

D.A.S. FAMILY CONTRACT 2019-2020

Student's Name _____ Grade _____ Teacher _____

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

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

PARENT(S)/GUARDIAN(S)

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

Parent/Guardian Signature _____ Date: ____/____/____

Parent/Guardian Signature _____ Date: ____/____/____

STUDENT

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

Student's Signature _____ Date: ____/____/____

(If 10 years of age or older)

Directions: Families are expected to read and discuss the DAS Student & Parent Handbook including the Code of Conduct, the Discipline Plan, and this document and indicate both understanding and acceptance of these by signing, dating, and **returning this completed contract to the student's homeroom teacher by Friday, August 30, 2019.**

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Discovery Academy of Science

"Respect, Responsibility, and Honesty"

A Pinellas County Public Charter School

2019-2020

Student & Parent Handbook

(Revised in May 2019)

This agenda belongs to: _____

Name: _____

Address: _____

City/Town: _____ **Zip Code:** _____

Student Number: _____

Notice: It is understood that this handbook cannot cover every aspect relating to the functions, procedures, and policies at Discovery Academy of Science. Therefore, because DAS is a Charter School in the Pinellas County Public Schools System, any situation not specifically referred to in this handbook shall fall under the guidelines set forth by Pinellas County Public Schools' Policies and Procedures in 2019-2020 Code of Student Conduct.



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FROM THE PRINCIPAL'S DESK

Dear Parents and Students,

Welcome to the 2019-2020 school year at **Discovery Academy of Science**! This new school year means a new beginning and new future. The administrative team is excited about the coming school year, and the staff at Discovery Academy of Science is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

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

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

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

On behalf of the entire **Discovery Academy of Science** staff and community, best wishes for a great 2019-2020 school year!

Sincerely,

Emre Akbaba, M.Ed.
Principal



2019-2020 Academic Calendar
Discovery Academy of Science Charter School

Thursday, July 25, 2019 Four-day work week ends.
 Thursday, August 1 1st day of school for faculty and staff
 Wednesday, August 14..... DAS opens. First day of school for students
 Monday, September 2 Labor Day Holiday - schools closed for staff and students.
 Friday, October 11..... End of first quarter.
 *Monday, October 14..... Non-student day. Teacher workday.
 *November 23- December 1 Thanksgiving Holidays - schools closed for staff and students.
 Friday, December 20 End of first semester.
 December 21,2019- January 5,2020 Winter Holidays - schools closed for staff and students.
 *Monday, January 6..... Non-student day. Teacher workday.
 Tuesday, January 7..... Second semester begins.
 Monday, January 20 Martin Luther King, Jr. Day Holiday - schools closed for all
 Monday, February 17 Non-student day. Teacher workday.
 Friday, March 13..... End of third quarter.
 March 14 -22 Spring Holidays - schools closed for staff and students.
 *Monday, March 23..... Non-student day. Teacher workday.
 Tuesday, March 24..... Schools reopen. Classes resume.
 Friday, April 10 Schools closed for students and teachers.
 Monday, May 25 Memorial Day Holiday - schools closed for all.
 Friday, May 29..... Last day for all students
 Monday, June 1..... Non-student day/last day for 198-day instructional personnel.
 Monday, June 8, 2020 Four-day work week begins.

*Hurricane make-up days

Make up 1 day	Make up 2 days	Make up 3 day	Make up 4 days
October 14, 2019	October 14, 2019	October 14, 2019	October 14, 2019
	January 6, 2020	January 6, 2020	November 25, 2019
		March 23, 2020	November 26,2019
			January 6, 2020

MISSION STATEMENT

The mission of Discovery Academy of Science (DAS) is to provide students with a well-rounded academic education by utilizing proven and innovative instructional methods in a safe and stimulating environment. The purpose of DAS is to prepare students to reach the maximum potential in all subjects with special emphasis on mathematics, science, and reading, using a researched-based successful curriculum. Students will be prepared to become productive and responsible citizens through their experience and completion of this exemplary educational program.

DUE PROCESS & STUDENT'S RESPONSIBILITIES & RIGHTS

STUDENTS' RESPONSIBILITIES

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

STUDENTS' RIGHTS

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

All students at DAS 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 later, 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, DAS's policies and procedures governing due process for suspensions and expulsions will follow Pinellas County Public Schools Board Policies. All students at DAS have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

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

ATTENDANCE

Absences and Tardiness

DAS 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

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

- **Personal Illness:** Personal illness of the student or when attendance in school would endanger the health of the student or the health of others is excused. Upon the student's return to school, appropriate medical documentation is required within three days of the absence(s). Parent or guardian must call the school each morning the student is home ill. When student returns to school, they must bring an explanatory note from their parent or guardian or it will be an unexcused absence. The school may require a doctor's confirmation if the student has 3 or more medical excused absences.
- **Serious Illness or Death in the Family:** Serious illness or death in student's immediate family necessitating the absence. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as an excused absence within three days of the student's return to school. Parent or guardian must call the office to explain the situation and estimated time of absence. When student returns to school, they must bring an explanatory note from their parent/guardian or doctor.
- **Legal Requirements:** Court order by a governmental agency mandating the student's absence from school is excused. Parent or guardian must call the office to explain the situation and estimated time of absence. When student returns to school, they 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. Parent or guardian must call the office to explain the situation and estimated time of absence. When student returns to school, they must bring an explanatory note from their 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. Parent or guardian must call the office to explain the situation and estimated time of absence. When student returns to school, they must bring an explanatory note from their parent/guardian.
- **Financial or Other Conditions:** Other absences to be determined by, and at the discretion of, the Principal may be excused.

Unexcused Absences

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

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

School Tardy

A student is tardy when he/she arrives at school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.

- Excused Tardy:** Late arrival to school as a result of reasons defined herein as excused absences or as a result of events physically out of one’s control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with court order shall be considered excused tardy if the sign-in procedure is followed. Students who 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, 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

3 Unexcused Tardies in One Quarter (9 week period)	1st Offense: Formal letter home advising parents/guardians of tardies and explanation of next offense
4 Unexcused Tardies in One Quarter (9 week period)	2nd Offense: Contact with administration to determine future strategies for timeliness
5 Unexcused Tardies in One Quarter (9 week period)	3rd Offense: Student removed from clubs until tardies subside

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

*conduct point system pertains to 2nd-8th grade campus only

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 to obtain permission to be excused and receive a written pass from the teacher. If a student is too ill to report to the office, he/she should have another person notify the office at once in order that appropriate attention may be given to the student.

