

**RIVER CITY SCIENCE ACADEMY
STUDENT-PARENT HANDBOOK**

2023-2024



www.rivercityscience.org

Dear River City Science Academy Parents and Students,

I am thrilled to welcome you to the 2023-2024 school year at RCSA. As your Principal, it is my honor to work alongside an exceptional team of educators who are dedicated to providing your children with a high-quality education in a safe and nurturing environment.

Last year was a challenging year, but we proved that we can overcome any obstacle when we work together. I am incredibly proud of our students, parents, and staff for their resilience and determination in the face of adversity. As we embark on a new school year, we can take what we learned last year and use it to build an even stronger school community.

This year, we will continue to focus on building strong character and fostering a love of learning in our students. We will participate in many exciting community service projects and provide opportunities for our students to grow academically, socially, and emotionally. Our dedicated staff will work tirelessly to ensure that our students receive a first-class education and have the support they need to succeed.

I am honored to serve as your Principal, and I look forward to working with you to make this year a success. Together, we will continue to create a safe, supportive, and inclusive environment that promotes academic excellence and personal growth.

Welcome back to RCSA, and I wish you all a wonderful school year ahead!

Sincerely,

Principal

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.

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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**

River City Science Academy

2023 – 2024 ACADEMIC CALENDAR *

August 14 th	First Day of School
August 30 th	Early Release Day
September 4 th	Labor Day (School closed)
September 27 th	Early Release Day
October 16 th	Employee Planning/Inservice
October 25 th	Early Release Day
October 27 th	School Closed (Weather Day)
November 10 th	Veterans' Day (School closed)
November 22 nd	School Closed
November 23 rd - 24 th	Thanksgiving (school closed)
November 29 th	Early Release Day
December 1 st	School Closed (Weather)
December 13 th	Early Release Day
December 22 nd – January 1 st	Winter Break
January 2 nd – January 5 th	Schools Closed
January 8 th	Employee Planning/Inservice
January 9 th	First School Day after Winter Break
January 15 th	Martin Luther King Day (school closed)
January 31 st	Early Release Day
February 19 th	School Closed
February 28 th	Early Release Day
March 13 th	Early Release Day
March 15 th	Employee Planning/Inservice
March 18 th – 22 nd	Spring Break (school closed)
March 29 th	School Closed
April 24 th	Early Release Day
May 27 th	Memorial Day (School Closed)
May 28 th – May 31 st	Early Release Day
May 31 st	Last Day of School
June 3 rd – June 5 th	School Closed (Weather Day)

The last week of school May 28th – May 31st 2024, is an early release schedule.

** Please check our website and communication portals for calendar updates.*

ATTENDANCE

Absences and Tardiness

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) any day their child is not attending.** Students returning to school from an absence must 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 student's health, 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 three 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 a 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 the 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 the 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 student's faith are excused. Your parent or guardian must call the office to explain the situation and the 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 the 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 parent/legal guardian's knowledge, for reasons other than those outlined explicitly as excused absences will be considered unexcused absences.
- If online or hybrid classes are in place due to a pandemic, the 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 the school administration.
- Out of School Suspension (OSS): School days missed due to 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.

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. Parents may call or e-mail teachers or the front office asking for assignments if it is not posted online. Any assignment not listed, or work material needed for an assignment, may be requested by the student when they return from their absence. **Please review teacher syllabuses for individual make-up work policies.**
- On the day the student returns to school, it is the student's responsibility during the absence to review RCSA Connect and complete all missing assignments. Failure to do this may result in a zero for each of those assignments.
- 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. If the student fails to do this, the teacher is not obligated to set another time for the make-up.

School Tardy

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

- Late arrival to school as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with court order shall be considered excused tardy if the sign-in procedure is followed. Students who are transported to school other than school buses and arrive late to school by vehicles must have their parent(s)/guardian(s) come into the school office to sign the student in as tardy and provide the reason for the tardiness. Once the student(s) have been properly signed in, they will get a "late slip" for admittance to class.
- Habitual School Tardy: Students who are unexcused tardy more than five (5) times in a calendar month or ten (10) times in a 90-calendar day period may be referred to the school's Attendance Intervention Team.

