2025-2026

MANDARIN

Grades K-8

Marking Our 10th Year!

Celebrating a decade of Dedication, Growth, and Excellence

RIVER CITY SCIENCE ACADEMY

Grades K-12

STUDENT-PARENT HANDBOOK

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www.rcsamandarin.org

From the Executive Director's Desk

Dear River City Science Academy Parents and Students,

Welcome to the 2025-2026 school year at River City Science Academy. This new school year means a new beginning and new futures. The administrative team is excited about this coming school year, and the staff at River City Science Academy is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning environment for our students by living our Core Values: Respect, Compassion, Self-Confidence, and Accountability.

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 goal of the RCSA is to create a partnership among all of us to benefit your children. Each of us is responsible for doing our part to make our school a place where we can work and be productive together in harmony.

River City Science Academy reflects all of us. 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. We welcome you to become an active participant in our school and to get involved through classes, clubs, and activities.

It is a true honor and privilege to serve as your principal. I am so thankful to be part of a community full of caring parents, teachers, and students who consistently look out for each other and exceed a strong passion for learning. We are all here to ensure our students' growth and positive experiences in a supportive environment. I look forward to seeing the exciting new places we will go.

On behalf of the entire River City Science Academy staff and community, best wishes for a great 2025-2026 school year.

Sincerely,

Dr. Dogan Tozoglu
Executive Director
River City Science Academy Charter Schools

MISSION & VISION

The Mission of River City Science Academy is:

To ensure all students reach their maximum potential in a diverse, structured, and nurturing environment and to prepare students for a future in the areas of science, technology, engineering, and math.

The Vision of River City Science Academy is:

- To ensure that students become successful in their subsequent education and responsible and productive citizens in a rapidly changing world.
- To apply innovative methods and interdisciplinary instruction and rigor, creating a stimulating and student-centered learning environment.
- To model, educate and engage students in critical thinking and problem solving by teaching the whole child extending beyond the classroom.
- To be a catalyst for change in STEM education.
- To graduate every student college or career ready.

CORE VALUES & CHARACTER EDUCATION

The Core values of River City Science Academy are:

Respect
- Appreciating and showing the value of students, families, colleagues, and cultures

Compassion
- Showing kindness, caring, and willingness to help others

Self-Confidence
- Believing and trusting in one's abilities to succeed

Accountability
- Demonstrating a personal and school-wide responsibility for learning, ethical conduct, and following policies and procedures

RCSA Rockets will strive to be respectful, compassionate, self-confident, and accountable in everything that they do.

Character Traits of the Month

August: **Responsibility & Respect**
September: **Empathy**
October: **Courage &Teamwork**
November: **Gratitude**
December: **Generosity**
January: **Perseverance & Leadership**
February: **Kindness**
March: **Citizenship**
April: **Honesty**
May: **Self-Esteem**

2025 – 2026 ACADEMIC CALENDAR *

August 11, 2025	First Day of School
September 1, 2025	Labor Day (School Closed)
October 10, 2025	End of Quarter 1
October 13-14, 2025	Employee Planning (No school for students)
November 10, 2025	Weather Day/School Closed
November 11, 2025	Veterans' Day (School Closed)
November 26-28, 2025	Thanksgiving (School Closed)
December 19, 2025	End of Quarter 2
December 22, 2025- January 2, 2026	Winter Break (School Closed)
January 5-6, 2026	Employee Planning (No school for students)
January 19, 2026	Martin Luther King Day (School Closed)
February 16, 2026	Presidents' Day (School Closed)
March 13, 2026	End of Quarter 3
March 16-20, 2026	Spring Break (School Closed)
March 23, 2026	Employee Planning (No school for students)
April 3, 2026	School Closed
April 6, 2026	Weather Day/School Closed
April 7, 2026	Employee Planning (No school for students)
May 28, 2026	School Closed
May 28, 2026	Last Day of School, End of Quarter 4
May 29, 2026	Weather Day
June 1-2, 2026	Weather Day

***RCSA will have Early Release days the last week of school.**

School Calendar

• RCSA will follow Duval Schools' calendar for the days to report to school. RCSA will have a different staff development plan; therefore, staff development plans may vary during early release, teacher workdays pre-and post-planning days. The last week of school is an early release in RCSA.

RCSA Parent-Student-School Agreement

Dear Parent, Guardian, and Student,

Welcome to River City Science Academy (RCSA)! As we embark on this academic journey together, it's essential to establish clear expectations and responsibilities that ensure a conducive learning environment for everyone. One crucial aspect of our school community is the Parent-Student-School Contract that embodies our Core Values of Respect, Compassion, Self-Confidence, and Accountability. This contract serves as a guiding framework outlining the philosophies, conditions, duties, and responsibilities that govern enrollment and attendance at RCSA. It's not just a formality; it is a commitment to mutual respect, cooperation, and excellence in education.

Purpose of the Contract:

1. Clear Expectations: This contract clarifies the expectations and responsibilities of students, parents, and the school. By understanding what is expected of each party, we can work together harmoniously towards our common goal of academic success.
2. Maintaining a Positive Environment: RCSA is committed to providing a safe, supportive, and productive learning environment for all students. The contract helps uphold this commitment by promoting respect, discipline, and a sense of community among all members.
3. Fostering Accountability: Accountability is key to academic and personal growth. The contract holds students, parents, and the school accountable for their respective roles in ensuring student success. It encourages students to take ownership of their learning journey and parents to actively support their child's education.
4. Promoting Communication: Open and transparent communication between students, parents, and the school is vital for addressing challenges, celebrating achievements, and fostering a collaborative learning environment. The contract emphasizes the importance of communication as a cornerstone of our partnership. Your Role: As students, you play a crucial role in upholding the values and standards outlined in the contract. By signing this agreement, you commit to respecting school rules, engaging in your studies with diligence and integrity, and contributing positively to the school community.

Conclusion:

The Parent-Student-School Contract is more than just a piece of paper-it is a symbol of our shared dedication to academic excellence, personal growth, and mutual respect. By honoring this contract, we lay the foundation for a successful and fulfilling educational experience at RCSA. Thank you for your commitment to our school community. Together, we will strive for excellence in every aspect of our academic journey.

My student and I agree to the following philosophies, conditions, duties, and responsibilities that govern enrollment and attendance at River City Science Academy:

1. RCSA is designed to provide students with a safe and productive place to be educated.
2. RCSA is responsible for maintaining a productive learning environment, teaching all appropriate material, enforcing the Code of Student Conduct, and reporting unacceptable student behaviors to parent/guardians or legal authorities when mandated by law.
3. RCSA is responsible for removing from the classroom those students whose behavior is disrespectful, counter-productive, distracting to the learning environment, or disruptive to their own and/or other students' learning.
4. RCSA has the authority to confiscate any item deemed inappropriate by school personnel. Such items can be claimed by the student's parent/guardian as notified.

STUDENT

SA.1 My student agrees to follow all school rules and respect all teachers, volunteers, visitors and staff.
SA.2 My student agrees to be respectful to all RCSA classmates (zero tolerance for bullying).
SA.3 My student agrees to complete all assigned work on time and prepare diligently for all tests and/or assessments.
SA.4 My student agrees to work diligently and to the best of my ability during the entire school day. I will complete all assignments and make up work I miss due to absence, tardiness, or suspension from class as required in the Student Handbook.
SA.5 My student agrees to contribute to the upkeep, cleanliness, and maintenance of the campus. Littering and vandalism will not be tolerated.
SA.6 My student agrees to adhere to RCSA attendance policy and the Code of Student Conduct.
SA.7 My student agrees to help ensure a safe school environment and will follow the guidelines of "See Something, Say Something" by reporting any suspicious activities and/or concerning behavior to school administration.

PARENT/GUARDIAN

PA.1 As a parent/guardian, I will ensure that students respect the rights of others, attend school regularly (see student/parent handbook), complete homework, and follow all school rules and guidelines.
PA.2 As a parent/guardian, I am responsible for modifying unacceptable student behaviors reported by the school.
PA.3 As a parent/guardian, I agree to work cooperatively with school personnel to make sure my student completes all assignments, understands the school's goals, rules and regulations, and understands that any discipline problems that arise at school will be handled immediately by the student's parent/guardians.
PA.4.1 As a parent/guardian, I agree to come to the school, if called by the staff, to speak with my child or to remove my child from campus.

PA.4.2 I agree to keep my child at home if my child has been suspended and make sure my child is working on school assignments.
PA.5.1 As a parent/guardian, I agree to review all homework, letters home, and school documents required by RCSA.
PA.5.2 I will monitor RCSA Connect and all online platforms required for school-based communication and academics.
PA.6 As a parent/guardian, I agree to attend all conferences scheduled with any member of the RCSA staff.
PA.7 As a parent/guardian, I understand that my student may be questioned by school administration and/or local law enforcement without prior notice, about school or student safety, including discipline infractions. A member of school administration will be present during questioning. Parents will be notified as soon as possible after questioning.
PA.8 As a parent/guardian, I agree to provide a suitable place with internet access for homework.
PA.9 As a parent/guardian, I take responsibility for delivering and retrieving my child from school on time and in a safe manner, including all school activities, after-school/weekend detentions, extended day, etc. I will respect all rules and regulations and obey posted signs regarding safe driving on campus.
PA.10 As a parent/guardian, I will see to it that my child wears a clean school uniform every day to school and maintains proper hygiene.
PA.11 As a parent/guardian, I give permission to the school to test my student to determine individual ability and achievement on an ongoing basis.
PA.12 As a parent/guardian, I will be responsible for keeping the school informed about my changes in address and/or phone number. I realize it is critical for the school to be able to contact me at all times.
PA.13.1 As a parent/guardian, I will be responsible for my child's health and welfare. I understand that it is the parent's responsibility to **ensure student compliance with health requirements**, including immunization per F.S. 1003.22.
PA.13.2 I will not send a sick child to school.
PA.13.3 I will immediately come to the school for reasons of health, safety, or physical well-being if the school requires it. Parents/guardians that are notified for these reasons are expected to pick up the child within one hour of being contacted.
PA.14 As a parent/guardian, I understand my responsibility to provide the proper interest, encouragement, guidance, and home environment to foster the best learning structure possible.
PA.15 As a parent/guardian, I understand that RCSA will place my child in the most appropriate classes based on achievement, ability, and behavior. Placement decisions are **non-discriminatory and based on objective academic and behavior data.**
PA.16.1 As a parent/guardian, I understand that I may voluntarily withdraw my child from the school at any time if I disagree with policies, procedures, decisions, or practices at RCSA. I understand the grievance procedures and how to escalate unresolved issues.
PA.16.2 I agree to sign a voluntary withdrawal form at such time.
PA.17 As a parent/guardian, I understand that I must always treat the school staff with respect, follow all the policies and procedures of the school, and adhere to the requirements of this agreement.
PA.18 As a parent/guardian, I agree to abide by the parent grievance policy within the Code of Student Conduct.
PA.19 As a parent/guardian, I give permission for my student to be photographed and video recorded for legitimate school purposes. These images may be published on the school website or other media. If I choose not to give this permission, I will email the school principal immediately.
PA.20 As a parent/guardian, I agree that I will fill out the intent to return form prior to the deadline or understand my child will lose their re-enrollment privileges.

CONSEQUENCES FOR STUDENT MISCONDUCT: SEE THE CODE OF STUDENT CONDUCT HANDBOOK.
PA.21.1 As a parent/guardian, I agree that the consequences listed in this document and the Code of Student Conduct are reasonable and necessary for the safe and orderly operation of the school.
PA.21.2 Major violations of the Code of Student Conduct could result in my student's denial for Re Enrollment from RCSA Schools.
PA.22 As a parent/guardian, I understand that a failure on my part to abide by this Agreement may result in my child losing their re-enrollment preference at RCSA Schools.

RIGHTS AND RESPONSIBILITIES

Parent/Guardian Rights and Responsibilities

It is the intent of RCSA, as expressed in the **Parent/Guardian Rights and Responsibilities** section of this document that parents/guardians must ensure that their child understands his/her individual rights and responsibilities to school district employees and fellow students as they work together toward a common goal of learning. It is the parents'/guardians' responsibility to ensure that their child maintains regular communication between home and school. When either parents/guardians or school employees deem it necessary to meet regarding concerns about the student's education or a disciplinary matter, the student, parent/guardian has a right to be represented by an attorney of his/her choice throughout the process.

DUE PROCESS AND STUDENTS' RESPONSIBILITIES AND RIGHTS

All students at RCSA 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 notification of parents, isolation, detention, and emergency removal from a school activity, suspension, expulsion, and criminal prosecution. In all instances, RCSA's policies and procedures governing due process for suspensions and expulsions will follow Florida Education Law. All students at RCSA 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.

Pursuant to HB 7029, a student can be excused to participate in reciting the pledge including standing and placing the right hand over his or her heart upon written request by his or her parent. Unexcused students must show full respect to the flag.

ATTENDANCE Policy

Absences and Tardiness

Attendance significantly impacts student learning and academic growth. River City Science Academy- RCSA 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. If online learning is required, these policies also apply.

Excused Absences

RCSA accepts only the following as excusable reasons for absence from school. **Parents or guardians must notify the school's designated staff and homeroom teacher in the morning (before 9 am) on any day their child is not attending.** Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence. 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. A physician's note or appropriate medical documentation is needed when (1) the student has been absent for 3 or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under the doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.
- Serious Illness or Death in the Family: Serious illness or death in student's immediate family necessitating the absence is excused. 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 are 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.
- 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, Transportation or Other Conditions: The Principal has the discretion to determine if other absences are 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.
- If online or hybrid classes are in place due to a pandemic, school requested attendance method must be followed otherwise an unexcused absence will be marked. Some examples are checking questions or showing up online or hybrid meetings. These methods vary by each grade level approved by school administration.

- Out of School Suspension (OSS): School days missed as a result of an out-of-school suspension shall not be counted as unexcused for the purpose of determining truancy. RCSA 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).
- AIT (Attendance Intervention Team): Should a parent/guardian sign a contract with the AIT, attendance will be strictly enforced.

Early Checkouts

- STUDENTS MAY NOT BE CHECKED OUT AFTER 2:00PM ON REGULAR SCHOOL DAYS.
- Being removed from classes 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.

Make-up Work for Absences

Most assignments are available on the RCSA Connect website 24 hours a day – should a student be absent for any reason; they should access this information via the Internet. Any assignment not listed, or work material needed for an assignment, may be requested by the student when they return from their absence. Students who have been absent will be given the same number of days that they were absent to make-up missed work.

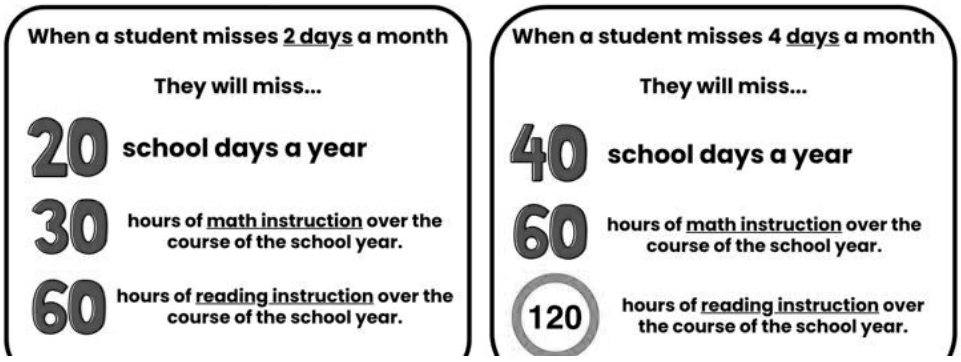
For absent students, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time.

School Tardiness

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.