Make-Up Work for Absences – Excused or Unexcused

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

Assignments and class handouts may be available on DAS Connect and are available 24 hours a day – should a student be absent for any reason, advised to refer to DAS connect. Teachers outline detailed make up work policy for each class

in their syllabus. Long term assignments given prior to a student's absence will be due on the original due date or upon the student's return to school. For students who have been absent, make-up tests will be scheduled at a time designated by the teacher.

Students who participate in International or Out of State Competitions **may** be excused or granted extended time for submission of the assignments that are given on competition days.

Early Checkouts

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

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

Truancy

A habitual truant is one who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant, no credit will be recorded for work you missed as a result of truancy. If school personnel finds that a pattern of nonattendance is developing, whether the absences are excused or not, the school may decide to implement the following interventions:

- **After 1 absence:** The parent/legal guardian will be contacted by a member of the main office.
- **After 3 absences:** The parent/legal guardian will be contacted by the child's homeroom teacher.
- **After 5 absences:** A three-day warning letter is hand delivered to the family. The student will be referred to the school's Child Study Team (CST), appropriate interventions will be determined, and the attendance records will be documented.
- **After 7-10 absences:** A parent conference is scheduled for the next CST meeting to discuss the student's chronic absences. The progress of the interventions will be discussed.
- **After 15 absences:** The student will be referred to the Truancy Intervention Program (T.I.P.). The school will continue to provide interventions and try to re-engage the student in school.
- **After 15-20 absences:** The school's designated social worker will make a home visit. Interventions will continue by the school.

Perfect Attendance

Students are recognized if they maintain perfect attendance. Perfect attendance is considered as zero unexcused absences and zero unexcused tardies to school, and zero unexcused absences and zero unexcused tardies to each assigned class.

CODE OF CONDUCT

Conduct Information

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

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

Responsibility for Individual Actions or Choices

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often harm caused to other persons or their possessions is unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. **Neither DAS 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.**

DAS 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 DAS administrators and teachers shall not allow inappropriate, distractive, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities. **Students who continuously disregard the code of conduct may be recommended to the School Board for expulsion.**

Our 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. DAS 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 DAS rules, or State laws related to these offenses, will be suspended or recommended for expulsion from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities.

Minor Violations Discipline Cycle for Kindergarten-1st Students

Minor violations in or outside of the classroom will be handled by teacher or adult supervising at the time of a violation. Consequences to minor violations could include but not limited to; daily behavior color change, withholding of privileges, cafeteria warning 'red slip', parent contact, administrative contact and individual behavior plans could be created.

Teachers, in response to **minor** violations in or outside the classroom, will take the appropriate steps on the **Minor Infraction Form** when students fail to abide by the established behavioral expectations. Once students reach 3 minor violations for continued misbehavior or interrupt the instructional environment the teacher will complete a **Discipline Referral Form** and send the student to the Dean of Student's Office.

Parents will be contacted via email or phone call regarding the behavioral violation. Parents will also be informed of the assigned consequence for administrative detention, ISS, OSS or other disciplinary actions. A copy of the completed discipline referral form will be sent home.

Minor Violations Discipline Cycle for 2nd-8th Students

Minor violations in or outside of the classroom will be handled by the issuance of Conduct Points. Students' violations will be recorded by the teachers or other staff by help of a computerized Conduct Log system. In addition to conduct point system, teachers also document behavior violations on an **Infraction Form** and may contact the parents as necessary. **Conduct points** can be given anywhere in the school by any school employee. Parents and students will have online access to the recorded information on DAS Connect. Administration will review the recorded Conduct Log weekly and assign consequences as follows:

1 - 3 conduct points/week	No consequence assigned.
4 conduct points/week	Warning letter
5 – 6 conduct points/week	Lunch Detention
7 – 9 conduct points/week	Administrative Detention
10 – 15 conduct points/week or more	In School Suspension (I.S.S.)
16 or more conduct points/week: Referral Form for not following school rules	Consequence based upon Class II Offense

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

Teachers, in response to **minor** violations in the classroom, will take the appropriate steps on the **Minor Infraction Form** when students fail to abide by the established behavioral expectations. Should misbehavior continue or interrupt the instructional environment the teacher will complete a **Referral to the Dean of Students Form** and send the student to the Dean of Student's Office

Minor Violations (Class I Offenses)

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

	Offense	Description	Point
1.1	Toys/Play Items	Bringing toys, stuffed animals, dolls, toy cars and other play items to school, including fidget spinners unless prescribed specifically in student accommodations	1
1.2	Line Breaking	Line breaking out of place or cutting in front of another student when class is lined up	1
1.3	Chewing Gum	Chewing gum.	1
1.4	Dress Code	Violation of the Uniform Dress Code	2
1.5	Eating or Drinking in an unauthorized area		1
1.6	No Agenda	Not having agenda during school hours.	1
1.7	Refusing to Participate in Learning	Refusing or not attempting to participate in-class activities and/or working on assignments given by teacher. If a student has an incomplete assignment due to refusing to participate in learning, it is up to teacher's discretion to apply penalty to the student's assignment including giving a zero. A make-up may not be provided to student.	2
1.8	Unprepared for class	not bringing the necessary items described in the course syllabus to each class	1
1.9	Body Art	Any body art on to include but not limited to temporary tattoos, marker paintings, 1 etc. are not allowed. Student will not be permitted to go the class until cleaned.	1
1.10	Unsafe Act	A careless, unthoughtful behavior that puts safety of self and others' in risk	1
1.11	Cafeteria Disruption	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, 2 cutting in line, failure to clean up after oneself, loitering, etc.)	2

1.12	Classroom Disruption	Any other minor act of misconduct which interferes with the orderly operation of the 2 classroom including but not limited to excessive or disruptive talking, throwing objects, verbal exchanges, arguing, passing notes.	2
1.13	Failure to follow instructions	Failure to follow directions: Insubordination, refusal or failure to comply with a 2 direction or an order from a school employee.	2
1.14	Hallway disruption	Hall disruptions (including but not limited to yelling, shouting, screaming, banging on 2 lockers, and/or running)	2
1.15	Horseplay	Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, or acting out.	2
1.16	Tardiness	Repeated late arrival to school or class.	1
1.17	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 <u>another student</u> .	3
1.18	Unprofessional language	Profane, Obscene, or Abusive Language/ Materials: The use of either oral, written or bodily language (including designations, abbreviations that connote offensive meaning), electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity	3

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

MAJOR VIOLATIONS DISCIPLINE CYCLE

Major violations (Class II-IV) of the student code of conduct result in a Referral to the Dean of Students Form. The referrals are investigated, and consequences are assigned by the administrator. Parents are notified of the consequences by either phone call, notice letter sent by student, or phone call. Assignments of consequences are progressive. In general, each disciplinary referral advances the student to the next step in the Major Violation Discipline Cycle and violations may have higher consequences if committed at a higher cycle step.

