

## OSES FAMILY CONTRACT 2017 – 2018

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

### I/WE, THE PARENT(S)/GUARDIAN(S) OF THE ABOVE-NAMED STUDENT, IN CONSIDERATION OF THE ENROLLMENT OF MY/OUR CHILD IN THE ORLANDO SCIENCE SCHOOLS DO HEREBY AGREE TO THE FOLLOWING:

- I will help the school to make learning a primary occupation for my child.
- I will send my child to school on time, healthy, clean and prepared to learn.
- I will ensure that my child is dressed and groomed according to the dress code of OSES.
- I will supervise my child's homework to ensure that all assignments are completed on schedule.
- I will keep OSES informed of a phone number and address where I can be reached during daytime hours.
- I will encourage my child to participate in the school-organized volunteer community activities since these kinds of activities are an important part of the learning experience.
- I will meet with my child's teacher and/or the administration as requested.
- I will take responsibility for the behavior of my child in the school.
- I understand that Orlando Science Schools is governed by a Board of Directors.
- I understand that the OSES administration has the authority to suspend or to recommend expelling the student from OSES if the student's behavior violates the Code of Conduct and/or the parent(s)/guardian(s) fails to take responsibility for the conduct of the student and/or fails to cooperate with OSES to help in correcting the student's behavior.
- I understand that it is my responsibility to stay informed of official announcements made through the OSES weekly newsletter and/or the OSES website at [www.OrlandoScience.org](http://www.OrlandoScience.org).
- I understand that it is my responsibility to review my child's report cards issued by the school.
- I understand that this contract is an agreement with all other parents in the school to support the faculty, staff, and the volunteers as they work to help my child be a productive member of the community.
- I will ensure that my child is carrying this student agenda everyday at school.
- I will follow all drop-off and pick-up policies and procedures as signed during enrollment.

### PARENT(S)/GUARDIAN(S)

I/We, the parent(s)/guardian(s) of the above-named student, have reviewed the Orlando Science Schools Student & Parent Handbook with my/our child. I/We have read and understand the Code of Conduct, Discipline Plan, and the Family Contract and agree to uphold its tenets. I/We agree to support Orlando Science Schools by volunteering at the school to the degree possible, communicating regularly with my/our child's teacher(s), and promoting positive educational practices at home with my/our child by providing ongoing supervision and guidance with homework and school related projects. I/We have received the OSES Contact Information Sheet that was supplied with my/our child's student agenda.

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

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

### STUDENT

I have thoroughly reviewed and agree to abide by each of the policies, procedures and expectations outlined in the Orlando Science Schools Student & Parent Handbook. I have read and understand the Code of Conduct, Discipline Plan, and the Family Contract and agree to uphold its tenets. I understand that failure to do so may result in my expulsion.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(If 10 years of age or older)

**Directions:** Families are expected to read and discuss the OSES Student & Parent Handbook including the Code of Conduct, the Discipline Plan, and this document and indicate both understanding and acceptance of these by signing, dating, and returning this completed contract to the student's teacher by **Friday, August 18, 2016**.

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# Orlando Science Schools

An Orange County Public  
Charter School

**2017 - 2018**

Student & Parent Handbook

(Revised June 6, 2017)

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

**Notice:** It is understood that this handbook cannot cover every aspect relating to the functions, procedures, and policies at Orlando Science Schools. Therefore, because OSES is a Charter School in the Orange County Public Schools System, any situation not specifically referred to in this handbook shall fall under the guidelines set forth by Orange County Public Schools' Policies and Procedures in 2017-2018 Code of Student Conduct.

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## FROM THE EXECUTIVE DIRECTOR'S DESK

*Dear Parents and Students,*

*Welcome to the 2017-2018 school year at **Orlando Science Schools!** This new school year means a new beginning and new future. The administrative team is excited about the coming school year, and the staff at Orlando Science Schools is caring, competent, dedicated and willing to assist you. We are working hard to provide the best possible learning climate for students.*

*We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The mission of the **Orlando Science Schools** is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and have fun together in harmony.*

***Orlando Science Schools** is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.*

*This handbook is an overview of our school's mission, guidelines, and services. It is an essential reference book describing what we expect and how the school operates. Read it carefully, discuss it with your family, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide students and parents with the information that will make this year purposeful and rewarding in every aspect. When you are finished reviewing this handbook, please sign, date and return the Family Contract indicating your understanding and acceptance of its contents. Keep this handbook because you will use this information throughout the school year.*

*On behalf of the entire **Orlando Science Schools** staff and community, best wishes for a great 2017-2018 school year!*

*Sincerely,*

*Yalcin Akin, PhD*

*Executive Director*

**ORLANDO SCIENCE SCHOOLS  
2017-2018 ACADEMIC CALENDAR**

August 1-11	Pre-Planning/ Staff Development
August 14	First Day of School for Students
September 4	Holiday (Labor Day)
October 13	End of 1st Marking Period
October 16	Student Holiday/Teacher Workday/Professional Day
October 17	Beginning of 2 <sup>nd</sup> Marking Period
October 27	Student Holiday/Teacher Workday/Professional Day/Teacher Non-Workday
November 20-24	Thanksgiving Break
December 21	End of 2 <sup>nd</sup> Marking Period
December 22	Student Holiday/Teacher Workday
December 25-January 5	Winter Break
January 8	Beginning of 3 <sup>rd</sup> Marking Period (2 <sup>nd</sup> Semester)
January 15	Holiday (Martin Luther King Jr. Day)
February 19	Holiday (Presidents' Day)
March 15	End of 3 <sup>rd</sup> Marking Period
March 16	Student Holiday/Teacher Workday
March 19-23	Spring Break
March 26	Beginning of 4 <sup>th</sup> Marking Period
May 28	Holiday (Memorial Day)
May 30	End of 4 <sup>th</sup> Marking Period/Last Day for Students
May 31-June 1	Pre-Planning/ Staff Development

## MISSION STATEMENT

The mission of Orlando Science Schools (OSS) is to provide students with a well-rounded education with a special emphasis on Science, Technology, Engineering Mathematics (STEM), and Reading in light of research based, proven and innovative instructional methods in stimulating environment. OSS is committed to the social-emotional learning and character development of students.

## CORE Values

**O**wnership for my actions

**R**espect myself and others

**C**aring for my community

**A**ppreciate differences

**S**trive for excellence

## DUE PROCESS AND STUDENT'S RESPONSIBILITIES & RIGHTS

### STUDENTS' RESPONSIBILITIES

- To be caring and honest,
- To do his or her best to learn and master all he/she can,
- To respect school rules, regulations, and policies,
- To be sure that personal expressions do not interfere with the rights of others,
- To follow state law and school policies concerning substance abuse,
- To respect and protect the personal and property rights of others and of the school,
- To treat all members of the community with full respect, fairness, and courtesy,
- To abide by all the expectations of the school and its community,
- To follow the prescribed guidelines for participation in school activities, AND
- To adhere to due process procedures.

### STUDENTS' RIGHTS

- To feel safe in the school environment,
- To take full advantage of the learning opportunities,
- To work in an environment free from disruptions,
- To express his or her opinions, ideas, thoughts, and concerns,
- To have a healthy environment that is smoke alcohol, and drug free,
- To use school resources and facilities for self-betterment under appropriate supervision,
- To expect courtesy, fairness, and respect from all members of the community,
- To be informed of all expectations and responsibilities,
- To take part in a variety of school activities, AND
- To have the right to due process.

All students at OSS are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student, who exhibits any of the unacceptable student behaviors or Conduct Violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range from parental notification, isolation, detention, and emergency removal from a school activity, to suspension, expulsion, and criminal prosecution. In all instances, OSS's policies and procedures governing due process for suspensions and expulsions will follow Orange County Public Schools Board Policies. All students at OSS have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible, and reports will be kept completely confidential.

## ATTENDANCE

### Absences and Tardiness

OSES recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

### Excused Absences

OSES accepts only the following as excusable reasons for absence from school. **Parents or guardians must notify the school in the morning on any day their child is not attending.** The excuse shall be submitted to the school office and filed as part of the student's school record. An excuse for absence from school may be approved for one or more of the following reasons or conditions:

- **Personal Illness:** Personal illness of the student or when attendance in school would endanger the health of the student or the health of others is excused. Upon the student's return to school, appropriate medical documentation is required within three days of the absence(s). Your parent or guardian should call the school each morning you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian or it will be an unexcused absence. The school may require a doctor's confirmation if the student has 3 or more medical excused absences.
- **Serious Illness or Death in the Family:** Serious illness or death in student's immediate family necessitating the absence. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as an excused absence within three days of the student's return to school. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian or doctor.
- **Legal Requirements:** Court order by a governmental agency mandating the student's absence from school is excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring a copy of the court order documentation.
- **Special or Recognized Religious Holidays:** Special or recognized religious holidays observed by the faith of the student. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **Weather or Environmental Conditions:** Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **Financial or Other Conditions:** Other absences to be determined by, and at the discretion of, the Principal may be excused.

### Unexcused Absences

An unexcused absence is a part of a student's school record. Students will be marked for an unexcused absence for:

- **Failure to Attend School:** Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences will be considered unexcused absences.
- **Out of School Suspension:** School days missed as a result of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy. OSES allows students who miss school for an out of school suspension to make up any work missed (refer to the section Make-up Work for Excused Absences).



