassment - Leon County School Board Policy 5517.01

The School Board is committed to providing an educational setting that is safe, secure, and free from bullying and harassment of any kind for all students, employees, and volunteers. The Board will not

tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the District; during any school-related or school-sponsored program or activity or on a District school bus or at a District school bus stop; or
- B. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District; or
- C. through the use of data or computer software that is accessed at a non-school related location, activity, function, or program or
- D. through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school.

This policy has been developed and reviewed in consultation with District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies as prescribed in F.S. 1006.147 and in conformity with the Florida Department of Education (FLDOE) Revised Model Policy (July 2013).

Pursuant to State law, District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies shall be involved in the review of this policy. After the revised policy has been adopted, it shall be submitted to the Florida Department of Education no later than September 30th of the current year.

This review process shall be conducted not less than every three (3) years thereafter.

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan by each principal will be ongoing throughout the school year and will be integrated with the school curriculum, the bullying and prevention program, District disciplinary policies, and violence prevention efforts.

Definitions

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. physical violence;
- G. theft;
- H. sexual, religious, or racial harassment;
- I. public or private humiliation; or
- J. destruction of property; and
- K. social exclusion.

"Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a web page or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

"Cyberstalking" 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 a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Bullying" and **"harassment"** also encompass:

Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause or physical harm to a student or school employee by:

1. incitement or coercion;
2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"Harassment" also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Expected Behavior

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high-quality education in a uniform, safe, secure, efficient, and high quality system of education.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

The District shall provide for appropriate recognition and positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Student Code of Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See the Principles of Professional Conduct of the Education Profession in Florida - F.A.C. 6B-1006)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Procedure for Reporting

The Board designates the principal as the person responsible for receiving all alleged acts of bullying. Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. All other members of the school comm

unity, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above. The alleged violations and acts must be reported by school employees to the principal within twenty-four (24) hours.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

If, during an investigation of reported act of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with Policy [5517](#) – Anti-Harassment.

Discipline Plan

This comprehensive discipline plan has been developed following LCS Board Policy 5500, Student Discipline, and the Principles of Conduct for Leon County Schools' Students to deal with day-to-day discipline issues. This plan provides the school with a guide to implement safe, productive, and straightforward solutions that can be administered immediately. It also ensures due process for the students.

Students who violate attendance or disciplinary policies shall receive consequences according to the guidelines and procedures outlined in the Success Academy's Attendance/Discipline Plan. Actions that will be taken may include, and are not limited to:

Attendance	Discipline
Warning/Probation	Assignment to the Opportunity For Improvement (OFI)
Parent Conference	Out of School Suspension
Attendance Conference	Referral to (Multi-Tier System of Supports (MTSS)
Attendance Contract	Behavior Conference
	Behavior Contract
	Conflict Mediation
	Work Detail
	Lunch Detention
	Alternative Placement to Second Chance School
	Referral to Law Enforcement
	Pre-Expulsion Conference
	Recommendation for Expulsion
	Withdrawal

In addition to any disciplinary action imposed for violation of these policies, the student will receive appropriate counseling from the school guidance counselor and/or intervention specialist and may request the opportunity to reconcile the existing conflict.

Special Note Regarding Suspensions

LCS Board Policy 5610:"Any Leon County student who is suspended or expelled from school and school functions shall be prohibited from entering upon the premises or grounds of any Leon County School center at any time during the period of their suspension or expulsion. (4) Violators of this regulation shall be subject to disciplinary procedures as described in policy and the Student Code of Conduct and criminal penalties prescribed by law."

The components of this plan are in compliance with current statute and policy. Nothing in the plan shall prohibit school staff in consultation with the principal to modify the contents. All infractions, regardless of how minor, will be documented within Focus. All components of the discipline plan are applicable to exceptional education students and 504 students based on accommodations and or modifications made to individual IEPs.

LCS Board Policy states that students should be removed from the school environment immediately following a suspension. Under extenuating circumstances, students may be allowed to remain at school through the end of the day with the following understanding:

- Students will be sent to the Opportunity For Improvement Room for the remainder of the day.
- Students are expected to comply with the Code of Student Conduct for the remainder of the day.
- Any further disruptive actions will result in an increase in the number of days suspended.