Consequence ranges on the Major Violation Discipline Cycle cover most of the major violations. However, it cannot cover all possible examples for violating the listed offenses. Therefore, the school administration may impose consequences that are not listed if warranted by individual circumstances. Any item that is deemed unsafe, inappropriate or hazardous to persons or property may be confiscated by school personnel. Offenses not covered by the Discipline Cycle are handled by the school administration in accordance with federal and state laws in a manner consistent with the Charter Schools Act. Also, at the discretion of administration heavier or lighter consequences may be assigned if warranted by individual circumstances.

Intermediate Violations (Class II Offenses)

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

Major Violations Class III Offenses

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

Consequences

The administration team at Discovery Academy of Science has the discretion to provide consequences that they believe will help the school promote a safe, secure, and positive learning environment while considering the entire student population

and members of its staff. Consequences will increase in severity in accordance with frequency and severity of harm and/or disruption of the learning environment.

Consequences that may be considered for violation of Class II Offenses and higher include the following:

- a. Parent Contact
- b. Lunch Detention
- c. Administrative Detention
- d. Restitution
- e. In-School Suspension (ISS)
- f. Out-of-School Suspension (OSS)
- g. Work Detail
- h. Withholding of Privileges

Infractions		Disciplinary Action(s)									
Intermediate Violations - Class II		Parent Contact	Lunch/Recess Detention	Withholding Privileges and/or Restitution	ISS (1 Day)	ISS (2 Days)	ISS (3 days)	OSS (1-2 Days)	OSS (3 Days)	OSS (4 + Days)	Administrative Meeting to Determine Further Actions
Level	Description										
2.01	Repeated misconduct of Class-I violation, which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.	Step 1	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.02	Disrespect: Conduct or behavior toward a school employee, student, or an adult that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than the Class I offense)	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
2.03	Fighting: Minor physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person, or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.04	Forgery: The making of false or misleading written communication to a school employee with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.	Step 1	Step 1	Step 1		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.05	Gambling: Any unlawful participation in games (or activities) of chance for money and/or other things of value, gambling devices/items to be confiscated.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.06	Insubordination/Open Defiance: either verbal or non-verbal refusal to comply with school rules or directions from a school employee.	Step 1	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

Intermediate Violations - Class II		Parent Contact	Lunch/Recess Detention	Withholding Privileges and/or Restitution	ISS (1 Day)	ISS (2 Days)	ISS (3 days)	OSS (1-2 Days)	OSS (3 Days)	OSS (4 + Days)	Administrative Meeting to Determine Further Actions
2.07	Intimidation/Threats: The verbal or physical threat to do harm or violence to other student(s) or to the property of another person. Any verbal, written, or printed communication maliciously threatening any injury to the person, property, or reputation of another, with or without the intent to extort money or any pecuniary advantage whatsoever; or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.08	Stealing (under \$50): Taking the property of another person or school without permission.	Step 1		Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.09	Unauthorized Assembly, Publications, etc.: Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.10	Bullying: Repeated unwanted aggressive, intimidating, insulting, dehumanizing or threatening verbal, electronic, or physical behavior or expression that is directed toward another person on school property or off school grounds if it adversely impacts the education at school for students or staff. This may include, but is not limited to, pushing, shoving, and name calling with profanity, purposeful exclusion, slander, and verbal cruelty.	Step 1	Step 1	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.11	Physical Contact: Offensive, unwanted and/or inappropriate touch	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.12	Dangerous/Unsafe Acts: Behave in such a way as could reasonably cause physical injury to any person or property.	Step 1	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.13	Provoking/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.	Step 1	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.14	Confrontation/Dispute: Lower level confrontations such as, mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.	Step 1	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.15	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 without permission from the teacher or authorization from the administration to do so.	Step 1	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.16	Use of - in employee's presence - opprobrious or abusive words, or obscene language, pictures or gestures.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7

Intermediate Violations - Class II		Parent Contact	Lunch/Recess Detention	Withholding Privileges and/or	ISS (1 Day)	ISS (2 Days)	ISS (3 days)	OSS (1-2 Days)	OSS (3 Days)	OSS (4 + Days)	Administrative Meeting to Determine Further Actions
2.17	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property including act of defacing with graffiti, keying, or scratching a car or trashing a room resulting in damages.	Step 1		Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.18	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, and readmit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.	Step 1	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.19	Possession of Firearm Facsimiles – Possession, sale, or discharge of any facsimile, or toy-type replica of a firearm or empty shell. This includes using hand gestures or other objects to replicate the use of a firearm.	Step 1	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.20	Possession, distribution, or display of “hate” material, possession/display of electronic images or text, or similar behavior.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.21	Inciting or Participating in a Major Student Disorder - Leading, encouraging, and/or assisting in disruption which result in destruction or damage to property or cause personal injury.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2.22	Public Display of Affection (PDA): Kissing, fondling, “dirty dancing”, sitting on laps, prolonged hugging, close contact, or any suggestive contact that are in poor taste and show disrespect for others as interpreted by school personnel.	Step 1	Step 1		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.23	Possession of Stolen and/or lost property with or without knowledge or not returning found items to the authorities.	Step 1	Step 1	Step 1 (if item is destroyed or not returned)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.24	Cheating/Plagiarism: Willful or deliberate or unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material or any form of communication in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.	Step 1	Step 1		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.25	Use or possession of Wireless Communication Devices: Wireless communication devices may be brought to school but must be out of sight and kept in an “off” mode while on the school property during regular school hours. Use of a wireless communication device may include the imposition of criminal penalties if the device is used in a criminal act. (Any student who chooses to bring a wireless communication device to school shall do so at his or her own risk.)	Step 1 (Confiscation)	Step 2 (Confiscation)		Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 8