## School Tardy

A student is tardy when he/she arrives at school after the beginning of the official school day, or is not in the assigned class at the official beginning of the class period. If applicable, students who are eligible for Bus Transportation and ride the bus to school will not be considered tardy when the bus arrives late to school.

- **Excused Tardy:** Late arrival to school as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with court order shall be considered excused tardy if the sign-in procedure is followed. Students who are transported to school other than School Buses (if applicable) and arrive late to school by vehicles must have their parent(s)/guardian(s) come into the school office to sign the student in as tardy, and provide the reason for the tardiness. For carpools arriving late, the driver responsible for the carpool that day must come into the school office and sign in each student as tardy, and provide the reason for the tardiness. Once the student(s) have been properly signed in, they will get a "late slip" for admittance to class.
- **Unexcused Tardy:** Arriving late to school with or without the knowledge of parent/guardian, as a result of reasons such as oversleeping, missing the bus, car problems, traffic, baby-sitting, athletic workouts, or socializing, is considered unexcused. If the sign-in procedure is not followed the student(s) will be marked as unexcused tardy regardless of the reason for the tardiness.

## Habitual School Tardy

Students who are unexcused tardy more than five (5) times in a calendar month or ten (10) times in a 90 calendar day period may be referred to the county social worker. OSES adheres to OCPS attendance policy and procedures.

## Class Tardy

Students are expected to be in their assigned seats when class begins. If a student has checked in late through the Front Office, the student should have a "tardy slip" to class from the Front Office. Repetitive tardiness will result in student receiving disciplinary consequence based on the Minor Violation Discipline Cycle. One conduct point is assigned for each tardy up to three tardies per week. Thereafter, each tardy will be assigned two points.

## Class Cuts/Skipping

A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the office to do so. Students who become ill or need to see a counselor or administrator during class time should first report to class, obtain permission to be excused and a written pass from the teacher. If a student is too ill to report to the office, he/she should have another person notify the office at once in order that appropriate attention may be given to the student.

## Make-up Work for Absences – Excused or Unexcused

An excused or unexcused absence from school, even for several days, does not remove any student from responsibilities in the classroom on the day they return to school. Students who have been absent will be given the same number of days that they were absent to make up missed work.

Assignments and class handouts are available on OSES Connect and are available 24 hours a day – should a student be absent for any reason, they should access this information via the Internet. **Parents should not call or e-mail teachers or the Front Office asking for assignments.** Long term assignments given prior to a student's absence will be due on the original due date or upon the student's return to school. For students who have been absent, make-up tests will be scheduled at a time designated by the teacher.

Students who participate in International or Out of State Competitions will be excused from their assignments that are given on competition days.

## Early Checkouts

Being removed from class and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout. A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student's records at school will be allowed to check out a student.

- **To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day. Students leaving school before meeting that requirement will be considered absent for the day.**
- **A parent or legal guardian should bring appropriate documentation showing the necessity of an early checkout at the time the student is released from school.**
- **Early checkouts are not permitted during the last 30 minutes of the school day.**

## Truancy

A habitual truant is one who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant, no credit will be recorded for work you missed as a result of truancy.

- **After 3 unexcused absences:** The parent/legal guardian will be contacted by the school administrator requesting a conference. After two reasonable attempts to notify the parent/guardian without response, the school shall send a notice to the parent/guardian by certified mail, return receipt requested.
- **After 7 unexcused absences:** The parent/legal guardian will be notified by the school administrator that the student has only three unexcused absences remaining prior to violating the state attendance requirements.
- **After 10 unexcused absences:** A letter will be sent from the school administrator to the parent/legal guardian regarding attendance. In addition, a referral shall be made to the school social worker by the school administrator.

Excessive excused absences also impact the educational program and may be handled as follows:

- **After 5 excused absences:** The parent/legal guardian will be contacted by the school administrator or his designee by telephone or parental conference regarding attendance when possible. If contact is unsuccessful, a letter will be sent by the school administrator.
- **After 7 excused absences:** A letter will be sent from the school administrator to the parent/legal guardian regarding attendance. In addition, the school administrator shall confer with the school social worker to determine whether a referral is warranted, at this time.
- **After 10 excused absences:** The school has the discretion to confer with the school social worker to determine whether any action should be taken to address the absences. When administrative actions taken to correct truancy have proven ineffective, the school system may file a truancy petition pursuant to the procedures in state attendance laws.

## Perfect Attendance

Students are recognized if they maintain perfect attendance. Perfect attendance is considered as zero absences and zero tardiness to school and zero absences and zero tardiness to each assigned class. Whether the absence/tardy is excused or unexcused is not a consideration.

# CODE OF CONDUCT

## Conduct Information

It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline a close, cooperative relationship must exist between the home and the school. It is our goal to provide close communication with parents at the onset of discipline problems, so that together we can find alternatives for students and they can experience success in relationships at home and school.

For this discipline program to be successful, students must make choices for themselves and **be responsible for their own behavior as well as for their academic performance.** Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. All persons, involved in committing, planning, participating, helping, advising, encouraging, or benefiting in the violation of a rule or code of conduct are parties to the violation. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

## Responsibility for Individual Actions or Choices

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often harm caused to other persons or their possessions is unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. **Neither OSES employees nor the Governing Board assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.**

OSES has as its goal to help every student fulfill his/her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the OSES administrators and teachers shall not allow inappropriate, distractive, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. **Students who continuously disregard the code of conduct may be recommended to the School Board for expulsion.**

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. OSES takes seriously its responsibility to educate its students in a safe and drug free school where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated. Students, who violate OSES rules, or State laws related to these offenses, will be suspended or recommended for expulsion from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities.

## Minor Violations Discipline Cycle

Minor violations in or outside of the classroom will be handled by the issuance of Conduct Points. Students' violations will be recorded by the teachers or other staff by help of a computerized Conduct Log system. **Conduct points** can be given anywhere in the school by any school employee. Parents and students will have online access to the recorded information at OSESConnect. Administration will review the recorded Conduct Log weekly and assign consequences as follows:

1 - 3 conduct points/week	No consequence assigned
4 - 6 conduct points/week	Lunch Detention
7 - 9 conduct points/week	Administrative Detention/Other
10 - 12 conduct points/week	Work Detail/Saturday Detention/Other
13 – 15 conduct points/week or more	Positive Alternative to School Suspension (PASS)/Other
16 or more conduct points/week: Disciplinary Referral Form for not following school rules	Consequence based upon Class II Offense

Parents will be contacted with a letter sent home with the student, or the U.S. Mail, regarding the assigned consequence for administrative detention, ISS/PASS, OSS, and disciplinary referrals.

Teachers, in response to **minor** violations in the classroom, will take the appropriate steps when students fail to abide by the established behavioral expectations. Should misbehavior continue or interrupt the instructional environment the teacher will complete an **Intervention Referral Form** and send the student to the appropriate administrator.

### Minor Violations (Class I Offenses)

The minor violations list below is not exhaustive and subject to change at any time at the discretion of the Administration. Different violations carry different conduct points ranging from 1 to 3.

	<b>Offense</b>	<b>Description</b>	<b>Max Point</b>
<b>1.00</b>	<b>Toys/Play Items</b>	Bringing toys, stuffed animals, dolls, toy cars, and other play items to school	1
<b>1.01</b>	<b>Line Breaking</b>	Breaking out of place or cutting in front of another student when class is lined up inside or outside of the school building	1
<b>1.02</b>	<b>Chewing gum</b>	Chewing gum.	1
<b>1.03</b>	<b>Dress code</b>	Violation of the Uniform Dress Code	1
<b>1.04</b>	<b>Eating or drinking in unauthorized areas</b>	Eating or drinking in unauthorized areas.	1
<b>1.05</b>	<b>No Agenda</b>	Not having agenda during school hours.	1
<b>1.06</b>	<b>Refusing to participate in learning</b>	Refusing to participate in learning: sleeping or not participating, etc.)	1
<b>1.07</b>	<b>Unprepared for class</b>	Unprepared for class – not bringing the needed materials described in the course syllabus to class each day.	1
<b>1.08</b>	<b>Body Art</b>	Any body art on to include but not limited to temporary tattoos, marker paintings, etc. are not allowed. Student will not be permitted to go the class until cleaned.	1
<b>1.09</b>	<b>Behavior That Puts Safety at Risk</b>	Behavior That Puts Safety at Risk	2
<b>1.10</b>	<b>Cafeteria misconduct</b>	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.)	2
<b>1.11</b>	<b>Classroom Disruption</b>	Any other minor act of misconduct which interferes with the orderly operation of the classroom including but not limited to excessive or disruptive talking, throwing objects, verbal exchanges, arguing, passing notes.	2
<b>1.12</b>	<b>Failure to follow directions.</b>	Failure to follow directions: Insubordination, refusal or failure to comply with a direction or an order from a school employee.	2
<b>1.13</b>	<b>Hall disruptions</b>	Hall disruptions (including but not limited to yelling, shouting, screaming, banging on lockers, and/or running)	2
<b>1.14</b>	<b>Horseplay</b>	Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out.	2
<b>1.15</b>	<b>Tardiness</b>	Repeated late arrival to school or class.	1
<b>1.16</b>	<b>Disrespectful or rude behavior</b>	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student.	3
<b>1.17</b>	<b>Vulgar, unprofessional language</b>	Profane, Obscene, or Abusive Language/ Materials: The use of either oral, written or bodily language (including designations, abbreviations that connote offensive meaning), electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity	3

Repetitive minor violations recorded in the Conduct Log will result in student being classified as a Chronic Disciplinary Problem Student. Appropriate support will be provided to resolve the behavior issues within the Multi-Tiered System of Supports team (MTSS) problem solving framework. However, the principal may refer chronic disciplinary students to the School Board to be expelled from the school to protect the learning environment of other students at any time during the MTSS process.