Personal Electronic Devices (PED) and Cell Phone Policy:

Bringing personal electronic devices, including, but are not limited to, cell phones, iPods, mp3 or mp4 players, portable gaming devices, pagers, iPads, notebooks, tablets, etc., to school is strongly discouraged due to the high risk of theft and loss. **The school will not be responsible for loss or theft of such devices.** Students may bring these devices to school; however, these items must be turned off during class time and can only be used during lunch outside the buildings. **Electronic Devices used in the class will be confiscated and returned at the end of class. Note: Repeat offenders to be determined by the teacher of record, are to have inventory confiscated and given to administrative staff for further processing.** Using a PED to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted.

Note: Cell phone violations resulting in a referral will be supported with a one week restriction. The second offense will be supported with a two week restriction. Finally, a third offense will be supported with a restriction for the remainder of the semester. Note: All restriction penalties are subject to aggravated sanctions based on the circumstances surrounding the violation.

Opportunity For Improvement (OFI)– Electronic Device Policy:

Students in OFI will no longer have the privilege of utilizing any electronic devices. Non-compliant students will receive a Level II Disciplinary Referral for insubordination, defiance of school officials and continued violation of school rules. **Consequence** – up to five (5) days out of school suspension.

Positive Behavior Support (PBS):

The goal of a Positive Behavior Support program is to minimize lost instructional time and behavioral incidents in the classroom and across campus. The Success Academy PBS team consists of administrators, teachers, and discipline staff who are responsible for analyzing behavior data on our campus and developing a multi-faceted approach to teach students acceptable behavior and social skills that will assist them in achieving both academically and behaviorally while enrolled at the Success Academy. Throughout the year, students who meet or exceed the school-wide expectations listed below are routinely recognized and rewarded through special events and activities.

Academic Expectation: iLEAP - I Learn to Excel with Academic Performance

Behavior Expectation: iCARE - I Cooperate with a good Attitude and Respect Everyone

In addition to the PBS policy, students are expected and required to abide by the Leon County Public School Code of Conduct.

Level One - Offenses

Minor offenses, whenever possible, should be dealt with by the classroom or supervising teacher utilizing appropriate procedures consistently applied to all students. If repetition of these offenses occurs, a formal discipline referral will be necessary. These offenses include, but are not limited to, the following:

Offenses	Explanations
Tardiness	Students are considered tardy when arriving after the first bell has sounded.
Dress Code Violation*	Any violation of the dress code policy.
Inappropriate Comments/ Profane Language	Comments that disrupt the learning environment.
Cell Phone Violation	The cell is visible, rings, or vibrates loudly during class.
Eating, Drinking, or Chewing Gum in Class	All food should be consumed outside the classroom.
Minor Classroom Disruptions	Causing a minor disturbance and not stopping immediately when asked.
Minor Defiance/Disrespect/Non- Compliance	Not following verbal commands initially. Not expressing remorse or apologizing for his or her actions.
Inappropriate Public Display of Affection	Kissing, hugging, handholding, or touching others.
Gambling	Any activity that involves playing games for money. Playing cards are not allowed on campus.
Sleeping in Class	Head down and/or eyes closed on desk for a prolonged period of time and not participating in classroom activities

Level One - Behaviors Consequences Discipline Guidelines and Procedures

Lack of cooperation in the Intervention Room will elevate the Level I offense to a Level II offense.

Offenses	Consequences
1 st	Upon receiving the first Level I referral: <ul style="list-style-type: none"> The student will be referred to the discipline office for a review of The Success Academy's Discipline Plan. This may also include time spent in the Opportunity For Improvement (OFI). The referring teacher will make
2 nd & 3 rd	Upon receiving the second and third Level I referrals: <ul style="list-style-type: none"> The student will complete prescribed classroom assignment(s) in the OFI room.

4th	<p>Upon receiving the fourth Level I referral:</p> <ul style="list-style-type: none"> • The student will complete prescribed classroom assignments in the OFI room and be placed on a behavior contract.
5th – 8th	<p>Upon receiving the fifth – eighth Level I referrals, the student will remain in the Opportunity For Improvement (OFI) Room until seen by the Assistant Principal/Dean to be given the following consequences:</p> <ul style="list-style-type: none"> • The student will be referred to the guidance counselor who will schedule a mandatory parent/teacher conference, to be held within 2-5 days. Internal staff will be invited as appropriate. • The student's name will be sent to the Response to Multi-Tier System of Supports (MTSS) team for further assessments.

