

# RCSA STUDENT – PARENT HANDBOOK

2019-2020



[www.rivercityscience.org](http://www.rivercityscience.org)

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## **From the Principal's Desk**

Dear Parents and Students,

Welcome to the 2019-2020 school year at River City Science Academy, the first "A" graded charter school in the county! This new school year means a new beginning and new futures as we will have our first graduating class. The administrative team is excited about this coming school year, and the staff at River City Science Academy is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for our students.

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

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

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

On behalf of the entire River City Science Academy staff and community, best wishes for a great 2019-2020 school year.

**RIVER CITY SCIENCE ACADEMY**  
**2019 – 2020 ACADEMIC CALENDAR**

August 12th	First Day of School
August 28th	Early Release Day
September 2nd	Labor Day (School closed)
September 11th	Early Release Day
September 25th	Early Release Day
October 9th	Early Release Day
October 14th	End of First Quarter
October 18th	School Closed
October 21st	Weather Day (school closed)
October 23rd	Early Release Day
November 6th	Early Release Day
November 11th	Veterans' Day (school closed)
November 20th	Early Release Day
November 27th-29th	Thanksgiving (school closed)
December 11th	Early Release Day
December 19th	End of Quarter 2
December 20th– January 3rd	Winter Break
January 6th	School Closed
January 7th	First School Day after Winter Break
January 8th	Early Release Day
January 17th	Weather Day
January 20th	Martin Luther King Day (school closed)

January 22nd	Early Release Day
February 5th	Early Release Day
February 18th	Presidents' Day (school closed)
February 19th	Early Release Day
March 4th	Early Release Day
March 9th-13th	Spring Break (school closed)
March 24th	End of Quarter 3
March 27th	School Closed
April 10th	School Closed
April 22nd	Early Release Day
May 20th	Early Release Day
May 25th	Memorial Day (school closed)
May 29th	Last Day of School, End of Quarter 4

**\*Reminder – We will have early release the last week of school (May 26<sup>th</sup> – May 29<sup>th</sup>).**

# 2019-2020

## District Calendar

^If the district must close schools for a day or more due to hazardous weather, the school district will utilize weather day/s to provide for any lost instructional days. Given the placement of weather days on June 1, 2, and 3, there is a possibility that the school year could extend past May 29<sup>th</sup>. Should there be no need to use the Weather Days on June 1, 2, and 3, teacher post-planning days would be moved up to begin on the first available non-instructional day during that week.

JULY				
M	T	W	T	F
			4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28*	29	30

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11*	12	13
16	17	18	19	20
23	24	25*	26	27
30				

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9*	10	11
14~	15	16	17	18
21	22	23*	24	25
28	29	30	31	

NOVEMBER				
M	T	W	T	F
				1
4	5	6*	7	8
11	12	13	14	15
18	19	20*	21	22
25	26	27	28	29

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11*	12	13
16	17	18	19~	20
23	24	25	26	27
30	31			

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8*	9	10
13	14	15	16	17
20	21	22*	23	24
27	28	29	30	31

FEBRUARY				
M	T	W	T	F
3	4	5*	6	7
10	11	12	13	14
17	18	19*	20	21
24	25	26	27	28

MARCH				
M	T	W	T	F
2	3	4*	5	6
9	10	11	12	13
16	17	18	19	20
23	24~	25	26	27
30	31			

APRIL				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22*	23	24
27	28	29	30	

MAY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20*	21	22
25	26	27	28	29^

JUNE				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Board Approved 4/3/18

Legend:

25*	Early Dismissal
15~	End of Grading Period

7	First & Last Day of School
1	Employee Planning/Inservice

17	Schools Closed	<b>Weather</b>
25	Schools/Admin Offices Closed	

## 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.

## ATTENDANCE

### Arrival

Adult supervision is not provided until **7:35am**. Therefore, in order to ensure your child's safety, students should not arrive prior to **7:35am** each day unless they are in before school care. **Students who arrive before the specified time will receive a letter from admin and the students will be sent to before school care. Students will be charged the daily rate of \$10.** Failure to pay this amount will result in a students' inability to participate in school activities and students will not receive report cards until the amount is paid. **If students continue to arrive before 7:35am the Department of Children and Families will be notified.**

### Dismissal

All students should be picked up no later than 30 minutes after dismissal time each day if they are not in club, tutoring, or after school care. Adult supervision is not provided after 30 minutes after dismissal time. Students who remain after the specified time will be sent to after care and will be charged the \$10 daily rate.

### Absences and Tardiness

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. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

## Excused Absences

RCSA accepts only the following as excusable reasons for absence from school. **Parents or guardians must notify the school in the morning on any day their child is not attending.** Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence. The excuse shall be submitted to the school office and filed as part of the student's school record. An excuse for absence from school may be approved for one or more of the following reasons or conditions:

**Personal Illness:** Personal illness of the student or when attendance in school would endanger the health of the student or the health of others is excused. A physician's note or appropriate medical documentation is needed when (1) the student has been absent for 3 or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under the doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.