- Late arrival to school due to 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 arrive late to school by vehicle 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. 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.
- Class Tardy: Students are given designated passing time to get to each class during the course of the school day. Students are expected to be sitting in their assigned seats when the class bell rings or else they will be considered tardy. Students will be marked tardy if they are late within the first five minutes of class. If a student has checked in late through the Front Office, the student will have a tardy pass from the front office. Repetitive tardiness will result in student receiving disciplinary consequence based on the Minor Violation Discipline Cycle. LOCKOUTS- random lockouts will be conducted to decrease tardiness to class. During a lockout, students will receive automatic conduct points for tardiness.
- Class Cuts/Skipping: A class cut occurs when a student is absent from class for more than 10 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 obtain a pass from the teacher. If a student is too ill to report to the office, he/she should have another person notify the office so that the appropriate attention may be given to the student.
- 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 will be referred to the school's Attendance Intervention Team.

Attendance Matters!



Truancy and Attendance Intervention

PROCESS FOR CONTACTING PARENTS:

Monthly excessive absence reports are run in FOCUS, using the parameters: 5 excessive absences in 30 days and 10 excessive absences in 90 days. Any students appearing on either report are sent, via email, dojo, and a paper copy home with the student, an initial AIT letter outlining that state statutes regarding school attendance and a parent meeting is scheduled via zoom on the pre-scheduled AIT meeting date. If parent does not attend the meeting, a second meeting request is sent. If after two letters are sent and parents still do not respond, all attempts are made to contact parents as soon as they appear on campus. This may include carpool, extended day, late drop off, home visit, etc. If contact is not able to be made with parents, notification is sent to state attorney's office.

Additionally, Florida Statute 1003.24 states that "each parent of a child within the compulsory attendance age is responsible for the child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section". Florida Statute 1003.27 (7)(a) states that "a parent who refuses or fails to have a minor student who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements in Subsection (3), commits a misdemeanor of the second degree, punishable as provided in s.775.082 or s.775.083".

River City Science Academy Code of Student Conduct

River City Science Academy is committed to maintaining a safe, secure, and respectful school environment that reflects the highest standards of our community and society. All persons, students, teachers, administrators, parents, and others on our campuses are expected to conduct themselves in a considerate and respectful manner and support a safe and respectful school environment conducive to learning and constructive, civil dialogue. Instruction should occur in an environment that is conducive to learning. Good order and discipline are essential to effective instruction and to the ability of students and school personnel to work cooperatively toward mutually recognized and accepted goals. The rules outlined in the Code are designed to ensure that this primary reason for the existence of school is achieved. Any behavior that prevents learning from taking place is unacceptable and will result in the appropriate consequence.

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.

All RCSA policies and expectations are applicable in all virtual learning courses and students must adhere to our school's Code of Conduct during all computer-based learning and distance education (if required).

School-Wide Student Expectations: RCSA Rockets are Respectful, Responsible, and Safe.

CLASSIFICATIONS OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into four classes:

*** Minor Class I (Conduct Point System)**
***Intermediate Class II (Referrals)**
*** Major Class III (Referrals)**
*** Zero Tolerance Class IV (Referrals)**

Each classification is followed by a disciplinary procedure that is to be implemented by the principal/designee. It is understood that when a violation of the Code occurs, the student's explanation shall be heard by the principal/designee before determining the classification of the violation. The principal or designee will review each case individually before assigning consequences.

Classroom teachers will address general classroom disruptions by taking appropriate in-class disciplinary actions. These include, but are not limited to, personal calls to parents, parent/teacher conferences, referral to a guidance counselor, etc. A detailed classroom management plan is described in classroom management guidelines in the class syllabus. If such measures do not deter disruption, a disciplinary referral is appropriate.

**** Neither RCSA 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.***

RCSA 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 RCSA 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 Duval County School Board Hearing Office for alternative placement or 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. RCSA takes seriously its responsibility to educate its students in a safe school where they are free from fear of harm or intimidation.

Weapons, drugs and gang activity will not be tolerated. Students who violate RCSA rules or State laws related to these offenses, will be **suspended** and/or **recommended** to the Duval County School Board for placement in an alternative school or 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.**

SPECIAL NOTES

NOTE I: REPEATED INFRACTIONS: Repeated violations of the Code of Student Conduct in school and/or on the school bus will be considered willful disobedience and/or open defiance of authority, resulting in possible suspension or expulsion from school and/or the school bus for the remainder of the school year or a specific period of time. Stu- dents may also be referred to Hearing Office for alternative placement.

NOTE II: HAZING: There shall be no type of hazing during any district sponsored event, club, organization, or class within the school or off campus. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety. Acts of hazing shall be addressed and will result in the appropriate consequence being administered in accordance with the Code.

NOTE III: SEARCH AND SEIZURE: Federal and state laws grant individuals reasonable expectations of privacy and freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students. Students may be subject to search of person or property if a reasonable suspicion exists that the student may have violated the Code of Student Conduct or state or federal law. Be advised that, upon reasonable suspicion, student lockers and other storage areas (including, but not limited to, motor vehicles, book bags, pocketbooks, notebooks, pockets, etc.) may be searched. Additionally, RCSA school personnel are permitted to conduct administrative random searches for unauthorized materials and other contraband absent reasonable suspicion. Administrative searches shall be carried out with a neutral plan (classrooms will be selected randomly) for execution and in the least intrusive manner. Schools are permitted to use metal detectors/wands to assist in this effort. If a lawfully conducted search yields illegal, unauthorized, or contraband materials, such materials shall be turned over to the proper legal authorities for ultimate disposition. If illegal, unauthorized or contraband materials are discovered through the search, appropriate discipline action will be taken by RCSA in accordance with the Student Code of Conduct.

NOTE IV: PROHIBITED ITEMS: Be advised that students will be held responsible for prohibited items in their personal control, such as items located in vehicles, book bags, clothing or items belonging to someone else.

NOTE V: TECHNOLOGY-BASED INFRACTIONS: Technology-based infractions may result in a suspension of network and/ or Internet access. Alternative instructional materials may be provided.

NOTE VI: BUS RIDING PRIVILEGES: Bus riding is a privilege, which may be revoked. Misconduct by any student while riding a school bus represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. Parents are urged to discuss with their children appropriate school bus conduct in order to ensure bus safety. All students who misbehave while riding the school bus will be disciplined according to the Code of Student Conduct. A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions, such as out-of-school suspension. Students are required to attend school. Bus suspension does not affect or excuse school attendance.

NOTE VII: A student may be required to obtain counseling and/or attend a recognized treatment program at parental expense and show proof of completion of such counseling or program. Such offenses may include, but are not limited to, substance abuse, stalking, threats, intimidation, harassment, or acts motivated by hate or bias. Programs include, but are not limited to, Student Option for Success (SOS), Night Substance Abuse Program, Nicotine, Tobacco, Vaping Course (NTV), and Teen Court.

NOTE VIII: A senior student who commits a Class III or IV violation, described in the Code of Student Conduct, shall forfeit the right to participate in graduation exercises and other senior related activities until the student has successfully completed all assigned consequences and disciplinary actions. RCSA regarding assignment to alternative centers shall apply to students who commit a Class III or Class IV violation.

NOTE IX: A student who willfully damages school property, a school bus, or bus equipment shall be properly disciplined. The parent(s) or legal guardian of a minor student (or the student, if he/she is an adult) shall reimburse the school and/or the owner of the bus for restoration or for replacement of any damaged school property in accordance with the true value as determined by the appropriate administrative staff. Students who damage school property, a school bus or bus equipment shall be subject to disciplinary action according to the Code of Student Conduct.

NOTE X: The Duval County School Board may expel a student from school based on grounds specified in the Codes of Student Conduct. "Expulsion" means the removal of the right and obligation of a student to attend a public school under conditions set by the district school board, and for a period of time not to exceed the remainder of the term or school year and 1 additional year of attendance.

Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. The Duval County School Board has the sole authority to expel students pursuant to Florida Statute 1006.07.

NOTE XI: Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Cyberbullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, social websites (e.g., Facebook, Instagram, Twitter, Snapchat, TikTok), chat rooms, instant and text messaging, and cell phone technologies.

Students will not use school equipment or networks to engage in cyberbullying or cyberstalking including, but not limited to, the posting of harassing messages on the internet, social networking sites, or other digital technologies, which may include social cruelty, direct threats, or other language or expression unprotected by law. Cyberbullying or cyberstalking may also include breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

NOTE XII: ANTI-BULLYING POLICY: Pursuant to Florida Statute 1006.14, it is the policy of RCSA that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Accordingly, RSCA will not tolerate bullying or harassment against any student, employee, visitor, volunteer or agent who works on school-related activities, subject to the control of school officials. This policy shall be interpreted and applied consistently with all applicable state and federal law and employee collective bargaining agreements. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. RCSA prohibits bullying or harassment of any student or school employee, volunteer or agent:

- ***During any education program or activity conducted by RCSA***
- ***During any school-related or school-sponsored program or activity or on a school bus***
- ***Through the use of data or computer software that is accessed through a computer, computer system, or computer network of RCSA. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.***

NOTE XIII: TITLE IX PROCESS: A Title IX Consultation is required when a Code of Conduct infraction has occurred. This may temporarily delay the disciplinary process. Should this happen, the district must provide written notice to the parties and the reasons for the delay. Non- disciplinary, non-punitive individualized supportive measures may be offered as appropriate to the complainant or respondent to preserve equal access to the district's education program or activity. (Discipline should not be administered during the Title IX process.)

NOTE XIV: The selling of any food and/or product is prohibited on school grounds, school transportation and school sponsored events unless approved by school administration. School will determine appropriate consequence.

NOTE XV: THREATS and FALSE REPORTS: Any student who is determined to have made a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred for criminal prosecution and mental health services identified by the school district pursuant to s. 1012.584(4) for evaluation or treatment, when appropriate. Students may be assigned to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if it is determined to be in the best interest of the student and the school system. Any student in violation of F.S 836.10 Written Threats to Kill, who writes or composes and also sends or procures the sending of any letter, inscribed communication, or electronic communication, whether such letter or communication be signed or anonymous, to any person, containing a threat to kill or to do bodily injury to the person to whom such letter or communication is sent, or a threat to kill or do bodily injury to any member of the family of the person to whom such letter or communication is sent, or any person who makes, posts, or transmits a threat in a writing or other record, including an electronic record, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat.

NOTE XVI: CONDUCT OUTSIDE OF SCHOOL: Conduct outside of school, including threats, intimidation, harassment, or discrimination, where the incident (conduct) has a detrimental effect on the health, safety, and welfare of the school, and which causes a substantial disruption of, or interferes with, the educational process at school may also constitute an infraction of the Code of Student Conduct.

NOTE XVII: STUDENTS WITH DISABILITIES (IEP/SECTION 504 PLANS): Disciplinary action(s), as outlined in the Code of Student Conduct must comply with the Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations.

Reporting an Incident of Discrimination/Harassment/Complaint Procedure

1. Notification of Appropriate Staff

RCSA strongly encourages individuals who believe they are being discriminated or harassed to promptly notify the offender that his or her behavior is unwelcome. Notifying the offender, however, is not a required first step. If, for any reason, an individual does not wish to confront the offender directly, such a confrontation does not successfully end the harassment, or if the offender retaliates against the individual, the individual is encouraged, within sixty (60) days of the alleged incident, to notify either the Executive Director or any

School Administrator, Department Head, Team Leader or Board Member with whom the individual feels comfortable discussing the matter. Students may also report such conduct to any teacher that they feel comfortable discussing the matter with.

Any RCSA staff member who becomes aware of any discrimination or harassment, or who has reason to believe discrimination or harassment is taking place, must immediately report the conduct to the appropriate person. All complaints should be forwarded to the principal, or, if the complaint concerns the Principal, to the Executive Director, or, if the complaint concerns the Executive Director, to any Board Member. Those employees in a supervisory role have a special duty to report discrimination or harassment even if it involves someone outside their area of responsibility.

2. Investigatory Process

RCSA will complete a thorough and impartial investigation of any complaint of discrimination or harassment within twenty (20) days of receipt of the complaint. The investigation will be conducted by the Principal or his or her designee, or, if the complaint is against the Principal, by the Executive Director or his or her designee, or, if the complaint is against the Executive Director, by the Board or the Board's designee.

The investigation may include individual interviews with the complaining employee, the offender involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. The complaint and investigation will be handled with sensitivity and, to the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigatory process.

The findings from the investigation must be detailed in a written report.

3. Decision

Within ten (10) days following the conclusion of the investigation, either the Principal, Executive Director or the Board, depending on which party conducted the investigation per Section 2 above, will issue a written decision on the matter. The complainant and the person alleged to have committed the conduct must promptly be informed of the decision. The decision of the Principal, Executive Director or Board shall be final.

4. Protection Against Retaliation

RCSA will not tolerate retaliation against an individual for reporting dis- crimination or harassment or assisting in providing information relevant to a claim of sexual or any other harassment. Retaliation is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation should be reported immediately in accordance with these procedures and will be promptly investigated.

5. Responsive Action

Misconduct constituting discrimination or harassment will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, and disciplinary actions such as warnings, reprimands, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, compensation adjustments, or termination, as RCSA may believe is appropriate under the circumstances. Students who are found to have engaged in discriminatory or harassing conduct will be disciplined in accordance with RCSA's Code of Conduct. Any conduct that is deemed criminal will be reported to the appropriate law enforcement agency.

6. False and Malicious Accusations

False and malicious complaints of discrimination or harassment, as opposed to complaints which, even if erroneous, are made in good faith, may be subject to appropriate disciplinary action.

MINOR OFFENSES

CLASS I

MINOR VIOLATIONS DISCIPLINE CYCLE

Minor violations in or outside of the classroom, or on any off campus after school events, will be handled by the issuance of Conduct Points. Stu- dents' 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 RCSA-Connect. Con- duct points are cumulative throughout each quarter. Administration will review the recorded Conduct Log weekly and assign consequences as follows:

1-3 conduct points: No major consequence assigned; can include lunch detention
4-9 conduct points: After School Detention
10-15 conduct points: Saturday Opportunity School/ Withholding Privilege
16 or more conduct points: Disciplinary Referral Form

Students who receive **5 minor violation detentions** the following may occur:

- Mandatory parent conference with the teachers.
- Student may be placed on a Student Behavior Contract.
- All future infractions will follow the intermediate behavior cycle.

Parents will be contacted with a letter sent home with the student or by email, or the U.S. Mail regarding the assigned consequence for administrative detention, Saturday school, 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, student, and parents will complete an ***RSCA Behavior Contract.***
Parents will also be contacted if repetitive minor violations are committed by the student in the same setting, such as in the same classroom. Repetitive minor violations recorded in the Conduct Log will result in student being classified as Chronic Disciplinary Problem Student and may result in an Office Referral.
Minor violations listed below are 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 4.

1.01 Backpacks- bringing backpacks to classroom or cafeteria
1.02 Chewing gum
1.03 Eating or drinking in unauthorized areas
1.04 No Agenda or School ID- Not having agenda or School ID during school hours.
1.05 Unprepared for class- not bringing required materials described in the course syllabus to class each day.
1.06 Body Art- Any 'body art' to include but not limited to temporary tattoos, marker paintings, etc. are not allowed. Student will not be permitted to go to class until cleaned.
1.07 Illegal Organizations- Any participation in prohibited secret clubs or societies
1.08 Unauthorized/Misuse of Personal/School Electronic Devices- Use/ Misuse of personal/school electronic devices that have not been authorized by the principal or designee. This includes, but is not limited to, cell phones, tables, chrome books, laptops, desktops, smart watches, etc. This includes students opening unauthorized websites in their browsers, writing notes in unauthorized shared documents. Any student who chooses to bring a personal device to school shall do so at his or her own risk. This includes misuse of the hall pass system.
1.09 Behavior That Puts Safety at Risk- Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out.
1.10 Cafeteria misconduct - loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.
1.11 Disruption in Class - any conduct which is disruptive as to interfere with the teacher's ability to communicate with the students in class and/ or with the ability of other students to learn. NOTE: Continuous/repeated disruptive behavior may constitute a Class II Offense (See 2.01).

