

*****Please sign, date, and return to your homeroom teacher by Friday, August 14th, 2026*****

SSCS FAMILY CONTRACT 2026 – 2027

Student's Name_____

Grade_____ Homeroom Teacher_____

I/WE, THE PARENT(S)/GUARDIAN(S) OF THE ABOVE-NAMED STUDENT, IN CONSIDERATION OF THE ENROLLMENT OF MY/OUR CHILD IN SEMINOLE SCIENCE CHARTER SCHOOL 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 SSCS.
- I will supervise my child's homework to ensure that all assignments are completed on schedule.
- I will keep SSCS 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 volunteer community 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 school.
- I understand that Seminole Science Charter School is governed by a Board of Directors.
- I understand that the SSCS administration has the authority to suspend or to recommend dismissing the student from SSCS 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 SSCS to help in correcting the student's behavior.
- I understand that it is my responsibility to stay informed of official announcements made through the SSCS weekly newsletter and/or the SSCS website at www.SeminoleScience.org.
- I understand that it is my responsibility to review my child's progress reports and quarterly report cards issued by the school by keeping up to date in Connect.
- 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 follow all drop-off and pick-up procedures and obey posted traffic signs while on SSCS campus.
- I will follow the attendance policy and ensure that my child is present for school each day.
- I will abide by the school's Code of Civility Policy, found on our website.

PARENT(S)/GUARDIAN(S)

I/We, the parent(s)/guardian(s) of the above-named student, have reviewed the Seminole Science Charter School 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 Seminole Science Charter School 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.

Parent/Guardian Signature_____ Date:_____

STUDENT

I have thoroughly reviewed and agree to abide by each of the policies, procedures, and expectations outlined in the Seminole Science Charter Schools Student and 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 dismissal from SSCS.

Student's Signature_____ Date:_____

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Directions: Families are expected to read and discuss the SSCS Student & Parent Handbook including the Code of Conduct, the Discipline Plan, and the SSCS Family Contract 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 14, 2026.**

Seminole Science Charter School

A Seminole County
Public Charter School

2026 - 2027

Student & Parent
Handbook

(Revised summer 2026)

Notice: It is understood that this handbook cannot cover every aspect relating to the functions, procedures, and policies at Seminole Science Charter School. Therefore, because SSCS is a Charter School in the Seminole County Public Schools System, any situation not specifically referred to in this handbook shall fall under the guidelines set forth by Seminole County Public Schools' Policies and Procedures according to the 2026-2027 Code of Student Conduct.

MISSION STATEMENT

The mission of Seminole Science Charter School (SSCS) 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 SSCS 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. At Seminole Science Charter School, we support each other, contribute to our community, and strive for excellence in all we do!

EMPOWERING STUDENTS THROUGH COMMUNITY, CHARACTER, & ACADEMIC EXCELLENCE!

DUE PROCESS AND STUDENT'S RESPONSIBILITIES AND RIGHTS

Student Responsibilities:

- To be caring and honest
- To do your best to learn and master all that you 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
- To adhere to due process procedures
- To maintain academic integrity in all self-produced work

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 your 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
- To have the right to due process

All students at SSCS are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the unacceptable student behaviors or conduct violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range from parental notification, isolation, detention, and emergency removal from a school activity, to suspension, dismissal, and criminal prosecution. In all instances, SSCS's policies and procedures governing due process for suspensions and dismissals will follow Seminole County Public Schools Board Policies. All students at SSCS have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

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

ATTENDANCE

Why is Attendance Important?

Regular attendance is crucial for student success. Being present in school not only helps students stay engaged with their learning but also fosters a sense of community and belonging. Each day in the classroom offers valuable opportunities for collaboration, discussion, and personal growth that cannot be replicated outside of school. By attending regularly, students build strong relationships with their peers and teachers, develop essential skills, and enhance their overall educational experience.

*All attendance-related explanatory notes from home or a doctor's office must be turned in to the front office within **TWO** days of returning from absence.*

Absences and Tardiness

SSCS recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

Excused Absences

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

- **Personal Illness:** Personal illness of the student or when attendance in school would endanger the health of the student or the health of others is excused. Upon the student's return to school, appropriate medical documentation is required within two days of the absence(s). Your parent or guardian should call the school each morning if you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian, or it will be an unexcused absence. The school may require a doctor's confirmation if the student has 3 or more medical excused absences.

Doctor's Note Requirement

To qualify an absence as excused for illness, injury, or medical appointment, the following criteria must be strictly met:

A written note from a licensed healthcare provider must include:

- Provider's signature
- Student's name
- Date(s) of excused absence
- Medical reason for absence
- Date student may return to school

Notes lacking any of the above elements including provider signature and duration will not be accepted. Absent such documentation, the absence may be classified as unexcused.

For absences of 3 consecutive days or more due to illness or injury, a healthcare provider note is mandatory to qualify as excused.

Documentation must be submitted within two (2) school days of the student's return following an absence. Submission via written note or electronic upload is acceptable.

School Accident Insurance Policy

The school maintains a Student Accident Insurance Policy covering injuries sustained during school-sponsored activities. This policy is supplemental to family personal health insurance; it does not replace it. Parents/guardians are hereby informed of the policy's existence and may request full details including coverage limitations, claim procedures, by contacting the school.

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

- **Legal Requirements:** Court order by a governmental agency mandating the student's absence from school is excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring a copy of the court order documentation.
- **Special or Recognized Religious Holidays:** Special or recognized religious holidays observed by the faith of the student. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **Weather or Environmental Conditions:** Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused. Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent/guardian.
- **Financial or Other Conditions:** Other absences to be determined by, and at the discretion of administration may be excused.

Unexcused Absences

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

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

Important – Student Absences

Vacations, Visa Appointments, Weddings, etc., are NOT considered excused absences. Please plan your leave of absences around school closures, such as Thanksgiving, Winter, Spring, or Summer Breaks. Students MUST be in school while it is in session per the State of Florida. Prolonged absences may result in forfeiting your student's spot at SSCS. Your student's teacher CANNOT approve extended absences. Please reach out to administration if you have questions concerning a specific prolonged absence.