**Serious Illness or Death in the Family:** Serious illness or death in student's immediate family necessitating the absence is excused. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as an excused absence within three days of the student's return to school. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian or doctor.

**Legal Requirements:** Court order by a governmental agency mandating the student's absence from school is excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring a copy of the court order documentation.

**Special or Recognized Religious Holidays:** Special or recognized religious holidays observed by the faith of the student are excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.

**Weather or Environmental Conditions:** Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.

**Financial or Other Conditions:** The Principal has the discretion to determine if other absences are excused.

## Unexcused Absences

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

- **Failure to Attend School:** Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences will be considered unexcused absences.



- Out of School Suspension (OSS): School days missed as a result of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy. RCSA allows students who miss school for an out of school suspension to make up any work missed (refer to the section Make-up Work for Excused Absences).
- AIT (Attendance Intervention Team): Should a parent/guardian sign a contract with the AIT, attendance will be strictly enforced.

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

- An excused or unexcused absence from school, even for several days, does not remove any student from responsibilities in the classroom on the day they return to school. Students who have been absent will be given the same number of days that they were absent to make up missed work. For an absence to be excused, a note should be submitted to the school office no later than two days after returning to school.
- Assignments are available on the RCSA website and are available 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.
- **Also, on the day the student returns to school, it is the student’s responsibility during the absence to review RCSA connect website and complete all missing assignments. Failure to do this may result in a zero for each of those assignments.**
- For students who have been absent, 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.

Excused Tardy: Late arrival to school as a result of reasons defined herein as excused absences or as a result of events physically out of one’s control such as inclement weather, documented transportation delays, health related emergencies, power outage, or compliance with a court order shall be considered an excused tardy if the sign-in procedure is followed. Students who are transported to school in vehicles other than school buses and arrive late to school must have their parent(s)/guardian(s) come into the school office to sign the student in as tardy, and provide the reason for the tardiness. For carpools arriving late, the driver responsible for the carpool that day must come into the school office and sign in each student as tardy, and provide the reason for the tardiness. Once the student(s) have been properly signed in, they will get a “late slip” for admittance to class.

Unexcused Tardy: Arriving late to school with or without the knowledge of parent/guardian, as a result of reasons such as oversleeping, missing the bus, car problems, traffic, baby-sitting, athletic workouts, or socializing, is considered unexcused. If the sign-in procedure is not followed the student(s) will be marked as unexcused tardy regardless of the reason for the tardiness.

Habitual School Tardy: Students who are unexcused tardy more than five (5) times in a calendar month or ten (10) times in a 90 calendar day period will be referred to the school social worker.

## **Class Tardy**

Students are given three minutes of passing time to get to each class. Students are expected to be **sitting** in their assigned seats when the class bell rings or else they will be considered **tardy**. Students will receive conduct points for being tardy. If a student has checked in late through the Front Office, the student should have an admit slip to class from the Front Office. Repetitive tardiness will result in student receiving disciplinary consequence based on the Minor Violation Discipline Cycle.

## **Class Cuts/Skipping**

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

## **Early Checkouts**

- Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout. A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student's records at school will be allowed to check out a student.
- Students need to be checked out 30 minutes before dismissal. Students will not be called out of class within the last 30 minutes of the school day.
- To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.
- A parent or legal guardian must bring appropriate documentation showing the necessity of an early checkout at the time the student is released from school.

## **Truancy**

If a student has at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar day period, the student's primary teacher shall report the student's attendance to the principal. The principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school level Attendance Intervention Team (AIT).

The AIT will schedule a meeting with the parents or legal guardian and a representative of the district attendance office. If appropriate, a contract will be developed and signed by the participating parties. If the contract is violated, the case may be referred to the State Attorney's office.

## **Perfect Attendance**

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

# 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.

### RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES

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

### 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 "doing good". Some examples are, but not limited to:

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

### Citizenship Award

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

### Commendations

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

## **School – Wide Rewards**

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

- **Dress Down Days:** Eligible students for a **Dress Down Day** will be announced by the administration based on individual disciplinary record. Participating students must follow the RCSA guidelines listed under the section **Dress Code**.
- **Citizen of the Month** – Student will be selected by teachers and administration based on their academics or behavior.

## **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, distractive, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. **Students who continuously disregard the code of conduct may be recommended to the Duval County School Board Hearing Office for alternative placement or for expulsion.**

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system-wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. RCSA takes seriously its responsibility to educate its students in a safe school where they are free from fear of harm or intimidation. **Weapons, drugs and gang activity will not be tolerated.** Students who violate RCSA rules or State laws related to these offenses, will be **suspended** and/or **recommended** to the Duval County School Board for placement in an alternative school or **expulsion** from school. Violators will also be reported to **police** and may be **arrested**. **These rules apply to all**

**students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities.**

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, 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**

### **1. Notification of Appropriate Staff**

RCSA strongly encourages individuals who believe they are being discriminated or harassed to promptly notify the offender that his or her behavior is unwelcome. Notifying the offender, however, is not a required first step. If, for any reason, an individual does not wish to confront the offender directly, such a confrontation does not successfully end the harassment, or if the offender retaliates against the individual, the individual is encouraged, within sixty (60) days of the alleged incident, to notify either the Executive Director or any School Administrator, Department Head, Team Leader or Board Member with whom the individual feels comfortable discussing the matter. Students may also report such conduct to any teacher that they feel comfortable discussing the matter with.