Early Checkouts

- STUDENTS MAY NOT BE CHECKED OUT AFTER 2:15PM ON REGULAR SCHOOL DAYS, OR 12:30PM ON EARLY RELEASE DAYS.
- Being removed from classes and leaving the school before the school day's official end 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 who have been previously approved by the parent(s)/guardian(s) and officially recorded on the student's records at the school will be allowed to check out a student.

School Calendar

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

RIVER CITY SCIENCE ACADEMY

CODE OF STUDENT CONDUCT

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

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

River City Science Academy (RCSA) does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its programs or any of its activities or operations. Inquiries may be directed to the RCSA's School Administrators.

RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional.

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 section of student-parent handbook. If such measures do not deter disruption, a disciplinary referral is appropriate. (Failure to bring notebook, pencil, books, required materials and equipment to class, or failure to work in class, are not cause for disciplinary referrals.)

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, distracting, 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.**

NOTE I: **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. **Students may also be referred to Hearing Office for alternative placement.**

NOTE II: 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: 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: 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 may result in a suspension of network and/or Internet access. Alternative instructional materials may be provided.

NOTE VI: **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 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., MySpace, Facebook), 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 the 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, RCSA 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 laws 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.

Reporting an Incident of Discrimination/Harassment/Complaint Procedure

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.

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.

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.

Protection Against Retaliation

RCSA will not tolerate retaliation against an individual for reporting discrimination 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.

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.

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. Students' violations will be recorded by the teachers or other staff by help of a computerized Conduct Log system. **Conduct points** can be given anywhere in the school by any school employee. Parents and students will have online access to the recorded information at RCSA-Connect. Conduct points are cumulative throughout each quarter. Administration will review the recorded Conduct Log weekly and assign consequences as follows:

1-3 conduct points: No consequence assigned.

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 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 a **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 list below is not exhaustive and **subject** to change at any time at the discretion of the Administration. Different violations carry different conduct points ranging from 1 to 4.

RCSA Code	FOCUS/ 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	No Agenda	Not having agenda during school hours.	1

1.05	1.01	Responsible	Unprepared for class	Unprepared for class – not bringing the needed materials 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 the class until cleaned.	1
1.07	1.02	Safe	Illegal Organizations	Any participation in prohibited 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, chrome books, laptops, desktops, smart watches, airpods, 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 is not limited to: horseplay, roughhousing, wrestling, pushing, scuffling, clowning, acting out, etc.	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 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).	2
1.12	1.03	Respectful	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).	2
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 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. 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	2
1.14	1.05	Respect	Disrespectful or rude behavior, vulgar, unprofessional language*	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student. 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	4
1.15	1.06	Responsible	Nonconformity to the General Code of Appearance	Violation of the Uniform Dress Code (Wearing other people clothing items) refer student handbook for a detailed description of the dress code Safe Wearing proper uniform ensures the safety of our students by making it easier to identify our students while on campus or while attending other school related events.	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 impose consequences that are not listed if warranted by individual circumstances. **Any item that is deemed unsafe, inappropriate or hazardous to persons or property may be confiscated by school personnel.** Offenses not covered by the Discipline Cycle are handled by the school administration in accordance with federal and state laws in a manner consistent with the Charter Schools Act. Also at the discretion of administration heavier or lighter consequences may be assigned if warranted by individual circumstances.

INTERMEDIATE 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.

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*).

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 classrooms 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: 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 (including social media posts), 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.

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 property without being authorized to do so is considered to be trespassing and is subject to arrest

2.08 Possession of Fireworks, Firecrackers, Smoke Bombs, Flammable Materials, Stink Bombs or Fire Facsimiles

2.09 Teasing/Ridicule: unwanted teasing, intimidating, insulting, or dehumanizing behavior that includes verbal, electronic, physical or expression that is directed toward another person on school property or off school grounds if it

adversely impacts the education at school for students or staff. This may include, but is not limited to 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 reasonably 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.

