

D.A.S. FAMILY CONTRACT 2023 - 2024

Student 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.
- I will follow all carline procedures and protocols outlined by the school administration to ensure the safety of all students and staff.

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.

_____ Date: ____/____/____

Parent/Guardian Signature

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.

_____ Date: ____/____/____

Student's Signature

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 25, 2023.**

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Discovery Academy of Science

A Pinellas County Public Charter School

2023 - 2024

Student & Parent Handbook

(Revised in April 2023)

This agenda belongs to: _____

Name: _____

Address: _____

City/Town: _____ Zip Code: _____

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 2023 - 2024 Code of Student Conduct.

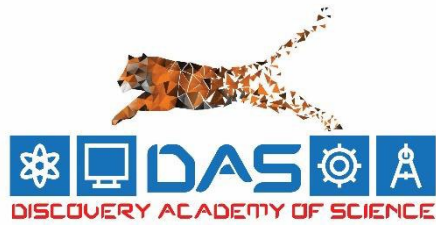


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FROM THE PRINCIPAL'S DESK

Dear Parents and Students,

Welcome to the 2023 - 2024 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 2023 - 2024 school year!

Sincerely,

Emre Akbaba, M.Ed.
Executive Director & Principal

2023 - 2024 ACADEMIC CALENDAR

2023 - 2024 Instructional Calendar Discovery Academy of Science

Tues, August 1 - 9, 2023.....	Pre-Planning: Teacher work days
Thurs, August 10	First day of school for students
Mon, September 4.....	Labor Day Holiday - School closed for staff and students
Mon, September 25*.....	Non-student day: Teacher work day
Fri, October 13	End of first quarter
Mon, October 16*	Non-student day: Teacher work day
Mon, November 20 - 24*.....	Thanksgiving Holiday - School closed for staff and students
Thurs, December 21.....	Last day of first semester and end of second quarter
Fri, December 22 - January 5.....	Winter Holidays - School closed for staff and students
Mon, January 8, 2024	Second semester begins
Mon, January 15	MLK, Jr. Day Holiday - School closed for staff and students
Fri, February 16*	Non-student day: Teacher work day
Mon, February 19.....	Non-student day: Teacher work day
Fri, March 8.....	End of third quarter
Mon, March 11 - 15.....	Spring Holidays - School closed for staff and students
Fri, March 29.....	Holiday - School closed for staff and students
Fri, April 26.....	Non-student day: Teacher work day
Mon, May 27.....	Memorial Day - School closed for staff and students
Wed, May 29.....	Last day of school for students and end of fourth quarter
Thurs, May 30	Teacher work day
Mon, June 3, 2023.....	Four-day work week begins

*Hurricane Make-up days

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.

STUDENT RESPONSIBILITIES & STUDENT RIGHTS

STUDENT 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.

STUDENT 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 Discovery Academy of Science (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 receive immediate consequences. These consequences range from notification of parents, detention, or emergency removal from a school activity, to suspension, expulsion, and criminal prosecution. In all instances, DAS 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 a teacher, staff member, or administrator about the problem and the situation will be investigated as soon as possible. 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 a teacher, staff member, or administrator about the problem and the situation will be investigated as soon as possible.

ATTENDANCE

Absences, Tardies, & Early Sign Outs

DAS recognizes two kinds of absences, tardies, and early sign outs: excused and unexcused. Regular attendance for the entire school day is crucial for learning. Habitual absence, tardiness, or early sign outs is unacceptable and unfair to other students because instruction is interrupted every time, for the student themselves and the entire class. Please be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences. Students who are unexcused absent 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 and the Department of Children and Families may be notified.**

I. Compulsory School Attendance

A. Children who are six years old or who will be six years old by February 1 of any school year, or who are older than six years but have not yet turned 16, are required to attend school regularly throughout the school term, unless exempted by Florida Statute. (F.S. §1003.21(1)(a))

II. Absences

A. Absence Defined: A student who is absent from a class for less than half of the class period will be counted as absent. To be considered present for the school day, the student must be in attendance for at least half of the class periods during that day.

B. Excused Absences: Students must attend school unless they have been given permission or an excuse for one of the reasons listed in paragraph V.

C. Unexcused Absences: Any absence that does not meet the criteria for an excused absence is unexcused. Examples of unexcused absences include out-of-school suspensions, family vacations, and absences due to non-compliance with immunization requirements.

III. Tardies

A. Tardy Defined: A student who is not in their assigned seat or station when the bell rings is considered tardy.

B. Excused Tardy: A tardy is excused only if it occurs for one of the reasons described in section V.

C. Unexcused Tardy: A tardy is unexcused unless it occurs for one of the reasons set forth in section V. Examples of unexcused tardies include heavy traffic, car trouble, oversleeping, missing the school bus, and shopping trips.