Early Checkouts

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

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

Important Reminder: All students must be picked up through the designated carline during regular dismissal. Parents may not bypass the carline by coming to the front office unless they are signing out a student early from an after-school club or activity. Early pickups may not be conducted through the carline and must be processed through the front office. Families who enter the carline for an early pickup will be directed to exit and report to the front office.

School Tardy

A student is tardy when he/she arrives at school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period. Any student who arrives after the designated start time will be considered tardy. Tardy students must be escorted to the front desk by a parent and signed into school as late.

- **Excused Tardy:** Late arrival to school as a result of reasons defined herein as excused absences or because of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with court order shall be considered excused tardy if the sign-in procedure is followed. Students who are transported to school other than School Buses (if applicable) and arrive late to school by vehicles must have their parent(s)/guardian(s) come into the school office to sign the student in as tardy and provide the reason for the tardiness. For carpools arriving late, the driver responsible for the carpool that day must come into the school office and sign in each student as tardy and provide the reason for the tardiness. Once the student(s) have been properly signed in, they will get a "late slip" for admittance to class.
- **Unexcused Tardy:** Arriving late to school with or without the knowledge of parent/guardian, as a result of reasons such as oversleeping, missing the bus, car problems, traffic, baby-sitting, athletic workouts, or socializing, is considered unexcused. If the sign-in procedure is not followed the student(s) will be marked as unexcused tardy regardless of the reason for the tardiness.

Class Tardy

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

Class Cuts/Skipping

A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the office to do so. Students who become ill or need to see a counselor or administrator during class time should first report to class, obtain permission to be excused and 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.

Habitual School Tardy

Students who are unexcused tardy more than five (5) times in a calendar month or ten (10) times in a 45-day calendar period will be referred to the county social worker.

Truancy

Florida Statute 1003.27 provides that a parent or legal guardian who refuses or fails to have a child under his or her control attend school regularly, is subject to the charge of a second-degree misdemeanor, punishable as provided by law. A student who accumulates 15 or more unexcused absences within 90 days with or without the knowledge or consent of the student's parent shall be classified as a habitual truant. If a student becomes a habitual truant, the school administration shall refer matters to the Legal Services Department. Thereafter, the Superintendent may file a truancy petition with the circuit court. The Superintendent also may choose to refer truancy matters to the State Attorney's Office for criminal prosecution of the parent.

- **After 5 unexcused absences:** The parent/legal guardian will be contacted by the school administrator requesting a conference. After two reasonable attempts to notify the parent/guardian without response, the school shall send a notice to the parent/guardian by certified mail, return receipt requested.
- **After 10 unexcused absences:** A letter will be sent from the school administrator to the parent/legal guardian regarding attendance by certified mail, return receipt requested. In addition, a referral shall be made to the school social worker by the school administrator.
- **After 15 unexcused absences:** If a student becomes a habitual truant, the school administration shall refer matters to the Legal Services Department. Thereafter, the Superintendent may file a truancy petition with the circuit court. The Superintendent also may choose to refer any truancy matters to the State Attorney's Office for criminal prosecution of the parent. A letter will be sent from the school administrator to the parent/legal guardian regarding attendance.

Excessive excused absences also impact the educational program and may be handled as follows:

- **After 5 excused absences:** The parent/legal guardian will be contacted by the school administrator or his designee by telephone or parental conference regarding attendance when possible. If contact is unsuccessful, a letter will be sent by the school administrator.
- **After 10 excused absences:** A letter will be sent from the school administrator to the parent/legal guardian regarding attendance. In addition, the school administrator shall confer with the school social worker to determine whether a referral is warranted, at this time.
- **After 15 excused absences:** The school has the discretion to confer with the school social worker to determine whether any action should be taken to address the absences. When administrative actions taken to correct truancy have proven ineffective, the school system may file a truancy petition pursuant to the procedures in state attendance laws. A referral, if not already made, will be made to the school social worker by administration.

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 any missed work.

Assignments and class handouts are available on SSCS Connect and are available 24 hours a day – should a student be absent for any reason; they should access this information via the Internet. **Parents should not call or e-mail teachers or the Front Office asking for assignments.** A 48-hour notice to teachers must be extended as a courtesy for any requested assignments. Long term assignments given prior to a student's absence will be due on the original due date or upon the student's return to school. For students who have been absent, make-up tests will be scheduled at a time designated by the teacher.

Students who participate in International or Out of State Competitions will be excused from their assignments that are given on competition days.

Please be advised that consistent attendance is mandatory. Failure to maintain regular attendance may result in the loss of your child's seat or class assignment within SSCS.

As an independent entity, SSCS reserves the right to modify our policies as needed.

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.**
- **Uphold standards of academic integrity.**

In the Cafeteria

- No loitering in the cafeteria.
- Keep tables, chairs, and floors clean.
- Talk in a normal voice (classroom voice).
- No backpacks or computers allowed on the cafeteria tables during lunch.
- 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 open food or drink should be taken outside the cafeteria.
- No sharing of food without permission.
- No use of electronics during lunch.
- Cards and games are not allowed to be played during lunch.

At Group Assemblies

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

Regarding Technology Equipment in Computer Labs

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

In the Halls, Restrooms, other common areas

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

- Do not roughhouse, push, or wrestle.
- You may not eat or drink in halls and lavatories.
- You may not run in the halls, lunchroom, and 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 restrooms to a teacher or the office.
- You may not yell, scream, hit lockers, or make excessive noise while in these areas.

During an Emergency

Fire, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible, in an orderly fashion. Students must not talk, run, or push. A signal bell or the appropriate administrator will be given for returning to class. In any drill or real emergency, families will be notified via email, voice message, and on our social media pages.

Eligibility for Athletics, Clubs, and Competition Teams

To ensure a positive and respectful environment for all participants, students must meet the following criteria to be eligible for athletics, clubs, and competition teams:

- Maintain a minimum GPA of 2.5.
- Have no active referrals on record.
- Have no repeat offenses resulting in weekly conduct points with consequences in Connect.
- Demonstrate respect toward all staff members at all times.
- Maintain excellent attendance in accordance with our Code of Conduct.
- Students who are absent from school due to illness may not participate in any event on the same day.
- Attend all required practices, meetings, and events unless excused in advance.
- Exhibit good sportsmanship and teamwork both on and off the field or during club activities.
- Follow all school rules and policies during participation in any team or club activity.
- Communicate promptly with coaches or club advisors regarding any issues or absences.
- Refrain from the use of drugs, alcohol, or any prohibited substances while representing the school.
- Use appropriate language and behavior that reflects positively on the school community.