## MAJOR VIOLATIONS DISCIPLINE CYCLE

Major violations (Class II-IV) of the student code of conduct result in a Disciplinary Referral Form. The Disciplinary Referral Forms are investigated and consequences are assigned by the administrator. Parents are notified of the consequences by either phone call, notice letter sent with student, or US mail. Assignments of consequences are progressive. In general, each disciplinary referral advances the student to the next step in the Major Violation Discipline Cycle and violations may have higher consequences if committed at a higher cycle step. Consequence ranges on the Major Violation Discipline Cycle cover most of the major violations. However, it cannot cover all possible examples for violating the listed offenses. Therefore, the school administration may impose consequences that are not listed if warranted by individual circumstances. Any item that is deemed unsafe, inappropriate or hazardous to persons or property may be confiscated by school personnel. Offenses not covered by the Discipline Cycle are handled by the school administration in accordance with federal and state laws in a manner consistent with the Charter Schools Act. Also at the discretion of administration heavier or lighter consequences may be assigned if warranted by individual circumstances.

### Intermediate Violations (Class II Offenses)

Intermediate acts of misconduct are more serious or disruptive examples of the offenses in Class I. Class II also includes repeated acts of misconduct from Class I and acts directed against people or property that do not seriously endanger the health or safety of others. The misconduct must be reported to the appropriate school administrator for disciplinary action.

	Infractions	FD/SOS	WD/Confiscation	Restitution	PASS (1 day)	PASS (2 days)	PASS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
2.01	Repeated Misconduct of Class-I violation: Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.02	Disrespect: Conduct or behavior toward school employee, student, or an adult that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class I)	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.03	Fighting: Minor physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.04	Forgery: The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.05	Gambling: Any unlawful participation in games (or activities) of chance for money and/or other things of value.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.06	Insubordination/Open Defiance: Either verbal or non-verbal refusal to comply with school rules or directions from school staff.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

		Infractions										
		FD/SOS	WD/Confiscation	Restitution	PASS (1 day)	PASS (2 days)	PASS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
2.07	Intimidation/Threats: The verbal or physical threat to do harm or violence to another student(s) or to the property of another person. Any verbal, written, or printed communication maliciously threatening any injury to the person, property, or reputation of another, with or without the intent to extort money or any pecuniary advantage whatsoever; or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.08	Stealing (under \$50): Taking the property of another person or school without permission.	Step 1		M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.09	Unauthorized Assembly, Publications, etc.: Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.10	Bullying: Repeated unwanted aggressive, intimidating, insulting, dehumanizing or threatening verbal, electronic, or physical behavior or expression that is directed toward another person on school property or off school grounds if it adversely impacts the education at school for students or staff. This may include, but is not limited to, pushing, shoving, name calling with profanity, purposeful exclusion, slander, and verbal cruelty.				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.11	Other Serious Misconduct: Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Class I.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.12	Physical Contact: Offensive, unwanted and/or inappropriate touch	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.13	Dangerous/Unsafe Acts: Behave in such a way as could reasonably cause physical injury to any person or property without intent to do such harm.	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.14	Provoking/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.15	Confrontation/Dispute: Lower level confrontations such as, mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.	Step 1	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.16	Simple Battery: Any actual and intentional pushing or striking of another student against the will of the other student.				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.17	Leaving class without permission or not reporting to the designated area on time.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

<b>Infractions</b>		Step 1	FD/SOS	WD/Confiscation	Restitution	Step 1	PASS (1 day)	Step 2	PASS (2 days)	Step 3-8	PASS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
<b>2.18</b>	Skipping or cutting class or activity: A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the administration to do so.	Step 1				Step 1		Step 2		Step 3-8						
<b>2.19</b>	Use of - in employee's presence - opprobrious or abusive words, or obscene language, pictures or gestures	Step 1				Step 1		Step 2		Step 3		Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.20</b>	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property including act of defacing with graffiti, keying, or scratching a car or trashing a room resulting in damages.	Step 1			M	Step 1		Step 2		Step 3		Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.21</b>	Providing False and/or Misleading Information – Intentionally providing false information to a school employee including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, readmit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.	Step 1				Step 1		Step 2		Step 3		Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.22</b>	Possession of Firearm Facsimiles – Possession, sale, or discharge of any facsimile, or toy-type replica of a firearm or empty shell,	Step 1				Step 1		Step 2		Step 3		Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.23</b>	Encouraging Major Violations of Code of Conduct. Consequences contingent upon rules violated.	Step 1				Step 1		Step 2		Step 3		Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.24</b>	Lewd, Indecent, or Offensive Behavior – Any behavior offensive to common propriety or decency, including, but not limited to, “mooning,” offensive touching, indecent exposure, possession, distribution, or display of obscene or “hate” material, possession/display of electronic images or text, or similar behavior.	Step 1				Step 1		Step 2		Step 3		Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.25</b>	Inciting or Participating in a Major Student Disorder - Leading, encouraging, and/or assisting in disruption which result in destruction or damage to property or cause personal injury.	Step 1				Step 1		Step 2		Step 3		Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.26</b>	Public Display of Affection (PDA) : Kissing, fondling, “dirty dancing” , sitting on laps, prolonged hugging, close contact, or any suggestive contact that are in poor taste and show disrespect for others as interpreted by school personnel.	Step 1				Step 1		Step 2		Step 3		Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.27</b>	Possession of Stolen and/or lost property with or without knowledge or not returning found items to the authorities.	Step 1				Step 1		Step 2		Step 3		Step 4	Step 5	Step 6	Step 7	Step 8
<b>2.28</b>	Cheating/Plagiarism: Willful or deliberate or unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material or any form of communication in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.	Step 1				Step 1		Step 2		Step 3		Step 4	Step 5	Step 6	Step 7	Step 8

	Infractions	FD/SOS	WD/Confiscation	Restitution	PASS (1 day)	PASS (2 days)	PASS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
2.29	False and/or Misleading Information: Intentionally providing false or misleading information to, or withholding valid information from a school district employee.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.30	Use or possession of Wireless Communication Devices: Wireless communication devices may be brought to school, but must be out of sight and kept in an "off" mode while on the school property during regular school hours. Use of a wireless communication device may include the imposition of criminal penalties if the device is used in a criminal act. (Any student who chooses to bring a wireless communication device to school shall do so at his or her own risk.)	Step 1 - Warning	M		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.31	Mistreatment / misuse of school, personal or others' properties. The willful or malicious act of misuse or mistreatment of property such as littering, wasteful use or unauthorized possession.	Step 1		M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

\*M: Mandatory

### Major Violations Class III Offenses

Class III infractions are major acts of misconduct. They include repeated misconduct acts from Class II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. The misconduct must be reported right away to the school administrator, who may remove the student from the school or activity immediately.

	Infractions	FD/SOS	WD/Confiscation	Restitution	PASS (1day)	PASS (2 days)	PASS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.01	AWOL: Leaving school grounds or the site of any school activity without permission.						Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
3.02	Technology tempering: Any use of technology for personal gain, profit, or illegal conduct, such as fraud, copyright infringement, pornography, hacking, or distributing viruses that result in disruption.							Step 1	Step 2	Step 3	Step 4	Step 5
3.03	Battery: When one student physically attacks another student with the intent to do bodily harm.							Step 1	Step 2	Step 3	Step 4	Step 5
3.04	Breaking and Entering: The unlawful and willful entry or attempted forcible entry of any school property or the personal property of students and school personnel.			M				Step 1	Step 2	Step 3	Step 4	Step 5



Infractions		FD/SOS	WD/Confiscation	Restitution	PASS (1day)	PASS (2 days)	PASS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.05	Destruction of Property/ Vandalism (More than \$50): The willful or malicious destruction of school system property or the property of others.			M				Step 1	Step 2	Step 3	Step 4	Step 5
3.06	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class II)							Step 1	Step 2	Step 3	Step 4	Step 5
3.07	Extortion: The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear.							Step 1	Step 2	Step 3	Step 4	Step 5
3.08	Fighting: Physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.							Step 1	Step 2	Step 3	Step 4	Step 5
3.09	Firecrackers/Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers on school system property, at a school function, or extracurricular/co-curricular activity.							Step 1	Step 2	Step 3	Step 4	Step 5
3.10	Gross Insubordination/ Blatant Defiance: Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order such as refusing to serve a disciplinary consequence.							Step 1	Step 2	Step 3	Step 4	Step 5
3.11	Illegal Organizations: Establishing or participating in a secret society on school property, at a school function, or at an extracurricular activity.							Step 1	Step 2	Step 3	Step 4	Step 5
3.12	Possession of Contraband Material: Possession, use, and/or distribution of materials or items, other than weapons or firearms, which are forbidden. The parent/guardian will make arrangements to pick up the object from the school, if applicable.							Step 1	Step 2	Step 3	Step 4	Step 5
3.13	Smoking and Other Use of Tobacco Products: The possession, use, distribution, or sale of tobacco products on school property, at a school function, or extracurricular/co-curricular activity.							Step 1	Step 2	Step 3	Step 4	Step 5
3.14	Stealing (\$50 to \$300): The taking of the property of another without the permission of the person.			M				Step 1	Step 2	Step 3	Step 4	Step 5
3.15	Trespassing: Unauthorized entry into school property, a school function, or extracurricular/co-curricular activity and/or remaining after the administrator or designee has directed such person to leave that location.							Step 1	Step 2	Step 3	Step 4	Step 5
3.16	Possession of any instrument or object other than a firearm may be considered under this heading if there has been no threatening or intimidating display of the instrument or object.							Step 1	Step 2	Step 3	Step 4	Step 5
3.17	Other Major Infractions (Major infractions that do not fit within the other definitions): Mooning and sexual harassment which is any slur, innuendo, or other verbal or physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment.							Step 1	Step 2	Step 3	Step 4	Step 5