Infractions		Disciplinary Action(s)									
Intermediate Violations - Class III		Parent Contact	Lunch/Recess Detention	Withholding Privileges and/or Restitution	ISS (1 Day)	ISS (2 Days)	ISS (3 days)	OSS (1-2 Days)	OSS (3 Days)	OSS (4 + Days)	Administrative Meeting to Determine Further Actions
Level	Description										
3.01	AWOL: Leaving school grounds or the site of any school activity without permission.	Step 1	Step 1	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
3.02	Technology tampering: Any use of technology for personal gain, profit, or illegal conduct, such as fraud, copyright infringement, pornography, hacking, or distributing viruses that result in disruption.	Step 1						Step 1	Step 2	Step 3	Step 4
3.03	Battery: When one student physically attacks another student with the intent to do bodily harm.	Step 1						Step 1	Step 2	Step 3	Step 4
3.04	Breaking and Entering: The unlawful and willful entry or attempted forcible entry of any school property or the personal property of students and school personnel.	Step 1		Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
3.05	Destruction of Property/ Vandalism (More than \$50): The willful or malicious destruction of school system property or the property of others.	Step 1		Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
3.06	Extortion: The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear.	Step 1						Step 1	Step 2	Step 3	Step 4
3.07	Fighting: Physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.	Step 1						Step 1	Step 2	Step 3	Step 4
3.08	Firecrackers/Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers on school system property, at a school function, or extracurricular/co-curricular activity.	Step 1						Step 1	Step 2	Step 3	Step 4
3.09	Gross Insubordination/ Blatant Defiance: Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order such as refusing to serve a disciplinary consequence.	Step 1						Step 1	Step 2	Step 3	Step 4
3.10	Illegal Organizations: Establishing or participating in a secret society on school property, at a school function, or at an extracurricular activity.	Step 1						Step 1	Step 2	Step 3	Step 4
3.111	Possession of Contraband Material: Possession, use, and/or distribution of materials or items, other than weapons or firearms, which are forbidden. The parent/guardian will make arrangements to pick up the object from the school, if applicable.	Step 1							Step 1	Step 2	Step 1

Intermediate Violations - Class III		Parent Contact	Lunch/Recess Detention	Withholding Privileges and/or Restitution	ISS (1 Day)	ISS (2 Days)	ISS (3 days)	OSS (1-2 Days)	OSS (3 Days)	OSS (4 + Days)	Administrative Meeting to Determine Further Actions
3.12	Smoking and Other Use of Tobacco Products: The possession, use, distribution, or sale of tobacco products on school property, at a school function, or extracurricular/co-curricular activity.	Step 1						Step 1	Step 2	Step 3	Step 4
3.13	Stealing (\$50 to \$300): The taking of the property of another without the permission of the person.	Step 1		Step 1				Step 1	Step 2	Step 3	Step 4
3.14	Trespassing: Unauthorized entry into school property, a school function, or extracurricular/co-curricular activity and/or remaining after the administrator or designee has directed such person to leave that location.	Step 1		Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
3.15	Possession of any instrument or object other than a firearm. There has been no threatening or intimidating display of the instrument or object.	Step 1						Step 1	Step 2	Step 3	Step 4
3.16	Other Major Infractions (Major infractions that do not fit within the other definitions): Mooning and sexual harassment which is any slur, innuendo, or other verbal or physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment.	Step 1						Step 1	Step 2	Step 3	Step 1
3.17	Major Disorderly Conduct: Any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular/co-curricular activity. This includes the activation of a fire alarm without reasonable cause which, in the discretion of the principal, was not the result of a willful or malicious act.	Step 1						Step 1	Step 2	Step 2	Step 1
3.18	Severe Bullying/Harassment – Severe and pervasive and/or prohibited acts which may include an act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics of a student that is directed at one or more students or staff; substantially interferes with educational opportunities or educational programs of the targeted student(s); or adversely affects the ability of a student(s) to participate in or benefit from the schools' educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is objectively offensive. Severe and pervasive behavior will be determined by the principal.	Step 1							Step 1	Step 2	Step 1

Intermediate Violations - Class III		Parent Contact	Lunch/Recess Detention	Withholding Privileges and/or Restitution	ISS (1 Day)	ISS (2 Days)	ISS (3 days)	OSS (1-2 Days)	OSS (3 Days)	OSS (4 + Days)	Administrative Meeting to Determine Further Actions
3.19	Threat/Intimidation: Any premeditated or repeated threat to cause physical harm to another person with or without the use of a weapon, whether made verbally, in writing, electronically, or by conduct or action, to kill another person or do any act of violence which may cause death and creates fear of apprehension in that person that such violence is a serious expression of an intent to cause a present or future harm along with the individual having the capability to actually carry out the threat.	Step 1						Step 1	Step 2	Step 3	Step 4
3.20	Sexual Harassment – Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment (6A-19.008 SBE Rule). It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.	Step 1						Step 1	Step 2	Step 3	Step 4
3.21	Directing Obscene, Profane, or Offensive Language or Gestures to a School Employee – Any behavior offensive to common propriety or decency directed to a school employee including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment.	Step 1						Step 1	Step 2	Step 3	Step 1
3.22	Violation of the ISS Rules/Procedures	Step 1						Step 1	Step 2	Step 3	Step 4
3.23	Creating or organizing a conspiracy of any kind regarding the school and/or its' employees. Intentionally making false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff.	Step 1						Step 1	Step 2	Step 3	Step 1
3.24	Sexual Misconduct: Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking.	Step 1							Step 1	Step 2	Step 1
3.25	Making a false 911 emergency call from school or personal phones.	Step 1						Step 1	Step 2	Step 3	Step 1
3.26	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.	Step 1							Step 1	Step 2	Step 1