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

### **2. Investigatory Process**

RCSA will complete a thorough and impartial investigation of any complaint of discrimination or harassment within twenty (20) days of receipt of the complaint. The investigation will be conducted by the Principal or his or her designee, or, if the complaint is against the Principal, by the Executive Director or his or her designee, or, if the complaint is against the Executive Director, by the Board or the Board's designee. The investigation may include individual interviews with the complaining employee, the offender involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. The complaint and investigation will be handled with sensitivity and, to the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigatory process. The findings from the investigation must be detailed in a written report.

### **3. Decision**

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

### **4. Protection Against Retaliation**

RCSA will not tolerate retaliation against an individual for reporting 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.

### **5. Responsive Action**

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



**6. False and Malicious Accusations**

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

**MINOR OFFENSES**  
**CLASS I**  
MINOR VIOLATIONS DISCIPLINE CYCLE

Minor violations in or outside of the classroom, or on any off-campus after school events, will be handled by the issuance of Conduct Points. 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:** ISS/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 5.

1.01 Backpacks - bringing backpacks to classroom or cafeteria

1.02 Chewing gum

1.03 Eating or drinking in unauthorized areas

1.04 No Agenda- Not having agenda during school hours.

1.05 Unprepared for class - not bringing the needed materials described in the course syllabus to class each day.

1.06 Body Art- Any 'body art' to include but not limited to temporary tattoos, marker paintings, etc. are not allowed. Student will not be permitted to go the class until cleaned.

1.07 Illegal Organizations - Any participation in prohibited secret clubs or societies

1.08 Unauthorized use of Personal Electronic Devices- Use of personal electronic devices that have not been authorized by the Principal or designee. This includes, but is not limited to, cell phones and smart watches. Any student who chooses to bring a personal electronic device to school shall do so at his or her own risk.

1.09 Behavior That Puts Safety at Risk- Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out.

1.10 Cafeteria misconduct - loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after one self, loitering, etc.

1.11 Disruption in Class - any conduct which is disruptive as to interfere with the teacher's ability to communicate with the students in class and/or with the ability of other students to learn.

NOTE: Continuous/repeated disruptive behavior may constitute a Class II Offense (See 2.01).

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

NOTE: Continuous/repeated disruptive behavior may constitute a Class II Offense (See 2.01).

1.13 Tardiness - Reporting late to school or class (refer to individual school's tardy procedures). A student has the responsibility to be in class on time. A student failing to make an effort to attend class in a timely manner shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action. Accumulation of tardies shall be on a nine-week grading period. Schools with electronic tardy tracking systems shall track tardies on an aggregate basis.

NOTE: Pursuant to Florida law, out-of-school suspension is not a permissible disciplinary action for this violation for students who are of compulsory attendance age. As such, action code 07 (out-of-school suspension) should not be used for this offense

1.14 Disrespectful or rude behavior, vulgar, unprofessional language

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

\*This includes **Failure to Follow Directions, defiance**

1.15 Nonconformity to the General Code of Appearance Violation of the Uniform Dress Code

RCSA Code	FOCUS/ DCPS Code	Shortcuts	Description	RCSA Points
1.01	1.01	Backpacks	Bringing backpacks to classroom or cafeteria.	1
1.02	1.01	Chewing gum	Chewing gum.	1
1.03	1.01	Eating or drinking in unauthorized areas	Eating or drinking in unauthorized areas.	1
1.04	1.03	No Agenda	Not having agenda during school hours.	1
1.05	1.01	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	Body Art	Any ‘body art’ to include but not limited to temporary tattoos, marker paintings, etc. are not allowed. Student will not be permitted to go to the class until cleaned.	1
1.07	1.02	Illegal Organizations	Any participation in prohibited secret clubs or societies.	4
1.08	1.09	Unauthorized use of Personal Electronic Devices	Use of personal electronic devices that have not been authorized by the Principal or designee. This includes, but is not limited to, cell phones and smart watches. <b>Any student who chooses to bring a personal electronic device to school shall do so at his or her own risk.</b>	2
1.09	1.01, 1.03	Behavior That Puts Safety at Risk	Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out.	4
1.10	1.03	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	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	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. <b>NOTE: Continuous/repeated disruptive behavior may constitute a Class II Offense (See 2.01).</b>	2

1.13	1.04	<b>Tardiness</b>	<p>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.</p> <p>Accumulation of tardies shall be on a nine-week grading period. Schools with electronic tardy tracking systems shall track tardies on an aggregate basis.</p> <p>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</p>	2
1.14	1.05	<b>Disrespectful or rude behavior, vulgar, unprofessional language*</b>	<p>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.</p> <p>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</p>	4
1.15	1.06	<b>Nonconformity to the General Code of Appearance</b>	Violation of the Uniform Dress Code( Wearing other people clothing items)	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 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 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/Ridicule:** The verbal or physical threat to do harm or violence to another student(s) or to the property of another person. Any verbal, written, or printed communication maliciously threatening any injury to the person, property, or reputation of another, with or without the intent to extort money or any pecuniary advantage whatsoever; or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will. This includes social media posts and spreading rumors about other students.