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 home and 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 is 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 SSCS 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.**

SSCS 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 SSCS 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 dismissal.**

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system-wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. SSCS 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 SSCS rules, or State laws related to these offenses, will be suspended or recommended for dismissal 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, and other sites used for school-sponsored activities.

What is FERPA?

- FERPA, or the Family Educational Rights and Privacy Act, is a federal law in the United States that protects the privacy of student education records. Here's a friendly overview of what FERPA is and how it's used in schools:
 1. **Rights Granted:** FERPA gives parents and eligible students (students who are 18 years old or older) certain rights regarding their education records. This includes the right to inspect and review records, request amendments to inaccurate records, and control the disclosure of personally identifiable information.
 2. **Education Records:** Under FERPA, education records include any records that are directly related to a student and maintained by an educational institution. This can encompass grades, transcripts, disciplinary records, and more.
 3. **Consent for Disclosure:** Schools must obtain written consent from parents or eligible students before disclosing personally identifiable information from education records, with some exceptions (like in cases of health and safety emergencies or when transferring schools).
 4. **Directory Information:** FERPA allows schools to designate certain information as "directory information," which can be disclosed without consent unless parents or eligible students opt out. This might include a student's name, address, phone number, and participation in school activities.
 5. **Compliance:** Schools must comply with FERPA regulations to receive federal funding. This means they need to have policies in place to protect student privacy and inform parents and students of their rights under the law.
 6. **Training and Awareness:** Schools often provide training for staff on FERPA requirements to ensure that everyone understands how to handle student records appropriately and maintain confidentiality.

Overall, FERPA plays a crucial role in safeguarding student privacy while ensuring that families have access to important information about their children's education. If you have any more questions about FERPA or its implications, feel free to ask!

Minor Violations Discipline Cycle

Teachers will take appropriate classroom-based interventions in response to minor behavioral violations and will document those interventions in SSCS Connect, allowing parents to monitor the behavioral supports and interventions provided to their child.

If minor behavioral violations continue, Conduct Points may be issued. Student violations will be recorded by teachers or other staff members using the computerized Conduct Log system. Conduct Points may be issued anywhere on campus by any school employee and serve as a means of communicating student behavior to parents. Parents and students will have online access to this information through SSCS Connect.

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

1 - 3 conduct points/week	No consequence assigned
4 - 6 conduct points/week	Lunch Detention
7 - 9 conduct points/week	Work Detail/Other
10 - 12 conduct points/week	Administrative Detention/ Other
13 – 15 conduct points/week or more	In School Suspension (I.S.S.)/Saturday detention
16 or more conduct points/week: Disciplinary Referral Form for not following school rules	Consequence based upon Class II Offense

Progressive System for Minor Consequences

This system is designed to protect the school's mission and community by ensuring consequences are proportional and increase only if behaviors do not change. It aims to maintain a safe and orderly environment without being excessively punitive. Students that continue to receive minor consequences will receive the following consequences after specific numbers of repeated violations:

STEP 1: After 5 minor consequences	Move automatically to STEP 2 for each consequence (Work Detail/Other, Parent contact)
STEP 2: After 10 minor consequences	Move automatically to STEP 3 for each consequence (Administrative Detention, Parent Conference, Behavior Contract)
STEP 3: After 15 minor consequences	Move automatically to STEP 4 for each consequence (ISS/Saturday Detention, Parent Conference, Special Work Assignment, Campaign Project)
STEP 4: 16+ minor consequences	Referral for repeated misconduct, Out of School Suspension, Parent Conference

Example: If you have already been issued 5 lunch detentions for excessive conduct points, you will no longer be assigned lunch detentions as a consequence. You will automatically be assigned a Step 2 consequence each time. After 10 consequences, you will automatically be assigned a step 3 for each consequence, and so forth.

Minor Violations (Class I Offenses)

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

	Offense	Description	Max Point
1.00	Toys/Play Items	Bringing toys, stuffed animals, dolls, toy cars, and other play items to school.	1
1.01	Line Breaking	Breaking out of place or cutting in front of another student when class is lined up inside or outside of the school building.	1
1.02	Chewing gum	Chewing gum.	1
1.03	Dress code	Violation of the Uniform Dress Code.	1
1.04	Eating or drinking in unauthorized	Eating or drinking in unauthorized areas.	1
1.05	No Hall Pass	Not having a hall pass during school hours.	1
1.06	Refusing to participate in learning	Refusing to participate in learning: sleeping or not participating, etc.	1
1.07	Unprepared for class	Unprepared for class – not bringing the needed materials described in the course syllabus to class each day.	1
1.08	Body Art	Any body art on to include but not limited to temporary tattoos, marker paintings, etc. are not allowed. Student will not be permitted to go the class until it is cleaned.	1
1.09	Behavior That Puts Safety at Risk	Behavior That Puts Safety at Risk	2
1.10	Cafeteria misconduct	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.)	2
1.11	Classroom Disruption	Any other minor act of misconduct which interferes with the orderly operation of the classroom including but not limited to excessive or disruptive talking, throwing objects, verbal exchanges, arguing, passing notes.	2
1.12	Failure to follow directions	Failure to follow directions: Insubordination, refusal or failure to comply with a direction or an order from a school employee.	2
1.13	Hall disruptions	Hall disruptions (including but not limited to yelling, shouting, screaming, banging on lockers, and/or running)	2
1.14	Horseplay	Horseplay, roughhousing, wrestling, pushing, scuffling, or acting out.	2
1.15	Tardiness	Repeated late arrival to school or class.	1
1.16	Disrespectful or rude behavior	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student.	3
1.17	Vulgar, unprofessional language	Profane, Obscene, or Abusive Language/ Materials: The use of either oral, written or bodily language (including designations, abbreviations that connote offensive meaning), electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity.	3

Repetitive minor violations recorded in the Conduct Log will result in students being classified as a Student with Chronic Disciplinary Issues. Appropriate support will be provided to resolve the behavior issues within the Multi-Tiered System of Supports team (MTSS) problem solving framework. However, the principal may refer chronic disciplinary students to the School Board to be dismissed from the school to protect the learning environment of other students at any time during the MTSS process.