Intermediate Violations - Class III		Parent Contact	Lunch/Recess Detention	Withholding Privileges and/or	ISS (1 Day)	ISS (2 Days)	ISS (3 days)	OSS (1-2 Days)	OSS (3 Days)	OSS (4 + Days)	Administrative Meeting to Determine Further Actions
3.27	Drugs/Possession/Use: The possession, use, or being under the influence of illegal or illicit drugs, or any other substance capable of modifying mood or behavior or the possession or use of any substance represented to be of said nature.	Step 1							Step 1	Step 2	Step 1
3.28	Larceny/Theft Over \$300: The act or attempted act of taking, carrying, leading, or riding away of property from the possession of another person. Included are pocket picking, purse snatching, and theft from a building, theft from a motor vehicle, machine or device which is operated by the use of a coin or token and all other types.	Step 1		Step 1				Step 1	Step 2	Step 3	Step 1
3.29	Provoking/Attempt to cause fight: Any actions intended to cause others to fight or which results in a fight.	Step 1			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Zero Tolerance Violations Class IV Offenses											
4.01	Homicide (murder or manslaughter)										
4.02	Arson (Mandatory referral to an appropriate agency): The willful and/or malicious burning of or attempt to burn or destroy school system property, contents in or on the property, or personal property of others										
4.03	Threats to Employees, Volunteers or Students: Any direct threat, by word or act, to do violence or harm to a school employee, volunteer or student which creates a fear that the threat could be carried out.										
4.04	Battery of Employees, Volunteers, or Students: An actual or intentional touching or striking of a school employee, volunteer, or student against his/her will or intentionally causing bodily harm to an individual. In severe cases, the battery of a student may be the basis for expulsion.										
4.05	Bomb Threats/Explosions: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property at a school function or extracurricular/co-curricular activity, or to the person in or on that property or attending the function. This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on school property or at a school function or extracurricular/co-curricular activity.										
4.06	Other Weapons: The possession, use, or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person or to intimidate any person. Included in this category are objects such as BB guns or pellet guns, air soft guns, paintball guns and replicas of any gun or weapon, knives of any kind (including pocket knives), chains, pipes, razor blades, box cutter, machete, hypodermic needle(s), sling shot, spear, sword, ice picks, other pointed instruments, nunchakus, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, electrical/chemical weapons or devices, ammunitions, incendiary device. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.										
4.07	Robbery/Extortion: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear.										
4.08	Sexual Battery: Any sexual act or attempt directed against another person, forcibly, and/or against the person's will. The category includes rape, indecent liberties, child molestation, and sodomy.										
4.09	Other: Any other intentional or wanton act which significantly harms or poses a realistic threat of serious harm to oneself or another person and/or which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include, hazing, hate crimes, bullying and harassment or the possession of drug paraphernalia.										
4.10	Drugs/Distribution/Selling/Buying. The transmission or distribution, buying or selling of any drug or contraband substance, or the selling or transmitting of any substance represented to be of said nature.										

Zero Tolerance Class IV Violations

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

Searches and Seizures

As a safety precaution, D.A.S. reserves the right to search a student's purse, backpack, and any other personal possessions brought onto the school's property. Searches may take place if there is a reasonable suspicion or belief that the personal item may contain drugs, alcohol, weapons of any kind, contraband, or other items not permitted to be at school; as well as the reasonable suspicion that the personal item may contain property of the school or another student.

GENERAL BEHAVIOR GUIDELINES

School-wide Rules:

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

In the Cafeteria

- No loitering in the cafeteria
- Push chairs back after eating
- Keep tables, chairs, and floors clean
- Talk in a normal voice (classroom voice)
- Dispose of trays, trash and debris in trash bins
- Keep hands, feet, personal belongings and food to yourself
- Keep cafeteria lines orderly: no pushing, running, or cutting in line
- No food or drink should be taken outside the cafeteria

At Group Assemblies

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

Regarding Technology Equipment in Computer Labs

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

In the Halls, Lavatories, Library

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass

from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action. Hallways and lavatories are areas used by all members of DAS. Because everyone uses these areas, there are rules of conduct that all students must follow:

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

Active Assailant Drills

This school year Pinellas County Schools will be conducting active threat safety drills. These trainings are required by state law. The primary purposes of an active threat safety drills are to provide law enforcement and school leadership and staff the opportunity to practice skills and protocols and to identify and correct areas of weakness in knowledge, communication, coordination, and decision-making. The goal is to empower participants and save lives and prepare professionals and staff for their roles and responsibilities.

Student Misconduct During Active Assailant Drills

Discovery Academy of Science and the Pinellas County Sheriff's Department work together to ensure the efficiency and integrity of the drills which take place on our campuses. Students are expected to follow the drill procedures as explained by the school's staff, sheriff's deputies, and administration conducting the drills. Any student who chooses to demonstrate any type of misconduct during these drills is knowingly putting themselves and others at risk. Consequences will be assigned to students displaying misconduct of any sort during the drills.

During an Emergency

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

DESCRIPTION OF DISCIPLINE OPTIONS

Administrative Detention (AD)

The Dean of Students may assign administrative detention to a student who fails to comply with school rules. Parents will be notified when administrative detention is assigned. This consequence will require the student to serve either two consecutive lunch detentions or be removed from his/her classes for the remainder of the day. The Dean of Students has the discretion to choose which consequence is appropriate in every case.

Withholding of Privileges (WP):

The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by an assistant principal of discipline or by teacher if it is a classroom activity.

Lunch Detention (LD):

The Dean of Students may assign lunch detention to a student who fails to comply with school rules. Parents will be notified when lunch detention is assigned.

Work Detail (WD):

Student is assigned a task to be completed within a given time frame or until the objective of the task has been met. Examples

might include picking up trash or cleaning an assigned area.

In-School Suspension (ISS):

In-School Suspension is a formal disciplinary action that can only be assigned by the DAS administrator and requires written correspondence to parents. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in in-school suspension. Students are required to bring and do academic work or may be assigned work detail during ISS. **All students under in-school suspension are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal unless registered for afterschool care.**

Out-of-School Suspension (OSS):

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

Academic and/or Behavioral Contract:

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

Option to Withdraw (OW):

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

Expulsion from DAS (EXP)

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

REWARD SYSTEM

Students at DAS are always expected to exhibit appropriate behavior. However, 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.

Kindergarten-1st Reward System:

Purple Color and Tiger Tickets

Students on a behavior color system as a part of the classroom management system can earn a 'purple' color for the day. A 'purple' color is assigned to students that exhibit behavior inside and outside of the classroom that goes "above and beyond" expected behavior.

In addition, students can also earn *Tiger Tickets* throughout their time in school by showing character education traits such as; kindness, caring, honesty, etc. If a student earns 10 *Tiger Tickets* he or she may come to the School Store to redeem a prize on Fridays. If a *Golden Tiger Ticket* is given to a student, he or she may come visit the School Store that day, collection of 10 tickets and waiting till Friday is not need with a *Golden Tiger Ticket*.

Student of the Month

Students who are observed exhibiting "above and beyond" expected behavior during each month are nominated by his/her teachers to receive the Student of the Month Award for excellence in behavior.

2nd-8th Grade Reward System:

Tiger Bucks and Positive Behavior

A *Tiger Buck* will be awarded to students who are observed exhibiting behavior "above and beyond" expected behavior. Any DAS employee who observes a student engaged in this type of exceptional behavior can issue a *Tiger Buck*.