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 **Bullying/Teasing:** unwanted teasing, intimidating, insulting, dehumanizing or threatening verbal, electronic, or physical behavior or expression that is directed toward another person on school property or off school grounds if it adversely impacts the education at school for students or staff. This may include, but is not limited to, pushing, shoving, name calling with profanity, purposeful exclusion, slander, and verbal cruelty.

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 five (5) 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; 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.

**\* This includes selling/buying products on campus** including personal/obtained property, candy/food/drinks without administration approval.

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

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

Tobacco products shall include, but not be limited to, cigarettes, cigars, pipe tobacco, electronic cigars and cigarettes, vaping products, and all smokeless tobacco products.

This includes substances which are not a drug, but can be used as a drug.

To safeguard the health and safety of school district employees and students, the use of tobacco products on any RCSA property is prohibited. RCSA property, as used herein, shall mean any building owned or part thereof owned or used by the RCSA, and the grounds upon which such building is located.

**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 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 (pornography), 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 Electronic and/or Wireless Communication Devices:**

Electronic and/or 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 an electronic and/or wireless communication device to school shall do so at his or her own risk.) **Any devices seen will be confiscated and will only be returned to parents only. RCSA is not liable for any damages that may occur to confiscated items.**

**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 2.27 Code of Student Conduct offense and subject to formal disciplinary action.

**2.25 Cheating/Plagiarism:** Willful or deliberate or unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material or any form of communication in the completion of an academic assignment or test. 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 requires physical restraint 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.** Videotaping or recording a fight, altercation, teacher, 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.

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.

**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 five 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 <u>directions (school)</u> Failure to Follow Directions on a BUS	Parent Call / Conference and Detention- 1 Day <u>1 day bus suspension</u>	Detention (1-3) Days <u>1-3 days bus suspension</u>	Saturday Detention <u>6-8 days bus suspension</u>	1 to 3 days OSS <u>Removal from bus for the rest of year</u>
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 /Ridicule	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	Bullying/Teasing	1 to 3 days OSS	3 to 5 Days OSS	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 Sale of Tobacco/ Facsimile Products*	1 to 3 days OSS	3 to 5 Days OSS	Level 3 offense	

2.20	2.25	Refusal to Attend or Participate in other Previously assigned Discipline	1 missed detention will result in rescheduling AND another assigned 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 Electronic and/or 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 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, 2.08, 2.09	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	2.10	Provoke/ Attempt to cause fight	After school Detention (1-3) Days	Saturday Detention *	1 to 3 days OSS	3 to 5 Days OSS

**\*Students may be assigned to ISS instead depending on weekend schedule and availability of staff**

## 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.**

**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. 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.

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, 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 and repeated 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

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 to grades, test scores, or student data on internal or externally hosted systems.
- Production and/or distribution of pornography or making pornography available on a system or server that is accessible by other users.

Multiple 2.24 violations or subsequent misuse of technology following a 2.24 violation

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 2.18 of the Code for a first violation, doing a second (or repeated) act(s)

which create(s) a well-founded fear in such other person that such violence is imminent, when the person committing the offense knows or has reason to know the identity or position or employment of the victim.

**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 Code	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	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
3.03	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	Possession of Prohibited Substance or Objects	5 days OSS Night time Substance Abuse Program for drug paraphernalia	10 days OSS and Principal may at his/her discretion, refer the student to DCSB Hearing office for alternative school placement and/or expulsion
3.11	3.09	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	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
3.312	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	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



## 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.

**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

<b>RCSA Code</b>	<b>DCPS FOCUS Code</b>	<b>Zero Tolerance Offenses- Level 4</b>	<b>Disciplinary Action- Zero Tolerance Offenses - Level 4 - 1st Occurrence</b>
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	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)

# 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.

- **ATOSS-** Alternative to Truancy and Out-of-School Suspension (ATOSS) Program
- **Before/After School Detention** – Assignment to a designated area on campus at the beginning or end of the regular school day for a specified period of time.
- **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) and the Students Option for Success Program (nighttime program).
- **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 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 Suspension** – Certain technology-based infractions may result in a suspension of network and/or Internet access. Alternative instructional materials may be provided.
- **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.**
- **Suspension** – 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.
- **(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** - Classroom teachers may remove disruptive students and refer them to the In-School Suspension for a limited period of time not exceeding one class period. These referrals are recorded in the Conduct Log system. Parents are notified by the classroom teacher if misbehavior continues.
- **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.
- **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.
- **Academic And/Or Behavioral Contract** - Students who have been given consequences based on Step 4 of the disciplinary cycle in any category will be asked to enter into an academic and behavioral agreement. Failure to sign the agreement by the parent and/or student will not hinder the school administration from taking any further actions.
- **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.

# CLASSROOM MANAGEMENT PLAN

RCSA uses a School-wide Classroom 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.