Dress Code Offenses*	Consequences
1st	Student conference and parent phone call
2nd	OFI the remainder of the day and parent phone call
3rd and any additional Dress Code Violation	2 days in OFI and mandatory parent conference
<p>*Students who are not compliant with the dress code will be given the opportunity to contact a parent/guardian to correct the violation on the first offense only. A defiance referral will be issued if the student chooses to alter their acceptable dress during the school day.</p>	

Level Two - Intermediate Offenses

Offenses involving intermediate consequences are those that may result in suspension or possible expulsion from school. The appropriate school authority will suspend and/or recommend to the Superintendent the expulsion of a student when his/her presence has or tends to substantially disrupt or interfere with the orderly educational process. These offenses include, but are not limited to, the following:

Offenses	Explanations
Gross or Repeated Classroom Disruptions	Blatant disruption or obstruction of the orderly educational process including one created by an electronic device or by having to be physically removed from the classroom by the SRO or multiple requests from a school administrator before leaving.

Insubordination, Defiance of School Officials, and Continued Violation of School Rules	Defiance or disrespect shown toward school officials, which results in the disruption of the learning process. The defiance/ insubordination requires the administrator to give multiple requests before the student cooperates or the SRO had to physical remove the student from the area.
Skipping	Unauthorized absence from class (violation of School Board Policy 5200)
Leaving Class Without Permission	Leaving class without the teacher's authorization (violation of School Board Policy 5200)
Threats, Bullying, Hazing, Harassment or Intimidation of Students	The intentional or unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, which creates a well-founded fear in the person that such violence is imminent.
Offensive and/or Inappropriate Touching of Another Person	Touching of another person in an inappropriate and intimate manner.
Written or Verbal Proposition	Written or verbal propositions to engage in sexual acts
Possession or Control of Tobacco Products	Having tobacco products in your possession and/or bringing them on campus
Stealing, Larceny, Petty Theft	The intentional, unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another

Leaving School Without Permission	Leaving campus without formal administrative permission (regardless of age)
FIGHTING (FIT)-Level III (mutual combat, mutual altercation)	When two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention. Lower level fights such as pushing, shoving, or altercations that stop upon verbal command may result in other actions.
Group Disruptions	Inciting or participating in group incidents that disrupt but do not result in destruction or damage
Illegal Organizations	Participation in gangs and other unlawfully motivated organizations
Forgery	Unlawfully falsifying documents or signatures
Opportunity For Improvement (OFI) Infraction	Defiance toward the policy and procedures set forth in the Intervention Room

Miscellaneous Violations	Any other violation that administration will reasonably deem to fall within this category.
Use of Obscene or Profane Language	Gross and excessive profane language directed at someone following verbal commands to a student
Property Misuse/Technology Violation	Viewing inappropriate websites or destroying consumable or non-consumable supplies
Cheating or Plagiarism	To commit literary theft; to steal, or pass off the ideas or words of another as if they were your own
Using Cell Phones or Electronic Devices in Class	Cell phones and electronic devices should be used outside the buildings before school, after school, and during lunch.

Level Two - Intermediate Offense Consequences Discipline Guidelines and Procedures

Offenses	Consequences
1 st	Student may receive up to a 5-day out-of-school suspension or other consequences as deemed appropriate.
2 nd	Student may receive up to a 10-day out-of-school suspension, which may be partially rescinded pending a successful conference between a parent/guardian and administration.
3 rd	Student may receive a 10-day out-of-school suspension.
4 th	Student may be recommended for expulsion.

- ❖ Final authority to modify the number of days of suspension and number of suspensions shall rest with the Principal in consultation with the administrator in charge of discipline.
- ❖ Any student who receives a referral under this section after any suspension is rescinded may have the original suspension imposed or a new suspension initiated.
- ❖ Suspended students returning to school prior to the completion of their suspension are subject to further suspension or arrest for trespassing.