1.12 Disorder Outside of Class - a student must not bother other students outside of class or participate in disruptive conduct that interferes with maintaining order in areas subject to school authority or the failure to follow directions to cease such conduct.

NOTE: Continuous/repeated disruptive behavior may constitute a Class II Offense (See 2.01).
1.13 Tardiness - Reporting late to school or class (refer to individual school's tardy procedures). A student has the responsibility to be in class on time. A student failing to make an effort to attend class in a timely manner shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action. Accumulation of Tardies shall be on a nine-week grading period. Schools with electronic tardy tracking systems shall track Tardies on an aggregate basis. **LOCKOUTS-** Lockouts will be conducted randomly to decrease tardiness to class. During a lockout, students will receive automatic conduct points for tardiness.
NOTE: Pursuant to Florida law, out-of-school suspension is not a permissible disciplinary action for this violation for students who are of compulsory attendance age. As such, action code 07 (out-of-school suspension) should not be used for this offense

1.14 Disrespectful or rude behavior, vulgar, unprofessional language Dis- respect: 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.

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. *This includes **failure to follow directions, defiance**
1.15 Nonconformity to the General Code of Appearance Violation of the Uniform Dress Code

RCSA Code	DCPS Code	RCSA-Schoolwide Expectation Violation	Minor Offenses Class I	Description	RCSA Points
1.01	1.01	Respectful. Safe	Backpacks	Bringing backpacks to classroom or cafeteria.	1
1.02	1.01	Respectful	Chewing Gum	Chewing gum.	1
1.03	1.01	Respectful	Eating or drinking in unauthorized areas.	Eating or drinking in unauthorized areas.	1
1.04	1.03	Responsible Safe	No Agenda or ID	Not having agenda or ID during school hours.	1
1.05	1.01	Responsible	Unprepared for class	Unprepared for class--not bringing the needed mate- rials described in the course syllabus to class each day.	1
1.06	1.06	Responsible	Body Art	Any 'body art' to include but not limited to temporary tattoos, marker paintings, etc. are not allowed. Student will not be permitted to go to class until cleaned.	1
1.07	1.02	Safe	Illegal Organizations	Any participation in prohibit- ed secret clubs or societies.	4
1.08	1.09	Safe	Unauthorized / Misuse of Personal/ School Electronic Devices	Use/Misuse of personal/school electronic devices that have not been authorized by the principal or designee. This includes, but is not limited to cell phones, tablets, Chromebook, laptops, desktops, smart watches, air pods, Bluetooth headphones, etc. This includes students opening unauthorized websites in their browsers, writing notes in unauthorized shared documents. **Any student who chooses to bring a personal electronic device to school shall do so at his or her own risk.**	2
1.09	1.01, 1.03	Safe	Behavior that Puts Safety at Risk	This includes, but not limited to: Horseplay, roughhousing, wrestling, pushing, scuffing, clowning or acting out.	4
1.10	1.03	Respectful; Responsible Safe	Cafeteria Misconduct	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.)	2
1.11	1.01	Respectful	Disruption in Class	Any conduct which is disruptive as to interfere with the teacher's ability to communicate with students in class and/or with the ability of the other students to learn. **NOTE: Continuous/repeated disruptive behavior may constitute a Class II offense (2.01)**	2
1.12	1.03	Respectful	Disorder Outside Class	A student must not bother other students outside of class or participate in disruptive conduct that interferes with maintaining order in areas subject to school authority or the failure to follow directions to cease such conduct. This includes wandering the hallways after dismissal. **NOTE: Continuous/repeated disruptive behavior may constitute a Class II offense (2.01)**	2

RCSA Code	DCPS Code	RCSA-Schoolwide Expectation Violation	Minor Offenses Class I	Description	RCSA Points
1.13	**1.04**	**Responsible**	**Tardiness**	Reporting late to school or class (refer to individual school's tardy procedures). A student has the responsibility to be in class on time. A student failing to make an effort to attend class in a timely manner shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful dis- obedience, and the student shall be subject to disciplinary action. Accumulation of Tardies hall be on a quarterly grading period. **NOTE: Pursuant to Florida Law, out-of- school suspension is not a permissible disciplinary action for this violation for students who are of compulsory attendance age.**	**1**
1.14	**1.05**	**Respectful**	**Disrespectful or rude behavior, vulgar, unprofessional language***	Disrespect: Conduct or behavior that lacks regard, civility, polite- ness, 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. ***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 dis- respectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity	**4**
1.15	**1.06**	**Responsible**	**Nonconformity to the General Code of Appearance**	Violation of the Uniform Dress Code	**1**

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 and discipline committee.** Parents are notified of the consequences by either phone call, notice letter sent by 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 im- pose consequences that are not listed if warranted by individual circum- stances. **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 OFFENSES:

CLASS II

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. The administrator will follow the procedure designated for minor violations (Class I) in investigating the situation and deciding on disciplinary action.

For Class II, III, and IV, RCSA may **require** the completion of Student Option for Success and/or Teen Court as an intervention during the discipline process.

Special Note- Infractions committed within the same Level in the Code of Student Conduct in school, at school-sponsored events and on the school bus will be considered willful disobedience and/or open defiance of authority. As a result, the student infraction may be escalated to the next occurrence on the Disciplinary Actions Matrix. The following Level II codes are grouped for occurrence purposes:

2.03, 2.04, 2.10, 2.11 **2.12, 2.14** **2.15, 2.26**

2.01 Failure to Follow Directions Relating to Safety and Order in Class, School, School-Sponsored Activities or on the School Bus: Any refusal to comply with lawful and reasonable directions of a school district employee or agent that relates to the safety of students or school personnel, or to the maintenance of order while a student is under school jurisdiction. ***NOTE: Any conduct which significantly disrupts all or portions of campus activities, (greater than one classroom) school-sponsored events and school bus transportation may constitute a Class III offense (See 3.15). This offense may not be used to suspend students for tardies or multiple tardy behaviors or truancy.***

2.02 Disrespect: Conduct or behavior toward another student or peer that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This includes teasing or "roasting" students.

2.03 Simple Battery Upon Students: Intentional pushing, touching or striking of another student against the will of the other student.

2.04 Dispute: Lower-level confrontations such as, mutual or non-mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint; this also includes yelling arguments that create a disturbance in hallways or class- rooms and requires intervention.

2.05 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.

2.06 Intimidation/Threats/Ridicule: 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. This includes social media posts and spreading rumors about other students. Repeated behavior towards the same person will be investigated as bullying. **Report to Law Enforcement and TMT**

2.07 Trespassing: Willfully entering or remaining in any structure, conveyance, or school property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, and is warned by an authorized person to depart and refuses to do so.

A student who has been suspended or expelled from school or school bus and returns to any School Board property (without being authorized) or who enters a school other than their own (without permission) is considered to be trespassing and is subject to arrest. Report to Law Enforcement

2.08 Possession of Fireworks, Firecrackers, Smoke Bombs, Flammable Materials, Stink Bombs or Fire Facsimiles. Report to Law Enforcement.

2.09 Teasing/Intimidation and Ridicule: unwanted teasing, intimidating, insulting, or dehumanizing behavior that includes verbal, electronic, physical or ex- pression 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 purposeful exclusion, slander, and verbal cruelty. This includes social media posts and spreading rumors about other students.

2.10 Dangerous/Unsafe Acts: Behave in such a way as could reason- ably cause physical injury to any person or property without intent to do such harm.

2.11 Physical Contact: Offensive, unwanted and/or inappropriate physical contact. This includes "slap boxing" or play fighting.

2.12 Leaving class without permission or not reporting to the designated area on time/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.

2.13 Directing Obscene, Profane, or Offensive Language or Gestures to a Student, School Employee or Agent: Any behavior offensive to common propriety or decency directed to a student, school district employee or agent including, but not limited to, any verbal, written, electronic, or physical conduct such as, slurs, or innuendos, - which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment. This includes verbal sexual comments. ***Title IX Consultation (sexual in nature)**

2.14 Leaving School Grounds or the Site of Any School Activity Without Permission.

2.15 Simple Assault on School Employee: An intentional threat by word or act to do violence on a school district employee or agent, coupled with the apparent ability to do so, creating fear in that person. **Report to Law Enforcement and TMT**

2.16 Multiple Class II Offenses: The commission of three (3) or more Class II offenses of which no more than 3 are 2.01 offenses by secondary students. Students who commit multiple Class II Code of Conduct offenses may be referred to another program.

2.17 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.

2.18 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. This includes stealing/theft of items of $100 or less. Students who mutilate or deface school property, damage personal property, or steal will be fined an amount necessary to cover the cost of restoring the damaged/stolen property, as well as receiving appropriate disciplinary action.
*** This includes selling/buying products on campus** including personal/obtained property, candy/food/drinks without administration approval.

2.19 Possession, Reproduction, Use, Distribution and/or Sale of Tobacco/ Facsimile of a Drug, Alcohol, or Tobacco Product

NOTE: It is illegal to possess or use tobacco products if under the age of 18.

Tobacco products shall include, but not be limited to, cigarettes, cigars, pipe tobacco, electronic cigars and cigarettes, vaping products, and all smokeless tobacco products. This includes substances which are not a drug but can be used as a drug. To safeguard the health and safety of school district employees and students, the use of tobacco products on any RCSA property is prohibited. RCSA property, as used herein, shall mean any building owned or part thereof owned or used by the RCSA, and the grounds upon which such building is located. ***Requires Law Enforcement**

2.20 Refusal to Attend or Participate in Other Previously Assigned Discipline

2.21 Unauthorized Use of Instructional Technology

- Students will only use computers with permission and must abide by the school's Acceptable Use Policy (AUP).
- Students will not use RCSA computers to access images of weapons, inappropriate content, or non-educational materials.
- Students will not share logins, usernames, or passwords with anyone. Students are responsible for any activity that occurs under their account. Students have no expectation of privacy while utilizing the RCSA network, computers, or any device that is attached to it. Students must log in with their own username and password and will not re-name themselves when using zoom or any other online platform.
- Students will not attempt to access websites blocked by district policy, including the use of proxy services, software, or websites. If the website is blocked, do not attempt to bypass the block by any means.
- Students will not use the network to access material that is profane or obscene (this does not include pornography please see 3.24), that advocates illegal acts, or that advocates violence, discrimination, and hate literature. Students shall immediately notify a teacher or administrator if inappropriate information is mistakenly accessed or found anywhere on the RCSA network including student shares. This may protect students against a claim of intentional violation of this policy.
- Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. This in- formation may not be provided to an individual, organization, or company, including websites that solicit personal information. Promptly disclose to a teacher any messages received that are inappropriate or make you feel uncomfortable.
- The use of the RCSA network or computers is a privilege that may be restricted or removed by school-based administration, automated content control systems, or the Office of Information Security.
- Students will not make any attempt to bypass a firewall, intrusion detection/prevention system or any security system designed to secure the network. Students will not use sniffing (unauthorized monitoring of network traffic/usage) or remote access technology to monitor the network or other user's activity.
- Students will not download or store unauthorized music, videos, movies, software, or games on the RCSA network.
- Students will not use technology for personal gain, profit, or any illegal conduct, such as fraud, copyright infringement, hacking, cheating, or distributing viruses or malware that result in minor disruptions.
- Students will not possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety or use the Internet or websites at school to encourage illegal behavior or threaten school safety.

2.22 Gambling: Any unlawful participation in games (or activities) of chance for money and/or other things of value.

2.23 Use or possession of Wireless Communication Devices: Wireless communication devices may be brought to school but must be out of sight in your locker 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.)

2.24 Failure to Adhere to Safety Considerations on School Bus: Failure to adhere to expected school bus safety considerations and rules including, but are not limited to, failure to remain seated, disorder including yelling on the bus, profanity usage, disputes (arguments, pushing, shoving), horse- play, playing loud music, not sitting in assigned seat or with legs in aisle, throwing items on the bus, spitting out of the bus window, boarding or attempting to board a school bus other than the one to which the student is assigned, boarding or departing a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission, yelling out of the bus and making any gesture to others out- side of the bus that may be considered offensive to decency or common propriety. This includes disrespect towards the adult driver or attendant or any behavior that may cause a distraction to the driver while the bus is in route.

A student who boards or attempts to board a school bus other than the one to which the student is assigned or who boards or departs a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission is considered to be a 2.27 Code of Student Conduct offense and subject to formal disciplinary action.

2.25 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. This includes, but limited to, students allowing others to copy their academic work, copying and pasting from internet or other sources, sharing answers verbally/electronically, etc. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher. This includes students allowing others to copy their academic work.

2.26 Simple Assault on a Student: An intentional threat, by word or act, to do violence to a student, coupled with the apparent ability to do so, and doing some act, which creates fear in that person.

***This includes fighting (mutual combat, mutual altercation)** – When two or more persons mutually participate in physical violence that may require physical restraint/intervention and/or results in injury requiring first aid or medical attention. This includes responding to a physical attack. The action of harming someone because they have harmed oneself (revenge) is considered retaliation, not self-defense. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in the School Environment Safety Incident Report (SESIR). Report to Law Enforcement including all fights that occur during school sponsored event/activities.

2.27 Possession and/or Use of Matches or Lighters (Lighting of Flammable Material which did not cause disruption on school campus)

2.28 Extortion: A student may not obtain money or property from an unwilling person by force, threat of force, or other means of coercion. **Report to Law Enforcement**

2.29 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.

2.30 Unauthorized Assembly, Publications, etc.: Demonstrations and/ or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages/electronic documents, or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity. This includes unauthorized usage of any school logo or likeness.

2.31 Unauthorized video or sound recording: Unauthorized videotaping or recording a fight, altercation, teacher, students, faculty, zoom sessions, etc.

2.32 Disrespect: Conduct or behavior toward school employee or an adult that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. ***Title IX Consultation (sexual in nature)**

2.33 Inciting or Participating in a Major Student Disorder: Leading, encouraging, and/or assisting in disruption which results in destruction or damage to property or cause personal injury. This includes throwing furniture, food, or fixtures in the school.

2.34 Provoke/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.

Infractions marked with an asterisk will require immediate police notification and possible arrest, as determined by law enforcement.

NOTE: Violations, which constitute any major disruption of an educational or business process, may result in a Level III or IV Offense.

NOTE: Multiple Class II Offenses: The commission of three or more Class II offenses by students. Students who commit multiple Class II Code of Conduct offenses may be referred to the Student Option for Success (SOS) Program if in place. However, the SOS program may not be an option and the student could be referred directly to the DCSB Hearing Officer for placement consideration in an alternative school setting.