IV. Early Sign Out

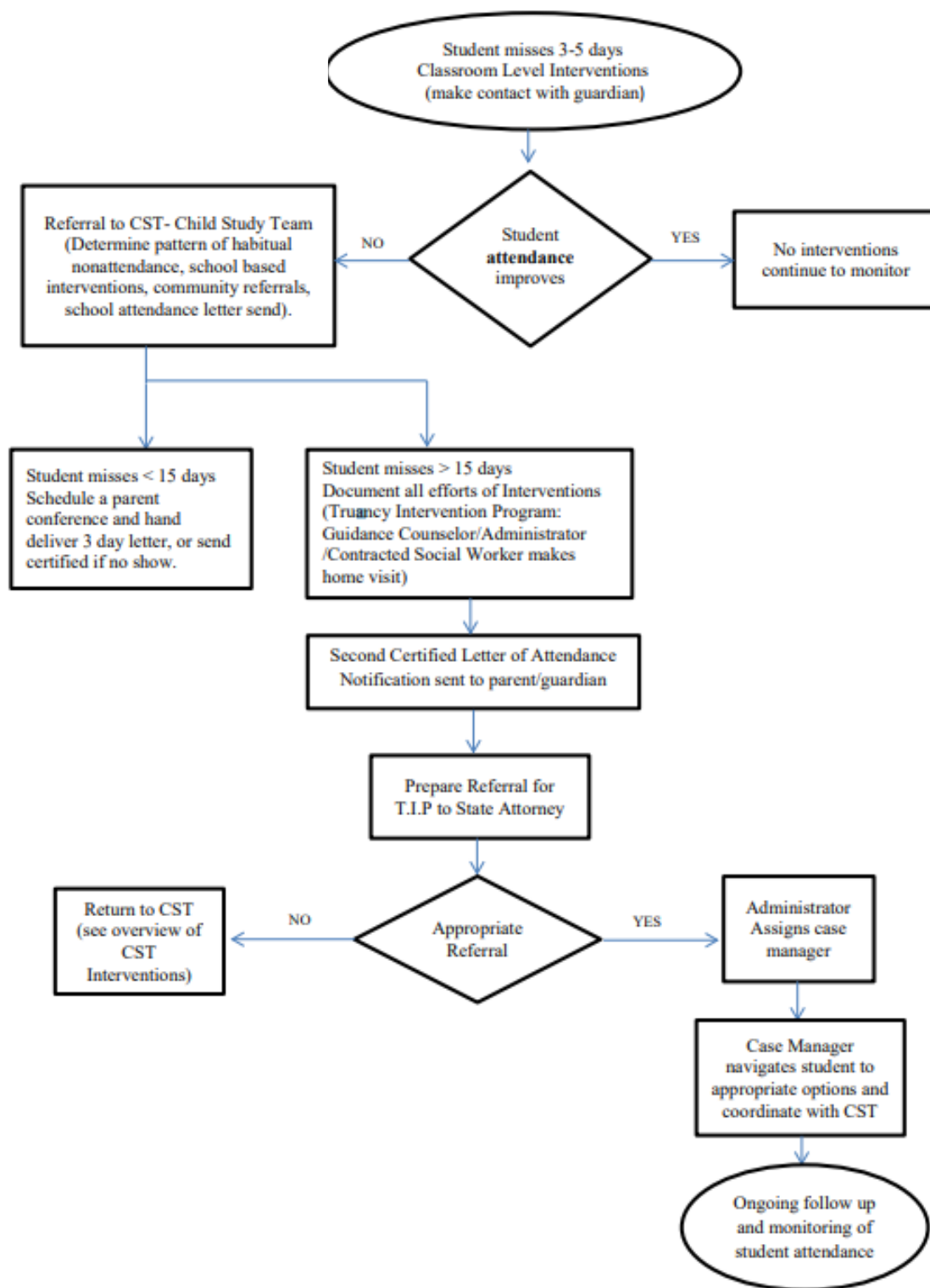
Students are not allowed to leave campus without permission from an administrator. Parents must request early sign out through the school office by phone or in person. Schools will establish procedures for early release to ensure a secure campus for dismissal. Repeated early sign outs may count toward a pattern of non-attendance, which could indicate truancy. The same criteria used to determine an excused absence and an excused tardy will be used to determine whether an early sign out is excused or unexcused.

V. Reasons Why an Absence, Tardy, or Early Sign Out Will Be Excused

An absence, tardy, or early sign out will be excused if it occurs for one of the following reasons: personal illness, illness or death in the student's family, religious holiday, medical or dental appointment, court-related activity, or educational opportunity approved by the principal.

DAS follows the truancy process as outlined in the following chart on the next page:

CHARTER SCHOOL TRUANCY PROCESS



Reporting

Absences

Parents/guardians need to report their child's absence by completing the Google Form available on the [school's website](#) by 12:00 PM on the day of the child's absence. If you do not report your child's absence by that time, you will be contacted via email by the school to find out the reason for your child(ren)'s absence.

Reporting Tardies

All parents/guardians must come into the school office to check in their child when they arrive late. You will be required to fill out a tardiness Google Form explaining the reason for your child(ren)'s tardiness.

Reporting Early Sign-Outs

All parents/guardians must come into the school office to sign out their child when picking them up early for any reason. You will be required to fill out an early sign-out Google Form explaining the reason for your child(ren)'s early dismissal.

Habitual School Tardy

3 Unexcused Tardies in One Quarter (9 week period)	1st Offense: School representative will make formal, documented contact home advising parents/guardians of tardies and explanation of next offense
5 Unexcused Tardies in One Quarter (9 week period)	2nd Offense: Students will receive an administrative consequence until tardies subside
More than 5 Unexcused Tardies in One Quarter (9 week period)	3rd Offense: Students will lose the opportunity to participate in special events, clubs, and/or field trips as determined by the truancy team.