## **School-wide Rules:**

1. Respect yourself and others
2. Follow directions the first time
3. Be prepared for each class
4. Keep yourself to yourself
5. Transition quickly and quietly

The structure of the Classroom Management Plan consists of four main parts:

- **Rules** - the expected behaviors for all students
- **Consequences** – what the student chooses to accept if a rule is broken
- **Rewards** - what the student receives for appropriate behavior
- **Commendations** – what the student receives for exceptional behavior

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

1. Verbal correction
2. Cooling off time or “time out”
3. Seating changes in the classroom
4. Counseling by teachers, counselors, or administrative personnel
5. Before or after school, lunch, and 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
9. Grade reduction as permitted by RCSA policy for cheating and plagiarism
10. Rewards or demerits
11. Behavioral contracts
12. Sending the student to the office or other assigned area, or to in-school suspension (ISS)
13. Loss of class credit for not meeting the attendance requirements
14. Withdrawal of privileges, including participation in extra-curricular activities
15. Other strategies and consequences as specified by the RCSA Student Code of Conduct

## **GENERAL BEHAVIOR GUIDELINES OUTSIDE OF THE CLASSROOM**

### **In the Gym and Lavatories:**

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

1. Do not roughhouse, push, or wrestle
2. You may not eat or drink in the gym and lavatories
3. You may not run in the gym, lunchroom, and lavatories

4. Do not leave belongings on the floor outside your locker
5. You must do your part to keep these areas clean and safe
6. You may not use any profane or vulgar language while in these areas
7. You may not loiter in the gym, lunchroom, lavatories.
8. Make sure you clean up after yourself and appropriately dispose of all trash
9. Report any leaks, spills, or other problems in the lavatory to a teacher or the office
10. You may not yell, scream, hit lockers or make excessive noise while in these areas
11. 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.

#### **In the Cafeteria:**

1. No loitering in the cafeteria
2. Keep tables, chairs, and floors clean
3. Talk in a normal voice (classroom voice)
4. No backpacks allowed in the cafeteria
5. Dispose of trays, trash and debris in trashcans
6. Keep hands, feet, personal belongings and food to yourself
7. Keep cafeteria lines orderly... no pushing, running, or cutting in line
8. 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.

#### **Cheating and Plagiarism**

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

#### **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 network 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.

# RIGHTS AND RESPONSIBILITIES

## Parent/Guardian Rights and Responsibilities

It is the intent of the 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, to suspension, expulsion, and criminal prosecution. In all instances, RCSA's policies and procedures governing due process for suspensions and expulsions will follow Florida Education Law. All students at RCSA have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

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

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

## **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 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. 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 70 is failing.

## **GRADING SCALE**

A = 90—100% mastery	4 points	Outstanding
B = 80—89%	3 points	Above average
C = 70—79%	2 points	Average
D = 60—69%	1 point	Lowest acceptable
F = 59 % or lower	0 points	Failing to make progress
I = Incomplete		Course not completed
W = Withdrawal		Student withdrawn



## 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 – if it is not, a grade of zero (0) will be given. In case of conflict regarding homework assignments the teacher's record is final. If students or their parents have questions about homework, immediately contact the teacher who assigned it. Teacher's e-mail is available and daily assignments are posted on RCSA Connect at our web site: [www.rivercityscience.org](http://www.rivercityscience.org).

## RECOGNITION

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

- Principal's Honor Roll - students achieving straight A's on quarter report cards
- Honor Roll - students achieving all A's and B's on quarter report cards

Calculations are carried out up to one decimal point, and standard rounding rules are applied.

## 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 may be made if requested within the first two weeks of the beginning of the school year. Any requests made after this time may be deemed as disruptive to the regular routine already established, and therefore, may not be honored. The final decision will be made by the administration. Please check your student's schedule carefully during the first week of school to ensure the best placement for your student.

## TEXTBOOKS

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

**Note:** Student's who report to class without their textbook (or workbook) as required will be given a conduct point, and sent to the Intervention Room. The Intervention Specialist will work with the student to determine the situation. If it is determined that the textbook is lost, the student will be sent to the RCSA Accountant, who will give the student the price of the book. The student is expected to pay for the lost textbook/workbook the next day. Should the student not pay for the book the next day, he/she will be given another conduct point for each additional occurrence.

## LOCKERS

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

# 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. In order to maximize instructional time, students will be given an opportunity to immediately correct dress code violations.

## 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 fleece and windbreaker jackets are allowed inside the building. They may be purchased in the office.
- c. All shirts must be tucked in shorts or pants (except kindergarten 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. Students who ride the bus must be in complete uniform when they get on the bus at the bus stop.
- g. Thursdays are club shirt days; all students can wear club shirts and uniform bottoms
- h. Fridays are spirit days; all students wear a spirit shirt (their grade color, club shirt or RCSA t-shirt. Students may wear blue jeans or uniform bottoms. Students may not wear jeans with holes.
- i. PE uniforms must be worn during scheduled PE time. PE uniforms must be blue shorts and grey t-shirts. T-shirts will have the RCSA logo. Sleeveless t-shirts will NOT be allowed. During colder weather, gray, black, or navy blue sweatpants will be allowed. Shorts and sweatpants do not have to have the RCSA logo.