MAJOR VIOLATIONS DISCIPLINE CYCLE

Major violations (Class II-IV) of the student code of conduct result in a Disciplinary Referral Form. The Disciplinary Referral Forms are investigated, and consequences are assigned by the administrator. Parents are notified of the consequences by either phone call, notice letter sent with student, or email. 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 the 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.

	Infractions	WD/Lunch Detention	Restitution	ISS (1 day)	ISS (2 days)	ISS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
2.01	Repeated Misconduct of Class-I violation: Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.	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 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 Class I)	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	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.04	Forgery: The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.05	Gambling: Any unlawful participation in games (or activities) of chance for money and/or other things of value.	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.06	Insubordination/Open Defiance: Either verbal or non-verbal refusal to comply with school rules or directions from school staff.	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

	Infractions	WD/Lunch Detention	Restitution	ISS (1 day)	ISS (2 days)	ISS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
2.07	Intimidation/Threats: The verbal or physical threat to do harm or violence to another student(s) or to the property of another person. Any verbal, written, or printed communication 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	Step 8
2.08	Stealing (under \$50): Taking the property of another person or school without permission.	Step 1	M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
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	Step 8
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, name calling with profanity, purposeful exclusion, slander, and verbal cruelty.			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.11	Other Serious Misconduct: Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Class I.	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.12	Physical Contact: Offensive, unwanted and/or inappropriate touch	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.13	Dangerous/Unsafe Acts: Behave in such a way as could reasonably cause physical injury to any person or property without intent to do such harm.	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.14	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 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.15	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 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.16	Simple Battery: Any actual and intentional pushing or striking of another student against the will of the other student.			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.17	Leaving class without permission or not reporting to the designated area on time.	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

	Infractions	WD/Lunch Detention	Restitution	ISS (1 day)	ISS (2 days)	ISS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
2.18	Skipping or cutting class or activity: A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the administration to do so.	Step 1		Step 1	Step 2	Step 3-8					
2.19	Use of profanity, 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	Step 8
2.20	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property including act of defacing with graffiti, keying, or scratching a car or trashing a room resulting	Step 1	M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.21	Providing False and/or Misleading Information – Intentionally providing false information to a school employee including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, readmit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.22	Possession of Firearm Facsimiles – Possession, sale, or discharge of any facsimile, or toy-type replica of a firearm or empty shell,	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.23	Encouraging Major Violations of Code of Conduct. Consequences contingent upon rules violated.	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.24	Lewd, Indecent, or Offensive Behavior – Any behavior offensive to common propriety or decency, including, but not limited to, “mooning,” offensive touching, indecent exposure, possession, distribution, or display of obscene or “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	Step 8
2.25	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 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.26	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
2.27	Possession of Stolen and/or lost property with or without knowledge or not returning found items to the authorities.	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.28	Cheating/Plagiarism: Willful or deliberate or unauthorized use of the work of another person for academic purposes, or unauthorized use of notes, generative AI, 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

2.29	False and/or Misleading Information: Intentionally providing false or misleading information to or withholding valid information from a school district employee.	Step 1		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.30	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 - Warning	M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2.31	Mistreatment / misuse of school, personal or others' properties. The willful or malicious act of misuse or mistreatment of property such as littering, wasteful use or unauthorized possession.	Step 1	M	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

***M: Mandatory**

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.

	Infractions	WD/Lunch Detention	Restitution	ISS (1day)	ISS (2 days)	ISS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.01	AWOL: Leaving school grounds or the site of any school activity without permission.					Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
3.02	Technology tempering: 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 2	Step 3	Step 4	Step 5
3.03	Battery: When one student physically attacks another student with the intent to do bodily harm.						Step 1	Step 2	Step 3	Step 4	Step 5
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.		M				Step 1	Step 2	Step 3	Step 4	Step 5

	Infractions	WD/Lunch Detention	Restitution	ISS (1day)	ISS (2 days)	ISS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.05	Destruction of Property/ Vandalism (More than \$50): The willful or malicious destruction of school system property or the property of others.	M					Step 1	Step 2	Step 3	Step 4	Step 5
3.06	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class II)						Step 1	Step 2	Step 3	Step 4	Step 5
3.07	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						Step 1	Step 2	Step 3	Step 4	Step 5
3.08	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 2	Step 3	Step 4	Step 5
3.09	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 2	Step 3	Step 4	Step 5
3.10	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 2	Step 3	Step 4	Step 5
3.11	Illegal Organizations: Establishing or participating in a secret society on school property, at a school function, or at an extracurricular activity.						Step 1	Step 2	Step 3	Step 4	Step 5
3.12	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 2	Step 3	Step 4	Step 5
3.13	Smoking and Other Use of Tobacco Products: The possession, use, distribution, or sale of tobacco products on school property, at a school function, or extracurricular/co-curricular activity.						Step 1	Step 2	Step 3	Step 4	Step 5
3.14	Stealing (\$50 to \$300): The taking of the property of another without the permission of the person.	M					Step 1	Step 2	Step 3	Step 4	Step 5
3.15	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 2	Step 3	Step 4	Step 5
3.16	Possession of any instrument or object other than a firearm may be considered under this heading if there has been no threatening or intimidating display of the instrument or object.						Step 1	Step 2	Step 3	Step 4	Step 5
3.17	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 2	Step 3	Step 4	Step 5

3.18	Infractions Other Serious Misconduct: 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 may include, but is not limited to, providing false/misleading information to staff members, profanity, use of gang-related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person; repeated dress code violations; misuse of electronic items or computers; or the activation of a fire alarm without reasonable cause which, in the discretion of the principal, was not the result of a willful or malicious act.	WD/Lunch Detention	Restitution	ISS (1day)	ISS (2 days)	ISS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.19	Bullying/Harassment – Any unwanted and repeated written, verbal, electronic, or physical behavior, including threatening, insulting, or dehumanizing acts, by a student that is severe and pervasive and that creates an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation. Severe and pervasive behavior will be determined by the principal. Prohibited acts 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.						Step 1	Step 2	Step 3	Step 4	Step 5
3.20	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 2	Step 3	Step 4	Step 5
3.21	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 2	Step 3	Step 4	Step 5

