



## CENTER ACADEMY – LUTZ

### 2022-2023 PARENT STUDENT POLICY HANDBOOK

Center Academy believes that students need to be provided with a consistent behavior management system so that maximum time can be spent on time-on-task and learning. Inappropriate behaviors that interfere with the learning process can be reduced and ultimately extinguished through consistent, best-practice behavior management techniques. Behavior management based on a positive reward/point system will be in place in all classrooms.

This Code of Student Conduct sets forth the expectations for student behavior and the consequences for infractions of the rules.

#### **SEXUAL HARASSMENT POLICY**

Center Academy is committed to maintaining an environment that is free of discrimination and harassment, including sexual harassment. Accordingly, the school prohibits such conduct by its students on school premises and off school premises at school-sponsored activities, including transportation to and from such activities.

Sexual harassment consists of unwelcome physical or verbal conduct of a sexual nature that includes, but is not limited to, the following:

1. physical contacts of a sexual nature including, but not limited to, touching, patting, grabbing, poking or brushing up against another individual;
2. sexually-oriented gestures, noises, remarks, jokes, comments or propositions;
3. display of sexually-oriented pictures, posters, calendars, graffiti, objects, or publications; and
4. any other conduct that is inappropriate.

Any student who believes that he or she has been the subject of sexual harassment should immediately report the incident to the administration.

#### **EXPECTATIONS**

In order for effective instruction to occur, there must be cooperation between student, parent and school. This relationship may be described as follows:

##### **Parents who:**

- keep in regular communication with the school concerning their child's progress and conduct.
- ensure that their child attends daily and promptly report and explains an absence or tardiness to school.
- provide their child with resources needed to complete class work.
- assist their child in being healthy, neat and clean.
- bring to the attention of the Director any problem or condition which affect their child or other children in the school.
- discuss report cards and work assignments with their child.
- maintain up to date home, work and emergency telephone numbers at the school, including doctor and hospital preferences, and report and changes in medication.

- fully cooperate with the school to maintain a safe, drug free learning environment.

**Students who:**

- attend all classes daily and are punctual.
- are prepared with appropriate working materials.
- are respectful to all individuals and property.
- refrain from profane or inflammatory statements.
- conduct themselves in a safe and responsible manner.
- are clean and neat.
- are responsible for their own work.
- abide by the rules and regulations of the school and each classroom teacher.

**Schools that:**

- maintain an atmosphere conducive to good behavior.
- exhibit an attitude of respect for students.
- plan a flexible curriculum to meet the needs of all students.
- promote effective training or discipline based upon fair and impartial treatment of all students.
- develop a good working relationship among staff and with students.
- encourage parents to communicate regularly with the school.
- encourage parental participation in school affairs.
- maintain a safe, drug free learning environment.
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**SPECIFIC GROUNDS FOR DISCIPLINARY ACTION;**

Each classroom teacher will attempt to deal with general classroom disruption by taking in-class disciplinary action. Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the Director. In dealing with the following violations of the Conduct Code, the Director shall hear the student's explanation, and consult further with the teacher, if necessary, before determining the disciplinary action. If the immediate suspension of a student is necessary due to a serious breach of conduct, the necessary notice and conference will follow as soon as practical.

The following categories of misconduct are violations of Center Academy policy and are subject to disciplinary action or dismissal from the school. These categories are not all inclusive.

- ❖ Violent acts or threats of violent acts.
- ❖ Disruption in any way of school procedures.
- ❖ Defiance of any school employee.
- ❖ Theft, vandalism or destruction of property.
- ❖ Possession or use of any drugs, tobacco, or alcohol.
- ❖ Obscene or sexual acts or harassment.
- ❖ Possession of a weapon

**Consequences for Inappropriate Behavior:**

**LOSS OF POINTS**

- ❖ Inside lunch
- ❖ Loss of activity period
- ❖ In-school suspension
- ❖ Out of school suspension
- ❖ Behavior contract or Dismissal

## DRESS CODE

A higher standard of dress has been proven to encourage greater respect for oneself and others and results in a higher standard of behavior. These dress code guidelines indicate the appropriate school dress for normal school days. The administration reserves the right to interpret these guidelines and/or make changes during the course of the year. Students are expected to follow the letter and the spirit of these guidelines. The guidelines are:

SHIRT: Navy blue and/or red, Center Academy logo polo

PANTS: Navy Blue and/or Dark khaki

SHORTS/CAPRIS: Navy Blue and/or Dark khaki (**NO CARGO SHORTS**)

BELTS: Black or brown

SHOES: Walking shoes/sneakers; no sandals, flip flops, high heel or open-back shoes.