## 2. **Shoes:**

The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured or velcroed -nothing may dangle or drag from the shoe.

- a. Shoes must be closed toed athletic shoes.
- b. No roller shoes or light- up athletic shoes are permitted.
- c. No knee-high tennis are permitted.
- d. Slippers or thin-soled shoes, moccasins, flip-flops, sandals, or any other opened toed shoes are not permitted.
- e. Boots, Uggs, and high heeled shoes are not permitted. Heels on shoes may not be higher than one inch.
- f. Pants or shorts must be work properly at the waist and not sag below the top of the hips.
- g. Athletic shorts are not permitted.

- h. Yoga pants, leggings, stretch, workout pants are not permitted.
- i. Split seams or cut offs at the bottom of the legs are not permitted.
- j. Belts must be worn properly. Belts should be solid colors.
- k. Socks (matching pairs only), stockings, tights, leggings, or hose may be worn under skirts. Tights, leggings are hose must be black, white, navy blue or red. Fishnet, leg warmers, or other patterned stockings or hose are not permitted.

### Miscellaneous Guidelines

- a. Clothing should be neat and clean.
- b. Clothing may not be worn inside out or backwards.
- c. Undergarments must not be exposed.
- d. Hair, face, and body paint are inappropriate for school and not permitted.
- e. Tattoos must remain covered at all times.
- f. Clothing with rips, tears, holes or frayed edges is considered inappropriate for school.
- g. Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk. Piercings other than earrings are prohibited. Earring for safety reason are not to exceed the size of a quarter. Gold/silver mouth pieces or “Grillz” are not permitted.
  - a. Extreme hairstyles are not permitted (examples: Mohawk cuts, designs, words, or names cut into hair, hair coloring other than standard frosting or natural highlighting) and should not attract undue attention. **The following are example of hair colors that are not permitted: red, green, blue, purple, yellow or any non-natural hair colors. Students with non-permitted hair styles or colors will receive conduct points each day they are in violation of the code of appearance.**
- h. Hats, caps, curlers, headscarves, bandanas, doo-rags, pics, combs, sweatbands, chains, sunglasses, tennis skirts, gloves, arm warmers, and coats are not to be worn during school hours. Headbands may be worn in hair but not around the forehead.
- i. Exemptions may be granted for religious purposes if approved in advance.
- j. Clothing that is revealing, form fitting, or overly tight shall not be worn.
- k. All outside coats apparel may not be worn inside the school building.
- l. Oversized chains or necklaces must not be worn.

Note: Should a student’s uniform not comply with the uniform dress code, they will be considered in violation. Students who violate the uniform dress code will be allowed to call home for an appropriate change of clothing after obtaining administrator approval. Otherwise, the student may be isolated in the Intervention Room, Office or Dean’s Office or sent home for the remainder of the school day. All students must adhere to these minimal guidelines for acceptable apparel and appearance. In order to maximize instructional time, students will be given an opportunity to immediately correct dress code violations. This dress code shall also apply to school – sponsored activities and events, unless otherwise authorized by school administration. RCSA staff reserve the right to confiscate prohibited materials. Materials will be returned to parents or guardians only.

### Required Girls Uniform:

1. All Girls K – 8th:

- a. Navy blue or khaki pants or knee length shorts (Bermuda style).
- b. Navy blue or khaki skirts at or just above the knee.

During colder weather, white, gray, black, or navy blue or red tights or leggings may be worn under skirts.

- c. Red or navy polo shirt with the RCSA log purchased from the school.

During colder weather, white, gray, black, red, or navy blue long sleeve shirts may be worn under polo shirts

### **Required Boys Uniform:**

1. All Boys K-8th:

- a. Navy blue or khaki pants or knee length shorts.
- b. Red or navy polo shirt with RCSA logo purchased from the school.

## **Dress Down Days**

- Dress down days are privileges that RCSA gives to students for special events.
- Eligible students for a dress down day will be announced by the administration based on individual disciplinary record.
- Students must wear appropriate attire during dress down days.
- Shirts that include negative slogans, skin tight items, reveling clothing, and sandals are strictly prohibited.
- Students must **receive permission** from administration before participating in a dress down day.
- Students who have **multiple violations (Conduct Points)** of the student code of conduct will be ineligible for dress down days.
- Students who receive any OSS will be ineligible for dress down days.
- Participating students must follow the RCSA guidelines listed under the section ***Dress Code***.

# GENERAL INFORMATION

## HEALTH AND SAFETY

### 911 Emergencies

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

#### **Injury or Illness at School:**

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

- A student has a fever
- A student looks pale, red eyes, hunched over with cramps and generally shows signs of the flu or severe cold.
- A student has vomited, had diarrhea or complaining of continuous stomach aches.
- A student is complaining of continuous strong headaches.
- The office is unable to make the student comfortable after resting for a period of time.

Per DCPS health code, students need to remain home for a minimum of twenty-four hours following a fever or nausea. A child who suddenly develops a headache, chill, fever, vomiting spell, or other signs of illness in the morning should be kept home.