Infractions		FD/SOS	WD/Confiscation	Restitution	PASS (1 day)	PASS (2 days)	ISS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.18	Other Serious Misconduct: Any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation Services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular/co-curricular activity. This may include, but is not limited to, providing false/misleading information to staff members, profanity, use of gang-related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person; repeated dress code violations; misuse of electronic items or computers; or the activation of a fire alarm without reasonable cause which, in the discretion of the principal, was not the result of a willful or malicious act.							Step 1	Step 2	Step 3	Step 4	Step 5
3.19	Bullying/Harassment – Any unwanted and repeated written, verbal, electronic, or physical behavior, including threatening, insulting, or dehumanizing acts, by a student that is severe and pervasive and that creates an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation. Severe and pervasive behavior will be determined by the principal. Prohibited acts include an act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics of a student that is directed at one or more students or staff; substantially interferes with educational opportunities or educational programs of the targeted student(s); or adversely affects the ability of a student(s) to participate in or benefit from the schools’ educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is objectively offensive							Step 1	Step 2	Step 3	Step 4	Step 5
3.20	Threat/Intimidation: Any premeditated or repeated threat to cause physical harm to another person with or without the use of a weapon, whether made verbally, in writing, electronically, or by conduct or action, to kill another person or do any act of violence which may cause death and creates fear of apprehension in that person that such violence is a serious expression of an intent to cause a present or future harm along with the individual having the capability to actually carry out the threat.							Step 1	Step 2	Step 3	Step 4	Step 5
3.21	Sexual Harassment – Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment (6A-19.008 SBE Rule). It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.							Step 1	Step 2	Step 3	Step 4	Step 5

Infractions		FD/SOS	WD/Confiscation	Restitution	PASS (1 day)	PASS (2 days)	PASS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.22	Directing Obscene, Profane, or Offensive Language or Gestures to a School Employee – Any behavior offensive to common propriety or decency directed to a school employee including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment.							Step 1	Step 2	Step 3	Step 4	Step 5
3.23	Possession of a controlled object without intent to harm or use for personal protection							Step 1	Step 2	Step 3	Step 4	Step 5
3.24	Entering in an unauthorized area without permission							Step 1	Step 2	Step 3	Step 4	Step 5
3.25	Violation of the PASS Rules/Procedures							Step 1	Step 2	Step 3	Step 4	Step 5
3.26	Creating or organizing a conspiracy of any kind with regard to the school and/or its' employees. Intentionally making false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff.							Step 1	Step 2	Step 3	Step 4	Step 5
3.27	Sexual Misconduct: Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking.								Step 1	Step 2	Step 3	Step 4
3.28	Making a false 911 emergency call from school or personal phones.								Step 1	Step 2	Step 3	Step 4
3.29	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.								Step 1	Step 2	Step 3	Step 4
3.30	False Fire Alarm: The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.									Step 1	Step 2	Step 3
3.31	Drugs/Possession/Use: The possession, use, or being under the influence of illegal or illicit drugs, or any other substance capable of modifying mood or behavior or the possession or use of any substance represented to be of said nature.									Step 1	Step 2	Step 3
3.32	Inciting, Leading, or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or a School Function: The act of inciting, leading, or participating in any disruption, (including gang related activities or incidents with multiple participants) disturbance or other act that: interferes with the education process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others. This may also include any false accusation made by a student that jeopardizes the professional reputation, employment, or professional certification of employee.									Step 1	Step 2	Step 3

Infractions		FD/SOS	WD/Confiscation	Restitution	PASS (1day)	PASS (2 days)	PASS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.33	Larceny/Theft Over \$300: The act or attempted act of taking, carrying, leading, or riding away of property from the possession of another person. Included are pocket picking, purse snatching, and theft from a building, theft from a motor vehicle, machine or device which is operated by the use of a coin or token and all other types.								Step 1	Step 2	Step 3	Step 4
3.34	Provoking/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.								Step 1	Step 2	Step 3	Step 4

### Zero Tolerance Violations Class IV Offenses

Class IV acts of misconduct are the most serious. Students who have been found to have committed the following offenses on school grounds, a school bus, school sponsored transportation or at a school bus stop, or during a school-sponsored function or activity shall be recommended for expulsion by the school principal or designee, receive the most severe consequences and be referred to the appropriate law enforcement agency:

Infractions	
4.01	Homicide (murder or manslaughter)
4.02	Arson (Mandatory referral to an appropriate agency): The willful and/or malicious burning of or attempt to burn or destroy school system property, contents in or on the property, or personal property of others.
4.03	Threats to Employees, Volunteers or Students: Any direct threat, by word or act, to do violence or harm to a school employee, volunteer or student which creates a fear that the threat could be carried out.
4.04	Battery of Employees, Volunteers, or Students: An actual or intentional touching or striking of a school employee, volunteer, or student against his/her will or intentionally causing bodily harm to an individual. In severe cases, the battery of a student may be the basis for expulsion.
4.05	Bomb Threats/Explosions: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property at a school function or extracurricular/co-curricular activity, or to the person in or on that property or attending the function. This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on school property or at a school function or extracurricular/co-curricular activity.
4.06	Other Weapons: The possession, use, or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person or to intimidate any person. Included in this category are objects such as BB guns or pellet guns, air soft guns, paintball guns and replicas of any gun or weapon, knives of any kind (including pocket knives), chains, pipes, razor blades, box cutter, machete, hypodermic needle(s), sling shot, spear, sword, ice picks, other pointed instruments, nunchakas, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, electrical/chemical weapons or devices, ammunitions, incendiary device. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.
4.07	Robbery/Extortion: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear.
4.08	Sexual Battery: Any sexual act or attempt directed against another person, forcibly, and/or against the person's will. The category includes rape, indecent liberties, child molestation, and sodomy.

4.09	Other: Any other intentional or wanton act which significantly harms or poses a realistic threat of serious harm to oneself or another person and/or which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include, hazing, hate crimes, bullying and harassment or the possession of drug paraphernalia.
4.10	Drugs/Distribution/Selling/Buying. The transmission or distribution, buying or selling of any drug or contraband substance, or the selling or transmitting of any substance represented to be of said nature.

## DISCIPLINE PLAN

### School Wide Classroom Management Plan

#### Teacher Intervention Process for Classroom Misconduct

OSES uses a School-wide Classroom Management Plan in which all faculty and staff work in a cooperative systematic effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment.

The teacher, in response to **minor** disciplinary problems in the classroom, may take the following steps when students fail to abide by the established behavioral expectations:

#### Warning (Information of the rule, non-verbal, verbal or written warnings)

Students who create classroom disruptions and/or fail to meet behavioral expectations will be given a verbal warning – they will be identified by name, told what they are/aren't doing properly, instructed how they need correct the situation.

#### Isolation in Classroom or Private conference with pupil

Students who do not properly respond to the first step of a verbal warning may be placed in isolation within the classroom or neighboring classroom. Upon being placed in isolation, the student may be required to sign in on the Isolation Log – should they refuse to sign the Isolation Log, they will be given an **Office Referral Form** for *defiance of authority or failure to follow direction*. The length of time to be served in isolation will be determined solely by the teacher and may differ for each situation.

#### Intervention Referral Forms

Should misbehavior continue after the first two steps, the teacher will complete an **Intervention Referral Form** and send the student to an administrator. The student may remain outside of the classroom for the rest of the period/day. During the student's visit, the administrator will counsel the student with regard to the cited offense. If the administrator determines that additional counsel or parent contact is needed, he/she may do any one, or all of the following:

1. Contact the parent(s)/guardian(s)
2. Refer the student to the Counselor
3. Refer the student to the Staffing Specialist
4. Refer the student to the Principal
5. Refer the student to the MTSS

These **Intervention Referral Forms** will not be noted on a student's permanent discipline transcript. However, they will be entered in OSES Connect for parental viewing and students will receive 4 Conduct Points for each **Intervention Referral Form** they receive.

## **GENERAL BEHAVIOR GUIDELINES**

### **School-wide Rules:**

- Respect yourself and others.
- Follow directions the first time.
- Be prepared for each class.
- Keep you to yourself.
- Transition quickly and quietly.

### **In the Cafeteria**

- No loitering in the cafeteria.
- Push chairs back after eating.
- Keep tables, chairs, and floors clean.
- Talk in a normal voice (classroom voice).
- No backpacks or books allowed in the cafeteria.
- Dispose of trays, trash and debris in trash bins.
- Keep hands, feet, personal belongings and food to yourself.
- Keep cafeteria lines orderly: no pushing, running, or cutting in line.
- No food or drink should be taken outside the cafeteria.
- No Sharing of food without permission.