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

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 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 distribution/selling/buying products on campus** including personal/obtained property, candy/food/drinks/other 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.

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 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 or discrimination towards other people (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 information 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), horseplay, 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 outside 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 2.24 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 not 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. This includes responding to a physical attack. The action of harming someone because they have harmed oneself (revenge) is considered retaliation, not self-defense.

2.27 Possession and/or Use of Matches or Lighters

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.

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. Parent is contacted at each step.

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 or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.

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. 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.

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 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-defense.

Disciplinary Actions for Intermediate Offenses Class II						
RCSA Codes	DCPS FOCUS Code	Intermediate Offenses- Level 2	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2.01	2.01, 1.01, 1.03, 1.10, 2.22, 1.04, 1.06	Failure to follow directions (school) Failure to Follow Directions on a BUS	Parent Call / Conference 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 to 3 days OSS Removal from bus for the rest of the year
2.02	2.01, 2.18, 2.05*, 2.22, 2.24, 1.05	Disrespect (Student)	Parent Call / Conference and Detention- 1 Day	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS
2.03	2.07*, 1.03, 2.08	Simple Battery Upon Students	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.04	2.08	Dispute	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS

2.05	2.24	Forgery	Parent Call / Conference and Detention- 1 Day	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS
2.06	2.18, 1.05, 2.06*	Intimidation/Threats	After school detention 1-3 days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.07	2.19*	Trespassing (Unauthorized Entering of School property)	After school Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.08	2.20*	Possession of Fireworks, Firecrackers, Smoke Bombs, Firearm Facsimiles	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense
2.09	2.06*, 1.05, 2.10, 2.18 2.22	Teasing/Ridicule	Detention (1-3) days	Saturday Detention	Level 3 offense	
2.10	2.01, 1.03, 1.01	Dangerous/Unsafe Acts	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.11	2.07*, 2.08, 1.03, 2.01	Physical Contact	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 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 to 3 days OSS	3 to 5 Days OSS
2.13	2.05*, 2.22, 1.05, 2.06*	Directing Obscene, Profane or Offensive Language or Gestures to a Student, School Employee or agent	Saturday Detention	1 to 3 days OSS	3 to 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 to 3 days OSS	3 to 5 Days OSS
2.15	2.05*	Simple Assault on School Employee	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.16	All Level 2 Codes	Multiple Class II Offenses	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.17	2.24	Providing False and/or Misleading Information	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.18	2.15, 1.01, 1.03, 2.16, 2.17*	Mistreatment/ Misuse of school, personal or others' properties; Vandalism less than \$100.00*	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.19	2.03*, 2.02	Possession, Use, Distribution and/or	1 to 3 days OSS; online NTV class	3 to 5 Days OSS; Night-	Level 3 offense	

		Sale of Tobacco/ Facsimile Products*		time Substance Abuse Class		
2.20	2.25	Refusal to Attend or Participate in other Previously assigned Discipline	Reschedule Detention	1 to 3 days OSS	3 to 5 Days OSS	
2.21	2.26	Unauthorized Use of Instructional Technology or Electronic Devices	Parent Call / Conference and Detention- 1 Day	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS
2.22	2.27	Gambling	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 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 to 3 days OSS
2.24	2.28	Failure to Adhere to Safety Considerations 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 to 3 days OSS	3 to 5 Days OSS
2.26	2.06*, 2.07*, 2.08, 2.09*, 2.10, 2.12	Simple Assault on a Student*	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.27	2.04	Possession and/or Use of Matches or Lighters	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.28	2.30*	Extortion	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.29	1.07	Public Display of Affection	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.30	2.01, 1.02, 1.03	Unauthorized Assembly, Publications; etc	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.31	2.01, 2.26, 2.13	Unauthorized video or sound recording	Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 5 Days OSS
2.32	2.01, 2.05*, 2.18, 2.22	Disrespect (employee or adult)	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.33	2.01	Inciting or Participating in a Major Student Disorder	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	
2.34	2.08 2.10	Provoke/ Attempt to cause fight	After school Detention (1-3) Days	Saturday Detention	1 to 3 days OSS	3 to 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.