It is important that we have updated emergency numbers and individuals on file in the school so we are able to reach an adult to pick up the student.

### **MEDICATION POLICY**

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

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office or brought to school by the student's parent/guardian. The school must receive a Medication Permission Form signed by the student's physician and parent/guardian.

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

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

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

## **OVER-THE-COUNTER MEDICATIONS**

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

## **SELF-ADMINISTRATION OF MEDICATION**

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

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

## **DIRECT CONTACT COMMUNICABLE DISEASES**

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

For purposes of this policy, 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 reveals 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.

## **ANNOUNCEMENTS**

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

### **EARLY CHECKOUTS / DROP OFFS**

*Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout.* A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student's records at school will be allowed to check out a student. Students may be dropped off not earlier than 7:35 AM. RCSA will not take any responsibility for early drop offs. Students will be allowed to enter into the building at 7:35 AM. There is no early check out for the last 30 minutes before dismissal.

### **RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES**

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

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

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

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 and drug free school where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated. Students, who violate RCSA rules, or State laws related to these offenses, will be suspended or expelled 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.

## **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. These opportunities will allow you to explore things you already enjoy and to try other areas that sound interesting.
- In order to participate in any after school extra-curricular activity, including music performances, plays, etc., students must arrive in time to be counted present during the school day. Students serving suspension may not participate in after school activities on the day(s) the suspension(s) is served.

### **Students staying for after school activities will be expected to follow the following rules or they may be banned from all after school activities:**

- You may not stay after school to wait for another student.
- You must be with a teacher or other staff member at all times.
- You must abide by the RCSA Code of Conduct while participating in the activity.
- Your school activity privileges will be cancelled if discipline becomes a problem.
- You must clear the school building immediately following after school activities by using the front door.
- You must arrange for your own transportation to arrive promptly at the end of the activity.
- If your event is on an early release day you must go home and come back at the time the event starts.
- Signing up for after school activities is required for each semester in order to be eligible to participate. If student does not have any after school club or activity should report to study hall for after school care.

## EXTENDED DAY PROGRAM

The extended day program, is established to accommodate parents who cannot pick up their students during dismissal times. Students must be picked up no later than 30 minutes after dismissal or they will be sent to the extended day program. Students will be hosted under supervision of an adult and will be able to read, study, and do homework during this time. The details for this service as follows:

**Hours: 3:00 pm to 6:00 pm**

Tax ID Number 20-5773949

Payment schedule is based upon 180 school days

Please refer to your Extended Day Parent Packet for instructions for payments. Here are a few quick reminders of RCSA payment policies:

- ✓ Payment is due on the dates which are listed below.
- ✓ Please make checks payable to: River City Science Academy (RCSA)
- ✓ A late fee of \$25.00 is assessed if not received within (3) business days of the due date.
- ✓ As per RCSA policy all checks must have pre-printed current address & telephone number to be accepted.
- ✓ It is your responsibility to know when payments are due.
- ✓ There will be a \$1.00 per minute late fee for any child not picked up after 6:00p.m. This will be due that day or by the next school day.
- ✓ Any balances after the 10<sup>th</sup> day will result in - *No after school activities and Field Trips along with the termination of Extended Day services immediately.*
- ✓ Receipt of this schedule is official notification of payment due.
- ✓ We are no longer able to issue year end statements. Please retain your receipts.
- ✓ Two discipline referrals will result in your child being suspended from Extended Day. On the third offense, your child will be dropped completely from Extended Day.
- ✓ If your child has any balance from the previous year, he/she cannot be re-enrolled into the Extended Day.
- ✓ RCSA does not have daily extended day program. However, if a child stays in extended day for any circumstances, the daily fee is \$10 and due that day or the next 3 school days. A late fee of \$25 will be assessed if not received within 3 business days.
- ✓ If your child is not picked up by 6:00 pm, the school will contact the authorities. (JSO)
- ✓ **Students who attend clubs or tutoring must be picked up at 4:00PM.**
- ✓ **If you are unable to pick up your child at 4:00PM on the days they are attending club or tutoring, you must register for extended day or pay the daily rate.**

**Please visit our website or stop by the front office to get the extended day enrollment package.**



## COMMUNICATIONS BETWEEN SCHOOL & HOME

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school's staff members via e-mail, voice mail, written request, or by accessing the school's web page. A softcopy of the newsletter will be sent home weekly and monthly via e-mail announcing upcoming school activities and events.

### CELLULAR TELEPHONES/ELECTRONIC DEVICES

- Students are permitted to bring cell phones to school, however it is not encouraged. Cell phones must be turned "off," placed in their lockers and may not be used or displayed openly inside the school building during regular school hours (7:45 am to 3:00 pm).
- If a student is scheduled for an after school activity (clubs, tutoring et al.), cell phone 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, et al.
- This rule applies (but is not limited to) other electronic devices such as digital cameras (except with prior approval by staff for school use), PDA's, blackberries, mp3/mp4 players, iPods, iTouch, iPads, pagers and radios or any other similar devices.
- 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, provided that 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.
- Students, who have received out-of-school suspension (OSS) for more than 3 days during the school semester, will not be eligible to participate in any field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.
- In addition, any student who has demonstrated the inability to follow rules may be prohibited from participating; this determination will be made by the administration on an individual basis.
- For non-educational field trips, students must have no Fs in the current quarter to attend.
- 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, signed by your parents or guardian, by the specified date.
- If a student is in danger of failing and/or has absentee issues, they may not be allowed to participate in field trips. If money is paid up front it will not be reimbursed.