### **At Group Assemblies**

Team or grade school assemblies are held for the benefit of the students and the faculty. Courtesy will be shown to those in charge of, and participating in the program. Misbehaving students will be removed and may lose their privilege to attend assemblies in the future. Students who receive an out-of-school suspension will not be able to participate in any assemblies for the rest of the school year.

### **Regarding Technology Equipment in Computer Labs**

Students should respect all of the technological equipment. Any mishandling or tampering with computers or systems may result in losing computer privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school administration. Any damage, requiring repair to hardware or software will result in financial charges being assessed. Students shall not alter or attempt to alter school or private property, including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval of the school administration. Students are not allowed to Instant Message, E-mail, write BLOGs, or visit non-academic websites on school computers. Students should not bring food items or beverages into the classroom setting.

### **In the Halls, Lavatories, Library**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action. Hallways and lavatories are areas used by all members of OSES. Because everyone uses these areas, there are rules of conduct that all students must follow:

- Do not roughhouse, push, or wrestle.
- You may not eat or drink in halls and lavatories.
- You may not run in the halls, lunchroom, and lavatories.
- Do not leave belongings on the floor outside your locker.
- You must do your part to keep these areas clean and safe.
- You may not use any profane or vulgar language while in these areas.
- You may not loiter in the halls, lunchroom, lavatories, or media center.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- You may not yell, scream, hit lockers or make excessive noise while in these areas.

### **During an Emergency**

Fire, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible, in an orderly fashion. Students must not talk, run or push. A signal bell or the appropriate administrator will be given for returning to class.

## **DESCRIPTION OF DISCIPLINE OPTIONS**

### **Withholding of Privileges (WP):**

The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by an administrator.

### **Lunch Detention (LD):**

An administrator may assign administrative lunch detention to a student who fails to comply with school rules. Parents will be notified when administrative lunch detention is assigned.

### **Work Detail (WD):**

Student is assigned a task to be completed within a given time frame or until the objective of the task has been met. Examples might include picking up trash or cleaning an assigned area.

### **Friday Detention (FD):**

Friday Detention is an extended detention used as an alternative to ISS. Students are required to bring and do academic work or may be assigned work detail during Friday Detention. Students should report to ISS room. Failure to fulfill this obligation will result in a higher consequence. Appeals must be presented in writing to principal.

**Saturday Opportunity School (SOS):**

Saturday Opportunity School is an extended detention used as an alternative to ISS or OSS. Students are required to bring and do academic work or may be assigned work detail during SOS. Failure to do so shall result in dismissal from SOS. Saturday School begins promptly at 9:00 a.m. and ends at 12:00 a.m. Students arriving late will not be admitted. Failure to fulfill this obligation will result in OSS. Appeals must be presented in writing to principal.

**Positive Alternative to School Suspension (PASS):**

PASS is a formal disciplinary action that can only be assigned by the OSES administrator and requires written correspondence to parents. PASS days may increase on successive occasions where it becomes necessary for the same student to be placed in PASS. Students are required to bring and do academic work or may be assigned work detail during PASS. **All students in PASS are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal.** PASS consequences may be notated on student's permanent discipline transcript.

**Out-of-School Suspension (OSS):**

Out-of-School Suspension is a formal disciplinary action that can only be assigned by the OSES administrator and requires written correspondence to parents. Out-of-school suspension may increase on successive occasions where it becomes necessary for the same student to be suspended from school. **A meeting between a parent and an administrator may be required prior to the return to OSS of any student serving an out-of-school suspension. All students under out-of-school suspension are prohibited from participating in after school activities and therefore are not allowed to come on the school campus.** Students who receive an out-of-school suspension will not be able to participate on any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Out-of-school suspension assignments will be notated on student's permanent discipline transcript.

**Academic and/or Behavioral Contract:**

Students who have been given consequences based on Step 4 of the disciplinary cycle in any category will be asked to enter into an academic and behavioral agreement. Failure to sign the agreement by the parent and/or student will not hinder the school administration from taking any further actions.

**Option to Withdraw (OW):**

A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which the student resides. A student who is suspended from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school within the local school system in which the student resides if, under the disciplinary policy of the local school system, such student would not have been subject to suspension.

**Expulsion from OSES (EXP)**

Expulsion from OSES is a formal disciplinary action that can only be approved by the School Board after receiving a recommendation by the OSES administrative team due to the student's involvement in a serious discipline offense or the student's involvement in repetitive discipline offenses. A written correspondence containing the recommendation information will be mailed to the students' parents within ten days of suspension.



## REWARD SYSTEM

Students at OSES are always expected to exhibit appropriate behavior. However, in an effort to encourage students to go beyond the expected behavior, students will be recognized for “doing good.” Some examples are, but not limited to:

- Assisting someone in need.
- Volunteering to do an unwanted task.
- Cleaning up after others.
- Consistently having a cooperative spirit.
- Exceeding requirements on an assigned task or assignment.

### Citizenship Award

Individual rewards will be planned for the end of each semester for OSES students. Those students who have not received conduct points, lunch detentions, Intervention Referrals, or Disciplinary Referrals during each semester are eligible to receive a **Citizenship Award** for excellence in behavior.

### Commendations

A **Commendation** will be awarded to students who are observed exhibiting behavior “above and beyond” expected behavior. Any OSES employee who observes a student engaged in this type of exceptional behavior can issue a **Commendation**. These **Commendations** will not be noted on a student’s permanent discipline transcript; however, they will be entered on OSES Connect for parental viewing.

### School – Wide Rewards

A system of rewards to students who reach a documented level of behavior has been put in place to recognize those students for their achievement. Eligibility for participating in each of these rewards differs for each reward – some are based on receiving **Commendations**, others are based on good behavior. Some of the **School-Wide Rewards** will be, but are not limited to:

**Dress Down Days** – these will be scheduled for the 2<sup>nd</sup> Friday of each month. Eligibility for participating in these **Dress Down Days** is based on receiving less than four conduct points the previous month and having not received an PASS or OSS during the school year. Students participating must follow the OSES guidelines listed under the section **Dress Code**.

**The Character of the Month** – this title will be awarded to the student who receives the most **Commendations** for each month in each grade level. The **Character of the Month** winners for more than three times during a semester would receive additional rewards (to be determined – specific to the student).

**Special Drawings & Prizes** – Students who receive **Commendations** will be eligible for a **Special Drawing** which will be held randomly. At the time of the drawing, whoever has received a **Commendation** up to that point (since the last drawing), will have the opportunity to have their name drawn for a **Special Prize**. Whenever the **Special Drawing** is held, there may be more than one name drawn as a winner. After the drawing all the names will be removed and the process will start over – with new **Commendations** being placed in the box for the next **Special Drawing**. Prizes will vary each time, and winning students will draw from a box of prizes to choose the prize they won.

## INSTRUCTIONAL PROGRAM

OSES curriculum is guided by Orange County Public School and the FDOE curriculum/guidelines. In order to provide an excellent elementary school education, as outlined in our mission statement, OSES enhances the basic Orange County Public Schools curriculum whenever possible. If you have specific question please contact the Curriculum Coordinator. Additional curriculum information can be found on our website: [www.orlandoscience.org/elementary](http://www.orlandoscience.org/elementary), under the “academics” tab.

### Cheating and Plagiarism

Cheating and plagiarism are deceptive choices made by students to misrepresent the student’s true knowledge of the subject material (cheating) or misrepresenting information as their own ideas/concepts/words by not giving proper credit to the original source (plagiarism).

**All papers or projects submitted at OSES are required to be in the student’s own words** unless stated in writing by the teacher otherwise. Therefore, any copying of information from the Internet or any other source (i.e. “cutting & pasting”, etc.) is considered plagiarism. However, drawings and/or pictures may be taken from an Internet or other source as long as they are properly cited in the document.

Cheating and plagiarism demonstrate a deliberate disregard for the educational program and are considered a serious matter. Student’s who cheat or plagiarize will immediately be given a zero on the assignment/project and referred to the administration using an **Office Referral Form**.

### Conferences

Parents and teachers should maintain a good working relationship to help students obtain the best possible education. Conferences are good communication tools. Our most important form of communication is the parent-teacher conference. Parent-teacher conferences are scheduled at least once per semester – check the school calendar for the specific date. Additional conferences may be requested at any time during the school year. If you would like to have a conference with any staff member, please contact the school and arrangements will be made.

### OSES Connect

Parents can see their children’s academic improvement, daily homework and assignments, projects, discipline records and attendance records through OSES Connect. At the beginning of each school year, parents will be provided a username and password, which will provide access to ONLY their student’s records. We strongly encourage parents to visit OSES Connect on a daily basis to stay informed of their student’s progress.

### Grading Scale

Academic Grading Scales Kindergarten - Grade One	Grades Two – Five
S = Satisfactory	A = 90-100
W= Working On Skill	B = 80-89
N = Needs Improvement	C = 70-79
U = Unsatisfactory Progress	D = 60-69
NG = No Grade	F = 59-0

## Grading System & Reporting

Students receive progress reports every 5<sup>th</sup> week of each 9 week grading period and report cards every 9 weeks. Final grades for core academic courses are received at the end of each 9 week period. Parents should contact their child's teacher if there are any questions concerning grades recorded or information contained on the child's report card. The OSES Governing Board, in compliance with State Standards, approves the grading scale. Grades are reported numerically on all progress reports and report cards except the end of year report card. Letter grades are reported on end of year report cards. Any grade below 60 is failing.