Students may be able to participate incentive activities to recognize such behaviors based on the number of Tiger Bucks they have accumulated. Incentive activities includes but not limited to followings:

- Dress down days
- Popcorn days
- Quarterly Incentive Activities
- Tangible Items

A system of rewards to students who earn a certain amount of Tiger Bucks for exceptional behavior has been put in place to recognize those students for their achievements. Students can use their Tiger Bucks to purchase rewards of their own choosing at the DAS School Store. Some of the ***School-Wide Rewards*** available for purchase using the Tiger Bucks will be, but are not limited to:

- **Dress Down Days and Popcorn Days** – these will be scheduled by Dean of Students. Eligibility for participating in these ***Dress Down Days*** is based on receiving no disciplinary referrals, Lunch detention, Administrative detention or ISS due to excessive conduct points. Students participating must follow the DAS guidelines listed under the section Dress Code.
- **Special Activities** – Students who receive commendations will be eligible to participate special activities such as, breakfast/lunch with principal, teacher vs. student sport games, character camps and field trips etc.
- **Tangible Items**- these are items which the students can purchase with their *Tiger Bucks*. These items include but are not limited to pencils, erasers, notebooks, water bottles, stickers, and select school spirit items.

Designing such reward activities at school is intended to encourage students to be responsible and make right choices. Creating and maintaining a positive school environment where students are recognized for their contribution to their community and excellence in positive behavior, nurtures student's social emotional and academic well-being.

Student of the Month

Students who have not received conduct points, lunch detentions, or referrals and are observed exhibiting "above and beyond" expected behavior during each month are nominated by his/her teachers to receive the ***Student of the Month Award*** for excellence in behavior.

INSTRUCTIONAL PROGRAM

DAS curriculum is guided by Pinellas County Public School and the FDOE curriculum/guidelines. In order to provide an excellent elementary school education, as outlined in our mission statement, DAS enhances the basic Pinellas County Public Schools curriculum whenever possible. If you have a specific question, please contact the Principal. Additional curriculum

information can be found on our website: www.discoveryacademy.info under the “academics” tab.

Cheating and Plagiarism

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

All papers or projects submitted at DAS are required to be in the student’s own product unless stated in writing by the teacher otherwise. Therefore, copying of information from the Internet or any other source (i.e. “cutting & pasting”, etc.), without reference, is considered plagiarism. However, drawings and/or pictures may be taken from an Internet or other source as long as they are properly cited in the document.

Cheating and plagiarism demonstrate a deliberate disregard for the educational program and are considered a serious matter. Students who cheat or plagiarize will immediately be given a zero on the assignment/project and referred to the administration using a **Referral to the Dean of Students.**

Conferences

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

DAS CONNECT

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

Grading Scale

Academic Grading Scales Kindergarten - Grade 1	Grades 2 – 8
E = Excellent	A = 90-100
V= Very Good	B = 80-89
S = Satisfactory	C = 70-79
NI = Needs Improvement	D = 60-69
U = Unsatisfactory	F = 59-0

Grading System & Reporting

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

Homework Policy

Homework is an essential part of your successful educational program at DAS. Completing homework will assist students

in developing valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers assign homework that will foster individual learning and growth, and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is each student's responsibility to complete and turn in homework on time – if it is not, a grade of zero may be given at the discretion of the teacher.

Teachers post each homework, directions for completing the homework and a printable copy of the homework on DAS Connect. In case of conflict regarding homework assignments the teacher's record is final. If students or their parents have questions about homework parent should attempt to obtain the copy and directions of completion from the DAS connect and must communicate with teacher prior to contacting to school administrator in regard to grades and other issues related with homework. Teacher's e-mail is available and daily assignments are posted on DAS Connect on our web site: www.discoveryacademy.info.

Preparedness for Class

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

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

Promotion and Retention of Elementary Students

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

Recognition

Students are recognized on a regular basis and rewarded for accomplishments. Outstanding student achievement, grades K-8, will be recognized each semester in three distinct categories:

- **Principal's Honor Roll** - students achieving a weighted academic average of 94.5 or above in all subjects. For K-1 all excellent in announced grading period.
- **Honor Roll** - students achieving a weighted academic average of 89.5 to 94.4 in all subjects. For K-1 all excellent only one very good in announced grading period.
- **Achievement Roll** - students achieving a weighted academic average of 85 to 89.4 in all subjects. For K-1 all excellent only two very good in announced grading period.

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

Schedule Changes

Student's schedule is carefully planned and developed based on the student's ability and academic strengths. Modifications to the student's schedule can only be made if requested by the student's parents within the first two weeks of the school year via email to the Asst. Principal of Instruction or Campus Administrator (for south campus). Any requests made after the first two weeks may be deemed as disruptive to the regular routine, and therefore, may not be honored.

Although parent's requests are diligently addressed, the schedule or class change may not be granted due to scheduling conflict and or/not having available spot in the requested course or class. The final decision will be made by the Principal.

Advanced Class/Course Placements

DAS closely monitor students' progress throughout the school year. At the end of each school year, the administration meets with each classroom and subject teachers to review students' year-long academic and behavioral performance. While evaluating student progress, student's work habit, motivation, attendance, attitude towards himself/herself and others are

as important as his or her academic excellence. Thus, when making classroom placements, DAS takes a student as a whole and make appropriate class/course placement where a student may reach his/her highest natural potential.

Followings are academic and motivational characteristics criteria for the advanced class/course placements:

- FSA achievement score of 4 or 5 (for grades 3 and above)
- At or above the 80th percentile average for fall, winter, and spring NWEA Map Test for Reading and Math test
- Each grade level may have a different threshold score for the MAP testing.
- Minimum B average on current grades
- Teacher Recommendation

Students who are enrolled in advanced classes or course(s) are expected to consistently exhibit excellent academic progress, work ethic, and motivational characteristics such as:

- Respects self and others
- Highly self-motivated and persistent
- Needs minimal external motivation to follow through in work completion
- Often requires little directions from teachers
- Enjoys complex concepts and applies his or her knowledge when solving problems
- Enjoys tasks that are more challenging than average
- Has a ready grasp of underlying principles and can quickly make a valid generalization about events, people, and things
- No major discipline problems that hinder self or others from learning

Being in an advanced classroom or course(s) does not guarantee that the student will be placed in advanced class or course(s) next year. Teachers and administrators will review the student progress together at the end of each school year and those who do not meet the advanced class/course criteria due to poor work ethic, discipline, or academic progress may not be placed in the advanced class next year.

Textbooks

Textbooks for students are furnished by DAS. 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 purpose. Report cards and FSA score cards may also be withheld until textbooks fees are collected.

DRESS CODE

Discovery Academy of Science Uniforms

Discovery Academy of Science is a school of choice, which means parents of our students have made a careful and committed decision about where to send their child. Students are always expected to wear the DAS uniform, and to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. The principal or other duly authorized school official shall determine whether any mode of dress, grooming and accessories is in violation of the spirit and/or the intent of the school's dress code policy. Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness. *Students are not permitted to change out of their uniforms during or after school unless participating in P.E. or an after-school activity that requires non-uniform clothing.*

Dress Code Violation

Administration will determine the appropriateness of the dress. Parents choose DAS because we set higher standards in all

aspects of the educational environment.