- Parents make sure to check the food policy for the trip. RCSA will not be responsible for providing lunch during field trip activities.

## **BREAKFAST**

The cafeteria will be opened at 7:35am each morning for breakfast. Breakfast will be served in the cafeteria each morning from 7:35am – 7:55am. If your child arrives after the specified time, then he/she **will not** be able to eat breakfast that day.

## **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 and can be paid for minimum 10 days. Students needing free or reduced lunch should contact the front office. Students may not place an order for delivery or ask staff members to place an order for delivery. If a parent brings lunch or orders lunch for a student, the student must receive the lunch before or during their assigned lunch time. Students will not be allowed to eat lunches received after their assigned lunch time is over.

## **HOME VISITS**

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

## **SCHOOL PICTURES**

A contracted photographer will photograph students in the school during the fall semesters. Parents may purchase the entire package of photos or a partial packet.

## **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 is strongly discouraged. Parents/Guardians who desire for their child to walk/bike to or from school must submit a written request to the RCSA administration for consideration.

## **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.

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

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

## **BOOKBAGS, PENCIL BAGS, ROLLER BAGS and PURSES**

Students may use book bags to transport only school materials to and from school. During the school day, however, RCSA requires that all book bags remain in students' lockers. Roller bags are NOT ALLOWED to be used in the building. All book bags must be small enough to fit easily inside the locker. Only handheld pencil bags, handheld purses, and binder bags are permitted.

## **EMERGENCY DRILLS**

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

## **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. Students should check the lost and found for lost articles. Unclaimed items will be donated to charity every month.

## **MISSING ITEMS**

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

## **PAYMENT BY CHECK**

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

## **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.

## **STUDENT AGENDA / HALL PASSES**

Students must bring their agenda to school daily, and carry it with them to all of their classes. Teachers will issue hall passes to students who have justifiable reasons for leaving the room through hall pass.

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

1. The front and back cover must not be altered or removed - The front cover and back cover must remain attached, and must not be altered, cut, or damaged in any way.
2. Student & Parent Handbook may not be removed - The Student & Parent Handbook section must remain intact as a part of the Agenda so that students and parents may reference the school information and rules at any time.
3. Dated pages may not be removed - Dated pages must remain in the Agenda for student, parent, and administrative reference to past assignments, phone permissions given, and/or hall passes issued.

Should a Student Agenda fail to meet these requirements, it will be confiscated and the student will be required to purchase another Student Agenda. A replacement cost of \$10 will be required for lost or damaged agendas.

## **STUDENT I.D. CARDS**

Student I.D. cards are issued to all students for security and identification purposes. Should the safety and security of our students be compromised in any way, a "LOCK DOWN" scenario would occur where outside law enforcement authorities may be required to enter and secure the building – all RCSA staff and students must be able to show proper identification. All students must have their Student I.D. Card with them at all times and present it immediately when requested by school personnel or law enforcement authorities. A replacement cost of \$5 will be required for lost or damaged cards. All students must maintain their Student I.D. Card on their lanyard around their neck. Students whose ID's are not visible may receive conduct points or a referral.

## **TELEPHONE CALLS**

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

## **Closed Campus**

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

## **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. Viewing requests by parents may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Privacy Act. No other request of viewing may be honored. Approved viewings must be done in the presence of the principal or designate.

## **VISITORS TO THE BUILDING**

All visitors must first report to, and sign in at, the main office and wear a visitor's badge before going to other parts of the building. The front desk will make a copy of the person ID and it will be placed in the student's folder if necessary. In accordance with school safety guidelines, parent visitors for meetings will have a staff member escort them while on campus. Parents are permitted to eat lunch with students on campus but the parent must be cleared through DCPS. Parents may also sign-out students to have lunch off-campus (time out of class will be recorded as an absence). If a parent would like to observe his or her student in the classroom the parent must be cleared through DCPS. The parent must arrange the observation date and time with the teacher(s). The parent will receive a visitor's badge from the front office on the day of the observation and the teacher(s) will be notified when the parent arrives.

## **MATERIALS DISTRIBUTION**

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

## **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, phone text, or weekly newsletter. The latest version will always be available on our website at [www.rivercityscience.org](http://www.rivercityscience.org)

# Student Usernames and Passwords

<b>Program</b>	<b>Username</b>	<b>Password</b>
<b>RCSA Connect</b>		
<b>i-Ready</b>		
<b>Accelerated Reader</b>		
<b>Achieve</b>		

## Contact Information

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**Leah Rose, Curriculum Director**

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**Marion Milton, Dean of Students**

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**Katie Rose, Counselor**

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