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 and the Department of Children and Families may be notified.**

Class Tardy

Students are expected to be in their assigned seats when class begins. If a student has checked in late to school through the Front Office, the student should have a **"tardy slip"** to class from the Front Office. Repetitive tardiness to school will result in students receiving disciplinary consequences based on the **Habitual School Tardy chart above**. Students who are late to class will receive tardy conduct points as outlined in the code of conduct.

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 and quizzes 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 must complete the Google Form and 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.**
-

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

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 (elementary only), conduct points, withholding of privileges, parent contact, and administrative contact.

Teachers, in response to **minor** violations in or outside the classroom, will take the appropriate steps 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 Students' 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 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. **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	In School Suspension (I.S.S.)
10 – 15 conduct points/week or more	Out-of-School Suspension (O.S.S.)
16 or more conduct points/week: Referral Form for not following school rules	Consequence will be determined by school administration

Administration will review the recorded Conduct Log quarterly and assign consequences as follows:

0 - 9 conduct points/quarter	No consequences assigned
10 conduct points/quarter	Warning letter
11 - 15 conduct points/quarter	Loss of quarterly incentive
16 - 20 conduct points/quarter	Removal from other special events, clubs, and/or field trips based on administrative discretion
21 or more conduct points/quarter or more	Mandatory parent meeting with school administration team to determine future at DAS

Parents will be contacted with an email or a letter sent home with the student, or the U.S. Mail (if needed), regarding the assigned consequence for warning letters, lunch detention, ISS, OSS, and/or disciplinary referrals.

Minor Violations (Class I Offenses)

Minor violations listed below are not exhaustive and subject to change at any time at the discretion of the Administration. Different violations carry different conduct points ranging from 1 to 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	Consuming food or beverage outside of the cafeteria or designated eating area.	1
1.6	No Agenda	Not having an 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 the teacher. If a student has an incomplete assignment due to refusing to participate in learning, it is up to the teacher's discretion to apply a penalty to the student's assignment including giving a zero. A make-up may not be provided to students.	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. Students will not be permitted to go to 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
1.19	Unapproved beverages	Water is the only permitted beverage outside of the cafeteria. Students who have any other liquids other than water anywhere else in the school are in violation of this policy.	1

Repetitive minor violations recorded in the Conduct Log will result in students being classified as a chronic behavior concern. 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 behavior concerns 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. 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 alternate consequences than those described below 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 or Recess Detention
- c. Restitution

- d. In-School Suspension (ISS)
- e. Out-of-School Suspension (OSS)
- f. restorative tasks
- g. 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
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
2.17	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property or property of others 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, 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
2.20	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
2.21	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
2.22	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
2.23	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
2.24	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
2.25	Inappropriate use of School Technology: Visiting non-school or non-academic related websites during class instead of working on school-related activities, including social media sites, YouTube, gaming sites, online shopping, etc.	Step 1	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	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
3.11	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
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. This includes vaping.	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	Step 1
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 3	Step 1
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 3	Step 1
3.28	Larceny/Theft Over \$300: The act or attempted act of taking, carrying, leading, or riding away with 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	Step 7
3.30	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 2	Step 3	Step 4	Step 4

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, airsoft 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), slingshot, 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 to the school board of Pinellas County, receive the most severe consequences and be referred to the appropriate law enforcement agency. DAS does not have the authority to expel a student from the school.

Searches and Seizures

As a safety precaution, DAS 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.

Discovery Academy of Science Charter School Anti-Bullying Policy

I. Purpose

The Discovery Academy of Science is committed to providing a safe, nurturing, and inclusive learning environment for all students, free from any form of bullying, harassment, or intimidation. This Anti-Bullying Policy is based on the Florida Statutes, specifically, Section 1006.147, also known as the "Jeffrey Johnston Stand Up for All Students Act." Our policy aims to ensure the physical, emotional, and psychological well-being of every student and to promote a culture of respect, responsibility, and empathy among all members of the school community.

II. Definition of Bullying

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It can involve, but is not limited to:

- Teasing
- Social exclusion
- Threats
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public or private humiliation
- Destruction of property

III. Cyberbullying

Cyberbullying: involves the use of electronic communication, such as e-mail, instant messaging, social media, or other digital means, to harass, threaten, or intimidate another person. Cyberbullying is prohibited and will be treated with the same seriousness as other forms of bullying.

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

IV. Reporting Bullying

Any student or employee who has experienced, witnessed, or has credible information about bullying is encouraged to report the incident to a school staff member, such as a teacher, guidance counselor, Dean of Students or an administrator. Reports can be made anonymously, and all reports will be taken seriously and investigated promptly.

No retaliation or reprisals shall be taken against any person who reports an incident of bullying.

DAS utilized the following online platforms to report anonymous tips:

- <https://www.sandyhookpromise.org/say-something-tips/>
- <https://getfortifyfl.com/>

V. Investigation and Intervention

School administrators will promptly investigate all reports of bullying and determine appropriate actions to address the situation. The investigation of a reported act of bullying or harassment is deemed to be a site-related activity and begins with a report of such an act.

The bullying investigation procedures are as follows.