## Homework Policy

Homework is an essential part of your successful educational program at OSES. Completing homework will assist students in developing valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers assign homework that will foster individual learning and growth, and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is each student's responsibility to complete and turn in homework on time – if it is not, a grade of zero may be given at the discretion of the teacher. In case of conflict regarding homework assignments the teacher's record is final. If students or their parents have questions about homework, immediately contact the teacher who assigned it. Teacher's e-mail is available and daily assignments are posted on OSES Connect on our web site: [www.orlandoscience.org](http://www.orlandoscience.org).

## Preparedness for Class

Students must bring the needed materials, described in the course/teacher syllabus, to class each day. Failure to do so may result in conduct points. Students who repeatedly receive conduct points for unpreparedness for class will be given appropriate consequence within the discipline cycle and may receive an **Office Referral Form** for failure to follow school rules.

**Note:** Students who have lost their textbook will be permitted to use a text during classroom instruction however, they will not be permitted to take the text home for homework purposes (refer to **TEXTBOOKS** section).

## Promotion

At the end of each academic year students who have made satisfactory progress in academic subjects are promoted to the next grade level. OSES will follow Orange County Public Schools Student Progression Plan for elementary schools.

## Recognition

Students are recognized on a regular basis and rewarded for accomplishments. Outstanding student achievement, grades 3-5, will be recognized each semester in three distinct categories:

**Principal's Honor Roll** - students achieving a weighted academic average of 95 or above in all subjects.

**Honor Roll** - students achieving a weighted academic average of 90 to 94.9 in all subjects.

**Achievement Roll** - students achieving a weighted academic average of 85 to 89.9 in all subjects.

Calculations are carried out up to one decimal point, and standard rounding rules are applied. Connection classes and core classes have different weights.

## Schedule Changes

Each student's schedule is carefully planned and developed based on the student's academic history and demonstrated abilities. **Modifications to the student's schedule can only be made if requested within the first two weeks of the beginning of the school year through the Curriculum Coordinator.** Any requests made after this time may be deemed as disruptive to the regular routine already established, and therefore, may not be honored. Written permission from the parent is required for the change. The final decision will be made by the administration. Please check your student's schedule carefully during the first week of school to ensure the best placement for your student.

## **Textbooks**

Textbooks for students are furnished by OSES. Restitution for lost and/or damaged textbooks or related materials and supplies will be required BEFORE a second text or additional materials will be made available to a student. Students who owe money for lost or damaged texts or materials will be permitted to use a text during classroom instruction; however, they will not be permitted to take the text or materials home for homework purposes. Report cards and FCAT score cards may also be withheld until textbooks fees are collected.

## **DRESS CODE**

### **Orlando Science Schools Uniforms**

Students are expected to wear the OSES uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, grooming and accessories is in violation of the spirit and/or the intent of the school's dress code policy. Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness. ***Students are not permitted to change out of their uniforms during or after school unless participating in P.E. or an after school activity that requires non uniform clothing.***

**All school shirts, shorts, pants, skirts, jackets, and physical education clothing must be purchased from the uniform company, designated by the school.**

Students who violate the uniform code will be allowed to call home for an appropriate change of clothing after obtaining administrator approval. Otherwise, the student will be isolated in the Intervention Room for the remainder of the school day. The student's parent will be notified of this violation. **Inappropriate attire jeopardizes the instructional climate and therefore, will not be tolerated.**

### **Guidelines for clarification are as follows:**

#### **1. Uniforms must be worn properly at all times while at OSES:**

- a. Students must be in complete uniform when they arrive at OSES. All shirts must be tucked in shorts, pants, or skirts. Belts must be worn with all pants and shorts. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
- b. Students must remain in full uniform until after they leave OSES. Shirts must remain tucked in even after school, until they leave the school campus. This includes club times and waiting in the dismissal areas.
- c. Students who ride the bus must be in complete uniform when they get on the bus at the bus stop. Since students must be in complete uniform when they arrive, and they are not allowed to change clothes on the bus, they must already be in complete uniform as they get on the bus.

#### **2. Top Options:**

- a. Knit (polo) shirts must be a pique or jersey fabric in the grade appropriate color and the school logo is required. These knit shirts can be either short sleeve or long sleeve. All knit shirts must be tucked in (able to see the belt/waistband) at all times to the short, pants, or skirt the student is wearing.
- b. Sweatshirts must be the grade appropriate color with the school logo. These sweatshirts are an economical alternative when students need to have additional warmth. When wearing a sweatshirt, the student must still be wearing another OSES shirt underneath the sweatshirt – the sweatshirt cannot be worn alone. Sweatshirts may not be worn (tied) around the waist.

- c. Long Sleeve/Turtlenecks must be the grade appropriate color and the school logo is required. These long sleeve/turtleneck shirts must be tucked in (able to see the belt/waistband) at all times to the short, pants, skirt, or skort the student is wearing. Long sleeve/Turtleneck shirts that are not school colors may not be worn under the short sleeve knit shirts.
- d. Vests & Sweaters must be the grade appropriate color and the embroidered school logo is required. Vest and sweaters must be a solid color with no graphics. Both the vest and sweater require that the student must still be wearing an OSES shirt underneath – the vest and sweaters cannot be worn alone. Sweaters may not be worn (tied) around the waist.
- e. Polo Fleece must be the grade appropriate color and the embroidered school logo is required. The fleece requires that the student must still be wearing an OSES shirt underneath – the fleece cannot be worn alone. Fleece may not be worn (tied) around the waist.
- h. Jackets must be the grade appropriate color and the embroidered school logo is required. **Hoodies are not permitted at school, even on dress down days.**
- i. All top options must be purchased from the school’s designated uniform supply company.

### 3. Pants or Shorts:

- a. Pants or shorts must be either khaki or navy blue in color. All pants and shorts must have belt loops, and a belt must be worn through all the loops and fastened appropriately. Front pockets must be side seam pockets and back pockets must be sewn inside the pant or short – NO OUTSIDE POCKETS (CARGOES), PATCH POCKETS, NOR ADDITIONAL POCKETS ARE PERMITTED. Pants or shorts may not have rivets or brads, split seams at the bottom of the legs, nor flaps on the pockets. Material may not be suede or corduroy – it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.
- b. Pants or shorts must be worn properly at the waist and not sag below the top of the hips. Pants or shorts may not be rolled up or folded up. Shorts must be no shorter than 2 inches above knee level and not longer than the top of the knee when standing. Pants, skirts or shorts must not fit too snugly, skinny leg style pants are not permitted. Students wearing the top of their pants or shorts below their buttocks will be given an Office Referral Form for improper exposure.
- c. Physical Education shorts are not permitted during regular school hours. Physical Education shorts must align with the tip of your middle finger when your arms are at your side and cannot be longer than the top of your knee when standing – no “long shorts” are permitted.
- d. All pants or shorts must be purchased from the school’s designated uniform supply company.

### 4. Skirts or Skorts:

- a. Skirts or skorts must be either khaki or navy blue in color. All skirts and skorts must not be made of jean, suede or corduroy material. No splits are permitted in the skirt at all. Skirts and skorts must align with the knee length. Skirts and skorts must not be rolled or folded at the waistband - students wearing their skirts or skorts too short will be given an Office Referral Form for improper exposure.

### 5. Shoes:

- a. Shoes must be closed toed dress shoes or athletic shoes. No special designs or patterns (checkered, plaid, camouflage, etc.) or wild colors (fluorescent) are permitted. Shoes must be worn at all times.
- b. The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured or velcroed – nothing may dangle or drag from the shoe. Slippers or thin soled shoes, flip-flops, or open-toed shoes are not permitted
- c. Boots, UGGS, or high-heeled Shoes are not permitted - Heels on shoes may not be higher than one (1) inch.

### 6. Accessories:

- a. Belts must be leather, braided leather, or fabric in the solid colors of black, brown or khaki only. Belts are required to be worn properly with all pants or shorts – this means that the belt must go through all the belt loops on the pants, be properly fastened or buckled, and the “end” of the belt must not be allowed to hang down (it must also go through the loops if there is excess). The belt must also be tightened enough to prohibit the student’s pants or shorts from sagging below the hips. Large, decorative, or elaborate belt buckles are not permitted.

- b. Socks, stockings, tights or hose may only be in school solid colors such as red, black, or white. Clear or skin-colored hose are also acceptable. Fishnet or other patterned stockings or hose are not permitted. Stockings, tights, or hose must cover the full length of the student's legs and feet – leg warmers are not permitted.