- **First offense:** A phone call home will be made by the office staff regarding the dress code violation.
- **Second Offense:** A conference with teacher, administration, and the parents will be held to discuss the dress code violation.
- **Third Offense:** The student will be sent to office to call home regarding the dress code violation and parents will be expected to provide an appropriate change of clothing for the student that fits within the DAS dress code policy. The student will be isolated from the classroom for the remainder of the school day until he/she is in proper uniform.

Guidelines for clarification are as follows:

1. Uniforms must always be worn properly while at DAS:

- a. Students must be in complete uniform when they arrive at DAS. All shirts must be tucked in shorts, pants, or skirts. Belts must be worn with all pants and shorts. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
- b. Students must remain in full uniform until after they leave DAS. Shirts must remain tucked in even after school, until they leave the school campus. This includes club times and waiting in the dismissal areas.

2. Top Options:

- a. **Polo shirts**
- b. **Sweatshirts Long Sleeve/Turtlenecks**
- c. **Vests & Sweaters**
- d. **Polo Fleece**

All listed above must be red or navy with the school logo. Iron-on patches with the school logo will be available for purchase at the front office. These clothing options can be either short sleeve or long sleeve. All shirts must always be tucked in (able to see the belt/waistband) to the short, pants, or skirt the student is wearing. If the student chooses to wear any of the items listed above expect the polo, the student should still be wearing another DAS shirt underneath. Clothing items will not be permitted to be worn (tied) around the waist. **Hoods on jackets or sweatshirts are not permitted to be worn over the student's head while in the school building.**

3. Pants or Shorts:

- a. Pants or shorts must be either khaki or navy blue in color. All pants and shorts must have belt loops, and a belt must be worn through all the loops and fastened appropriately. Front pockets must be side seam pockets and back pockets must be sewn inside the pant or short – **NO OUTSIDE POCKETS (CARGOES), PATCH POCKETS, NOR ADDITIONAL POCKETS ARE PERMITTED.**
- b. Pants or shorts must be worn properly at the waist and not sag below the top of the hips. Pants or **shorts** may not be rolled up or folded up. **Shorts must be no shorter than 2 inches above knee level and not longer than the top of the knee when standing.** Pants, skirts or shorts must not fit too snugly, skinny leg style pant are not permitted. Students wearing the top of their pants or shorts below their buttocks will be given an Office Referral Form for improper exposure.
- c. Physical Education shorts are not permitted during regular school hours. Physical Education shorts must align with the tip of your middle finger when your arms are at your side and cannot be longer than the top of your knee when standing – no “long shorts” are permitted.

4. Skirts or Skorts:

- a. Skirts or skorts must be either khaki or navy blue in color. All skirts and skorts must not be made of jean. No splits are permitted in the skirt at all. **Skirts and skorts must align with the knee length.** Skirts and skorts must not be rolled or folded at the waistband - students wearing their skirts or skorts too short will be given an Office Referral Form for improper exposure.
- b. Pants, jeans, pajama bottoms or other apparel must not be worn under the skirt or skort. For modesty purposes, shorts may be worn under the skirts or skorts, however, long pants, jeans, pajama bottoms, or other apparel that shows below the skirt or skort must not be worn at any time.

5. Shoes:

- a. Shoes must be closed toed dress shoes or athletic shoes. Shoes must always be worn.
- b. The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured or velcroed – nothing may dangle or drag from the shoe. Slippers or thin-soled shoes, flip-flops, or open-toed shoes are not permitted
- c. HIGH-HEELED SHOES ARE NOT PERMITTED - Heels on shoes may not be higher than one (1) inch.
- d. ROLLER SHOES, “WHEELIES” or shoes with wheels are not permitted.

6. Accessories:

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

7. Miscellaneous Guidelines:

- a. Clothing should be neat and clean.
- b. Clothing may not be worn inside out or backwards.
- c. Undergarments must not be exposed.
- d. Hair, face, body paint, and tattoos may be deemed inappropriate for school and may not be permitted.
- e. Athletic outfits are not permitted in the school building, except in P. E. classes and Dress Down Days.
- f. Cosmetics and/or make-up should be age appropriate, appropriate for school, and not attract undue attention. Neutral/subtle/skin tone shades of make-up are only permitted.
- g. Clothing with rips, tears, holes or frayed edges is considered inappropriate for school.
- h. Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk. Piercing other than earrings are prohibited. Hair accessories must not attract attention.
- i. Extreme hairstyles are not permitted (examples: Mohawk cuts, hair coloring other than standard frosting or natural highlighting) and should not attract undue attention. Students are not permitted to have designs shaved into the hair.
- j. Curlers, headscarves, bandanas, doo-rags, combs, sweatbands, chains, tennis skirts, gloves, arm warmers and coats are not to be worn during school hours (even on dress down days).
- k. Exemptions may be granted for religious purposes if approved in advance.
- l. On dress down days, clothing that is revealing, such as short mini-skirts, short-shorts, tank tops, loosely fitting, low-cut blouses or halter tops, mesh shirts, or shirts exposing the midriff are not to be worn to school. Sleeveless shirts are not allowed. (Mainly applies to non-uniform days at school). Shirts must be

- worn buttoned up to second from top.
- m. On dress down days, all t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for middle/high school students - i.e., alcohol and tobacco products, etc.). Administration approved school spirit t-shirts may be worn in lieu of school uniform t-shirt on Fridays only.
 - n. All non-uniform issued outside coats and jackets or hooded apparel may not be worn inside the school building. All non-uniform issued outside coats and jackets must be put in the student's locker/backpack immediately upon entering the school building.
 - o. Hats, caps, and sunglasses can only be worn outside, during outdoor activities.

SERVICES FOR STUDENTS

After School Activities

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

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

- You may not stay after school to wait for another student
- You must always be with a teacher or other staff member
- You must abide by the DAS Code of Conduct while participating in the activity
- Your school activity privileges will be cancelled if discipline becomes a problem
- You must clear the school building immediately following after-school activities
- You must arrange for your own transportation to arrive promptly at the end of the activity
- Written permission is required for use of DAS's facilities. Students are not allowed on campus unless supervised by a school employee
- Signing up for after school activities is required for each semester in order to be eligible to participate

After-School Care Program

The After-School Care Program is established to accommodate parents who cannot pick up their students at the end of the club period. Students will be hosted under supervision of an adult and will be able to read, study, and do homework during this time. The charge for this service is announced during the orientation day before the school starts. Monthly registration for discounted price will be available. Please check with school main office for registration. There are sibling discounts available and rates vary each year. Parents will be charged a fee for aftercare services starting at a designated time each day.