- A. The principal/site administrator or designee selects a designee(s), employed by the school to initiate the investigation. The designee(s) may not be the accused perpetrator (person who was harassed or bullied) or the victimized.
- B. Each individual (the person who was victimized, alleged perpetrator, and witnesses) will be interviewed separately, and at no time will the alleged perpetrator and the person who was victimized be interviewed together.
- C. The investigator shall collect and evaluate the facts including, but not limited to:
 - a. description of incident including nature of the behavior; context in which the alleged incident occurred, etc.;
 - b. how often the conduct occurred;
 - c. whether there were past incidents or past continuing patterns of behavior;
 - d. the relationship between the parties involved;
 - e. the characteristics of parties involved (i.e., grade, age, etc.);
 - f. the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to bullying or harassment;
 - g. the number of alleged person(s) who bullied/harassed;
 - h. the age(s) of the alleged person(s) who bullied/harassed;
 - i. where the act of bullying and/or harassment occurred; and
 - j. whether the conduct adversely affected the education or educational environment of the student who was victimized or the work environment of the employee who was victimized.
- D. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
 - a. recommended remedial steps necessary to stop the bullying and/or harassing behavior;
 - b. a written final report to the principal/site administrator.

Regardless of whether the incident is considered substantiated or not, the parent will be notified in writing as soon as the investigation is fully completed. Consequences for bullying behavior are outlined in the DAS student code of conduct located inside the student-parent handbook and may include but are not limited to counseling, parent/guardian conferences, loss of privileges, detention, suspension, or recommendation of expulsion to the school district. Charter schools are not authorized to expel students. In cases where bullying is substantiated, the school will provide appropriate support for the victim and implement interventions to help the perpetrator change their behavior.

VI. Prevention and Education

Discovery Academy of Science will implement evidence-based bullying prevention programs and provide training for all school staff, including teachers, administrators, support staff, and volunteers. Students will participate in age-appropriate anti-bullying lessons and activities designed to raise awareness and promote empathy, kindness, and respect. Parents and guardians will be informed about the school's anti-bullying policy and encouraged to reinforce positive behavior and values at home.

VII. Hope Scholarship

After an official complaint is received, the parent or guardian is eligible to receive Hope Scholarship Form which will be provided by the principal or designee as soon as the complaint is received.

VIII. Policy Review

This policy will be reviewed and updated as needed in accordance with any changes to the Florida Statutes or best practices in bullying prevention and intervention. By adopting this policy, Discovery Academy of Science demonstrates its commitment to creating and maintaining a safe and positive learning environment where all students can grow and thrive.

Threat Assessments

DAS, in conjunction with Pinellas County Schools guidelines, follows a strict protocol when it comes to assessing threats made by students. If a student makes a direct threat towards another student or staff member's life we are legally obligated to immediately notify the Pinellas County Sheriff's Office (PCSO) and will do so every time, even in the case of casual threats made as jokes or "transient" threats. The DAS threat assessment team, in conjunction with PCSO, will then conduct a thorough threat assessment of the situation and the student. PCSO will also conduct a background check on the student and their family and may determine that they need to search the student's home. This entire process is implemented out of an abundance of caution to protect our students, staff and families.

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
- 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

Assemblies and School Events

Assemblies and school events such as quarterly incentives 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 or events in the future. Students who receive an OSS will not be able to participate in any assemblies or quarterly incentives for the rest of the school year.

Technology Acceptable Use Policy

The use of computers and other electronic devices, such as Chromebooks, is an essential tool for learning in today's classrooms. The school recognizes the need to provide students with access to technology and the internet to enhance their educational experience. However, to ensure that the use of computers and electronic devices is safe and productive, it is necessary to establish guidelines and rules that must be followed by all students. Students should respect all 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, email, write blogs or visit personal websites or social media pages on school computers. Students should not have food items or beverages on their desk or around any technology equipment.

General Guidelines:

- All students must adhere to the school's Code of Conduct and other policies regarding behavior and ethics.
- Students are responsible for the appropriate and legal use of technology resources and devices while on school property or when using school-provided devices at home.
- Students must not attempt to bypass or disable any security measures or filtering systems put in place to protect the school's network, equipment, or data.
- Students must not access or attempt to access any other student's or staff member's computer, files, or passwords without their explicit permission.
- Students must not install or download any software or applications onto school-provided devices without the approval of a teacher or school administrator.
- Students must report any issues, concerns, or violations of the AUP to a teacher or school administrator immediately.

Internet and Email:

- The internet is a powerful tool that provides access to vast amounts of information. However, students must use the internet in a responsible and ethical manner.
- Students must not use the internet to access or share inappropriate material, such as pornography, hate speech, or illegal content.
- Students must not use the internet to harass, bully, or intimidate others.
- Students must not use school-provided email accounts for any unauthorized or illegal activities, such as sending spam or phishing emails.
- Students must use appropriate language and tone in all electronic communications, including email, chat, and discussion forums.

Data and Privacy:

- Students must respect the privacy of others and their personal information. Students must not share personal information about themselves or others, including full name, address, phone number, or other identifying information.
- Students must not use school-provided devices or technology resources to access or transmit confidential or sensitive information without proper authorization.
- Students must not store or save any files or documents that are illegal, inappropriate, or violate copyright laws.

Consequences for Violations:

- Any violation of this AUP will be investigated by the school administration.
- Consequences for violations may include loss of computer or internet privileges, detention, suspension, or expulsion.
- Legal action may be taken for violations that are illegal in nature.