	Infractions	WD/Lunch Detention	Restitution	ISS (1day)	ISS (2 days)	ISS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.22	Directing Obscene, Profane, or Offensive Language or Gestures to another student or 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 2	Step 3	Step 4	Step 5
3.23	Possession of a controlled object without intent to harm or use for personal protection						Step 1	Step 2	Step 3	Step 4	Step 5
3.24	Entering in an unauthorized area without permission						Step 1	Step 2	Step 3	Step 4	Step 5
3.25	Violation of the ISS Rules/Procedures						Step 1	Step 2	Step 3	Step 4	Step 5
3.26	Creating or organizing a conspiracy of any kind with regard to 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						Step 1	Step 2	Step 3	Step 4	Step 5
3.27	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 2	Step 3	Step 4
3.28	Making a false 911 emergency call from school or personal phones.							Step 1	Step 2	Step 3	Step 4
3.29	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.							Step 1	Step 2	Step 3	Step 4
3.30	False Fire Alarm: The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.								Step 1	Step 2	Step 3
3.31	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 2	Step 3
3.32	Inciting, Leading, or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or a School Function: The act of inciting, leading, or participating in any disruption, (including gang related activities or incidents with multiple participants) disturbance or other act that: interferes with the education process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others. This may also include any false accusation made by a student that jeopardizes the professional reputation, employment, or professional certification of employee.								Step 1	Step 2	Step 3

	Infractions	WD/Lunch Detention	Restitution	ISS (1day)	ISS (2 days)	ISS (3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-8 days)	OSS (8-10 days) /OW	OSS (10 days) /EXP
3.33	Larceny/Theft Over \$300: The act or attempted act of taking, carrying, leading, or riding away of property from the possession of another person. Included are pocket picking, purse snatching, and theft from a building, theft from a motor vehicle, machine or device which is operated by the use of a coin or token and all other types.							Step 1	Step 2	Step 3	Step 4
3.34	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 2	Step 3	Step 4

Zero Tolerance Violations Class IV Offenses

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 during a school-sponsored function or activity shall be recommended for dismissal by the school principal or designee, receive the most severe consequences, and be referred to the appropriate law enforcement agency:

	Infractions
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 dismissal.
4.05	Bomb Threats/Explosions: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property at a school function or extracurricular/co-curricular activity, or to the person in or on that property or attending the function. This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on school property or at a school function or extracurricular/co-curricular activity.
4.06	Other Weapons: The possession, use, or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person or to intimidate any person. Included in this category are objects such as BB guns or pellet guns, air soft guns, paintball guns and replicas of any gun or weapon, knives of any kind (including pocketknives), chains, pipes, razor blades, box cutter, machete, hypodermic needle(s), sling shot, spear, sword, ice picks, other pointed instruments, nunchakus, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, electrical/chemical weapons or devices, ammunitions, incendiary device. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.
4.07	Robbery/Extortion: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear.
4.08	Sexual Battery: Any sexual act or attempt directed against another person, forcibly, and/or against the person's will. The category includes rape, indecent liberties, child molestation, and sodomy.
4.09	Other: Any other intentional or wanton act which significantly harms or poses a realistic threat of serious harm to oneself or another person and/or which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include, hazing, hate crimes, bullying and harassment or the possession of drug paraphernalia.
4.10	Drugs/Distribution/Selling/Buying. The transmission or distribution, buying or selling of any drug or contraband substance, or the selling or transmitting of any substance represented to be of said nature.

DESCRIPTION OF DISCIPLINE OPTIONS

Lunch Detention (LD):

An administrator may assign administrative lunch detention to a student who fails to comply with school rules. Parents will be notified when administrative lunch detention is assigned.

Work Detail (WD):

A student is assigned a task to be completed within a given time frame or until the objective of the task has been met. Examples might include picking up trash or cleaning an assigned area.

Saturday School Detention (SSD):

Saturday School Detention is a formal disciplinary action that can only be assigned by the SSCS administrator and requires written correspondence to parents. Saturday School Detention is from 9am – 12pm on designated Saturdays, and will include time for completing written assignments, reading, as well as campus clean up and restorative practices. **All students assigned to Saturday School Detention must arrive on time, stay the entire time, must be in uniform, and ready to complete tasks required of them during this time frame.**

In-School Suspension (ISS):

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

Out-of-School Suspension (OSS):

Out-of-School Suspension is a formal disciplinary action that can only be assigned by the SSCS 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 SSCS of any student serving an out-of-school suspension. All students under out-of-school suspension are prohibited from participating in after school activities and therefore are not allowed to come on the school campus.** Students who receive an out-of-school suspension will not be able to participate on any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Out-of-school suspension assignments will be notated on student's permanent discipline transcript.

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.

Dismissal from SSCS (EXP)

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

Academic and/or Behavioral Contract

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

Alternative Behavioral Interventions

In some circumstances, traditional disciplinary consequences may not effectively address ongoing behavioral concerns. As part of the school's Multi-Tiered System of Supports (MTSS), alternative interventions may be implemented to help students successfully regulate their behavior and return to the learning environment prepared for success.

When a student's behavior significantly interferes with learning, safety, or the school environment, administration may determine that a temporary removal from campus is an appropriate intervention. This may include a parent being asked to pick up a student before the end of the school day, allowing the student an opportunity to reset and return the following day ready to meet behavioral expectations. In these situations, the absence from the remainder of the school day will not be considered a suspension unless otherwise specified by the administration.

For students demonstrating ongoing behavioral concerns despite previous interventions, additional supports may be considered through the MTSS process. These supports may include a delayed start to the school day, a shortened school day, or other individualized interventions designed to promote student success while minimizing disruption to the learning environment.

The implementation of these interventions will be determined on a case-by-case basis by school administration in collaboration with parents and appropriate school personnel. All interventions will be documented and monitored through the MTSS process to assess effectiveness and determine next steps.