Afterschool care program is provided until 6:00 pm every day. **Regardless of the situation, we will call the local authorities and give them custody of the student after 6:30 PM.** Neither DAS nor the teacher assumes any responsibility for the welfare of the student. DAS doesn't offer before school care and supervision starts at 7:00 am.

Communications Between School & Home

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

Field Trips

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

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

Field Trips and Early Sign-Outs

At certain field trips, with permission from the Dean of Students, parents may have the option to sign-out their child early from the field trip. If a parent chooses this option, there are certain criteria which must be met. This includes, but may not be limited to the following:

- The parent/guardian of the child is the only individual who may sign-out the student.
- The parent/guardian must sign the appropriate documentation at the field trip. This will only be provided by either the Dean of Students, another administrator, or the teacher leading the field trip. The teacher leading the field trip is typically the Team Lead for those grade levels attending the trip. The parent cannot sign-out the student from any other personnel on the trip. This includes any member of the Parent Volunteer Organization (PVO) or the child's teacher.
- The parent/guardian must provide a valid form of identification to the personnel in charge of the field trip.
- The school takes no responsibility for the student once the parent/guardian has signed the student out.
- The school reserves the right to not allow the parent/guardian to sign-out the student early from the field trip for any reason deemed necessary.

School Sponsored Activities

From time to time, D.A.S. 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.

Lunch/Nutrition Program

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

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, teachers, and students. Home visiting programs are an effective way for teachers to get parents involved in their child's education and to let parents and children know how much they care. Therefore, DAS encourages teachers to visit their students at their homes.

Student Support Team (SST)

The purpose of the student support team (SST) is to identify and plan alternative instructional strategies for students

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

Exceptional Student Education (ESE)

Discovery Academy of Science employs an ESE Teacher to provide consultation services to classroom teachers who serve special education students, as needed. DAS shall comply with federal and state law to ensure that all students with disabilities are provided with a free appropriate education (FAPE).

School Pictures

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

Transportation to and From School

Car Riders

Students who are transported in cars should be dropped off in the designated area of the school. The earliest drop off time is 7:00 am. DAS takes no responsibility for students who are dropped off before 7:00 am. When picking a student up at dismissal time, please use the appropriate lane assigned. DAS employs a designated person or a Police officer to direct the traffic. Your cooperation with this person is expected in order to make arrival/dismissal as safe and efficient as possible. Students should not be dropped off later than 7:55 am each day. Failure to do so could result in a student being marked as tardy.

Walkers

D.A.S. takes no responsibility for student walkers.

Skateboards, Roller Blades, and Scooters

Skateboards, roller blades, and/or scooters, are not permitted on school property without written consent from the parent/guardian.

Bicycles

Bicycles are permitted on school property. However, a student must park their bicycle in the designated area only.

HEALTH AND SAFETY

Illness and Injury

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

Over-The-Counter Medications

Aspirin, Tylenol, and other patient over-the-counter drugs are not available through school. Should you wish for your child to have access to these medications, you must provide a doctor's note.

Medication Policy

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

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

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

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

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

Self-Administration of Medication

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

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

Wellness Policy

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

GENERAL INFORMATION

Dispute Resolution

Any dispute/conflicts between DAS and sponsor will be resolved per charter contract signed by DAS governing board and PCS board.

Governing Board

DAS holds quarterly governing board meetings each fiscal year. Board meeting dates are posted at school website www.discoveryacademy.info and school office.

Parents who would like to have an agenda item placed at the governing board meeting should contact DAS Governing Board Parent representative Emre Akbaba at 727-330-2424 or via e-mail at eakbaba@discoveryacademy.info

Announcements

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

Book bags, Backpacks, and Purses

Students may use a Book bag/Backpack/Purse to transport school materials necessary for their learning experience to and from school. During the school day, however, DAS requires that all book bags remain in the student cubby, on the book bag wall hook, or in the designated classroom location. Bags may not be worn or carried during the school day.

Cellular Telephones/Electronic Devices

Although students are permitted to bring cell phones to school, it is not encouraged. If a student brings a cell phone to school, it may not be used inside the school building without permission from D.A.S. staff. The cell phone must be turned off before entering the school building and immediately placed in the student's book bag. Students may not carry the phone with them during school hours (i.e.: in their pocket, purse, etc.). Students shall not use them, display them openly, or leave them in the "on" position during regular school hours. If student is scheduled for an after-school activity, including but not

limited to clubs and tutoring, cell phone shall be kept off until such activity is over. Cell phones must be turned off and must be in book bag during the school hours. The policy applies to any type of use not just voice calls.

Cell phones may not be used during the school day to take photographs or to send or receive text messages. Students should check their cell phone before entering the building and make sure that it is in the "off" position. Students who are found in possession of a pager or cellular telephone shall have the item confiscated by the resource officer or school administrator. The cell phone will only be returned directly to the parent/guardian.

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

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

Metal Detectors & Scans

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

Corrections and/or Modifications to This Handbook

DAS reserves the right to make changes or modifications to this handbook as needed throughout the school year. Changes or modifications made during the school year will be announced in the weekly newsletter. The latest version will always be available on our website at www.discoveryacademy.info

Definitions and/or Interpretations Used in This Handbook

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

Emergency Drills

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

Desks/Cubbies

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

Lost and Found

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

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.

Parent Participation

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

A critical component to the success of our charter school is the family involvement and volunteerism. All parents/guardians are encouraged donate a minimum of 15 hours per family to the school each year.

Payment by Check

Parents may take care of monetary obligations by cash or check. Checks should be made payable to DAS. There will be \$25 additional charge for any check returned to the school. We also offer online payment for more information please visit our website www.discoveryacademy.info . Parents can also make credit/debit card payments at main office.

Recording Devices – Audio or Video

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

Student Agenda / Hall Passes

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

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

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

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

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

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

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 enough phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after school activities must be made before the student leaves home in the morning.

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 for approval. **Students must have written permission from an administrator stating a reason in order to use the office phones between 8:00 and 5:00.** We ask that all students please come to school in the morning clearly knowing how they are getting home in the afternoon. We also ask that parents please know whether their children are planning to stay for an after-school activity.

Video or Audio Surveillance

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

Visitors

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. Secretary shall conduct SOP database check via FDLE website for each visitor.

Classroom Observations

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

Materials Distribution

DAS 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.