Misuse and Breakage of Equipment:

- Students must use school-provided technology resources and devices with care and responsibility.
- Students must not engage in any actions that may cause damage or harm to equipment, including but not limited to, dropping or throwing devices, tampering with hardware or software, or intentionally damaging equipment.
- If a student accidentally damages a device, they must report it to a teacher or school administrator immediately.
- Students may be held responsible for the cost of repairing or replacing equipment that is damaged due to misuse or neglect.

Consequences for Misuse and Breakage:

- Any student found to have intentionally damaged or misused school-provided technology resources or devices will be subject to disciplinary action.
- Consequences for misuse or breakage may include loss of computer or internet privileges, detention, suspension, or expulsion.
- Students may be required to pay for the cost of repairing or replacing damaged equipment.

By signing the family contract, you acknowledge that you have read, understand, and agree to the terms of this AUP. You understand that your use of school-provided technology resources and devices is a privilege, and that failure to comply with this AUP may result in consequences as described above.

Hallways, Breezeways, Restrooms, & All Common Areas

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have their agenda with a signed hall pass from an authorized staff member. Students who are found in the halls without their agenda/passes will be subject to disciplinary action. These areas are 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 restrooms
- You may not run in the halls, lunchroom, and restrooms
- 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, restrooms, 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 Threat Drills

Every year Pinellas County Schools conducts active threat safety drills. These training sessions are required by state law. The primary purposes of 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 Threat 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.

Emergency Drills

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 announcement by the appropriate administrator will be giving students the all-clear for returning to class.

DESCRIPTION OF DISCIPLINE OPTIONS

Withholding of Privileges (WP):

The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by the Dean of Students, grade level administrators or by the teacher if it is a classroom activity.

Lunch or Recess 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.

Restorative Tasks (RT):

Students are 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 restorative tasks during ISS. For your reference, a student's ISS may be rescheduled or relocated to different locations throughout the school building, including being placed in a different teacher's classroom as needed depending on space and staff availability. **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 after school 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 a student's permanent discipline transcript.

Academic and/or Behavioral Contract:

Students who have been given consequences based on the disciplinary cycle in any category may 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.

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 in incentive activities to recognize such behaviors based on the number of Tiger Bucks they have accumulated. 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.

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 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. Students will be recognized on a designated day each month.

INSTRUCTIONAL PROGRAM

DAS curriculum is guided by Pinellas County Public School and the FLDOE 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 grade level administrator. 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 information from the Internet (i.e. “cutting & pasting”, etc.) or any Generative Artificial Intelligence (GAI) source such as ChatGPT or similar GAI source without permission or 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 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 staff member directly and arrangements will be made.

We encourage parents to communicate regularly with their child’s teacher regarding their academic progress and any concerns they may have. Before requesting a conference with an administrator, parents are encouraged to first conference with the teacher to discuss any issues or concerns. Teachers are best equipped to provide information and insight into their child’s academic performance and can work collaboratively with parents to address any concerns. If a parent is unable to resolve a concern with the teacher, they may request a conference with an administrator. However, we ask that parents make every effort to work with the teacher first, as this will help to promote a positive and productive learning environment for all students.

Parent-Teacher Partnership

DAS values parents as a vital part of a child’s education. Parents influence children’s attitude about learning and support their education at home. Additionally, research shows that parents’ engagement in child school and parent-teacher partnership promotes students’ educational outcomes. Therefore, parents and teachers should maintain a good working relationship to help students obtain the best possible education. In order to create a strong parent-teacher partnership, we expect our parents to...

- Let your teacher know about your child; strengths, interests, study habits, your and your child’s short and long term goals.
- Stay on top of your student’s progress via DAS Connect and attend school-wide events like parent teacher conferences (PTC), parent university events, award ceremonies etc.
- Like every relationship there will be times that you disagree with your child’s teacher but
 - ✓ Be positive in your communications with your teacher
 - ✓ Create a problem-solving relationship; contact your teacher first for questions, suggestions or concerns before reaching out to the administration.
 - ✓ Avoid making negative comments about your teacher when your child is around. Making negative comments about any school personal, especially about your teacher(s) will cause your child to lose respect toward them and eventually affect him/her academically and behaviorally.

Parents are knowledgeable about rules and routines at home, while teachers are knowledgeable about classroom expectations. So, parents and teachers share responsibility for solving problems at home and school. They communicate clear goals, strategies and expectations to students and work toward the same outcomes.

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.

Academic Grading Scale

Kindergarten	Grades 1 – 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. Progress reports are generated digitally and can be accessed via student and parent dashboards on DAS Connect. Report cards are generated digitally as well as printed and sent home. 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, the assignment will be marked missing, which is a grade of 0%.

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, parents should attempt to obtain the copy and directions of completion from the DAS Connect and must communicate with the teacher prior to contacting the school administrator in regard to grades and other issues related with homework. Teacher's email is available and daily assignments are posted on DAS Connect on our website: 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 will result in conduct points. Students who repeatedly receive conduct points for unpreparedness for class will be given appropriate consequences 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 or workbook will be permitted to use one during classroom instruction however, they will not be permitted to take the text home for homework purposes (*refer to **TEXTBOOKS** section*) and may receive conduct points until the student and family has paid to replace the lost textbook or workbook.

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. Students in third grade must successfully complete the 3rd Grade Portfolio and/or score a level 2 or above on the FAST ELA test in order to be promoted to 4th grade.