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.**

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.

- 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 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.

- Use Prevention Counseling Education Program may enroll and participate in the program during any suspension period. If the parent agrees to attend Night-time Substance

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.

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

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

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).

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

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.

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, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student 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.

3.09 Making a false 911 emergency call from school or personal phones.

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

3.12 Sexual Harassment: 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 in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

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.

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, 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

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 documentation

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.

3.16 Unjustified Activation of a Fire Alarm System

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

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

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.

3.21 Fighting or Battery on a School Bus

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).

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, and student data on internal or externally hosted systems.
- Accessing, producing and/or distributing pornography; making pornography available on a system or server that is accessible by other users.

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 in a major dispute or altercation. This may include gang-related activity as defined in Chapter 874, FL Statutes.

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 2.15 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.

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, hostile or offensive environment and substantially interferes with the individual's school performance or participation.

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.

3.28 Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. (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).

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 of the 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.

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.

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.

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.

MAJOR OFFENSES CLASS III				
RCSA Cod06e	DCPS FOCUS Code	Major Offenses Level 3	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 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 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
3.04	3.04*	Robbery	5 days OSS	10 days of OSS and refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.05	3.05*, 2.16	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 of OSS and 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 of OSS and 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 of OSS and refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.09	3.15*, 3.14	Making a false 911 emergency call from school or personal phones	5 days OSS	10 days of OSS and 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 Night time Substance Abuse Program for drug paraphernalia SOS	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*	Lewd, Indecent, or Offensive Behavior	5 days OSS	10 days of OSS and refer the student for consideration 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	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
3.14	3.12*	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 of OSS and 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	3.08, 2.20*	Igniting Fireworks, Firecrackers, 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*	Failure to Adhere to Safety Procedures on School Bus	5 Day Bus Suspension	Removal of Bus Privilege
3.21	2.11, 3.29*	Fighting or Battery on a School Bus	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
3.22	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 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*	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	See all Level 3 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
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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.

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.

***Police Notification/Consultation required on all Level 4 Infractions.**

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.

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 device” 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.

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 the Duval County Public School after committing the offense.

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.

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 prohibited 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.

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.

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

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 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 found to have committed a Zero Tolerance Offense, even if the student withdraws from Duval County Public Schools 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.

4.11 (BAT) **Aggravated Battery – Intentionally causing great bodily harm, disability or permanent disfigurement to another person.

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).

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

4.14 (KID) **Kidnapping/Abduction

4.15 (HOM) **Homicide/Murder/Manslaughter

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.

ZERO TOLERANCE OFFENSES CLASS IV

RCSA Code	DCPS FOCUS Code	Zero Tolerance Offenses- Level 4	Disciplinary Action- Zero Tolerance Offenses - Level 4 - 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) (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	4.13, 3.20*	Threat/Intimidation of School Employee	10 day OSS & referred hearing office (Possible expulsion)

***Police Notification/Consultation required on all Level 4 Infractions.**

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 Offenses

First Offense	one (1) day bus suspension
Second Offense	one (1) to three (3) days bus suspension
Third Offense	six (6) to eight (8) days bus suspension
Fourth Offense	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

First Bus Offense

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-off 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 damaging any part of the bus. It is the student's responsibility to report any existing damages and to refrain from making the damage worse. Parents/guardians shall be responsible to the owner of the bus for restitution of any damages in accordance with Florida Statute 741.124. If restitution is not received for bus damages, the student's riding privilege may be revoked.

Large Objects on the School Bus

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

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.

Page Break

FORMAL DISCIPLINARY ACTIONS AND 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 programs 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.**

After School Detention – Assignment to a designated area on campus at the 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 parties agree to certain actions in an attempt to modify a student's behavior. The contract shall also contain consequences for breaking the agreement.

Cafeteria Detention/Suspension – Denial of the privilege of eating meals in the cafeteria with other students for a specified period of time and assignment to another area in the school for meals.

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.