### STANDARDS FOR ALL STUDENTS:

#### **Student Carrels:**

Student carrels should contain an appropriate sized desk and chair as well as school appropriate materials including name, folders, textbooks and materials that are necessary for the school day. Items that are distracting or are not relevant to the learning environment shall be removed. Students may not write or draw in the carrel walls.

#### **Clothing Standards:**

All clothing must be in clean serviceable condition; no holes, rips, or tears.

All clothing must be to size; not baggy or too tight.

Pants, shorts must be of sufficient length to adequately fit (e.g. no jailing pants, no revealing or "skin tight" sizes, no shorter than extended fingertips).

All outerwear must be Center Academy apparel (with no hood).

Jackets, caps, warm-ups and other outdoor apparel may not be worn indoors.

Only plain white T-shirts may be worn under polo shirts.

Suspenders are not permitted.

No sunglasses.

No "costume" items: fishnet stockings, wigs, face or body paint, glitter, etc.

#### **Jewelry Standards:**

No visible body piercing, except small earrings

No permanent or temporary tattoos or other writing on skin or clothing

Jewelry items must not be excessive in length, number or size

No wallet chains; no chains of any kind larger than 1/8" in diameter

No nose clips, gauges, or other body art

#### **Hair Standards:**

All hair and make-up must be in good taste

Hair may not be an odd (non-natural) color and must be styled out of the eyes

No shaved heads

No facial hair

No long sideburns (past middle ear)

**. BACKPACKS ARE NOT PERMITTED!**

**ANY STUDENT WHO DOES NOT COMPLY WITH THE DRESS CODE POLICY WILL BE SUBJECT TO THE FOLLOWING MANAGEMENT PLAN:**

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| 1 <sup>st</sup> infraction | Warning of violation of the dress code and parent called to bring appropriate clothing to school. Student will be requested to change clothes at school before going to class. |
| 2 <sup>nd</sup> infraction | Warning of violation of the dress code and parent called to bring appropriate clothing to school. Student will be requested to change clothes at school before going to class. |
| 3 <sup>rd</sup> infraction | Parent called to bring in appropriate clothing to school. Student changes clothes, signs contract, and has in- school suspension for remainder of day and following day.       |
| 4 <sup>th</sup> infraction | One day out of school suspension.  |
| 5 <sup>th</sup> infraction | Student will be referred for alternative placement.  |

**ATTENDANCE POLICY**

- Students that are absent 3 days or longer must have a doctor's excuse prior to returning to school.
- If a student is absent and the parent/guardian requests to pick up the work for the day and it is not completed at home, it will be recorded as a "0".
- Parent / guardian must call to report an absence prior to 10:00 a.m.
- Attending for the entire school day (8:30 a.m. – 2:30 p.m.) is strongly encouraged. We have 180 days of instruction at 6 hours per day, which equates to 1080 instructional hours. Because this is at the lower end of the state requirement, we expect our families to make every effort to maintain good attendance.  
This is pertinent to all grade levels (4<sup>th</sup> – 12<sup>th</sup>).
- Any student arriving after 8:30 without a doctor's note, or verification of an appointment, will be considered tardy. Students receiving an unexcused tardy will stay inside for their break and / or lunch. Repeated tardiness will also result in loss of privilege in participating in extracurricular activities as determined by the Director.

- No early dismissals unless approved by the Director.

### **Cell Phone Policy**

1. Ideally, cell phones or any other electronic devices should not be brought into school; cell phones and devices should be left at home or in the car so the daily focus is on academic excellence.
2. If a student brings a cell phone to school, it must be turned in to the teacher no later than 8:30 AM each day. Cell phones are not to be kept in backpacks, purses or pockets.
3. Any necessary phone calls are to be made through the school office.

#### **VIOLATIONS OF THESE POLICIES:**

**First Violation:** Device will be confiscated until the end of the day.

**Second Violation:** Device will be confiscated and the parent/guardian will be contacted to pick up the cell phone from the office.

**Third Violation:** Device will be confiscated until the end of the semester, parent/guardian will be contacted and student will serve one day ISS.

\*\*\* All students are subject to search of desk and belongings if suspected of having a device within the classroom.

**Thank you for your cooperation**