REWARD SYSTEM

Students at SSCS are always expected to exhibit appropriate behavior. However, in an effort to encourage students to go beyond the expected behavior, students will be recognized for “doing good.” Some examples are, but not limited to:

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

Citizenship Award

Individual rewards will be planned for the end of each semester for SSCS students. Those students who have not received lunch detentions, Intervention Referrals, excessive conduct points, or Disciplinary Referrals during each semester are eligible to receive a **Citizenship Award** for excellence in behavior, depending on the number of positive behavior rewards and recognition points received.

Commendations

Positive Behavior Rewards will be awarded to students who are observed exhibiting behavior “**above and beyond**” expected behavior. Any SSCS employee who observes a student engaged in this type of exceptional behavior can issue a **Commendation Point**. These **Commendation Points** will not be noted on a student’s permanent discipline transcript. However, they will be entered on SSCS Connect for parental viewing.

School-Wide Rewards

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

Dress Down Days for Excellent Behavior – Dress down days are intended to reward students who have exhibited excellent behavior each month. Eligibility for participating in these Dress Down Days is based on receiving no disciplinary events during the previous month AND having not received any in-school suspension (ISS) or out-of-school suspension (OSS) during the school year. Students participating must follow the SSCS guidelines listed under the section **Dress Code**.

Student Incentive Passes – Student Incentive Passes are rewards designed to recognize and encourage positive behavior, character, leadership, and citizenship. As students earn Commendation Points, they may become eligible to redeem a Student Incentive Pass of their choice upon reaching designated point milestones. Available incentives may include privileges such as Dress-Down Passes, Hat Day Passes, Positive Phone Call Home Passes, Lunch Bunch Passes, Sit by a Friend Pass, and other school-approved rewards. Incentive options and point requirements may be adjusted throughout the school year at the discretion of the school administration.

Commendation of the Day – this award will be chosen at random from the commendation points entered into SSCS Connect the day prior. Commendation of the Day winners will be announced each morning on the announcements.

Star Student of the Month – **The Star Student of the Month** will be determined based on recognition points and teacher recommendation. **The Star Student of the Month** will be included in morning announcements, celebrated at lunch, in the weekly SSCS Newsletter, and on our social media sites.

INSTRUCTIONAL PROGRAM

SSCS curriculum is guided by Seminole County Public Schools and the FLDOE curriculum/guidelines. In order to provide excellent elementary, middle, and high school education, as outlined in our mission statement, SSCS enhances the basic Seminole County Public Schools curriculum whenever possible. If you have specific questions, please contact the Assistant Principal of Curriculum. Additional curriculum information can be found on our website: www.seminolescience.org, 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 SSCS are required to be in the student’s own words unless stated in writing by the teacher otherwise. Therefore, any copying of information from the Internet, use of generative AI, or any other source (i.e. “cutting & pasting”, etc.) 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 **Disciplinary Referral Form**. Please visit our website to peruse SSCS’ policy on AI.

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 three times a year, alongside testing and progress monitoring dates – check the school calendar for the specific date. Additional conferences may be requested at any time during the school year. If you would like to have a conference with any staff member, please contact the school and arrangements will be made.

SSCS Connect

Parents can see their children’s academic improvement, daily homework and assignments, projects, behavior and discipline records, and attendance records through SSCS 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 SSCS Connect on a daily basis to stay informed of their student’s progress.

Grading Scale

Academic Grading Scales Kindergarten – First Grade AND Elementary Specials*	Grades Two +
S = Satisfactory	A = 90-100
N = Needs Improvement	B = 80-89
	C = 70-79
	D = 60-69
* Grading scale has been updated this year to align with SCPS.	F = 59-0

Grading System & Reporting

Students receive progress reports every 5th week of each 9-week grading period and report cards every 9 weeks. Final grades for core academic courses are received at the end of each 9-week period. Parents should contact their child’s teacher if there are any questions concerning grades recorded or information contained on the child’s report card. The SSCS 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 SSCS. Completing homework will assist students in developing valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers assign homework that will foster individual learning and growth, and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is each student's responsibility to complete and turn in homework on time – if it is not, a grade of zero may be given at the discretion of the teacher. In case of conflict regarding homework assignments, the teacher's record is final. If students or their parents have questions about homework, immediately contact the teacher who assigned it. Teacher emails are available and daily assignments are posted on SSCS Connect on our web site: www.seminolescience.org. Teacher will respond to emails within 48 hours of being received.

Preparedness for Class

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

Promotion

At the end of each academic year students who have made satisfactory progress in academic subjects are promoted to the next grade level. SSCS will follow Seminole County Public Schools Student Progression Plans.

Academic Recognitions

Students are recognized on a regular basis and rewarded for their accomplishments. Outstanding student achievement in grades 2–12 is recognized each semester in three distinct categories:

Principal's Honor Roll – Students achieving a weighted academic average of 95.0 or above.

Honor Roll – Students achieving a weighted academic average of 90.0 to 94.9.

Achievement Roll – Students achieving a weighted academic average of 85.0 to 89.9.

For students in elementary grades, academic recognition is based on the average of core academic classes only. Special area classes are not included in the calculation.

For students in middle and high school, academic recognition is based on a weighted average of all courses. Core academic classes carry greater weight than elective courses.

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

Schedule Changes

Each student's schedule is carefully planned and developed based on the student's academic history and demonstrated abilities. **Modifications to the student's schedule can only be made if requested within the first two weeks of the beginning of the school year through the Academic Advisor.** Any requests made after this time may be deemed as disruptive to the regular routine already established, and therefore, may not be honored. Written permission from the parent is required for the change. The final decision will be made by the administration. Please check your students' schedule carefully during the first week of school to ensure the best placement for your student. Requests for schedule changes are not guaranteed due to availability, class size, prerequisites, etc.

Textbooks

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

High School Grading Policy

As Seminole Science Charter School (SSCS) expands to include high school, grading practices will align with the standards established by Seminole County Public Schools (SCPS). This alignment provides students with a grading system that is consistent with state expectations and supports college and scholarship readiness.