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 educational services and shall be reported accordingly. The School Board has the sole authority to expel students pursuant to Florida Statute 1006.07.

In-School Suspension (ISS) – Assignment to a designated area within the school when a student is removed from the regular school program for a specified period of time.

Network/Internet/Technology Suspension- Certain technology-based infractions may result in a suspension of network, technology, and/or Internet access. Alternative instructional materials may be provided.

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, 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.

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.**

(Disciplinary) Work Assignments – Supervised activities related to the upkeep and maintenance of school facilities.

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.

Intervention Referral – Teachers and staff may refer a student for intervention services like Guidance, character education, mental health counseling, etc.

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.

Zero Tolerance Policy - Students who commit the following offenses will automatically be referred to the Disciplinary Tribunal 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, Remind, RCSA Connect, Radix, and other tools to tracks students' behavior throughout the day...

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

- **Expectations** - 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

School-wide Expectations:

RCSA Rockets are...

- ✓ **RESPECTFUL**
 - Follow directions the first time
 - Use appropriate language
 - Positive interactions with adults and peers
- ✓ **RESPONSIBLE**
 - Transition quickly and quietly
 - Be prepared for each class
 - Keep cell phones in locker
- ✓ **SAFE**
 - Keep yourself to yourself

Launch to Success!



Remember! RCSA Rockets are: "Respectful, Responsible & Safe!"

	Cafeteria	Recess Area	Front Office	Hallways	Stairwells	Bathrooms	Drop Off/Pick Up Area
Be Respectful	<ul style="list-style-type: none"> ● Listen to staff members ● Use your manners ● Be kind to others ● Wait your turn in line 	<ul style="list-style-type: none"> ● Listen for the teacher ● Show good sportsmanship ● Include everyone 	<ul style="list-style-type: none"> ● Listen to staff members ● Use your manners ● Wait your turn 	<ul style="list-style-type: none"> ● Stay on voice level ● Stay in line ● Walk with a purpose 	<ul style="list-style-type: none"> ● Listen to staff members ● No throwing objects over ledge or downstairs ● NO PDA, loitering or lingering. 	<ul style="list-style-type: none"> ● Give others their privacy ● Be aware of classes and offices near, Quiet voices! ● Wait your turn 	<ul style="list-style-type: none"> ● Listen to staff members ● Stay quiet so students can hear their names being called ● Listen to patrols
Be Responsible	<ul style="list-style-type: none"> ● Throw away your trash when you are done. 	<ul style="list-style-type: none"> ● Pick up any trash you see ● Be a stand-byer not a bystander 	<ul style="list-style-type: none"> ● Ask permission before you go ● Bring a hallway pass ● No extra stops 	<ul style="list-style-type: none"> ● Go in the right direction ● Look ahead ● No detours 	<ul style="list-style-type: none"> ● Walk on the right side of the stairs ● Look ahead ● Quiet feet 	<ul style="list-style-type: none"> ● Leave any materials in the classroom ● Clean up any mess left ● Go, Flush, Wash, Leave 	<ul style="list-style-type: none"> ● Be packed & Ready to go ● Listen for your name ● Walk to your destination quickly, no stops
Be Safe	<ul style="list-style-type: none"> ● Use walking feet ● Keep hands, feet, and food/objects to yourself ● Stay in your seat 	<ul style="list-style-type: none"> ● Follow Playground Rules ● Keep hands, feet and objects to yourself. ● Dress appropriately for the weather. 	<ul style="list-style-type: none"> ● Use walking feet ● Go with a buddy ● Don't stand near the doors 	<ul style="list-style-type: none"> ● Use walking feet ● Keep hands & feet to yourself and off the wall 	<ul style="list-style-type: none"> ● No running ● Use the railing ● One step at a time 	<ul style="list-style-type: none"> ● Walk to and from the restroom ● Report any issues to a teacher/staff member ● Keep water off of the floor 	<ul style="list-style-type: none"> ● Use quick walking feet ● Do not cross roads without an adult ● Watch for cars – Be Aware!