Promotion from Elementary School to Middle School

Students entering middle school must have successfully completed the requirements and standards of the elementary school program and demonstrated adequate reading ability as specified in the elementary promotional guidelines in Board policy or shall have been administratively promoted by the elementary school.

Promotion and Retention of Middle School Students

1. Promotion of middle school students shall be based upon their achieving minimum standards as identified in program objectives and meeting the required number of courses. Each middle school student who performs below the minimum performance expectation level on the statewide standardized Reading and/or Mathematics assessments will receive remediation.

For promotion to high school, an eighth grade student must successfully complete three (3) courses in Language Arts, three (3) courses in Science, three (3) courses in Social Studies, and three (3) courses in Math. All courses must be at the middle school level or higher. No students may be assigned to a grade level based solely on age or other factors that constitute social promotion.

2. Basic Course Requirements for Promotion/Retention

- a. Promotion to grades 7 or 8: To be promoted from grade to grade within the middle school program, a student may fail only one (1) basic course. The student will be required, however, to pass the course either during the following year or in the extended learning/course recovery program or its equivalent.
 - i. If a sixth or seventh grade student fails two (2) basic courses, the student may be promoted upon passing one (1) course in the extended learning/course recovery program and taking one (1) course during the following school year.
 - Recommendation to reflect that the student be retained – if he/she has not taken advantage of either the extended learning/course recovery program or its equivalent.
 - ii. If a sixth or seventh grade student fails three (3) basic courses in an academic year, the student will be retained at the same grade level or will be promoted upon passing two (2) courses in the extended learning/course recovery program and taking one (1) course during the following school year.
 - Recommendation to reflect that the student be retained – if he/she has not taken advantage of either the extended learning/course recovery program or its equivalent.
 - iii. If a sixth or seventh grade student fails more than three (3) basic courses within an academic year, the student will be retained.
- b. Promotion to High School: If an eighth grade student fails one (1) or more core courses, the student will be retained or will be administratively promoted upon passing the course(s) in the extended learning/course recovery program.
 - i. Promotion from a middle school to a high school is contingent upon the student's passing not fewer than twelve (12) core courses (3 courses each in Language Arts, Math, Science & Social Studies). Students who pass the required courses will be considered to have demonstrated adequate progress for promotion to ninth grade.
- c. In all instances the parents' input shall be solicited and considered for purposes of promotion, retention, and challenged promotion; however, the decision to retain, accelerate, promote, or place a student in an alternative program shall be based upon the professional judgment of the principal and staff, with the principal having final jurisdiction.

Recognition

Students are formally recognized once a year for outstanding student achievement as outlined below:

- **Principal's Honor Roll** - Students achieving a weighted academic average of 95 or above in core subjects for students in 1st - 8th grade. For Kindergarten, students who achieve "excellent" in core subjects.
- **Honor Roll** - students achieving a weighted academic average of 89.5 to 94.4 in core subjects in 1st-8th grade. For Kindergarten three "excellent" and one "very good" in core subjects.
- **Achievement Roll** - students achieving a weighted academic average of 85 to 89.4 in core subjects in 1st-8th grade. For Kindergarten two "excellent" and two "very good" in core subjects.

Core subjects are Reading/ELA, Mathematics, Science & Social Studies. Calculations are based on absolute grades and are not rounded.

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 grade level administrator. 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 spots in the requested course or class. The final decision will be made by the Principal.**

Advanced Class/Course Placements

DAS closely monitors 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, a 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 makes appropriate class/course placement where a student may reach his/her highest natural potential.

The following are the academic criteria for the advanced class/course placements:

- FAST Progress Monitoring 3 spring 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

Being in an advanced classroom or course(s) does not guarantee that the student will be placed in an advanced class or course(s) next year. Teachers and grade level 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 & Workbooks

Textbooks for students are provided 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 purposes and may continue to receive conduct points for being unprepared for class until the textbook is replaced.

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. Students in violation of the dress code will receive conduct points as described in the handbook. If the violation is deemed severe then the office staff may provide the student with a uniform for the day, or the office staff will contact the parent to request a new uniform be sent to the school. If the uniform issues become repetitive, the student will be referred to the Dean of Students. The student will be required 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.

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 need to be worn with all pants and shorts OR the student's pants must have a sewn-in or attached band which can be tightened to prevent the pants from falling below the waistline. 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 (All top options listed below must be solid red or navy with the school patch):

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

All top options listed above (including undershirts) must be solid red or navy with the school patch (with no visible graphics, images, words, etc. anywhere on the top). Jumpers can also be khaki with a red or navy polo underneath. 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 shorts, pants, or skirt the student is wearing. If the student chooses to wear any of the items listed above in addition to the polo, the student **MUST** still be wearing a DAS polo 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 on school grounds.**

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, unless the pants have a sewn-in or attached band which can be tightened to prevent the pants from falling below the waistline. No cargo pants or pants with more than the standard number of pockets (2 in front at the waistline and 2 in the back).
- b. Form fitting leotard/spandex type clothing, or leggings, are not allowed unless the proper outer garments are worn over them and at the appropriate length.
- c. 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 from the knee. Students wearing the top of their pants or shorts below their buttocks will be given an Office Referral Form for improper exposure.
- d. Physical Education shorts are not permitted during regular school hours outside of PE class. PE shorts should adhere to the shorts guidelines above in regards to length. Shirts for PE should adhere to the dress down guidelines below.