High School Grade Point Average (GPA)

GPA's will be calculated using the weighted grading scale shown below. Honors courses receive additional weight, while Advanced Placement (AP) and approved Dual Enrollment (DE) courses receive the highest level of weighting. Weighted GPA's may be used in determining academic honors, scholarship eligibility, and other school recognitions.

High School Unweighted Grading Scale

- A: 90 - 100% (4.0 quality points)
- B: 80 - 89% (3.0 quality points)
- C: 70 - 79% (2.0 quality points)
- D: 60 - 69% (1.0 quality points)
- F: 0 - 59% (0 quality points)

High School Weighted Quality Points by Course Type

For weighted GPA calculations, SSCS adds extra quality points per successfully completed half-credit or full-credit course.

- AP (Advanced Placement) and Dual Enrollment:
 - Weight: +1.0 extra quality point per course.
 - An A equals 5.0 points, a B equals 4.0 points, etc.
- Honors Courses:
 - Weight: +0.5 extra quality point per course.
 - An A equals 4.5 points, a B equals 3.5 points, etc.
- Standard / Regular Courses:
 - Weight: 0 extra quality points.
 - An A equals 4.0 points.

DRESS CODE

Seminole Science Charter School Uniforms

See the “Dress Code Do’s and Don’ts” and the “Dress Down Days Do’s and Don’ts” at the back of this handbook.

Only SSCS logo uniform polos and jackets provided by Risse Brothers or the sweatshirts and hoodies ordered through SSCS SchoolPay will be accepted at SSCS.

Uniform polos, jackets, and physical education clothing that is purchased elsewhere will not be accepted.

Students are expected to wear the SSCS uniform at all times 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 particular 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.**

Students who violate the uniform code will be allowed to call home for an appropriate change of clothing after obtaining administrator approval. Otherwise, the student will remain in the front office for remainder of the school day. The student’s parent will be notified of this violation. **Inappropriate attire jeopardizes the instructional climate and therefore will not be tolerated.**

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

- a. Students must be in complete uniform when they arrive at SSCS. All shirts must be tucked in shorts, pants, skorts, or skirts. Belts must be worn with **all** pants and shorts (kindergarten students are exempt from the belt rule.) 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 SSCS. Shirts must remain tucked in even after school, until they leave the school campus. This includes club times and waiting in the dismissal areas.

2. Top Options:

- a. Knit (polo) shirts must be a pique or jersey fabric in maroon or navy blue (elementary) red or navy blue (middle school), or gray or light blue (high school) and the school logo is required. These knit shirts can be either short sleeve or long sleeve. All knit shirts must be tucked in (able to see the belt/waistband) at all times to the short, pants, skorts, or skirt the student is wearing. All shirts must have the SSCS logo and be purchased from Risse Brothers only.
- b. Sweatshirts must be the appropriate color with the school logo. These sweatshirts are an economical alternative when students need to have additional warmth. When wearing a sweatshirt, the student must still be wearing another SSCS shirt underneath the sweatshirt – the sweatshirt cannot be worn alone. Sweatshirts may not be worn (tied) around the waist.
- c. Long Sleeve/Turtlenecks Shirts must be the grade appropriate color and the school logo is required. These long sleeve/turtleneck shirts must be tucked in (able to always see the belt/waistband,) to the short, pants, skirt, or skort the student is wearing. Long sleeve/Turtleneck shirts are permitted under school logoed polos in the following colors: navy, black, grey, or white. Long sleeve/Turtleneck shirts that are not school colors or have designs may not be worn under the short sleeve knit shirts.
- d. Vests & Sweaters must be the grade appropriate color and the embroidered school logo is required. Vest and sweaters must be a solid color with no graphics. Both the vest and sweater require that the student must still be wearing an SSCS shirt underneath – the vest and sweaters cannot be worn alone. Sweaters may not be worn (tied) around the waist.
- e. Polo Fleece must be the appropriate grade color and the embroidered school log is required. The fleece requires that the student must still be wearing an SSCS shirt underneath – the fleece cannot be worn alone. Fleece may not be worn (tied) around the waist.
- f. Outerwear/jackets must be navy sweatshirt/zippered fleece jackets with the SSCS logo from Risse Brothers OR the navy sweatshirt or hoodies ordered from SSCS (NO exceptions).
- g. **Hoodies (unless it is the SSCS approved attire,) are not permitted at school.**
- i. All top options must be purchased from the school’s designated uniform supply company, Risse Brothers.

3. Pants or Shorts:

- a. Pants or shorts must be either khaki or navy blue in color. Black pants are not an approved color of pants or shorts. All pants and shorts must have belt loops, and a belt must be worn through all the loops and fastened appropriately. Front pockets must be side seam pockets and back pockets must be sewn inside the pant or shorts – NO OUTSIDE POCKETS (CARGOES), PATCH POCKETS, NOR ADDITIONAL POCKETS ARE PERMITTED. Full length denim blue jeans may be worn as pants. THE FOLLOWING TYPE OF JEANS ARE NOT ACCEPTABLE NOR WILL THEY BE ALLOWED ON CAMPUS: JEANS SHORTS/SKIRTS, HOLES, TEARS, SHREDDING, OR INAPPROPRIATE PATCHES WILL NOT BE ALLOWED. Pants must not have patches or designs. Pants or shorts may not have rivets or brads, split seams at the bottom of the legs, nor flaps on the pockets. Material may not be suede or corduroy – it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant.
- b. Pants or shorts must be worn properly at the waist and not sag below the top of the hips. Pants or shorts may not be rolled up or folded up. Shorts must align or be longer than the tip of your middle finger when your arms are at your side. Pants, skirts or shorts must not fit too snugly; skinny leg style pants are not permitted. Students wearing the top of their pants or shorts below their buttocks will be given a Disciplinary Referral for improper exposure.
- c. Physical Education shorts are not permitted during regular school hours. Physical Education shorts must align with the tip of your middle finger when your arms are at your side and cannot be longer than the top of your knee when standing – no “long shorts” are permitted.

4. Skirts or Skorts:

- a. Skirts or skorts must be either khaki or navy blue in color. All skirts and skorts must not be made of jeans, suede or corduroy material. No splits are permitted in the skirt at all. Skirts and skorts must align or be longer than the tip of your middle finger when your arms are at your side. Skirts and skorts must not be rolled or folded at the waistband - students wearing their skirts or skorts too short will be given a Disciplinary Referral for improper exposure.