RCSA classroom management techniques include but not limited to the following items:

1. Verbal correction
2. Cooling off or "break time"
3. Seating changes in the classroom

4. Counseling by teachers, counselors, or administrative personnel
5. Lunch, after school, or Saturday detention
6. Parent/Teacher conferences
7. 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
8. Temporary placement in another classroom which may include behavior contracts
9. Grade reduction as permitted by RCSA policy for cheating and plagiarism
10. Rewards, Dojo points, or Conduit entries
11. Behavioral contracts
12. Withdrawal of privileges, including participation in extra-curricular activities, loss of technology, or work duty assigned within the campus grounds
13. Other strategies and consequences as specified by the RCSA Student Code of Conduct

Disciplinary Actions for Safe and Acceptable Use of Computers and the Internet

Possible consequences for violations of the RCSA use of computers and Internet policies include, but are not limited to:

- Suspension of Internet access
- Suspension of RCSA network privileges
- Suspension of computer access
- Disciplinary actions as outlined in the Code of Student Conduct
- School suspension and/or expulsion
- Appropriate legal action, civil and/or criminal

Appropriate Behavior

Students are responsible for appropriate behavior when using DCPS or RCSA computers, electronic equipment networks, and the Internet just as they are in classrooms, school premises, and at school-sponsored events. Students who disregard the guidelines for acceptable and safe use of computers and the Internet and/or district controls may have his/her privilege suspended and disciplinary action taken against them.

REWARD SYSTEM

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 positive behavior. Rewards will vary based on teacher and/or grade levels.

School-Wide Rewards

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

- **Dress Down Days:** Eligible students for a **Dress Down Day** will be announced by the administration based on individual disciplinary records. Participating students must follow the RCSA guidelines listed under the section **Dress Code**.
- **Student of the month** – Students will be selected by teachers and administration based on their behavior for our character traits.
- **Rocket Tickets** – Students who demonstrate our school expectations by being respectful, responsible and safe can be rewarded with a Rocket ticket at any time by any staff member.
- **Academic Recognition** – Students who meet predetermined goals throughout the school year will be rewarded with various incentives. Areas of academics may include but are not limited to: AR goals, iReady growth, Achieve lessons, etc.

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 the 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.

RCSA CONNECT

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

- Assignments
- Homework
- Calendar
- Communications
- Grades
- Progress Reports
- Schedules
- Discipline

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

GRADING SYSTEM & REPORTING

Students receive quarterly progress reports throughout the semester. Final grades for core academic courses are received at the end of the semester (end of the 18th week). 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 updates such as weekly emails, progress reports every 4.5 weeks, teacher messages, 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.

Mid-quarter Progress Reports may be sent home approximately halfway 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. Progress Reports should be signed and returned to the school.

Parents are encouraged to frequently check RCSA Connect to access student progress. Please refer to the teacher syllabus for grading scales and policies.

Homework Policy

Homework is an essential part of your successful educational program at RCSA. 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. Homework is part of all students' regular evaluations. 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. The teacher's e-mail is available, and daily assignments are posted on RCSA Connect. Students will have both paper and computer homework. It is necessary that students have online access.

MANDATORY HOMEWORK

All students, K-8, are required to complete grade-level specific homework assignments that are communicated through with grade-level syllabi. Students are also expected to complete digital assignments and will need access to technology at home such as compatible computers or mobile devices with Internet access.

Other homework assignments may include:

- IXL/Achieve 3000/I-Ready Lessons (Ready for iReady)
- Studies Weekly
- RCSA Connect assignments
- Paper assignments
- Projects
- Other assignments

RECOGNITION

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

- **A Honor Roll** - students achieving a grade of "A" in all subjects.
- **AB Honor Roll** - students achieving grades of "A" or "B" in all subjects.
- **Honor Roll:** K and 1st-grade students who have EXCELLENT only.

SCHEDULE CHANGES

Each student's schedule is carefully planned and developed based on the student's academic history and demonstrated abilities. Modifications to the student's schedule 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 paperwork may include national standardized tests, state tests, psychoeducational evaluations, IEP's, EP's, 504's, and related paperwork that may impact student schedules.