Level Three - Major Offenses

Offenses that occur on school property, school sponsored transportation, to include infractions at the bus stops, or during a school sponsored activity shall receive the most severe consequences provided for by LCS Board Policy and referred to the appropriate law enforcement agency. These offenses include, but are not limited to, the following:

Offenses	Explanations
ALCOHOL (ALC)-Level IV (possession, use, or sale)	Possession, sale, purchase, or use of alcoholic beverages. Use should be reported only when the person is caught in the act of using or is discovered to have used in the course of an investigation.
ARSON (ARS)-Level I (intentionally setting a fire on/with school property)	To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents

BATTERY (BAT)-Level I (physical attack/harm)	The physical use of force or violence by an individual against another (To distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.)
BREAKING AND ENTERING/BURGLARY (BRK)- Level II (illegal entry into a facility)	Unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s)
DISRUPTION ON CAMPUS—MAJOR (DOC)- Level III (<u>major disruption</u> of all or a significant portion of campus activities, school-sponsored events, and school bus transportation)	Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)
DRUG SALE/DISTRIBUTION EXCLUDING ALCOHOL (DRD)-Level II (illegal sale or distribution of drugs)	The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance
DRUG USE/POSSESSION EXCLUDING ALCOHOL (DRU)-Level III (illegal drug possession or use)	The use or possession of any drug, narcotic, controlled substance, or any substance when used for hallucinogenic purposes
HOMICIDE (HOM)-Level I (murder, manslaughter)	The unjustified killing of one human being by another

Offenses	Explanations
KIDNAPPING (KID)-Level I (abduction of an individual)	Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority
ROBBERY (ROB)-Level II (using force to take something from another)	The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear
LARCENY/THEFT (STL)- Level III (taking of property from a person, building, or a vehicle)	The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm (The item must be \$300 or more to report in SESIR.)

SEXUAL BATTERY (SXB)- Level I (attempted or actual)	Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object
SEXUAL OFFENSES (OTHER) (SXO)-Level III	Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner (Law enforcement must be notified to investigate.)
THREAT/INTIMIDATION (TRE)-Level III (instilling fear in others)	A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) <u>intent</u> – an intention that the threat is heard or seen by the person who is the object of the threat; (2) <u>fear</u> – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) <u>capability</u> – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained
TRESPASSING (TRS)-Level II (illegal entry onto campus)	To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.
VANDALISM (VAN)-Level III (destruction, damage, or defacement of school or personal property)	The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it (Damage must be \$1000 or more to report in SESIR)

Offenses	Explanations
WEAPONS POSSESSION (WPO)-Level II (possession of firearms and other instruments which can cause harm)	Possession of any instrument or object, as defined by Section 790.001, Florida Statutes, or district code of conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm (Possession of common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)
OTHER MAJOR (OMC)- Level III (major incidents that do not fit within the other definitions)	Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Example: Student producing or knowingly using counterfeit money; participating in gambling activities, possessing child pornography, or possessing drug paraphernalia

BULLYING / HARRASSMENT (BHA)- Level IV (intimidating or hostile behaviors)	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation
FIGHTING (FIT)-Level III (mutual combat, mutual altercation)	When two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention (Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command. Use local codes.)
SEXUAL HARASSMENT (SXH)-Level III (undesired sexual behavior)	Unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (6A-19.008(1) SBE Rule) An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.
TOBACCO (TBC)-Level IV (cigarettes or other forms of tobacco)	The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18

Offenses	Explanations
Battery upon a School Board Employee	The actual, unlawful, and intentional touching or striking of a School Board employee against his or her will, or the intentional causing of bodily harm to a School Board
Battery upon Students	Actually and intentionally pushing or striking another student against the will of the other, intentionally causing bodily harm to an individual
Simple Assault on a School Board Employee	The intentional, unlawful threat or act to do violence to the person of another coupled with an apparent ability to do so and the doing of some act, which creates a well-informed fear in such other person that such violence is imminent.
Possession, Use or Sale of Any Firearm	Any firearm (including a starter gun) which will, or is designed to, or will readily be concerted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any similar destructive devise

Discharging of a Firearm	Discharging of any pistol, rifle, shotgun, air-gun, or any other device.
Bomb Threat	Any such communication directed at a School Board employee that has the effect of interrupting the educational environment.
Explosives	Preparing, possessing, using, or selling of an explosive device.
Possession of a Sharp Weapon	Possession of a knife or similar instrument without the intent of doing harm.
Aggravated Battery	Intentionally causing great bodily harm, disability, or permanent disfigurement, use of a deadly weapon.
Unjustified Activation of a Fire Alarm System	Unauthorized pulling of fire alarm station.
Intentionally Making False Accusations	Intentionally making a false accusation or statement that jeopardizes the professional reputation, employment or professional certification of a teacher or other member of the school staff.
Armed Robbery	A crime of seizing property through violence or intimidation, involving the use of a weapon.
Miscellaneous Violations	Any other offense which the administration will reasonably deem to fall within this category.