4. Skirts or Skorts:

- a. Skirts or skorts must be either khaki or navy blue in color. The skirts and skorts must not be made of jeans. No splits are permitted in the skirt at all. 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, or pajamas must not be worn under the skirt or skort.
- c. Skirts or skorts must be no shorter than 2 inches below a students' arms' length when the student is standing relaxed with their arms at their sides.
- d. For modesty purposes, shorts must be worn under skirts. Tights or leggings may be worn under skirts instead of shorts. They must be blue, red, white, black, gray or the same color as a shirt. Leggings or tights with patterns are not permitted.

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.
- e. Open-heeled Crocs are not permitted.

6. Accessories:

- a. Belts (if worn) must be leather, braided leather, or fabric in the solid colors of black, brown, navy blue, 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. Students must wear the school-approved attire for P.E. classes. Approved attire is described as a DAS spirit shirt (of this year or previous years), a solid navy blue or red shirt with a school patch, or the normal school uniform top. The shorts must follow the length requirements of the normal uniform shorts. The shorts must be blue, red, white, gray, or black in color only.
- g. 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 only are permitted.
- h. Clothing with rips, tears, holes or frayed edges is considered inappropriate for school.
- i. 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.
- j. Extreme hairstyles are not permitted and should not attract undue attention. Students are not permitted to have designs shaved into their hair.
- k. Curlers, 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).
- l. Exemptions may be granted for religious purposes if approved in advance.
- m. 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 as well as leggings 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. Jeans with rips/holes on dress down days are allowed from at the knee and below (no rips above the knee).
- n. 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 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. Pajamas, costumes, and onesies may not be worn on dress down days.
- o. 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.
- p. Hats, caps, and sunglasses can only be worn outside, during outdoor activities per teacher discretion.

SERVICES FOR STUDENTS

After School Activities & Clubs

Several extra-curricular clubs and/or enrichment activities are offered for students. Nominal fees will 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 suspensions 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 removed from their club or 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 canceled 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

Before and After-School Care Programs

The before care program starts at 7:00 am. each morning and is available to students enrolled in the program Monday-Friday. The before care fees and applications will be available to parents interested in this program during the designated orientation day before the school year begins. At this time, only monthly registration is available. There are sibling discounts available for families with multiple students enrolling in the aftercare program. There will be no drop in's allowed. Please direct all inquiries to the main office regarding registration.

The After-School Care Program is established to accommodate parents who cannot pick up their students at the end of the school day. Students will be monitored under direct supervision of an adult and will be able to read, study, and complete homework and/or AR goals during this time. The aftercare fees and applications will be available to parents interested in this program during the designated orientation day before the school year begins. At this time, only monthly registration is available. There are sibling discounts available for families with multiple students enrolling in the aftercare program. There will be no drop in's allowed. Please direct all inquiries to the main office regarding registration. Parents will be charged a fee for aftercare services starting at a designated time each day that will be outlined in the aftercare application paperwork.

After School care programs are 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.

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 email, voice mail, or written request. A softcopy of the newsletter will be sent home weekly via email announcing upcoming school activities and events. Hardcopy versions will be available at the end of each week in the front lobby of the school. A report of students' grades and conduct is emailed daily via DAS Connect.

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 (from DAS) during the school year, may not be eligible to participate in field trips for the rest of the quarter or the rest of school year per the Dean of Students' discretion 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

Students may only be signed-out early from a field trip if there is an extreme emergency situation that deems it necessary. The parent must get permission from the Principal, Grade Level Administrator, or Dean of Students to do so.

School Sponsored Activities

From time to time, DAS 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. DAS students are not permitted to use the school microwaves. The cost for student lunch is announced at the beginning of the school year. Parents may prepay and add credit to their student's lunch account by visiting: <https://www.myschoolbucks.com> You will need your child's student I.D. to set up their student lunch account. This can be obtained by contacting the main office. Students or families interested in applying for free or reduced lunch should please submit an application by visiting: <https://www.myschoolapps.com> You will need your child's student I.D. to submit their application. This can be obtained by contacting the main office.

Multi-Tiered Support System (MTSS)

The purpose of the multitiered support system (MTSS) team is to identify and plan alternative instructional strategies for students who are experiencing academic, social, or behavioral problems. The MTSS team is a committee consisting of the referring teacher, the chairperson, and at least one other participant. Parents are invited to attend the MTSS process regarding their child. The MTSS process provides problem-solving strategies and instructional support for teachers and parents. Questions concerning the referral process should be referred to the appropriate grade level administrator.

Exceptional Student Education (ESE)

Discovery Academy of Science employs ESE and Gifted Teachers to provide services to students and provide support 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 for students that have paid for morning care. The earliest drop off time for elementary students is 7:30 am (as well as their middle school siblings). The earliest drop off time for middle school students is 8:00 am. DAS takes no responsibility for students who are dropped off before 7:00 am. **Students are not allowed to be dropped off before 7:30 am unless they have paid for morning care.**

When dropping off or picking a student up at arrival/dismissal time, please adhere to the following guidelines:

- Use designated lanes per the provided carline maps, including entrances and exits
- Keep your child(ren) in the car until a staff member opens the car door to supervise their safe exit from the vehicle
- Drop your child(ren) of ONLY at the designated drop off location
- Do not change lanes while in the carline for safety reasons

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 for elementary students and 8:25 for middle school students each day. Failure to do so could result in a student being marked as tardy.