TEXTBOOKS/LIBRARY BOOKS

Textbooks for pupils are furnished by RCSA. Restitution for lost and/or damaged textbooks/library books 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 a balance due to school.

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 and they will not be able to return to class until in the proper dress code.

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

- a. Students must be in complete uniform when they arrive at RCSA.
- b. Only the approved RCSA jackets are allowed inside the building. Fleece jackets for Elementary and Windbreakers for Middle School. They may be purchased in the online uniform stores.
- c. All shirts must be able to be tucked in shorts or pants with a belt (except kindergarten and first grade students)
- d. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
- e. Students must remain in full uniform until after they leave RCSA. Shirts must remain tucked in even after school until they leave the school campus.
- f. Friday's 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.
*When there is no school on Fridays, students will still wear regular school uniforms on Thursdays. Spirit shirts and jeans are ONLY worn on Fridays.

2. Shoes:

- a. Shoes must be closed-toed athletic shoes.
- b. No roller shoes, boots, or light-up athletic shoes are permitted.

Required Girls Uniform - Girls K – 8th:

- a. Navy or khaki pants. When wearing pants, no denim, cargo, or jean style pants. The belt is worn in belt loops. All clothing items may not be tight-fitting, ripped, or too short.
- b. Navy blue or khaki skorts or shorts at or just above the knee. (if more than 3 fingers above the knee, it is too short)
- c. Red or navy polo shirt with the RCSA logo purchased from the school.
- d. White, khaki, or navy, plain colored socks (no designs, patterns, or fishnet stockings)
- e. Students must have natural hair color, no distracting shaved designs or other miscellaneous items
- f. Small headbands may be worn. No bandanas, cat ears, etc.
- g. Accessories must be small and not distracting; Visible body piercings are not allowed with the exception of earrings.

Required Boys Uniform - Boys K-8th:

- a. Navy blue or khaki pants or knee length shorts, no cargo design or denim material. The belt is worn in belt loops. All clothing items may not be tight-fitting, ripped, or too short
- b. Red or navy polo shirt with RCSA logo purchased from the school.
- c. White, khaki, or navy, plain colored socks (no designs or patterns)
- d. Students must have natural hair color, no distracting shaved designs or other miscellaneous items

Required PE Uniform - All grades 6-8

1. Uniform t-shirt and shorts that are purchased from the school (must be the appropriate size, is not form fitted)
2. White, khaki, or navy plain socks Athletic closed-toe shoes
3. Students are required to change into PE uniforms for PE class and back to the regular uniform for school classes.

Miscellaneous 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 records.
- Students must wear appropriate attire during dress-down days. This includes closed-toe athletic shoes, a reasonable-length t-shirt, and jeans with no holes/rips. Tshirts must not have content that is distracting to learning environment. If unsure students should wear plain color Tshirts without extreme color.
- Leggings are only approved to wear if they are solid colors and worn under dresses/skirts.
- Shirts that include negative slogans, skin-tight items, revealing clothing are strictly prohibited.
- Occasionally costumers are permitted for theme-related days; however, they must be school appropriated, related to the them, and not distracting. Inflatable and unsafe, distracting costumes, slogans are not permitted.

HEALTH AND SAFETY

911 for Emergencies

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

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. **The following situations require removal of students from school. 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 needs to stay at home from school until diarrhea has stopped without aid or medication for a minimum 24 hours before returning to school
- A student is complaining of continuous strong headaches, breathing problems, hacking and continuous coughing.
- A child is found with lice, rash or frequent scratching body of scalp. RCSA follows Florida Department of Health protocols.
- The office is unable to make the student comfortable after resting for a period of 15 minute
- 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.

A note from the student's health care provider is needed to school admins homeroom teacher and registrar when:

- the student has been absent for 3 or more consecutive days,
- the student has had surgery,
- the student is returning to school after hospitalization,
- the student has been under the doctor's care for a significant illness, or
- the student is returning to school after being excluded because of a communicable disease.

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:

1. 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.
2. All medication is to be brought to the school by a Parent or Legal Guardian.