NOTE: Self-defense is described as an action 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 consequences outlined in the rubric should be followed. The action of harming someone because they have harmed oneself (revenge) is considered retaliation, not self-defens

RCSA Codes	DCPS Codes	Intermediate Offenses Level II	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.01	2.01 1.01 1.03 1.10 1.04 1.06	Failure to follow directions (school) Failure to follow directions on a BUS.	Parent Call/Conf. and Detention 1 Day. 1 Day Bus Suspension.	Detention (1-3 Days) 1-3 days bus Suspension	Saturday Detention 6-8 days bus suspension	1-3 days OSS Removal from bus for the rest of year.
2.02	2.01 2.18 2.05* 2.24 1.05	Disrespect (Student)	Parent Call/Conference and Detention 1 Day.	Detention (1-3) Days	Saturday Detention	1-3 Days OSS
2.03	2.07* 1.03 2.08	Simple Battery Upon Students	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.04	2.08	Dispute	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.05	2.24	Forgery	Parent Call/Conf. and Detention 1 Day.	Detention (1-3) Days	Saturday Detention	1-3 Days OSS
2.06	2.18 1.05 2.06*	Intimidation Threats	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.07	2.19*	Trespassing (Unauthorized Entering of School Property)	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.08	2.20*	Possession of Fireworks, Firecrackers Smoke Bombs, Firearm Facsimiles	Saturday Detention	1-3 Days OSS	Level 3 offense	Level 3 offense
2.09	2.06* 1.05 2.10 2.18 2.22	Teasing Intimidation Ridicule	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.10	2.01 1.03 1.01	Dangerous/ Unsafe Acts	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.11	2.07* 2.08 1.03 2.01	Physical Contact	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.12	1.08	Leaving class without permission or not reporting to the designated area on time.	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.13	2.05* 2.22 1.05 2.06* 2.21	Directing Obscene, Profane or Offensive Language or Gestures to a Student, School Employee or Agent.	Saturday Detention	1-3 Days OSS	3-5 Days OSS	Level 3 Offense
2.14	2.23	Leaving school grounds or the site of any school activity without permission.	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.15	2.05*	Simple Assault on School Employee	1-3 Days OSS	3-5 Days OSS	Level 3 Offense	
2.16	All Level 2 Codes	Multiple Class II Offenses	1-3 Days OSS	3-5 Days OSS	Level 3 Offense	

RCSA Codes	DCPS Codes	Intermediate Offenses Level II	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.17	2.24	Providing False and/or Misleading Information	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.18	2.15 1.01 1.03 2.16 2.17*	Mistreatment or Misuse of School, Personal, or others' properties; Vandalism less than $100*	Detention (1-3 Days)	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.19	2.03* 2.02	Possession, Use, Distribution and/or Sale of Tobacco/ Facsimile Products*	1-3 Days OSS; Online NTV Course	3-5 Days OSS; Night-time Substance Abuse Class	Level 3 Offense	
2.20	2.25	Refusal to attend or participate in other previously assigned discipline	Reschedule Detention	1-3 Days OSS	3-5 Days OSS	
2.21	2.26	Unauthorized Use of Technology or Electronic Devices.	Parent Call/Conf. and Detention (1-3) Days	Saturday Detention	1-3 Days OSS	
2.22	2.27	Gambling	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.23	2.26 1.09	Use or possession of Wireless Communication Devices	Detention (1-3) Days	Detention (1-3) Days	Saturday Detention	1-3 Days OSS
2.24	2.28	Failure to Adhere to Safety Consideration on School Bus	1 Day Bus suspension	1-3 days bus suspension	6-8 days bus suspension	Removal from bus for the rest of the year.
2.25	2.29	Cheating/ Plagiarism	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.26	2.06* 2.07* 2.08 2.09* 2.10 2.12	Simple Assault on a Student*	1-3 Days OSS	3-5 Days OSS	Level 3 Offense	
2.27	2.04*	Possession and/or Use of Matches or Lighters	1-3 Days OSS	3-5 Days OSS	Level 3 Offense	
2.28	2.30*	Extortion	1-3 Days OSS	3-5 Days OSS	Level 3 Offense	
2.29	1.07	Public Display of Affection	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.30	2.01 1.02 1.03	Unauthorized assembly, publications, etc.	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.31	2.01 2.26 2.13	Unauthorized video or sound recording	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS
2.32	2.01 2.05* 2.18 2.22	Disrespect (employee or adult)	1-3 Days OSS	3-5 Days OSS	Level 3 Offense	
2.33	2.01	Inciting or Participating in a Major Student Disorder	1-3 Days OSS	3-5 Days OSS	Level 3 Offense	
2.34	2.08 2.10	Provoke/ Attempt to cause fight	Detention (1-3) Days	Saturday Detention	1-3 Days OSS	3-5 Days OSS

**When Saturday Detention is not available, alternative options may apply at administration discretion.*

**Infractions marked with an asterisk will require immediate police notification and possible arrest, as determined by law enforcement.*

**Important Note: If the student has an IEP/504 Plan, the administrator or designee MUST refer to the Discipline Guidelines for Students with Disabilities and the student's current IEP/504 Plan PRIOR to the assignment of any disciplinary action. The length of time the student with an IEP/504 Plan is suspended (OSS) is subject to the Discipline Guidelines for Students with Disabilities. A maximum of three (3) days can be assigned at one time.*

MAJOR OFFENSES:
CLASS III

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.

Students who violate RCSA rules, or State laws related to these offenses will be **suspended** and/or **recommended** to the Duval County School Board for placement to alternative school or **expulsion** from school.

Violators of state laws 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. Student Option for Success and/or Teen Court may be required for any Level 3 infraction.**

Special Note – Threat Management Team (TMT) – Infractions with the acronym (TMT) should initiate the Threat Management Team, which is a multi-disciplinary team that convenes when there is a real or perceived threat to schools or persons related to behavioral health. Students who commit any violent infraction, a mental health referral to district provider must be submitted.

Special Note- Infractions committed within the same Level in the Code of Student Conduct in school, at school-sponsored events and on the school bus will be considered willful disobedience and/or open defiance of authority. As a result, the student infraction may be escalated to the next occurrence on the Disciplinary Actions Matrix. The following Level III codes are grouped for occurrence purposes:

*** 3.00, 3.01, 3.10 * 3.03, 3.14, 3.26 * 3.04, 3.05, 3.06, 3.07 * 3.11, 3.12 * 3.19, 3.20, 3.21 * 3.23, 3.27, 3.28**

3.00 Alcohol Possession, purchase, or use of alcoholic beverages: Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. ***NOTE: It is illegal to possess or use alcoholic beverages if under the age of 21.*** ***Report to Law Enforcement**

- The first time a student commits a Class 3.00, Alcohol and/or 3.01, Drug Offense the student must be referred to the Night-time Substance Use Prevention Counseling Education Program.
- Students charged with a Class 3.00, Alcohol and/or 3.01, Drugs offense who are recommended for the Night-time Substance Use Prevention Counseling Education Program may enroll and participate in the program during any suspension period.

For a subsequent offense, the student will be referred to the Hearing Office for placement in an Alternative Education Center.

3.01 Drugs: The use or possession of any drug, narcotic, controlled substance, or any substance when used for hallucinogenic purposes. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. ***NOTE: The possession or use of illicit drugs is illegal and harmful.***

- The first time a student commits a Class 3.00, Alcohol and/or 3.01, Drug Offense the student must be referred to the Night-time Substance Use Prevention Counseling Education Program.
- Students charged with a Class 3.00, Alcohol and/or 3.01, Drugs offense who are recommended for the Night-time Substance Abuse Prevention Counseling Education Program may enroll and participate in the program during any suspension period. If the parent agrees to attend Night-time Substance ***Report to Law Enforcement**

3.02 Threat/Intimidation: A threat to cause physical harm to another person or the school with or without the use of a weapon that includes all of the following elements: 1) intent; an intention that the threat is heard or seen by the person who is the object of the threat 2) fear-a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability-the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. A repeated incident which create(s) an incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender.

***Report to Law Enforcement and TMT**

This includes any form of communication that is/was posted that poses a school wide threat which causes serious disruption to the educational environment in which law enforcement had to be notified and threat assessment had to be performed to include but not limited to threats to shoot school/officials. Investigation with threat assessment must be presented to the Hearing Office with Information Report Number.

Special Note: Senate Bill 7026 any student who is determined to have made a threat or false report must be referred to mental health services identified by the school district for evaluation or treatment, when appropriate.

3.03 Simple Battery Upon School District Employee or Agent: Intentionally touching or striking another person against the will of another; or throwing of an object at a school district employee or agent. ***Report to Law Enforcement**

3.04 Robbery (using force to take something from another): The taking or attempted taking of anything of value that is owned by another per- son or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. ***Report to Law Enforcement and TMT**

3.05 Stealing/Larceny/Theft: Any intentional unlawful taking, carrying, riding away, or concealing the property of another or belonging to, or in the lawful possession or custody of another, without threat of violence or bodily harm. This offense also includes the theft of credit cards, debit cards, checks, school keys, and motor vehicles. **Proof of purchase price required. (Replacement Value will be reviewed)**. ***Report to Law Enforcement**

3.06 **Burglary of School Structure:** Entering, or remaining in a dwelling, structure or conveyance without justification with the intent to commit an offense therein, unless the premises are at the time open to the public or the individual is licensed or invited to enter or remain as defined in Florida Statute 810.02 ***Report to Law Enforcement**

3.07 **Criminal Mischief/Vandalism:** Any intentional and deliberate action resulting in damages to school property, public property or the real or personal property of another not limited to the placement of graffiti thereon or other acts of vandalism thereto as defined in Florida Statute 806.13. (Documentation of assessment of damages required. See 2.06). Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action. ***Report to Law Enforcement**

NOTE: Damage to property valued more than $1,000 constitutes a Class IV offense (See 4.20).

3.08 **Disrespect:** Conduct or behavior that lacks regard, civility, polite- ness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. ***Title IX Consultation (sexual in nature) and Report to Law Enforcement**

3.09 **Making a false 911 emergency call from school or personal phones. *Report to Law Enforcement**

3.10 **Possession of Prohibited Substance or Objects:** Possession of any blade not considered to be a weapon (includes common pocketknife, plastic knife, or blunt- bladed table knife), taser/stun guns/devices, martial arts weapons, bullets, syringes, BB guns, paint guns, water guns, air strike guns, BB or airstrike bullets/pellets, over-the-counter drugs, drug paraphernalia, inhalants or devices including, but not limited to, mace or pepper spray (2 oz. or less), or any other object that may puncture, wound, or otherwise injure another person.

3.11 **Lewd, Indecent, or Offensive Behavior:** Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," sexting, offensive touching, indecent exposure, possession, distribution, or display of obscene or "hate" material, possession/display of electronic images or text, or similar behavior. *This includes, but is not limited to, racial slurs/innuendos that are intentionally directed towards a student, group, employee, or agent of the school. Abusive or threatening speech that is directed at an individual or group which expresses prejudice/hate against a particular group through verbal or written communication, material, electronic images, text, or similar behavior. * **Immediately Report to Law Enforcement (Prior to Investigating) - Contact Title IX Prior to Assigning Discipline**

3.12 **Sexual Harassment (undesired sexual behavior):** Unwanted verbal or physical behavior with sexual connotations by a student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (Rule 6A-19.008(3) FAC. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence).

There is no requirement in RCSA policies that specific body parts must be touched (i.e., sexual organs), or that sexual harassment, in any form, must be shown to have occurred repeatedly, over a long period of time, and/or be severe.

NOTE: Violation of the RCSA's sexual harassment policy relating to a student is grounds for out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

Conduct outside of school, including threats, intimidation, harassment, or discrimination, where the incident (conduct) is well known or of public concern, which has a detrimental effect on the health, safety, and welfare of the school, and which causes a substantial disruption of, or interferes with, the educational process at school may also constitute a violation of the Code of Student Conduct.

This includes Verbal Sexual Harassment – Any unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or electronic content 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 advances, sexually oriented kidding, teasing, using language that has a double meaning and is sexually suggestive. ***Report to Law Enforcement and Title IX Consultation.**

3.13 **Sexual Offenses:** Law enforcement must be notified to investigate any sexual contact, including intercourse, without force or threat of force, or subjecting an individual to lewd, sexual gestures, sexual activities, sharing of pornography, or exposing private body parts in a lewd manner. Law enforcement must be notified to investigate, and a report must be provided for this offense from the police department. ***Report to Law Enforcement (Prior to Investigating) and Title IX Consultation.**

3.14 **Battery upon Student, School Employee or Agent Resulting in Bodily Harm:** Intentional striking of another student or school district employee or agent against the will of that person which causes bodily harm that requires medical treatment. **Requires medical treatment and documentation. *Report to Law Enforcement and TMT. Contact Hearing Office.**

3.15 **Inciting or Participating in Major Student Disorder:** Disruption of all or significant portion of campus activities, school-sponsored events, or school bus transportation that poses a serious threat to the learning environment, health, safety, or welfare of others. **(Hearing Office must be contacted) Report to Law Enforcement and TMT**

3.16 **Unjustified Activation of a Fire Alarm System or Fire Extinguisher *Report to Law Enforcement**

3.17 **Absence With Out Leave: Leaving school grounds or the site of any school activity without permission.**

3.18 **Igniting Fireworks, Firecrackers, Smoke Bombs or Flammable Materials** Intentional burning of flammable materials or objects which may cause disturbance/disruption to school campus or school sponsored event. Including but not limited to person, hair and clothing**. *Report to Law Enforcement**

3.19 Unjustified Activation of Bus Emergency Systems: Any unjustified activation of bus emergency doors, emergency windows, or other systems unless directed by the bus operator/attendant, or other authorized school district employee or agent in an emergency or in the case of an evacuation drill. *Report to Law Enforcement

3.20 Failure to Adhere to Safety Procedures on School Bus: Failure to adhere to expected school bus safety considerations which may or may not cause injury to persons or physical damage to property, including, but not limited to, placing head, arms, legs, or objects outside of the window or door of the bus; throwing objects, substances, or material in or out of the window or door of the bus; throwing objects at a bus; or any other act considered offensive to decency or common propriety. ***Report to Law Enforcement**

3.21 Fighting or Battery on a School Bus *Report to Law Enforcement

3.22 Defamation of Character: A knowingly false communication, either oral or written, that is harmful or injurious to a school board employee, agent, or student's reputation and/or exposes that person to contempt, scorn or ridicule.

3.23 Stalking: Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyber stalking of another as defined under Florida Statute 784.048 (2). * **Immediately Report to Law Enforcement (Prior to Investigating) - Contact Title IX Prior to Assigning Discipline**

3.24 Unauthorized Use of Instructional Technology:

- Use of another user's account to bypass restrictions placed on his or her account.
- Intentionally utilizing a teacher or staff member's account to access school resources that are not intended for student use.
- Knowingly making unauthorized changes that include but are not limited to grades, test scores, school programs or student data on internal or externally hosted systems.
- Accessing, producing and/or distribution of pornography; making pornography available on a system or server that is accessible by other users. Multiple 2.24 violations or subsequent misuse of technology following a 2.24 violation.
- Bypassing a firewall, intrusion detection/prevention system or any security system designed to secure the network. Students will not use sniffing (unauthorized monitoring of network traffic/usage) or remote access technology to monitor the network or other user's activity.

Multiple 2.21 violations or subsequent misuse of technology following a 2.21 violation.

3.25 Major Dispute or Altercation: The willful act of participating in a disruption involving physical contact with multiple participants which causes disruption of all or significant portion of campus activities or school-sponsored events resulting in a major altercation. Disruptive behavior that poses a serious threat to the learning environment health, safety, and welfare of others. This may include gang-related activity as defined in Chapter 874, FL Statutes. (Examples included but not limited to- code red, buses delayed more than 20-min, change of school bell schedule, required CCR number) (Hearing Office must be contacted) ***Report to Law Enforcement and TMT**

3.26 Simple Assault Upon School Employee or Agent: Repeated intentional threats by word or acts to do violence to the person of another, coupled with an apparent ability to do so; and after having been disciplined in accordance with 2.18 of the Code for a first violation, doing a second (or repeated) act(s) which create(s) a well-founded fear in such other person that such violence is imminent, when the person committing the offense knows or has reason to know the identity or position or employment of the victim. ***Report to Law Enforcement and TMT**

3.27 Bullying/Cyber Bullying: Systematically and chronically, inflicting physical hurt or psychological distress on one or more students or employees, often characterized by an imbalance of power and is unwanted, purposeful and repeated through written, verbal, nonverbal, physical behavior, electronic communication or the use of technology, by a student or adult that is severe or pervasive enough to create an intimidating, hos- tile or offensive environment and substantially interferes with the individual's school performance or participation. Bullying may include, but not limited, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment (School must have completed a bullying packet to assign this charge).

Note: Cyber bullying includes, but is not limited to, electronic mail, Internet communications, instant messages, facsimile, texting, social media, creating webpage and weblogs, assuming the identity of another person, distribution by electronic means or posting of materials on an electronic medium that may be accessed by one or more persons which creates any of the conditions enumerated in the definition of bullying.

(UBL) UNSUBSTANTIATED BULLYING - After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffery Johnston Stand Up for all Students Act (section 1006.147, F.S.).