#### 7. Miscellaneous Guidelines:

- a. Clothing should be neat and clean.
- b. Clothing may not be worn inside out or backwards.
- c. Undergarments must not be exposed.
- d. Hair, face, body paint, and tattoos are inappropriate for school and not permitted.
- e. Athletic outfits are not permitted in the school building, except in P. E. classes and Dress Down Days.
- f. Cosmetics and/or make-up should be age appropriate, appropriate for school, and not attract undue attention.
- g. Clothing with rips, tears, holes or frayed edges are considered inappropriate for school.
- h. Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk. Piercing other than earrings are prohibited. Hair accessories must not attract attention.
- i. Extreme hairstyles are not permitted (examples: Mohawk cuts, hair coloring other than standard frosting or natural highlighting) and should not attract undue attention. Students are not permitted to have designs shaved into the hair.
- j. Hats, caps, curlers, headscarves, bandanas, doo-rags, combs, sweatbands, chains, sunglasses, tennis skirts, gloves, arm warmers, and coats are not to be worn during school hours (even on dress down days).
- k. Exemptions may be granted for religious purposes if approved in advance.
- l. On dress down days, clothing that is revealing, such as short mini-skirts, short-shorts, tank tops, loosely fitting, low-cut blouses or halter tops, mesh shirts, or shirts exposing the midriff are not to be worn to school. Sleeveless shirts are not allowed. (Mainly applies to non-uniform days at school). Shirts must be worn buttoned up to second from top.
- m. On dress down days, all t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for - i.e., alcohol and tobacco products, etc.). Administration approved school spirit t-shirts may be worn in lieu of school uniform t-shirt on Fridays only.
- n. All non-uniform issued outside coats and jackets or hooded apparel may not be worn inside the school building. All non-uniform issued outside coats and jackets must be put in the student's locker/backpack immediately upon entering the school building. The OSES uniform designated uniform company includes an optional sweatshirt or zippered fleece for those students who need to have additional layers to remain warm.

## SERVICES FOR STUDENTS

### After School Activities

A number of extra-curricular clubs and/or enrichment activities are offered for students. A brochure describing these activities is available in the school office. Nominal fees may be charged for participation in order to cover the cost of materials and/or supplies. There is no better way for students to enrich their education than by taking part in clubs and after-school activities or through working with a teacher. These opportunities will allow you to explore things you already enjoy and to try other areas that sound interesting.

In order to participate in any after school extra-curricular activity, including music performances, plays, etc., students must arrive in time to be counted present during the school day. **Students serving in-school suspension may not participate in after school activities on the day(s) the suspension(s) is served.** Students staying for after school activities will be expected to follow the following rules or they may be banned from all after school activities:

- You may not stay after school to wait for another student.
- You must be with a teacher or other staff member at all times.
- You must abide by the OSES Code of Conduct while participating in the activity.
- Your school activity privileges will be cancelled if discipline becomes a problem.
- You must clear the school building immediately following after school activities.

- You must arrange for your own transportation to arrive promptly at the end of the activity.
- Written permission is required for use of OSES’s facilities. Students are not allowed on campus unless supervised by a school employee.

Signing up for after school activities is required for each semester in order to be eligible to participate.

Students with outstanding lunch or after care balances, will not be allowed to participate in any types of fund required extracurricular academic or non-academic activities/events (including field trips, competitions, clubs, and after school events).

### **After School Care Program**

The After School Care Program is established to accommodate parents who cannot pick up their students at the end of the club period. Students will be hosted under supervision of an adult and will be able to read, study, and do homework during this time. The charge for this service is announced during the orientation day before the school starts. Monthly registration for discounted price will be available.

Afterschool care program is provided until a specified time every day. Regardless of the situation, we will call the local authorities and give them custody of the student, if the student is not picked up before the specified time provided in the afterschool care packet. Neither OSES nor the teacher assumes any responsibility for the welfare of the student. OSES doesn’t offer before school care and supervision starts at 7:30 am.

### **Communications Between School & Home**

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school’s staff members via e-mail, voice mail, written request, or by accessing the school’s web page. A softcopy of the newsletter will be sent home weekly via e-mail announcing upcoming school activities and events. Hardcopy version will be available at the end of each week in the front lobby of the school. Student agenda’s should be used for daily communication of assignments, progress, and behavior.

### **Field Trips**

Field Trips offer exciting ways to learn. OSES students will have the opportunity to go on field trips at various times throughout the school year. Grade level and/or team sponsored day field trips are offered to most students. Students, who have received an out-of-school suspension (OSS) during the school year, will not be eligible to participate in any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. In addition, any student who has demonstrated the inability to follow rules may be prohibited from participating - this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable. For all field trips, you will be expected to follow these rules:

- You must abide by the OSES Code of Conduct and Discipline Plan while on the field trip.
- You must follow the OSES Dress Code, wearing the “royal and khaki” uniform unless otherwise specified.
- You must bring to school the Field Trip Permission Slip, signed by your parents or guardian, by the specified date. No phone calls or e-mails will be accepted as permission.

### **Lunch/Nutrition Program**

Students may purchase a nutritional lunch in the school cafeteria or may bring their lunch from home. The cost for student lunch is announced at the beginning of school and can be paid on a monthly basis ONLY. Students may purchase milk, and other nutritional beverages at school. Students needing free or reduced lunch should contact the administration. OSES students are not permitted to use the school microwaves.

### **Home Visits**

Research has shown that home visits help with both academic and behavioral performance. The overall goal of home visiting is to help strengthen relationships between parents, teachers, and students. Home visiting programs are an effective way for teachers to get parents involved in their child’s education and to let parents and children know how much they care. Therefore, OSES encourages teachers to visit their students at their homes.

### **Multi-tiered Systems of Support (MTSS)**

The purpose of the student support team (MTSS) is to identify and plan alternative instructional strategies for students who are experiencing academic, social, or behavioral problems. The student support team is a committee consisting of the referring teacher, the chairperson, and at least one other participant. Parents are invited to attend the MTSS process regarding their child. The MTSS process provides problem-solving strategies and instructional support for teachers and parents. Questions concerning the referral process should be referred to an administrator.

### **Exceptional Student Education (ESE)**

Orlando Science Schools employs an ESE Staffing Specialist to provide consultation services to classroom teachers who serve special education students, as needed. OSES shall comply with federal and state law to ensure that all students with disabilities are provided with a free appropriate education (FAPE).

### **School Pictures**

A contracted photographer will photograph students in the school during the fall semesters. Families will have the opportunity to purchase pictures through the contracted company.

### **Transportation To and From School**

#### **Car Riders**

Students who are transported in cars should be dropped off in the designated area of the school. The earliest drop off time is 7:30 am. OSES takes no responsibility for students who are dropped off before 7:30 am. When picking a student up at dismissal time, please use the appropriate lane assigned. OSES employs a designated person or a Police officer to direct the traffic. Your cooperation with this person is required in order to make arrival/dismissal as safe and efficient as possible.

#### **Walkers/Bus Riders**

OSES takes no responsibility for student walkers. Due to limited sidewalks and high volume traffic in the immediate area, walking is strongly discouraged. Parents/Guardians who desire for their child to walk or ride the bus, to or from school, must submit a written request to the OSES administration for consideration. OSS Middle and high school students are not permitted on the OSES campus after school without direct permission from the school principal.

#### **Bicycles, Skateboards, Roller Blades, and Scooters**

Bicycles, skateboards, roller blades, and/or scooters, are not permitted on school property.

### **School Sponsored Activities**

From time to time, OSES administration may organize or sponsor off-campus activities. Unless otherwise specified by the administration, all school rules are in effect in any such school sponsored activity. Eligibility to participate in such programs and specific policies will be determined and announced by the administration as needed.



## HEALTH AND SAFETY

### Illness and Injury

OSES will have part-time school clinic personnel or a first-aid-trained-professional available to discuss or assist with medical problems or concerns. If a clinic personnel is not available, students should report to the secretary. If students do not inform the office and simply miss class, it is an unexcused absence.

### Over-The-Counter Medications

Aspirin, Tylenol, and other patient over-the-counter drugs are not available through school. Should you wish for your child to have access to these medications, you must sign a waiver and leave a supply with the school clinician or office.

### Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office *or* brought to school by the student's parent/guardian. The school must receive an **In-Program Medication Administration Form** signed by the student's physician and parent/guardian.

The following information must be printed clearly on the medication container:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken.

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the clinic.

### Self-Administration of Medication

As a general rule, students are not allowed to carry any medication with them in school. However, students may carry and administer their medication **if both of the following conditions are met:**

- It is warranted by a potentially life-threatening condition and advised by their physician **AND**
- An **In-Program Medication Administration Form** is on file in the office signed by the student's parent, the physician, and the principal.

### Wellness Policy

In accordance with federal guidelines for schools providing the Federal Free & Reduced Lunch Program, OSES has established a Wellness Policy which is designed to promote the daily awareness regarding good nutrition and physical health. School employees, parents, and students are required to comply with this policy when considering special events, parties, field trips and other activities involving students and refreshments. The Wellness Policy is available for review on the OSES website at [www.OrlandoScience.org](http://www.OrlandoScience.org)

## **GENERAL INFORMATION**

### **Announcements**

Official announcements are provided on our website – [www.orlandoscience.org](http://www.orlandoscience.org) - and in our weekly newsletter. As a common practice, announcements made by the administration, which affect the school community, are made through these two communication devices. OSES encourages parent(s)/guardian(s) to check our website on a regular (daily) basis. The Governing Board, Administration, Teachers, and Staff at OSES are dedicated to keeping our community informed.

### **Bookbags, Backpacks, and Purses**

Students may use a Bookbag/Backpack/Purse to transport school materials necessary for their learning experience to and from school. During the school day, however, OSES requires that all book bags remain in the student cubby, on the bookbag wall hook, or in the designated classroom location.