Level Three - Major Offense Consequences Discipline Guidelines and Procedures

Offense	Consequence
1 st	Student will receive a 10-day suspension. Student will also be recommended for expulsion.

Off-campus felony crimes, including, but not limited to, weapons, personal injury to others, or possession of drugs with intent to sell may also result in a recommendation of expulsion.

Bus Rules of Conduct for Students

The rules of conduct for students on Leon County Schools' buses are absolutely essential. The rules are set in place with students' safety as priority. In an effort to ensure that students are transported safely, parents are encouraged to explain the bus rules and procedures to their children. Students who are educated about proper bus behavior make the trip to and from school a safe one. Students shall obey the following rules at all times:

1. Students must enter the bus with a mask on covering their mouth and nose.

2.	Stand off the roadway while waiting for the bus.
3.	When crossing the roadway, be sure that the road is clear of traffic in both directions. Do not depend entirely on the bus arm to control traffic; careless drivers occasionally run through the stop area.
3.	Students must obey the driver at all times.
4.	Students will remain in their seats at all times.
5.	Quiet conversation or classroom conduct is to be observed at all times while on the bus. Use of foul language or racial slurs is not permitted. Do not talk to or distract the driver; the driver must focus attention on the road at all times.
6.	Keep hands, feet, arms, and head to yourself and inside windows at all times.
7.	Passengers must not throw waste paper or other rubbish on the floor or otherwise litter, mark, deface, or damage any part of the bus. Do not throw any objects from the bus. Parents will be charged for any damages caused by their child. Students may also be suspended from riding the bus.
8.	No gum chewing, eating, drinking, or smoking is permitted on the bus at any time.
9.	Students must report to the bus stop in a timely manner. The bus cannot wait for those who are tardy.
10.	The emergency exit must not be tampered with and must not be used for ordinary boarding and exiting.
11.	No animals will be allowed on the bus.
12.	Small objects such as bottles that could get underfoot and cause the passengers to trip or fall will not be permitted on the bus.
13.	Fighting at bus stop will result in out of school suspension.

Bus Notes:

Students who wish to ride an alternate bus, must provide written documentation from parent/guardian for administrative approval. This note must contain the parent/guardian's name and phone number, name of student, name of student that he/she will be riding the bus with and the reason for the change. Bus note approvals will be limited to emergency situations. An administrator will contact the parent/guardian to confirm this authorization prior to the student leaving school. Notes should be submitted to the main office prior to lunch for approval. There will be no exceptions to these rules!

Leon County Schools Bus Discipline Guidelines and Procedures

- Students are expected to obey the driver at all times.
- The driver has the authority to assign students to certain seats.
- The driver shall issue verbal warnings, contact parent or guardian, and issue written bus referrals for violations of bus rules.
- The principal or designee shall consider the bus driver's recommendation for discipline when making a decision regarding the consequences of a bus referral.
- The principal or designee shall suspend a student from riding the bus for constant rule violations and defiant bus behavior.



Rocky Hanna
Superintendent
School Board Members

Georgia M. “Joy” Bowen
District 4- TBD
Darryl Jones, Chair
Rosanne Wood
Alva Striplin, Vice-Chair

Non-Discrimination Notification and Contact Information

“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Wallace Knight
Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7193
knightwa@leonschool.net

Deana McAllister, Assistant Superintendent
Equity Coordinator (Employees)
(850) 487-7193
mcallisterd@leonschools.net
knightwa@leonschool.net

Tonja Fitzgerald, Director
Equity Compliance Officer (Students)
(850) 487-7309
fitzgeraldt@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Jennifer Benton, 504 Specialist
(850) 487-7317
bentonj@leonschools.net



Student Handbook & Discipline Plan

2022-2023

**Student Acknowledgement and Agreement is Processed during the course of
Onboarding and Orientation**