(UHR) UNSUBSTANTIATED HARASSMENT – After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.).

3.28 Harassment: Any unwelcomed, threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a

specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Unwelcomed conduct of a sexual nature, such as sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties. **(As defined by the School Environmental Safety Incident Report (SESIR) codes and definitions**. **Requires compliance with the district's Anti-Bullying Policy as well as compliance with the district's Anti-Bullying Procedures. The required bullying and harassment investigation must be completed and the required documentation placed in the student's disciplinary folder)**

Immediately Report to Law Enforcement (Prior to Investigating) - Contact Title IX Prior to Assigning Discipline (Sexual in Nature)

3.29 Teen Dating Violence or Abuse: Pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both partners is a teenager. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.***Report to Law Enforcement and TMT**

3.30 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.

3.31 Illegal Organizations: Establishing or participating in a secret society on school property, at a school function, or at an extracurricular activity. This includes gang activity or expression. The willful use of overt language or action indicating gang-related association**. Report to Law Enforcement**

3.32 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. ***Report to Law Enforcement**

3.33 Other Serious Misconduct: Any other major act of misconduct which 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 disrupts the orderly conduct of a school, school function or an extracurricular/co-curricular activity. This may include, but is not limited to, spreading rumors on social media, providing false/misleading information to staff members or school community, 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.

RCSA Code	DCPS Codes	Major Offenses Level III	1st Occurrence	2nd Occurrence
3.00	3.01*	Alcohol, Possession, purchase, or use of alcoholic beverages.	Night-time substance abuse program and 3 days of OSS. If declined or failed to complete, referred to DCSB Hearing office for alternative school placement and/or expulsion.	10 days OSS and Principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.01	3.02*	Drugs	Night-time substance abuse program and 3 days of OSS. If declined or failed to complete, referred to DCSB Hearing office for alternative school placement and/or expulsion.	10 days OSS and Principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.02	3.20* 3.25* 2.06* 2.05* 3.26*	Threat/ Intimidation	Student Threat: 5 Days OSS School Threat: 7 days OSS and Principal may at his/her discretion, refer the student to the hearing office.	10 Days OSS and Principal may at his/ her discretion refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.03	3.03*	Simple Battery Upon School District Employee or Agent	10 Days OSS and refer the student for consideration of placement at an alternative school.	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.04	3.04*	Robbery	5 Days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.05	3.05* 2.16 3.28*	Stealing/ Larceny/Theft	5 Days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.06	3.06	Burglary of School Property	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.07	3.07* 2.15	Vandalism	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.08	3.09* 3.16 2.22	Disrespect	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.

RCSA Code	DCPS Codes	Major Offenses Level III	1st Occurrence	2nd Occurrence
3.09	3.15* 3.14*	Making a false 911 emergency call from school or personal phones.	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.10	3.08 3.27* 3.34*	Possession of Prohibited Substance or Objects	5 days OSS Nighttime Substance Abuse Program for drug paraphernalia	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.11	3.09* 3.33*	Lewd, Indecent, Offensive Behavior	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.12	3.10* 2.21	Sexual Harassment	5 Days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.13	3.11	Sexual Offenses	5 Days OSS; option of administration required Teen Court	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.14	3.12* 3.30* 3.32*	Battery Upon Student, School Employee or Agent Resulting in Bodily Harm	10 days of OSS and refer the student for consideration of placement at an alternative school.	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.15	3.13*	Inciting or Participating in Major Student Disorder	10 days of OSS and refer the student for consideration of placement at an alternative school.	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.16	3.14*	Unjustified Activation of a fire Alarm system.	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.17	3.13* 2.23 1.08	Absence without leave.	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.18	2.08* 2.20* 3.31*	Igniting Fire- works, Fire-crackers, smoke bombs or flammable materials.	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.19	3.15*	Unjustified activation of bus emergency systems	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.20	2.28 3.15* 3.29*	Failure to adhere to safety procedures on the bus.	5 day bus suspension	Removal of bus privilege.
3.21	2.11* 3.29*	Fighting or Battery on a School Bus		10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.22	3.16	Defamation of Character	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.23	3.17	Stalking	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.24	3.18	Unauthorized use of Instructional Technology	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.25	3.19*	Major Dispute or Altercation	5 days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.26	3.03*	Simple Assault Upon a School Employee or Agent	10 days of OSS and refer the student for consideration of placement at an alternative school.	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.27	3.21*	Bullying/Cyber Bullying	5 Days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.28	3.25*	Harassment	5 Days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.29	3.24*	Teen Dating Violence or Abuse	5 Days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.30	3.09*	Gross Insubordination /Blatant Defiance	5 Days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.31	3.13* 2.32	Illegal Organizations	5 Days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.32	3.08 2.02 2.03	Smoking and Other Use of Tobacco Products	5 Days OSS; Night- time substance abuse class.	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.
3.33	All L3 Codes	Other Serious Misconduct	5 Days OSS	10 days OSS and principal may at his/ her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion.

ZERO TOLERANCE OFFENSES

CLASS IV

Class IV acts of misconduct are the most serious. Any Class IV act is grounds for expulsion and will result in a mandatory 10-day suspension with consideration for a recommendation for alternative school and/or expulsion. (See exceptions below.) Major acts of misconduct must be reported right away to the school administrator and may result in immediate removal of the student from the school. In severe cases, or if the probation is violated, the principal may recommend immediate expulsion. In selecting this action, the principal shall consider the age of the student, his/her prior discipline record, the seriousness of the behavior, the intent of the student, and if the health, safety, and welfare of other students and/or staff have been endangered. ***Police notification/consultation required for all level IV infractions.**

NOTE: The highlighted (**) offenses are defined under Florida Statute 1006.13 and carry the recommendation of expulsion for a period not to exceed the remainder of the school year and one (1) additional year of attendance. All Level IV offenses may lead to the recommendation for expulsion. The Duval County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from Duval County Public Schools after committing the offense.

4.01 (ALC) Alcohol: Any possession of an alcoholic beverage with the intent to sell, give away, or otherwise distribute to another person. **NOTE: It is illegal to possess or use alcoholic beverages if under the age of 21.**

4.02 (DRD) Drugs: Any possession of a drug with the intent to sell, or give away, or otherwise distribute to another person including any substance alleged to be a drug, regardless of its content. **NOTE: The possession or use of illicit drugs is illegal and harmful.**

4.03 (ARS) Arson: Any willful and malicious burning of any part of a dwelling, structure, building or conveyance, whether occupied or not, or its contents.

4.04 (ROB) **Armed Robbery: The taking of money or other property from the person or custody of another by use of a weapon, or in the course of the taking, putting another in fear of the use of a weapon, force, or violence. **TMT**

4.05 (WPO) **Possession of a Firearm/Weapon: Possession, discharge, use, or sale of any firearm or destructive device on school property, school-sponsored transportation, or during a school-sponsored activity. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer, any destructive device, or any machine gun. A "destructive de- vice" means any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible (breakable) container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage. This includes knives with blades that can penetrate and cause bodily harm, including, but not limited to, combat knives, switch blades, etc. **TMT**

NOTE: Under the Gun-Free School Act, any student (regardless of age) who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year. (The expulsion requirement is subject to modification, on a case-by-case basis, as allowed by law.) A student who is determined to have brought a firearm to school will be referred for criminal prosecution. The Duval County School Board will conduct an expulsion hearing for a student (regardless of age) found to have committed a Zero Tolerance Offense, even if the student withdraws from RCSA after committing the offense. Special Note: Senate Bill 7026 any student who is determined to have brought a firearm or weapon must also be referred to mental health services identified by RCSA.

4.06 (WPO) **Use of a Deadly Weapon: Possession of any deadly weapon, other than a firearm, which is used in a threatening manner and is perceived by the individual being threatened as capable of inflicting physical harm. ***TMT**

NOTE: The possession of a firearm, knife, other type of weapon, or any item that can be used as a weapon by any student while the student is on school property or in attendance at a school function, is grounds for disciplinary action and may also result in criminal prosecution. The Duval County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from the Duval County Public School after committing the offense.

4.07 (WPO) Use of a Prohibited Object or Substance: Use of any prohibit- ed object or substance to strike or to threaten in a manner, which is perceived by the individual being threatened as capable of inflicting physical harm. ***TMT**

4.08 (DOC) Bomb Threats: Reporting to school district employees or agents, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is actually present. ***TMT**

4.09 (WPO) **Explosives: Preparing, possession, or igniting on School Board property, explosives likely to cause serious bodily injury or property damage. ***TMT**

NOTE: Under the Gun-Free School Act, any student (regardless of age) who is determined to have brought an explosive, as defined in 18 U.S.C. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year. (The expulsion requirement is subject to modification, on a case-by-case basis, as allowed by law.) A student who is deter- mined to have brought a firearm to school will be referred for criminal prosecution. The Duval County School Board will conduct an expulsion hearing for a student found to have committed a Zero Tolerance Offense, even if the student withdraws from RCSA after committing the offense.

4.10 (SXB) **Sexual Battery/Rape: Any sexual act directed against another person with force, violence, and/or against the person's will, including, but not limited to, sexual battery, attempted rape or rape. ***Immediately Report to Law Enforcement (Prior to Investigating) - Contact Title IX Prior to Assigning Discipline**

4.11 (BAT) **Aggravated Battery: Intentionally causing great bodily harm, disability or permanent disfigurement to another person. A battery where the attacker intentionally or knowingly causes more serious injury as defined in paragraph (8)(g) of this rule, such as great bodily harm, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. ***TMT**

4.12 (TRE) Aggravated Stalking: Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyber stalking of another and making a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person, or the person's child, sibling, spouse, parent, or dependent, as defined in Florida Statute 784.048(3). ***TMT**

NOTE: The above-referenced code infraction shall be applicable in accordance with the jurisdiction of the School Board as defined on page 2 of the Code of Student Conduct.

4.13 (OMC) Any Other Offense Which Is Reasonably Likely to Cause Great Bodily Harm or Serious Disruption of the Educational Process Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This included any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate related element (such as Drug-related or Weapon-related) and incident involvement must be reported unknown. This includes Hazing. Any action or situation that endangers the mental or physical health or safety of a student at a school with any for the purpose of initiation or admission into or affiliation with any school sanctioned organization. "Hazing includes, but is not limited to pressuring, coercing or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature such as whipping, beating, branding, or exposure to the elements.

4.14 (KID) **Kidnapping/Abduction Forcibly, secretly or by threat, confining, abducting, or imprisoning another person against his/ or her will and without lawful authority. ***TMT**

4.15 (HOM) **Homicide/Murder/Manslaughter The unjustified killing of one human being by another. ***TMT**

4.16 (VAN) Vandalism: The intentional destruction, damage, or defacement of public or private property over $1000.00 without consent of the owner or the person having custody or control of it. (Documentation of assessment of damages required).

**These offenses carry the recommendation of expulsion for a period not to exceed the remainder of the school year and one (1) additional year of attendance.

RCSA Codes	DCPS Codes	Zero Tolerance Offenses Level IV	Disciplinary Action - Zero Tolerance Offenses Level IV - 1st Occurrence
4.01	4.01	Alcohol with intent to sell or distribute	10 Day OSS & referred hearing office (Possible expulsion)
4.02	4.02	Drugs with intent to sell or distribute.	10 Day OSS & referred hearing office (Possible expulsion)
4.03	4.03	Arson	10 Day OSS & referred hearing office (Possible expulsion)
4.04	4.04	Armed Robbery	10 Day OSS & referred hearing office (Possible expulsion)
4.05	4.05 3.34	Possession of Firearms/Weapons	10 Day OSS & referred hearing office (Possible expulsion)
4.06	4.06	Use of a Deadly Weapon	10 Day OSS & referred hearing office (Possible expulsion)
4.07	4.07	Use of a Prohibited Object (other than firearm) or Substance	10 Day OSS & referred hearing office (Possible expulsion)
4.08	4.08	Bomb Threat	10 Day OSS & referred hearing office (Possible expulsion)
4.09	4.09	Explosives	10 Day OSS & referred hearing office (Possible expulsion)
4.10	4.10	Sexual Battery/Rape	10 Day OSS & referred hearing office (Possible expulsion)
4.11	4.11	Aggravated Battery	10 Day OSS & referred hearing office (Possible expulsion)
4.12	4.12	Aggravated Stalking	10 Day OSS & referred hearing office (Possible expulsion)
4.13	4.13	Other Major Offense Causing great bodily harm or serious disruption	10 Day OSS & referred hearing office (Possible expulsion)
4.14	4.14	Kidnapping/Abduction	10 Day OSS & referred hearing office (Possible expulsion)
4.15	4.15	Homicide/Murder/ Manslaughter	10 Day OSS & referred hearing office (Possible expulsion)
4.16	4.16	Vandalism (Over $1000)	10 Day OSS & referred hearing office (Possible expulsion)
4.17	4.17 3.20	Threat/Intimidation of School Employee	10 Day OSS & referred hearing office (Possible expulsion)

Disciplinary Actions for Intermediate Bus Code Offenses

Bus Infractions

Commission of a Class II offense on a bus will result in bus suspension(s) and may result in the use of in-school conferences and parental contact when warranted.

Bus Code Class II Offenses

# of Offenses	Consequences	# of Offenses	Consequences
1st Occurrence	One (1) day bus suspension	**2nd Occurrence**	One (1) to three (3) days bus suspension
3rd Occurrence	Six (6) to eight (8) days bus suspension	**4th Occurrence**	Student will be suspended from riding the bus for the remainder of the school year.

NOTE: A student may be suspended or expelled from riding the bus at any point in the discipline process.

A student who has been suspended or expelled from the school bus that boards, rides, or attempts to ride a school bus, without being authorized to do so, is considered to be trespassing and is subject to **arrest.**

A student who repeatedly displays inappropriate behavior on a bus will be referred to the appropriate School Official for possible revocation of bus privileges. A bus suspension is **separate** from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions, such as out-of-school suspension. Students are required to attend school. Bus suspension does not affect or excuse school attendance.

Class III Offenses

Commission of a Class III offense on a bus will result in the suspension of bus privileges for a minimum of twenty (20) school days.

Subsequent Bus Code Offenses

Commission of a subsequent offense on the school bus will result in the suspension of bus privileges for a minimum of forty (40) school days.

If a student repeatedly displays inappropriate behavior on a bus, the student will be referred to the appropriate School Official for possible revocation of bus privileges.

NOTE: A student who has been suspended or expelled from the school bus that boards, rides, or attempts to ride a school bus, without being authorized to do so, is considered to be trespassing and is subject to arrest. NOTE: Court action does not dictate or govern school disciplinary action.

Zero Tolerance Bus Code Offenses - Class IV

Commission of a Class IV Offense on a school bus will result in revocation of bus privileges permanently. A student who has been suspended or expelled from the school bus that boards, rides, or attempts to ride a school bus, without being authorized to do so, is considered to be trespassing and is subject to arrest.

SCHOOL BUS CODE

BUS RIDING IS A PRIVILEGE, WHICH MAY BE REVOKED.

Misconduct by any student while riding a school bus represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. Parents are urged to discuss with their children appropriate school bus conduct in order to ensure bus safety. All students who misbehave while riding the school bus will be disciplined according to the Code of Student Conduct.

A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions, such as out-of-school suspension. Students are required to attend school. Bus suspension does not affect or excuse school attendance.

Responsibilities of Transported Students

Students who commit Class I, II, III, or IV offenses while being transported on a school bus, or any other contracted mode of transportation will be disciplined according to the Code of Student Conduct.

Generally, students being transported have the following responsibilities:

- To enter the bus in an orderly manner * To take their assigned seats as quickly as possible and to remain seated in a forward-facing position
- To avoid making loud noises * To keep voices at a low level * To arrive at the bus stop 10 minutes prior to the scheduled pick up time.