### **Cellular Telephones/Electronic Devices**

Although students are permitted to bring cell phones to school, it is not encouraged. If a student brings a cell phone to school, it may not be used inside the school building without permission from OSES staff. The cell phone must be turned off before entering the school building and immediately placed in the student's locker (or book bag if the student does not have a locker). Students may not carry the phone with them during school hours (i.e.: in their pocket, purse, etc.). Students shall not use them, display them openly, or leave them in the "on" position" during regular school hours. If student is scheduled for an after school activity, including but not limited to clubs and tutoring, cell phone shall be kept off until such activity is over. Cell phones must be turned off and must be in lockers/book bag during the school hours. The policy applies to any type of use not just voice calls. Cell phones may not be used during the school day to take photographs or to send or receive text messages. Students should check their cell phone before entering the building and make sure that it is in the "off" position. Students who are found in possession of a pager or cellular telephone shall have the item confiscated by the resource officer or school administrator. The cell phone will only be returned directly to the parent/guardian.

If a parent/guardian cannot pick them up items may also be shipped to a home address provided that the shipping charges are prepaid by the parent. This rule applies but is not limited to other electronic devices such as Digital Cameras, PDA's, blackberry, Mp3/Mp4 player, Ipod, Itouch, Ipad, radios, and electronic reading devices (Kindle, Nook, etc.)

At no time shall OSES be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

### **Metal Detectors & Scans**

In accordance with Orange County Public Schools procedure, periodic scans with a metal detector may be conducted throughout the school. A plan will be established prior to the scanning to ensure randomness. A report of the scanning process will be documented and submitted to the Principal.

### **Corrections and/or Modifications to This Handbook**

OSES reserves the right to make changes or modifications to this handbook as needed throughout the school year. Changes or modifications made during the school year will be announced in the weekly newsletter. The latest version will always be available on our website at [www.orlandoscience.org](http://www.orlandoscience.org).

## **Definitions and/or Interpretations Used In This Handbook**

For purposes of clarity, many terms and situations have been defined or explained in an effort to explicitly determine the exact meaning or context. The OSES administration will determine and apply specific definitions and interpretations where necessary to provide maximum security, safety and educational opportunities for OSES students. No other definition or interpretation, nor any other source may be used or applied to terms or situations described within this handbook.

## **Emergency Drills**

Regular emergency preparedness drills will be held throughout the school year so that students will be trained to act properly in an emergency. These drills will include fire, tornado, and other crisis emergency drills. A comprehensive emergency preparedness plan is on file in the office.

## **Desks/Cubbies**

Each student will be assigned a desk and/or a cubby for his/her individual use at OSES. All desks and cubbies are for storing books, coats, and personal items necessary for school. Students should not bring valuable items from home. OSES will not be liable for personal items brought to school. To keep school supplies safe, we strongly advise you to write your name on all belongings in permanent marker. Please remember that your desk is school property and remains at all times under the control of the school. You, however, have full responsibility for the neatness and security of your desk and what is in it. School officials may make inspections. No item considered dangerous by the administration may be kept in the desks and will be removed if found there. This includes glass or any other objects that may be potentially dangerous. **Students attending OSES should not expect privacy in regard to the contents of their desks, cubbies, or other school property.**

## **Lost and Found**

Personal items that are found should be turned in the designated Lost and Found box. Students should check the box for lost articles. Unclaimed items will be donated to charity every month after students are informed about the deadlines to check lost and found items. OSES is not responsible for items in Lost and Found.

## **Missing Items**

When an item is missing, students should report the missing item to the Assistant Principal. At that time, the student should complete a **Missing Items Form** which will permit the item to be returned to the owner should it be found or located. Should the owner find the item themselves or it be returned directly to them, they should notify the Assistant Principal as soon as the item has been located.

## **Parent Participation**

There are a number of opportunities at OSES which a parent/guardian can volunteer. Among these are jobs as library assistants, cafeteria aides, clinic volunteers, room representatives, and instructional partners. Contact the office for more information.

## **Payment by Check**

Parents may take care of monetary obligations by cash or check. Checks should be made payable to OSES. There will be **\$25** additional charge for any check returned to the school.

## **Recording Devices – Audio or Video**

OSES prohibits the use of audio or video recording equipment by anyone other than OSES staff or personnel on the OSES campus, within the school building, or at school sponsored events (on or off campus) without express written permission from the OSES Administration. Students found in violation will have their recording device confiscated, and be given an **Office Referral Form** for unauthorized recording. Parents or non-OSES personnel found in violation will immediately be required to leave - if uncooperative, appropriate law enforcement authorities will be contacted to have them removed from the premises.

## **Student Agenda / Hall Passes**

Students must bring their agenda to school daily. Teachers will issue hall passes to students who have justifiable reasons for leaving the room. **An agenda will be issued to each child for a fee.**

It is the student's responsibility to maintain their Student Agenda in the original condition as it was issued:

The front and back cover must not be altered or removed - The front cover and back cover must remain attached, and must not be altered, cut, or damaged in any way.

**Student & Parent Handbook may not be removed** - The Student & Parent Handbook section must remain intact as a part of the Agenda so that students and parents may reference the school information and rules at any time.

Dated pages may not be removed - Dated pages must remain in the Agenda for student, parent, and administrative reference to past assignments, phone permissions given, and/or hall passes issued.

Should a Student Agenda fail to meet these requirements, it will be confiscated and the student will be required to purchase another Student Agenda.

## **Student I.D. Cards**

Student I.D. cards are issued to all students for security and identification purposes. Should the safety and security of our students be compromised in any way, a "LOCK DOWN" scenario would occur where outside law enforcement authorities may be required to enter and secure the building – all OSES staff and students must be able to show proper identification. All students must have their Student I.D. Card with them at all times and present it immediately when requested by school personnel or law enforcement authorities. Additionally, students need to present their Student I.D. Card in the Library in order to check out books or other reference materials. **The Student I.D. Card will be issued at the beginning of the school year to each child for a fee.** A replacement cost will be required for lost or damaged cards. It is recommended that all students maintain their Student I.D. Card in their wallet, purse or attached to a lanyard.

## **Telephone Calls**

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most necessary circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items. **Students may not use any phone at school other than an office phone – classroom phones are prohibited from use by students at any time.** The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must be directed to the principal or assistant principal for approval. **Students must have written permission from an administrator stating a reason in order to use the office phones between 8:30 and 5:00.** We ask that all students please come to school in the morning clearly knowing whether their parents expect them to ride the bus, or be picked up by car in the afternoon. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.

## **Video or Audio Surveillance**

OSes may use video or audio surveillance to monitor halls, classrooms and common areas, to ensure student and faculty safety. Additionally, this video or audio surveillance may be used for evidence in disciplinary situations, as well as remote viewing or monitoring of various school activities, school entrances and school parking areas. Parents may request a viewing if any recording is used as evidence in a discipline case. Viewing requests by parents may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Privacy Act. No other request of viewing may be honored. Approved viewings must be done in the presence of the principal or designate.

## **Visitors to the Building**

All visitors **must** first report to, and sign in at, the main office and wear a visitor's badge before going to other parts of the building.

## **Classroom Observations**

OSES values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. To minimize disruption of the classroom environment, all classroom observations are limited to one per semester and must be scheduled in advance with the Assistant Principal.

## **Materials Distribution**

OSES has a “closed forum” relative to the distribution of materials or posting such materials on school grounds or property. It is for this reason that flyers, brochures and/or other materials may not be handed out on campus prior to, during or following the school day. Unless it is approved by the administration, distribution, selling, ordering and consuming external food items or goods are prohibited, and will be confiscated.

## **Media Center Policies**

### **Hours :**

- Monday-Tuesday-Thursday-Friday: 8:00 am-4:00 pm
- Wednesday-8:00 am-3:00 pm
- (The availability of the media center is subject to change)

### **Media Center Use**

- Students must report to the media center with a media center pass from their teacher during regular school hours. Students, who need to use the media center during non-regular school hours, must have a media center pass from an appropriate staff member.

### **No Eating or Drinking**

- No eating or drinking is allowed in the Media Center at anytime.

### **Computer Use**

- Computers are available in the media center for doing academic research, homework, Study Island, etc. Students wishing to use a computer must first show their passes to the media specialist and use only the computer they are assigned computer. Playing games or surfing in the Internet is not allowed.
- Students are not allowed to download games, programs, or change any configuration of the computer, including background or letter size.

### **Internet Use**

- Students may access the Internet for academic purposes only. A media center pass needs to clearly indicate the purpose of the Internet use. Students are not allowed to use the computers and the Internet for any other reasons.

### **Book Check-Out**

- K – 3<sup>rd</sup> grade students may check out only one book at a time for duration of a week. 4 – 5<sup>th</sup> grade students may check out up to two books at a time for duration of two weeks. Students are allowed to extend the return date only for a week, if the books are not recalled or reserved by another user. Reference books, magazines, and reserve materials are not available for check out.
- Books and other materials should be returned to the book-return box at the circulation desk so that they will be checked in properly. The materials should not be left on the circulation desk or any place in the media center.

**Overdue Books and Library Fines**

- Students with overdue books or who owe library fines will not be allowed to check out any books or use the media center until their overdue books have been returned and all library fines are paid.
- The fine for an overdue book is \$0.25 per day including weekends. Although the media center specialist may issue overdue notices to the students time to time, it is students' responsibility to return books on time.

**Lost/Damaged Materials**

- Students are responsible for the cost of lost or damaged media center materials. The cost of lost or damaged materials will be determined by their current purchase price from the school's identified vendors. Additionally, a \$5.00 processing fee (shipping, etc.) will be charged per lost or damaged materials. The school will replace the materials.

**Use of Media Center Privilege**

- Use of the media center is a privilege. Any violation of media center rules including use of Internet, computers or media center materials may result temporarily or permanently suspension from media center use, and other consequences may apply according student handbook.