Walkers

DAS takes no responsibility for student walkers. Students who wish to be walkers must receive written permission from the principal/designee. Students who are walkers may be required to sign out when walking home daily.

Skateboards, Roller Blades, and Scooters

Skateboards, roller blades, and/or scooters, are not permitted on school property without written consent from the parent/guardian and approval from the principal. Students who ride these items may be required to sign out when walking home daily.

Bicycles

Bicycles are permitted on school property. However, a student must park their bicycle in the designated area only. Students who wish to ride bikes to school must receive written permission from the principal. DAS takes no responsibility for student bikers. Students who are bikers may be required to sign out when walking home daily.

HEALTH AND SAFETY

Illness and Injury

DAS has personnel that are trained to administer medications and basic first aid at all times in the main office. In the event that your child is injured, has a medical emergency or is ill during school hours, the office personnel will make contact with a parent/guardian. If immediate attention is required for a medical emergency or injury, EMS will be contacted first. If your child has a medical concern that DAS should be aware of, please stop by or contact the main office to provide us with more information.

Over-The-Counter Medications

Aspirin, Tylenol, and other over-the-counter drugs are not provided to students via the school. Should you wish for your child to have access to these medications, you must provide a prescription, complete a student medication form and provide the office with new/unopened medication to keep on file for your child. You will be notified prior to any medication being administered to your child, if it is not a daily medication to be administered. The prescription for the student and medication must have the following:

- Student's first and last name
- Specific name of the medication
- Specific dosage to be administered
- Time the medication must be taken
- Frequency the medication should be administered (Daily, every 4-6 hours as needed, etc.)

Medication Policy

If a student must take medicine with present at school, the following procedures must be followed:

The medication to be administered by designated school personnel must be brought into school by a parent or guardian. **Please do not send your child to school with medication to give to school personnel. Only a parent or guardian should bring medication to the school for their child.** The school must have a prescription either faxed from the student's physician's office or brought to school by the student's parent/guardian. The school must also have a **Medication Administration Form** completed and signed by the student's parent/guardian.

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

- Student's first and last name
- Specific name of the medication
- Specific dosage to be administered
- Time the medication must be taken
- Frequency the medication should be administered (Daily, every 4-6 hours as needed, etc.)

In the case of prolonged need of medication, 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 and must be signed out by a parent/guardian if needed to bring home.

All medication will be kept in a secure location in the clinic.

Self-Administration of Medication

As a Pinellas County School rule, students are not allowed to carry any medication with them or on their person while in school. However, students with a physician's permission and specific documentation may carry and administer certain medications if **the**

following conditions are met:

- It is warranted by a potentially life-threatening condition such as Asthma or a severe allergy requiring an Epinephrine pen.
- The child's physician has deemed the medication necessary for the child to carry and has signed an **Authorization to Carry and Administer Form**.
- A **Medication Administration Form** is on file in the office signed by the student's parent/guardian.

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.

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 the 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 email 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 bookbag/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, student locker or in the designated classroom location. Bags may not be worn or carried during the school day. Elementary students are not permitted to wear or carry purses during school hours.

Cellular Telephones/Smartwatches/Electronic Devices

Although students are permitted to bring cell phones and smartwatches to school, it is not encouraged. If a student brings a cell phone or smartwatch to school, it may not be used inside the school building without permission from D.A.S. staff. The cell phone or smartwatch must be turned off before entering the school building and immediately placed in the student's book bag and in the student's locker. Students may not carry the phone with them during school hours (i.e.: in their pocket, purse, etc.) or wear the smartwatch during the school day. Students shall not use them, display them openly, or leave them in the "on" position during regular school hours. If a student is scheduled for an after-school activity, including but not limited to clubs and tutoring, their cell phone shall and/or smartwatch be kept off until such activity is over. Cell phones and smartwatches must be turned off and must be in a book bag during the school hours. The policy applies to any type of use, not just voice calls.

Cell phones and smartwatches may not be used during the school day to take photographs or to send or receive text messages. Students should check their cell phone and/or smartwatches before entering the building and make sure that it is in the "off" position. Students who are found in possession of a cell phone or smartwatch shall have the item confiscated by the resource officer or school administrator. The cell phone or smartwatch will only be returned to the student directly the first time and then after that 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, iPad, radios, and electronic reading devices (Kindle, Nook, etc.).

At no time shall DAS be responsible for theft, loss or damage to cell phones, smartwatches 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 the 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, active assailant, and other crisis emergency drills.

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 area. Students should check the box for lost articles. Unclaimed items will be donated to charity periodically 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. 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. Contact the office for more information.

Payment by Check

Parents may take care of monetary obligations by cash or check. Checks should be made payable to DAS. There will be a \$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 the 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 uses video and/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 designee

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

Classroom Celebrations/Parties

In order to ensure the safety of all students with allergies and other conditions and to minimize the disruption to the instructional environment, **students and families are not permitted to bring in food for birthday celebrations.** Student birthdays get recognized by their classroom teachers and in the morning announcements throughout the school year. There are also no food parties in general allowed in the classroom due to the reasons already stated and other safety concerns. At the discretion of school administration, classroom parties may be permitted for end of semester and end of school year celebrations. Throughout the year classrooms may also be recognized for celebrations with popsicle parties by the administration and this will be announced in the morning announcements.

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.