A student who boards or attempts to board a school bus other than the one to which the student is assigned or who boards or departs a school bus at a location other than assigned pick-up or drop-of f bus stop without prior school administration permission is considered to be a Code of Student Conduct offense and subject to formal disciplinary action.

Safety Procedures for Students Being Transported :

- Wait until the bus comes to a stop before attempting to get on or off
- Enter or leave the bus only at the front door after it has come to a stop, except in the case of an emergency as directed by the driver
- Keep all parts of the body and objects inside the bus windows at all times *Leave the bus only with the consent of the driver
- Be silent when approaching or crossing railroad tracks *Throw no object, paper, or other material in or out of the bus at any time
- Keep the aisle and step well clear at all times *Do not tamper with door handles, windows, and other safety equipment at any time
- Do not use cellular phones, or electronic devices, including, but not limited to CD players, walkman type radios, DVD players, hand-held televisions, Gameboy type equipment, or other communication devices. **(Exception: Field trips in which the school administration approves the use of these devices or as a planned intervention for special needs students).**
- Follow any and all instructions of the driver * No physical contact with others on the bus *No disrespecting the bus driver
- No changing clothes on the bus * No out of seat behavior * No physical violence *No eating or drinking
- No vandalism *No profanity * No bullying

School Bus Vandalism/Criminal Mischief

Vandalism or criminal mischief that occurs on a school bus or other contracted mode of transportation shall not be tolerated and shall be handled according to the Code of Student Conduct. Vandalism or criminal mischief shall include, but not be limited to, cutting, scratching, writing on, puncturing, ripping, breaking, or otherwise marring, defacing, or dam- aging any part of the bus. It is the student's responsibility to report any existing damages and to refrain from making the damage worse. Parents/ guardians shall be responsible to the owner of the bus for restitution of any damages in accordance with Florida Statute 741.124. If restitution is not received for bus damages, the student's riding privilege may be revoked.

Disciplinary Action School Bus Offenses

Students who commit Class I, II, III, or IV offenses while being transported on a school bus or other contracted mode of transportation will be disciplined according to the Code of Student Conduct. In addition, inappropriate behavior on a school bus or other contracted mode of transportation may result in any or all of the following:

*Student conferences *Parent/guardian conferences *Bus suspension or revocation

If a student repeatedly displays inappropriate behavior on a bus, the student will be referred to the Principal Designee for possible revocation of bus privileges.

NOTE: A student who has been suspended or expelled from the school bus that boards, rides, or attempts to ride a school bus, without being authorized to do so, is considered to be trespassing and is subject to arrest. A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions, such as out-of-school suspension. Students are required to attend school. Bus suspension does not affect or excuse school attendance. A student who willfully damages school property, a school bus, or bus equipment shall be properly disciplined. The parent(s) or legal guardian of a minor student (or the student if he/she is an adult) shall reimburse the owner of the bus for restoration or for replacement of any damaged property in accordance with the true value as determined by the appropriate administrative staff. Students who damage school property, a school bus or bus equipment shall be subject to disciplinary action according to the Code of Student Conduct.

Alternative Education Centers/Programs

Mattie V. Rutherford alternative center will serve 4th through 8th grade students that exhibit minor chronic behaviors of the *Code of Student Conduct*. Students will be assigned to this alternative center for a period of 45 to 180 school days based on a profile of behaviors as follows:

Note: Students being referred to the Hearing Officer for violation of Multiple Infraction Rubrics must be referred to the District Student Option for Success Program (SOS) before a hearing packet may be submitted.

Documentation from the school is required.

1. Discipline Rubric Mattie V. Rutherford

a. When a student in grades 4th – 8th obtains the minimum threshold of 12 points based on a pattern of behavior specific to the Discipline Rubric, he/she may be referred to the Hearing Office.

b. Student may be assigned 45, 90, or 180 days to the Alternative Education Center when the minimum points threshold has been met and is determined that a student be placed at the Alternative Education Center (12 Points does not constitute automatic assignment to the Alternative Education Center.)

c. Students must receive restorative practice when they meet the 6-point threshold in the points matrix. Students will not be referred to the Hearing Office without documented Restorative Justice Interventions during this process.

d. After completion of suspension days, students must return to school, while awaiting a hearing.

The following matrix is based on the DCPS Code assigned to each individual infraction.

Elementary/Middle School, Grades 4-8

DCPS Code	Description	Rubric Weight
	Disruptive Behaviors	
1.01	Disruption in Class	.50
1.03	Disorder Outside of Class	.50
1.05	Profanity	.50
2.01	Failure to Adhere to Safety Consideration	2
2.05	Intentional Threat of a School District Employee or Agent	3
2.06	Intentional Threat of a Student	2
2.07	Intentionally Striking a Student	3
2.08	Dispute	2
2.09	Fighting (Mutual Combat, Mutual Altercation)	3
2.10	Initiating a Fight	3
2.11	Fighting or Striking Another Student on Bus	3
2.12	Response to a Physical Attack	1
2.16	Stealing	2
2.22	Obscene, Profane, or Offensive Language or Gestures directed to a School Employee	2
2.23	Leaving School Grounds/Activity	1
2.28	Failure to Adhere to Safety Consideration on Bus	1
2.31	Unjustified Activation of Bus Emergency System	2

Note: Hearing Office will determine points for Level 3 Infractions.

High School, Grades 9-12

DCPS Code	Description	Rubric Weight
	Fighting/Disturbances	
2.05	Intentional Threat of a School District Employee or Agent	3
2.06	Intentional Threat of a Student	2
2.07	Intentionally Striking a Student	3
2.09	Fighting (Mutual combat, mutual altercation	3
2.10	Initiating a Fight	3
2.11	Fighting or Striking a student on a School Bus	3
2.12	Response to Physical Attack	1
3.12	Striking of a Student, School District Employee or Agent Resulting in Bodily Harm	3
3.13	Inciting or Participating in Major Student Disorder	2
3.19	Major Dispute or Altercation	3
	Sexual Offenses/Offensive Language	
2.21	Verbal Sexual Harassment	2
2.22	Obscene, Profane, or Offensive Language or Gestures directed to a School District Employee	2
3.09	Indecent, Offensive or Lewd Behavior	2
3.10	Physical Sexual Harassment	3

3.11	Sexual Offenses	2
3.22	Sexual Assault	3
3.24	Teen Dating Violence or Abuse	3
	Theft/Vandalism	
2.15	Vandalism (resulting in damages less than $200)	2
2.16	Stealing or Use of Counterfeit Bills	2
2.17	Possession of Stolen Property	2
2.30	Extortion	2
3.04	Robbery (using force to take something from another)	3
3.05	Stealing/Larceny/Theft	3
3.06	Burglary of School Structure	3
3.07	Vandalism (resulting in damages of $200 to $1,000)	3
	Weapons	
3.08	Possession of Prohibited Substance or Object	3
	Teasing/Intimidation/Ridicule	
2.18	Teasing/Intimidation/Ridicule	1
3.16	Defamation of Character	3
3.17	Stalking	3
3.20	Repeated Threats Upon School District Employee or Agent	3
3.21	Bullying/Cyberbullying	3
3.25	Harassment	3
3.26	Hazing	3
	Drugs	
3.01	Alcohol	2
3.02	Drugs	2
3.27	Drug Paraphernalia	1

Grand Park alternative education center will serve 6th through 12th grade students that exhibit a pattern of continuous and aggressive behaviors that violate the *Code of Students Conduct*. Students will be referred to the Hearing Office for violation of these types of infractions. Assignment will be based on one of the following rules:

2. Multiple Aggressive Infractions

When a student in grades 6th– 12th incurs a third code infraction from the following group, he/she may be referred to the Hearing Office for consideration to Grand Park Alternative Education Center. Students may be assigned up to one calendar year.

2.09	Fighting (Mutual Combat, Mutual Altercation)
2.10	Initiating a Fight (Fight must occur)
2.11	Fighting or striking a student on a School Bus
3.12	Striking of a Student, School District Employee or Agent Resulting in Bodily Harm
3.13	Inciting or Participating in Major Student Disorder
3.32	Physical Attack of a Student

3. Discipline Rubric

a. When a student in grades 6th – 12th obtains the minimum threshold of 12 points based on a pattern of behavior specific to the Discipline Rubric, he/she may be referred to the hearing office.
b. Student may be assigned 40,90, or 180 days to the Alternative Education Center when the minimum point's threshold has been met.
c. Students must receive restorative practice when a student meets the 6-point threshold in the points matrix. Student will not be referred to the Hearing Office without documented Restorative Justice Interventions during this process.
d. After completion of suspension days, students must return to school, while awaiting a hearing.

Formal Disciplinary Actions & Procedures

Definitions Relating to Formal Disciplinary Actions

The following are examples of formal disciplinary actions that may or may not be used in the school. Students and parents/guardians who desire to have further information about the disciplinary actions used the school should contact officials at RCSA.

- **Alternative Schools and Programs:** Schools and programs developed by the School Board for placement of students who have violated the Code of Student Conduct may be offered these voluntary programs, in special circumstances in lieu of other disciplinary actions. Such schools and pro- grams include, but are not limited to, the Alternative Education Centers, the Substance Prevention Program (nighttime program), Night- time Nicotine, Tobacco, and Vaping class, Teen Court, and the Students Option for Success Program (nighttime program). Parent participation is required for all of these options.
- **Before/After School Detention:** Assignment to a designated area on campus at the beginning or end of the regular school day for a specified period of time.

- **Behavioral Contracts:** A contract entered into between a teacher or administrator and a student and his/her parent/guardian in which all par- ties agree to certain actions in an attempt to modify a student's behavior. The contract shall also contain consequences for breaking the agreement.
- **Class Suspension:** Denial of the privilege of attending an individual class for a specified period of time and assignment to another area in the school for the time that class meets.
- **Commission of Level III or Level IV Infractions by Seniors:** A senior student who commits a Level III or IV infraction, described in the Code of Student Conduct, shall forfeit the right to participate in graduation exercises and other senior related activities until the student has successfully completed all assigned consequences and disciplinary actions. School Board policies and procedures regarding assignment to education centers shall apply to students who commit a Level III or Level IV infraction
- **(Disciplinary) Work Assignments:** Supervised activities related to the upkeep and maintenance of school facilities.
- **Expulsion:** Removal of the right and obligation of a student to attend a public school under conditions set by the School Board for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance.

The DCPS Board may expel a student from school based on grounds specified in the Code of Student Conduct. "Expulsion" means the removal of the right and obligation of a student to attend a public school under conditions set by the district school board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing education- al services and shall be reported accordingly. The School Board has the sole authority to expel students pursuant to Florida Statute 1006.07.

- **Intervention Referral:** Teachers and staff may refer a student for intervention services like Guidance, character education, mental health counseling, etc.
- **Network/Internet Suspension:** Certain technology-based infractions may result in a suspension of network and/or Internet access. Alternative instructional materials may be provided.
- **Night-time Substance Use Prevention Counseling Education Program:** The Night-time Substance Use Prevention Counseling Education Program is an alternative program available to students who have committed a 3.00 (Alcohol) or 3.01 (Drugs) violation against the Code of Student Conduct. Parental participation is required.
- **Out-of-School Suspension:** Out of School Suspension (OSS) is a formal disciplinary action that can only be assigned by the principal or designee and requires notice sent to parents via phone, e-mail, with student, or US mail. The notice will include the students' conduct, school rule(s) violated, and the number of days the student is suspended. This requirement does not preclude administration from contacting parents by phone and assigning an immediate suspension when deemed necessary. Leaving a message at the phone number recorded in the school file will be considered sufficient notification. Parents will also receive the notice sent home with the student. A meeting between a parent and an administrator may be required prior to the return of the student serving an out-of-school suspension. However, failure of the parent to attend the conference does not preclude the student's readmission to the school. 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. Removal of students from their regular school program for a period **not to exceed ten (10) days.** Pursuant to Florida Statute 1006.09, no student who is required by law to attend shall be suspended for unexcused tardiness, absence or truancy. Therefore, suspension is not an appropriate disciplinary action for Code violation 1.05 and 1.10, as it relates to students who fall within the mandatory state attendance requirements.
- **Option to Withdraw:** 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 according to the Charter School Act. A student who is suspended or expelled 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 or expulsion.

In such instances, the local school system shall not be required to independently verify the nature or occurrence of the applicable conduct, or any evidence relating thereto.

- **Restorative Practices:** Restorative practices give students the opportunity to be reflective and learn to make better choices. These strategies include a Letter of Apology, Behavior Reflection, Adult-Led Mediation, payment of Restitution, mini-lessons with the Dean/Counselor, etc.
- **Saturday Detention:** Assignment to a session at the school on Saturday for work assignments, academic work, or guidance.
- **Saturday School:** Saturday school is designed to promote timeliness and good school attendance. Saturday School hours are in discretion of school administration.
- **School Board Hearing Officer:** Designee of the Superintendent who holds a disciplinary hearing with the parent/guardian in the event that resolution is not achieved at the school level.
- **School Board Hearing:** Hearing by the School Board with the parent/ guardian and School Board staff where staff and parent/guardian are given the opportunity to speak before the Board.
- **School Bus Suspension or Revocation:** Denial of the privilege of riding a school bus based on misconduct occurring while the student is being transported at public expense. Bus code violations may result in the suspension of bus privileges. A student may be suspended or expelled from riding the bus at any point in the discipline process. A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions, such as out-of- school suspension.

Students are required to attend school. Bus suspension does not affect or excuse school attendance.

Student Option for Success (SOS) Program: An evening or Saturday counseling program developed to assist elementary, middle and high school students who are experiencing disciplinary problems in the regular school settings. Participation must begin in the first available class. Parental participation is required. (3rd through 12th Grade)

Teen Court : Teen Court is based on the philosophy that a youthful law violator is less likely to continue to offend when a peer jury decides the punishment. Teen Court attempts to interrupt developing patterns of criminal behavior by promoting feelings of self-esteem and healthy attitudes toward authority. The program places a high priority on educating teens about citizenship and accepting responsibility for their actions. In some cases, juvenile participants are given stern consequences for those actions. This program is recommended for certain Code of Student Conduct offenses and is offered at secondary schools. Parental consent is required for participation. Parental participation is required. (This intervention is used for serious infractions only)

- **Withholding of Privileges:** The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by the principal or designee.
- **Zero Tolerance Policy:** Students who commit the following offenses will automatically be referred to the Disciplinary Committee for an expulsion hearing: issuing a bomb threat; participation of a gang organization; distribution, sale, or attempted sale of alcohol or controlled substances (drugs, i.e. marijuana, etc.) or counterfeit drugs; distribution, sale, or attempted sale of controlled paraphernalia (pipes, papers, etc.); use of alcohol or a controlled substance at the school premises or school sponsored events; arson; repeated offenses of bullying or sexual harassment or misconduct; assault or battery of a school employee, assault or battery to a student at the discretion of the administration; possession of a deadly weapon; and the use of dangerous weapons to threaten, intimidate or injure.

BEHAVIOR MANAGEMENT PLAN

RCSA uses a School-Wide Behavior Management Plan in which all faculty and staff work in a cooperative systemic 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. All parents are required to be connected to School Communication and behavior report tools such as Class Dojo, RCSA Connect, Radix, House Points App, and other tools to tracks students' behavior throughout the day.

School-wide Expectations:

RCSA Rockets are…

The structure of the Behavior Management Plan consists of three main parts:

- **Rules** - the expected behaviors for all students
- **Consequences** – what the student chooses to accept if a rule is broken/this is a progressive plan
- **Rewards** - what the student receives for appropriate behavior
- **Commendations (Positive Recognition)** – what the student receives for exceptional behavior

RCSA CLASSROOM MANAGEMENT STRATEGIES

1. Verbal correction -Cooling off time or "time out"
2. Seating changes in the classroom
3. Counseling by teachers, counselors, or administrative personnel
4. Before or after school, lunch, or Saturday detention
5. Parent/Teacher conferences
6. Temporary or permanent confiscation of items that disrupt the educational process. RCSA is not responsible for lost/stolen items that have been confiscated according to District policy
7. Temporary placement in another classroom which may include behavior contracts
8. Grade reduction as permitted by RCSA policy for cheating and plagiarism
9. Rewards or demerits -Behavioral contracts
10. Sending the student to the office or other assigned area
11. Withdrawal of privileges, including participation in extra-curricular activities, or work duty assigned within the campus grounds
12. Other strategies and consequences as specified by the RCSA Student Code of Conduct.