3. 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 the 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.
4. 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.
5. In field trips where medication administration may be a concern, parent of the child who is comfortable providing medication (or injection like insulin) may be called to the field trip.

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 with 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 is 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:

- A. HIV (human immunodeficiency virus)
- B. AIDS (acquired immune deficiency syndrome)
- C. AIDS-related complex (condition)
- D. HAV, HBV, HCV (Hepatitis A, B, C)
- E. 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.

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. Student disruptions and lack of attendance are not tolerated that may result in probation or dismissal from after school, team weekend activities.

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 canceled if discipline becomes a problem.

- You must clear the school building immediately following after-school activities by using the front door.
- You must arrange for your own transportation to arrive promptly at the end of the activity.
- Signing up for after-school activities is required for each semester in order to be eligible to participate. If a student does not have an 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 \$15 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 school students must keep them in their lockers, and underclass students must keep them in their backpacks completely powered off. No excuse is accepted if phone alarms or rings are set by another person. You must put passcodes to prevent access to other individuals.
- If a student is scheduled for an after-school activity (clubs, tutoring et al.), cell phones 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, or any other similar devices.
- Students may NOT use their cell phones until off school campus. Dismissal areas are still considered part of our campus, and cell phones should remain put away and out of sight.
- Students who are found in possession of a cellular telephone (or other electronic device listed above) shall have the item confiscated by RCSA staff and will be returned directly and only 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.

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.
- Any student who has demonstrated the inability to follow the 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)
- 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 with money due, signed by your parents or guardian by the specified date.
- If a student is in danger of failing and/or has absentee issues, low in academics, or poor behavior records, they may not be allowed to participate in field trips. If money is paid up front, it will not be reimbursed. Please check with your child’s Dean of students if your child may have poor behavior or academic record.

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 the school website. 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.

STUDENT RECORDS

A student’s school records are private and confidential. Student’s 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.

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 are 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.

SCHOOL SPONSORED ACTIVITIES

From time to time, 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.

VISITORS AND 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 the written approval of a school administrator.**

The lunch companion visits must have at least two weeks' advance notice that may not be guaranteed. We may deny the request with space, staffing, and other reasons.

RCSA may deny visitors precautionary due to possible contagious disease or other precautionary actions for the safety of students and staff members.

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.

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 month.

PAYMENT METHOD

Parents may take care of monetary obligations by debit, or credit card using school payment portals. **Personal checks and cash are highly discouraged and will not be accepted** unless parent provide a very exceptional reason to be approved by school principal.

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.

TELEPHONE CALLS

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most necessary circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items. 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.

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.

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

RCSA School Contact Information

Parent Grievance Procedure

- If a parent has a grievance or complaint, please follow the process below:
- Seek to resolve the problem with the teacher, 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.
- 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-rdsa>

Classroom Teacher – Dojo Remind RCSA Connect tools or 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. Please do not send a DOJO message that needs immediate attention to admins or support staff who may not check every day.

Extended Day

All extended day matters should be discussed with the extended day coordinator.

Team Leaders

You may contact team leaders with any request requiring grade-level interest, such as field trips or gradewide organizations.

Deans

Academic requests and concerns should be directed to academic deans. Behavioral and social concerns should be directed to the deans of students. Some cases may require specific staff members assigned to issue such as ESE, 504, or enrollment matters with designated staff members.

Unsolved extended day matters will be directed to the deans of students.

School Principal

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

Dr. Tozoglu-Executive Director

Dtozoglu@rivercityscience.org

Unresolved questions or concerns regarding River City Education Services may be directed to Dr. Tozoglu.

Mr. Sel Buyuksarac-Chief of Public Affairs and Parent Advocate

sel@rivercityscience.org

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

Curriculum Portal Notes

Program		
RCSA Connect		

i-Ready		
Accelerated Reader		
Study Island		
Studies Weekly		
Think Central		
Achieve 3000		
Science		
IXL		

Other Important Resources

- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____

Parent/ Legal Guardian Contact Information

Name	Phone Number