RCSA Student Expectations

RIVER CITY SCIENCE ACADEMY MATRIX	Classroom	Hallways & Stairways	Cafeteria	Bus	Bathroom	Assemblies & Field Trips	Computers/ Computer Lab	Outside/Gym	Media Center
EXPECTATIONS – Respectful	Use inside voices. Use appropriate language. Follow directions the first time. Allow others around you to learn.	Use inside voices. Use appropriate language. Demonstrate self-control.	Be polite. Use good table manners. Follow directions the first time. Use inside voices.	Follow directions the first time. Use appropriate language. Demonstrate self-control.	Give privacy to others. Use inside voices.	Listen, learn and participate. Stay seated. Follow site rules. Be attentive	Use approved websites. Maintain quiet environment. Follow all directions the first time. Allow others around you to learn.	Listen, learn and participate. Display good sportsmanship. Mind your own personal belongings.	Use approved websites. Maintain quiet environment. Follow all directions the first time. Allow others around you to learn. Treat books with kindness.
EXPECTATIONS – Responsible	Maintain a clean work space. Allow others to listen and learn. Follow directions the first time.	Keep halls clean. Keep lockers organized, locked and closed. Use lockers only at designated times. Go directly to your destination. Have permission and a pass. Follow teacher directions.	Line up in an orderly manner, while social distancing. Get permission before leaving your seat. Eat the food that belongs to you. Clean up after yourself. Dismiss in an orderly manner.	Remain in your assigned seat. Use inside voices. Report to bus stop/dismissal on time.	Request a pass. Use equipment properly. Report vandalism. Keep facilities clean.	Allow others to listen and learn. Recognize and thank presenters. Model appropriate behavior.	Use equipment appropriately. Keep standard settings. Clean up after yourself. Log off when finished. Check out only the Chromebook assigned to you.	Treat the equipment with kindness. In the locker room, change out quickly. Report vandalism. Return equipment where it belongs before dismissal.	Use approved websites. Maintain quiet environment. Follow all directions the first time. Allow others around you to learn. Take care of the books that are checked out.
EXPECTATIONS – Safe	Keep all legs of desks/chairs on the floor. Stay in your own personal space. Mind the movement rules set by the teacher.	Stay to the right. Demonstrate self-control. Stay in your own personal space. Only go to lockers during designated times. Walk quietly and orderly.	Keep area clean. Inside voices. Wait to be dismissed.	Remain in your assigned seat. Stay in your own personal space. Wait until bus has stopped to be dismissed.	Use good hygiene. Stay in your own personal space. Demonstrate self-control.	Enter and exit in an orderly manner. Care for property. Remain with your group.	Demonstrate self-control. Keep Lab food and drink free.	Be aware of your surroundings during transition to gym. Stay in your own personal space.	Demonstrate self-control. Use walking feet. Keep the Media Center food and drink free.

PBIS REWARD SYSTEM

RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Students at RCSA 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
- Cleaning up after others
- Exceeding requirements on an assigned task or assignment
- Volunteering to do an unwanted task
- Consistently having a cooperative spirit

School – Wide Rewards

A system of rewards for students who reach a documented level of positive 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. Please check school newsletters and communication for details about student rewards for positive behavior.

Student Academics

***All academic policies, such as late work, grade recovery, and grade categories are available in teachers' syllabi.**

RCSA CONNECT

All students are issued an RCSA Connect username and password where you can find the following information:

-Assignments -Homework -Calendar -Communications -Grades -Report cards -Schedules -Discipline

Keep all usernames and passwords in a secure place and do not share any information with anyone except legal guardians and parents. Do not save any password to school or shared computers. If you feel your id/passwords are stolen, contact our administrators immediately.

GRADING SYSTEM & REPORTING

Final grades for core academic classes and electives are received at the end of each quarter (every nine weeks). Parents should contact their child's teacher if there are any questions concerning grades recorded or information contained on the child's report card if they do not get any update such as weekly emails, quarterly progress reports, teacher message, calls
or emails. The RCSA Governing Board, in compliance with State Standards, approves the grading scale. Grades are reported numerically on all progress reports and report cards. **Any grade below 60 is failing.**
Quarterly Progress Reports will be sent electronically approximately half-way through each grading period. Progress Reports indicate how well a student is meeting the standards and are distributed with ample time for remediation and improvement to occur. Parents are encouraged to frequently check RCSA Connect to access student progress. Please refer to the teacher syllabus for grading scale and policies.

HOMEWORK POLICY

Homework is an essential part of your successful educational program at RCSA and is **MANDATORY and GRADED**. Doing homework will help students develop many 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. It is each student's responsibility to complete and turn in homework on time; 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. Students will have both paper and computer homework. Students must have access to technology at home, such as compatible computers or mobile devices with Internet access. Teachers may change homework routines/platforms based on the students' needs with at least 1 week notice of the change, which may include the addition of nightly homework.

SCHEDULE CHANGES

Each student's schedule is carefully planned and developed based on the student's academic history and demonstrated abilities. Modifications to the students' schedule will be made at the administration's discretion. Parents should provide all paperwork regarding academic and nonacademic matters that will make an impact on scheduling while providing enrollment paperwork. This may include national standard tests, state tests, psychoeducational evaluation, IEP, EP, 504 and related paperwork that may impact student schedules.

Lost or Damaged Textbooks

Textbooks for students are furnished by RCSA. 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. The record access and some other school functions will be limited with balance due to school.

Cheating and Plagiarism: The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." This includes any AI platform. The student, who leads readers to believe that what they are reading is the student's original work, when it is not, is guilty of plagiarism. Credit should always be given to the person who created the words or idea. Contact RCSA's media specialist or www. educationcentral.org/intech/ for more details. Unless it is otherwise stated, assume that all materials on the Internet, including Web sites and graphics, are copyrighted, and that existing copyright guidelines, such as those involving photocopying, electronic copying, multimedia, and fair use, apply. Students using computers and the Internet should be aware of what is and is not allowed as it pertains to software, multimedia productions, and Web publishing. Contact the school's media specialist or www.educationcentral.org/intech/ for more details.

Academic Recognition

Students are recognized on a regular basis and rewarded for accomplishments.

- **Principal's Honor Roll -** students achieving a grade of "A" in all subjects or EXCELLENT only.
- **Honor Roll -** students achieving grades of "A" or "B" in all subjects.
- **Superlatives for subject areas, elementary resources or middle school electives, competitive academic teams, and competitive sports.**

GENERAL CODE OF APPEARANCE

Administrators and teachers of the RCSA shall enforce dress codes that promote the successful operation of the schools. Should a student's uniform not comply with the uniform dress code, they will be considered in violation. Students who violate the uniform code will be allowed to call home for an appropriate change of clothing. All students must adhere to these minimal guidelines for acceptable apparel and appearance. To maximize instructional time, students will be given an opportunity to immediately correct dress code violations. Should there be a second violation they will not be able to return to class until in proper dress code.

Uniforms must be worn properly at all times while at RCSA:

- Uniforms are available online for purchase.
- Students must be in complete uniform when they arrive at RCSA.
- Clothing should be neat and clean.

- Only the approved RCSA outerwear is permitted. They will be available online.
- Uniforms are expected to remain intact and appropriately worn throughout the entire day at school. Uniform shirts MUST be worn under any type of outerwear. Students must remain in full uniform until after they leave RCSA.
- Fridays are Spirit Days; all students wear a spirit shirt (their grade color, club shirt or RCSA t- shirt) with jeans. Jeans must be blue denim with no rips.
- If your PE class requires PE uniforms, PE uniforms must be worn during scheduled PE time. PE uniforms must be blue shorts and grey t-shirts. T-shirts will have the RCSA logo. Sleeveless t-shirts will NOT be allowed. During colder weather, grey, black, or navy blue sweatpants will be allowed. Shorts and sweatpants do not have to have the RCSA logo.

Shoes:

- Shoes must be closed-toed athletic/walking shoes, loafers, sneakers, or conservative dress shoes.
- No roller shoes or light-up athletic shoes are permitted.
- The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured or velcroid – nothing may dangle or drag from the shoe.
- Crocs, slippers, boots of any kind, high heels (no more than one inch), thin-soled shoes, moccasins, flip-flops, or open-toed shoes are not permitted.

Student ID Cards:

Student I.D. cards are issued to all students for security and identification purposes and are part of the school uniform. 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 RCSA staff and students must be able to show proper identification. 5th-12th grade students must always have their Student I.D. Card with them and present it immediately when requested by school personnel or law enforcement authorities. KG-4th grade students will have their ID's during lunch only. All teachers will always keep a second batch of ID cards in their emergency folders. A replacement cost of $5 will be required for lost or damaged cards. It is recommended that all students maintain their Student I.D. Card on their lanyard around their neck.

Required Uniform K-5th:

- **Pants, Shorts, or Skorts**-
  - Navy or khaki pants or Bermuda style shorts. Black pants are not permitted. No denim, jean-style pants, yoga/athletic style pants, or leggings are permitted (no spandex material). All clothing items may not be tight fitting, ripped (no fake rips; no leggings under rips), or too short.
  - Navy blue or khaki skorts or shorts at or just above the knee **(**It is too short if the length is more than 3 inches above the knee)**. Skirts and jumpers are not permitted.**
  - 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. Pants or shorts must not fit too snuggly. Students wearing the top of their pants or shorts below their buttocks will be given a Disciplinary Referral Form for improper exposure (see 3.11).
- **Top Options**:
  - Red or navy polo shirt with the RCSA logo purchased from the school's vendor.
  - Solid color long-sleeve shirts may be worn UNDER the uniform polo- solid black, white, navy, red, or gray.
  - Sweatshirts, sweaters, polo fleece, and jackets worn in school, must be RCSA issued with the school logo (purchased online). When wearing any of the above stated apparel, the student must still be wearing another RCSA polo shirt underneath.
  - Hoodies are not permitted.

Required Uniform 6th-8th:

- **Pants or Shorts**
  - Navy or khaki pants or Bermuda style shorts. Black pants are not permitted. No denim, jean-style pants, yoga/athletic style pants, or leggings are permitted (no spandex material). All clothing items may not be tight fitting, ripped (no fake rips; no leggings under rips), or too short.
  - Navy blue or khaki shorts at or just above the knee **(**It is too short if the length is more than 3 inches above the knee)**. Skorts, skirts, and athletic pants are not permitted.**
  - 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. Pants or shorts must not fit too snuggly. Students wearing the top of their pants or shorts below their buttocks will be given a Disciplinary Referral Form for improper exposure (see 3.11).
- **Top Options**
  - Red or navy polo shirt with the RCSA logo purchased from the school's vendor.
  - Solid color long-sleeve shirts may be worn UNDER the uniform polo- solid black, white, navy, red, or gray.
  - Sweatshirts, sweaters, polo fleece, and jackets worn in school, must be RCSA issued with the school logo (purchased online). When wearing any of the above stated apparel, the student must still be wearing another RCSA polo shirt underneath.
  - Hoodies are not permitted.

Required Uniform 9th-12th:

- **Pants or Shorts**
  - Navy or khaki pants or Bermuda style shorts. High school students are permitted to wear jeans. Jeans must be blue in color only. Pants or shorts must be khaki, navy, or blue denim, with no holes, only. Shorts may be no shorter than 3 inches above the knee. No cut-off shorts, yoga/athletic style pants, or leggings are permitted (no spandex material). All clothing items may not be tight fitting, ripped (no fake rips; no leggings under rips), or too short. **Skirts, skorts and athletic pants are not permitted.**
  - Athletic shorts are not permitted except for during a student's designated P.E. class period.
  - 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. Pants or shorts must not fit too snuggly. Students wearing the top of their pants or shorts below their buttocks will be given a Disciplinary Referral Form for improper exposure (see 3.11).
- **Top Options**
  - Red or navy polo shirt with the RCSA logo purchased from the school's vendor.
  - Solid color long-sleeve shirts may be worn UNDER the uniform polo- solid black, white, navy, red, or gray.
  - Sweatshirts, sweaters, polo fleece, and jackets worn in school, must be RCSA issued with the school logo (purchased online). When wearing any of the above stated apparel, the student must still be wearing another RCSA polo shirt underneath.
  - Hoodies are not permitted.

Accessories:

- Spirit Shirts, provided by the school, can be worn with jeans on Fridays for all grade levels.
- Grommets, brads, or excessive ornamentation on the belt is not permitted.
- If belts are worn, they must be properly worn 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.

Miscellaneous Guidelines:

- Clothing may not be worn inside out or backwards. --Undergarments must not be exposed.
- Students must have their natural hair color, no distracting shaved designs or other miscellaneous items
- Small head bands may be worn. Bandanas are not permitted. Hats are not permitted (even on dress down days).
- Face and body paint are inappropriate for school and not permitted. -- Large hoop earrings are not permitted.
- Tattoos must be school appropriate, otherwise must remain covered at all times.
- Athletic outfits (jerseys, joggers, tennis skirts) are not permitted in the school building, except in P. E. classes. Athletic teams may wear their jerseys if permission from administration is given.
- Cosmetics and/or make-up should be age appropriate, appropriate for school, and not attract undue attention.
- Clothing with rips, tears, holes or frayed edges is considered inappropriate for school and are not allowed.
- Jewelry and accessories should be appropriate for school and not attract undue attention or poses a safety risk. Earrings, for safety reasons, are not to exceed the size of a quarter. Gold/silver mouth pieces or "Grillz" are not permitted.
- Extreme hairstyles are not permitted (examples: Mohawk cuts, designs, words, or names cut into hair) and should not attract undue attention.
- Hats, caps, curlers, bandanas, doo-rags, pics, combs, sweatbands, chains, sunglasses, arm warmers, and coats are not to be worn during school hours. Exemptions may be granted for religious purposes if approved in advance.
- 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.
- All t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal) for dress down days.
- Shirts that show the midriff are not allowed under any circumstance. Administration- approved school spirit t-shirts may be worn in lieu of school uniform t-shirt on Friday only.
- All outside coats apparel may not be worn inside the school building. All outside coats must be put in the student's locker immediately upon entering the school building.
- Costume masks or costume props should not be worn unless it is an approved school-sponsored event.

Guidelines for Dress Down Days:

- Dress down days are privileges that RCSA gives to students for special events.
- Eligible students for dress-down days will be announced by the administration based on individual disciplinary record.
- Students must wear appropriate attire during dress-down days. This includes closed toe athletic shoes, non-ripped reasonable length t-shirt (no midriffs) and pants. Crop-tops and sleeveless tops are not permitted, even under any outerwear. No pajama pants, leggings and athletic pants. Shorts must be Bermuda style shorts. Sweatpants may be worn during dress down days only.
- Shirts that include negative slogans, political statements/slogans, skintight items, and revealing clothing are strictly prohibited.
- Shoe policy applies on dress-down days.
- Students who receive any OSS will be ineligible for dress down days.

Note: Should a student's uniform not comply with the uniform dress code, they will be considered in violation. 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 may earn conduct points or sent home for the remainder of the school day. All students must adhere to these minimal guidelines for acceptable apparel and appearance. In order to maximize instructional time, students will be given an opportunity to immediately correct dress code violations. This dress code shall also apply to all school-sponsored activities and events, unless otherwise authorized by school administration.

HEALTH AND SAFETY

911 for Emergencies

In event of a medical emergency, RCSA will call the medical unit and all medical decisions and financial responsibility will be the responsibility of the parents.

Injury or Illness at School:

A student who becomes ill or injured while at school will be taken to the front office where every effort will be made to see that he/she is comfortable. Office personnel will contact the student's parent if the student needs to go home or medical attention is required. Parents will need to pick their children up when:

- A student has a fever of 100.4 or higher – this low grade is considered to be contagious and will be required to be picked up by a parent or guardian.
- A student looks pale, red eyes, hunched over with cramps and generally shows signs of the flu or severe cold.
- A student has vomited, had diarrhea, or complaining of continuous stomach aches.
- A student is complaining of continuous strong headaches
- A child is found with lice. RCSA follows Florida Department of Health protocol.
- The office is unable to make the student comfortable after resting for a period of 15 minutes.
- Students need to remain home for a minimum of twenty-four hours following a fever or nausea. A child who suddenly develops a headache, chill, fever, vomiting spell, or other signs of illness in the morning should be kept home. It is important that we have updated emergency numbers and individuals on file in the school, so we are able to reach an adult to pick up the student.

MEDICATION POLICY

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 a Medication Permission Form signed by the student's physician and parent/guardian (this includes both prescription and OTC drugs).

A. Prescription Medication

In accordance with Section 1006.062, Florida Statutes, the following are guidelines for the administration of prescribed medication by school personnel:

a. The principal or a trained designee may administer prescription medication to a student while at school provided that for each prescribed medication, the student's parent or guardian shall provide to the school principal a written statement which shall grant the principal or his designee the permission to assist in the administration of each prescribed medication and which shall explain the necessity for the prescribed medication to be provided during the school day, including when the student is away from school property on official school business. The school principal or the trained school staff designee shall be allowed to assist the student in the administration of such medication.

b. All medication is to be brought to the school by a Parent or Legal Guardian.

c. All prescribed medications to be administered by school personnel in charge of managing medication (usually assigned front office secretary) shall be received, counted, and stored in

original containers. Please be present during this process and avoid dropping off medication with students. When a medication dose is given to a student, it must be recorded. If dosage is not recorded, it will be assumed that the student did not receive the required dose. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal.

d. There shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonable prudent person would have acted under the same or similar circumstances.

B. Nonprescription Medication

Nonprescription medication (over-the-counter medicine such as aspirin, cough syrup, Murine), may be given by trained staff (usually assigned front office secretary) at school if ordered by a physician. The medication must be clearly marked with the student's name, dose and the approximate time medication is to be administered at school, physician's name and medication expiration date. Medication will be administered according to dosing instructions on the container unless the physician has ordered differently.

C. Self-Carry Medication

Once a "Permission for the Administration of Medication" form is completed by the parent, student and physician indicating the need for the student to self-carry a medication is on file at the school, the student may carry the following medications: albuterol inhaler, epinephrine auto injector, diabetic supplies, and pancreatic enzymes. The school administrator must be notified and approve to ensure in accordance to the medication policy.

DIRECT CONTACT COMMUNICABLE DISEASES

RCSA seeks to provide a safe educational environment for students and staff. RCSA is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease. Student instruction will be developmentally appropriate. This can be best accomplished by assuring that all persons within the school community understand the method of transmission and prevention of disease that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine.

For purposes of this, these diseases shall include:

1. HIV (human immunodeficiency virus)
2. AIDS (acquired immune deficiency syndrome)
3. AIDS related complex (condition)
4. HAV, HBV, HCV (Hepatitis A, B, C)

Other diseases that may be specified by the State Department of Health as contact communicable diseases.

RCSA wants to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected.

STUDENT-RELATED GUIDLEINES

AFTER SCHOOL ACTIVITIES

- A number of extracurricular clubs and/or enrichment activities are offered for students. Nominal fees may be charged for participation in order to cover the cost of materials, supplies and/or other expenses. 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.

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 RCSA Code of Conduct while participating in the activity.
- Your school activity privileges will be cancelled if discipline becomes a problem.
- Signing up for after school activities is required for each semester to be eligible to participate. If a student does not have any after school club or activity should report for after school care in extended day. If a student attends extended day and does not normally pay for this service, a fee of $20 is charged for that day for any amount of time that they stay after the normal pick-up time.

CELLULAR TELEPHONES/ELECTRONIC DEVICES

- Students are permitted to bring cell phones to school; however, it is not encouraged. Cell phones must be turned “off” and may not be used or displayed openly inside the school building during regular school hours. Middle and High school students must keep them in their lockers. If a child violates the cellphone policy, the cell phone will be confiscated and require mandatory parent pick-up of the device.
- If a student is scheduled for an after-school activity (clubs, tutoring et al.), cellphone shall be kept “off” until such activity is over. The policy applies to any type of cell phone use: voice calls, text messages, e-mail, web browsing, photographs, videos, etc.
- This rule applies (but is not limited to) other electronic devices such as digital cameras (except with prior approval by staff for school use), iPods, iPads, smart watches, or any other similar devices.
- Students are not allowed to use their cell phones until they have completely left the school campus. This includes all dismissal areas, which are still considered part of the campus. Cell phones must remain put away and out of sight until students are off school property.
- Students found in possession of a cellphone (or other electronic device listed above) shall have the item confiscated by RCSA staff and will be returned directly to the parent/guardian. If a parent/guardian cannot pick it up, the item may also be shipped to a home address, if the shipping charges are pre-paid by the parent. At no time shall RCSA be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

CLOSED CAMPUS

Students are not permitted to leave campus for any reason unless signed out by a parent/guardian. Seniors will be considered skipping if they leave campus before the completion of their last class of the day. Seniors may not leave for lunch.

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. A comprehensive emergency preparedness plan is on file in the office and procedures are posted in classrooms.

FIELD TRIPS

- Field Trips offer exciting ways to learn.
- RCSA 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 with any outstanding balance (SLA negative balance, library fine, computer damage fine, unpaid fundraiser obligation, fine for damaged property, etc.) will not be able to pay and attend a field trip until the outstanding balance is paid and cleared.
- 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 (A parent may be asked to accompany their child).

- Students who have been absent 15% of the school year may not attend the field trip. (For example, if the field trip is on school day 60, any student who has 9 or more unexcused absences cannot attend the field trip). In order to attend a field trip sponsored by the school, a student must be present at school for the majority of the school day that the field trip is taking place.
- Any fees or deposits paid earlier are nonrefundable.

For all field trips, you will be expected to follow these rules:

- You must abide by the RCSA Code of Conduct and Discipline Plan while on the field trip.
- You must follow the RCSA Dress Code, unless otherwise specified.
- You must bring to school the Field Trip Permission Slip, and money signed by your parents or guardian, by the specified date.
- Parents attending a field trip may not bring siblings. The responsibility of chaperones is to supervise and monitor RCSA students on the field trip.

SCHOOL-SPONSORED ACTIVITIES

RCSA 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. Not all students may be invited to these events.

Eligibility to Participate in School Activities

For students to participate in any extracurricular activities such as sports, clubs, dances, field trips, and other similar events, there are a few eligibility requirements that students must meet. These eligibility requirements include:

Field trips, dances:

1. having received no referrals four weeks prior to the event. **2**.having no more than (2) detentions four weeks prior to the event.

Extracurricular activities: (Sports)

1. maintaining a GPA of 2.0 or higher **2**. having no more than (2) detentions during the season

3. having received any days of suspension during the season will result in the removal from the activity

Academic clubs (Quarterly)

Academic Clubs will review discipline infractions based on the clubs' parent contract.

**Students with any outstanding balance (SLA negative balance, library fine, computer damage fine, unpaid fundraiser obligation, fine for damaged property, etc.) will not be able to participate until the outstanding balance is paid and cleared.*

LOCKERS

Each student will be assigned a locker for his/her individual use at RCSA. This locker is for storing books, coats, and personal items necessary for school. Students should not bring valuable items from home. RCSA will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker combination and space private. Do not trade lockers with another student. Do not let another student share your locker. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or the inoperable condition of your locker to the office. If you do not report vandalism, damage or the inoperable condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school. You, however, have full responsibility for the security of your locker and what is in it. Lockers are subject to search. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. Students attending RCSA should not expect privacy in regard to the contents of their lockers, desks, or other school property. Due to the small size of RCSA's lockers, book bags must be small enough to fit within the locker.

Backpacks are not permitted in the classrooms, so they must be kept in their lockers throughout the day. Students may use book bags to transport only school materials to and from school. During the school day, however, RCSA requires that all book bags remain in students' lockers. Roller bags are NOT ALLOWED to be used in the building. All book bags must be small enough to fit easily inside the locker. Only handheld pencil bags and handheld purses are permitted in the classroom. Please see below guidelines

LOST and FOUND

Personal items that are found should be turned in at the front office. Any items left in the school facility will be placed in lost and found. Unclaimed items will be donated to charity every quarter.

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 the school year. Lunch account balances must be kept current. Breakfast or Lunch fees **must be paid directly** through the food vendor's website at www.slalunch.com . The updated school specific lunch money links will be placed on school web site. The school will not accept lunch payments; requests will be forwarded to the food vendor's website. Families requesting free or reduced lunch should contact the business office.

**Students with any outstanding balance (SLA negative balance, library fine, computer damage fine, unpaid fundraiser obligation, fine for damaged property, etc.) will not be able to participate until the outstanding balance is paid and cleared.*

MATERIALS DISTRIBUTION

RCSA 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.

SENIOR PRIVILEGES

Seniors may receive privileges during the school year. Senior information and student parking will be provided in written communication at the High School.

TELEPHONE CALLS

Students may use the main office phone in case of an emergency. Students may not use the classroom phones. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items. The school does not have enough 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. We ask that all students please come to school in the morning clearly knowing whether their parents expect them to be in the carline, extended day, or are a walker/biker in the afternoon.

WALKERS & BIKERS

RCSA takes no responsibility for student walkers and bikers. Due to limited sidewalks and high-volume traffic in the immediate area, walking and bicycling is strongly discouraged. Parents/Guardians who desire for their child to walk/bike to or from school must submit a written request to the RCSA administration to confirm the request. The form is available in the front office. Parents may not park on campus to pick up a walker.

PARENT-RELATED GUIDLEINES

HOME VISITS

Research shows that home visits help with both academic and behavioral performance. The overall goal of home visiting is to help strengthen relationships between parents and teachers. 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, RCSA encourages teachers to visit their students at their homes.

PARENT GRIEVANCE PROCEDURE

- If a parent has a grievance or complaint, please follow the process below:
  - Seek to resolve the problem with the teacher or staff, if applicable.
  - If the problem is not resolved, meet with the school administration via an appointment.
  - If still unresolved, please contact the executive director via email.
  - If still unresolved, please contact your campus board parent representative via email
  - You can always fill out the RCSA Contact form for any inquiries or concerns at **https://www.rivercityscience.org/contact-form** or leave feedback at **https://www.rivercityscience.org/school-feedback-rcsa**

PAYMENT METHOD

Parents may take care of monetary obligations by cash, money order, debit or credit card. **Personal checks <u>will not</u> be accepted.**

RCSA COMMUNICATION STRATEGY

RCSA uses multiple methods to communicate with parents. It is our goal to work together as partners in your child's school journey. Our primary parent portal is RCSA Connect (Radix). It is the parents' responsibility to regularly check the Radix app or online application (on the school's website); weekly assignments, grades, and conduct are posted. To create and maintain clear communication of all school announcements, events, and reminders, the school uses the Class Dojo (school story), weekly emailed newsletters, the website, social media, and School Messenger to ensure all parents can access school information. Classroom teachers use Class Dojo as the primary communication tool (whole group). Teachers will post regular updates about class requirements, pictures from the week, and reminders. For individual parent communication, teachers will only use email. All Teachers, administration and staff have 48 business hours to respond to any parent communication. Teachers and administrators will also require parent conferences in person and via phone to communicate and updates and concerns about academic and behavioral performance. Parents, as partners, please check these communication platforms regularly.

RECORDING DEVICES – AUDIO or VIDEO

RCSA prohibits the use of audio or video recording equipment by anyone other than RCSA staff or personnel on the RCSA campus, within the school building, or at school sponsored events (on or off campus) without express written permission from the RCSA Administration. Students found in violation will have their recording device confiscated and be given an Office Referral Form for unauthorized recording. Parents or non-RCSA 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.

No online or hybrid class activity may be recorded copied, distributed or shared without written permission from RCSA Administration including, parents, students or guardians.

STUDENT RECORDS

A student's school records are private and confidential. Students' parents/guardians and certain school officials and workers are the only ones who may see school records without the parent's or guardian's written permission. RCSA is required to comply with any legal investigations by local law enforcement agencies.

VIDEO OR AUDIO SURVEILLANCE

RCSA 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. Only select administration staff members and legal authorities are permitted to view video surveillance due to privacy rights. No other request of viewing will be honored. RCSA designated staff members may check all online or hybrid meeting environments with student/parent connections, IP addresses as logged in software admin features for the safety of our families.

VISITORS TO THE BUILDING

All visitors must first report to, and sign in at, the front office and wear a visitor's badge before going to other parts of the building. All visitors must present their legal ID and be scanned through our safety screener (Raptor). In accordance with school safety guidelines, parent visitors for meetings will have a staff member escort them while on campus. Any lunch or student supplies must be delivered to the front office to be collected by students. Parents may also sign-out students to have lunch off-campus (time out of class with be recorded as an absence). Parents may not order and send food through any delivery service (Uber Eats, Door Dash, etc.). Additionally, parent shadowing is not a strategy used at RCSA. For feedback about your child's progress, please contact the grade level Team Leader or teacher for a parent conference.

VOLUNTEERS

RCSA values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. To ensure the safety of all students, any volunteer that comes in contact with students must complete a DCPS volunteer application at: http://duvalschools.org/Page/7416 or contact the Family and Community Engagement department at Duval County Public Schools that will provide clearance to River City Science Academy administration in advance**. This includes eating lunch with your child as well as volunteering for clubs, field trips or other school events. All volunteers and visitors must stay with an assigned staff member. They may not continue serving more than 3 days without written approval of a school administrator. The lunch companion visits must have at least two-weeks advanced notice that may not be guaranteed. We may deny request due to space, staffing and other reasons. If having lunch with your child, the party will dine outside at the picnic tables.**

CORRECTIONS AND/OR MODIFICATIONS TO THIS HANDBOOK

RCSA 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 by email, Class Dojo, phone, or weekly newsletter. The latest version will always be available on our website at www.rivercityscience.org

NON-DISCRIMINATION DISCLOSURE STATEMENT

River City Science Academy (RCSA) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access. Inquiries may be directed to the RCSA's Business Manager or Executive Director at 7565 Beach Blvd Jacksonville FL or 904-855-8010.

RCSA SCHOOL CONTACT INFORMATION

Classroom Teacher - EMAIL

Your child's classroom/homeroom teacher should always be the first point of contact for questions regarding grades, homework, behavior, etc. They are the staff members with your child each day and work in conjunction with administration to create the syllabi, lesson plans, grading policies, etc.

***Administration does not use Class Dojo for individual messages; please communicate with administration and teachers via email, only.**

Extended Day: All extended day matters should be discussed with Extended Day coordinator.

Team Leaders: You may contact any request that requires grade level's interest such as field trip or gradewide organizations to team leader.

Deans: Academic requests and concerns should be contacted to Academic Deans and behavioral and social concerns should be contacted to Dean of Students. Some cases may require specific staff member assigned to issue such as ESE, 504, or enrollment matters with designated staff members. Unsolved extended day matters will be directed to the dean of students.

School Principal – Bekir Durmus bdurmus@rivercityscience.org

If you do not have satisfactory outcomes with school staff members, you may contact the school principal with detailed description of the request.

Dr. Tozoglu - Executive Director **Dtozoglu@rivercityscience.org**

Unresolved questions or concerns regarding RCSA may be directed to Dr. Tozoglu.

Mr. Sel Buyuksarac - Director of Public Affairs and Engagement **sel@rivercityscience.org**

Questions or concerns about community service, school events, public relations may be directed to Mr. Sel Buyuksarac.