5. Shoes:

- a. Shoes must be closed-toed dress shoes or athletic shoes secured with laces, elastic or Velco.
- b. Shoes may not be overly patterned or have any special designs; they may not be bright or neon colored. Acceptable shoes colors include white, black, navy, grey, and brown. Other colors may be pre-approved by administration. Shoes must be worn at all times.
- c. 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. Shoelaces must also be white, black, navy, grey, or brown.
- d. BOOTS, UGGS, AND HIGH-HEELED SHOES ARE NOT PERMITTED - Heels on shoes may not be higher than one (1) inch. CROCS, ROLLER SHOES, “WHEELIES” or shoes with wheels are not permitted.

6. Accessories:

- a. Belts must be leather, braided leather, or fabric in the solid colors of black, brown or khaki only. Belts are required to be worn properly with all pants or shorts – this means that the belt must go through all the belt loops on the pants, be properly fastened or buckled, and the “end” of the belt must not be allowed to hang down (it must also go through the loops if there is excess). The belt must also be tightened enough to prohibit the student’s pants or shorts from sagging below the hips. Grommets, brads, excessive ornamentation, or large buckles on belts is not permitted.
- b. Socks, stockings, tights or hose may only be in school solid colors such as maroon, navy blue, black, white, or grey. Clear or skin-colored hose are also acceptable. Fishnet or other patterned stockings or hose are not permitted. Stockings, tights, or hose must cover the full length of the student’s legs and feet – leg warmers are not permitted. Leggings 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 are inappropriate for school and not permitted.
- e. Athletic outfits are not permitted in the school building, except in P. E. classes and Dress Down Days.
- f. Cosmetics and/or make-up should be age appropriate, appropriate for school, and not attract undue attention.
- g. Clothing with rips, tears, holes or frayed edges are considered inappropriate for school.
- h. Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk. Piercing other than earrings are prohibited. Hair accessories must not attract attention.
- i. Extreme hairstyles are not permitted (examples: Mohawk cuts, hair coloring other than standard frosting or natural highlighting) and should not attract undue attention.
- j. Hats, caps, curlers, headscarves, bandanas, doo-rags, combs, sweatbands, chains, sunglasses, tennis skirts, gloves, arm warmers, and coats are not to be worn during school hours (even on dress down days unless specifically noted).
- k. Exemptions may be granted for religious purposes if approved in advance.
- l. On dress down days, clothing that is revealing, such as short mini-skirts, short-shorts, tank tops, loosely fitting, low-cut blouses or halter tops, mesh shirts, or shirts exposing the midriff are not to be worn to school. Sleeveless shirts are not allowed. (Mainly applies to non-uniform days at school). Shirts must be worn buttoned up to second from top.
- m. On dress down days, all t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for students - i.e., alcohol and tobacco products, etc.). Administration approved school spirit t-shirts may be worn in lieu of school uniform t-shirt on Fridays only.
- n. All non-uniform issued outside coats and jackets or hooded apparel may not be worn inside the school building. All non-uniform issued outside coats and jackets must be put in the student's locker/backpack immediately upon entering the school building. The SSCS uniform designated uniform company includes an optional sweatshirt or zippered fleece for those students who need to have additional layers to remain warm.
- o. Hair accessories may not be worn to attract attention and must be small to moderate in size. Oversized bows and/or excessively decorated headbands are not allowed.

Exceptions to the uniform dress code shall be permitted only under one of the following circumstances:

- A student's parent requests reasonable accommodation to address the student's disability or medical condition. Such request shall be provided in writing and submitted to the principal for approval
- The wearing of clothing in compliance with the uniform dress code violated a student's sincerely held religious belief. Such students and the student's parents shall submit a signed affidavit setting forth the religious issues and the requested exemption to the policy.

SERVICES FOR STUDENTS

After School Activities

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

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

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

Students with outstanding lunch or after-care balances will not be allowed to participate in any type of fund required extracurricular academic or non-academic activities/events (including field trips, competitions, clubs, and after school events.)

AfterCare Program

The Aftercare Program is established to accommodate parents who cannot pick up their students at the end of the club period. Students will be hosted under supervision of an adult and will be able to read, study, and do homework during this time. The charge for this service is announced during the orientation day before school starts. Monthly registration for a discounted price will be available. The Aftercare program is provided until a specified time every day. Regardless of the situation, we will call the local authorities and give them custody of the student if the student is not picked up before the specified time provided in the after-school care packet. Neither SSCS nor the teacher assumes any responsibility for the welfare of the student. SSCS does not offer before school care and supervision starts at 7:15 am.

The Code of Conduct, school policies, and school rules apply to students at all times while on campus, including aftercare. All students who fail to follow those rules will be referred to the Dean of Students and consequences will be assigned. Three discipline referrals (during school or extended day care) will result in a student being suspended from the Aftercare Program for 5 days. On the fourth offense, the student will be dropped completely from the Aftercare Program.

Communications Between School & Home

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school's staff members via e-mail, written request, or by accessing the school's web page. A digital newsletter will be sent out weekly via e-mail announcing upcoming school activities and events. It is the responsibility of every family to read through these newsletters each week to stay up-to-date and informed.

Families are also encouraged to follow SSCS on our official Facebook and Instagram social media accounts for school news, event highlights, student celebrations, and reminders. While social media is a great way to stay connected with our school community, the weekly newsletter is the primary source of official school communication.

Field Trips

Field Trips offer exciting ways to learn. SSCS 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 (OSS) during the school year will not be eligible to participate in any field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. In addition, any student who has demonstrated the inability to follow rules may be prohibited from participating - this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable. For all field trips, you will be expected to follow these rules:

- You must abide by the SSCS Code of Conduct and Discipline Plan while on the field trip.
- You must follow the SSCS 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.

Lunch/Nutrition

Students may purchase a nutritious lunch provided through the school's meal service program or may bring a lunch from home. Lunch prices and payment procedures will be communicated to families at the beginning of each school year and are subject to change.

Families who may qualify for free or reduced-price meals should complete the appropriate application through the designated program identified by the school each year. Information regarding eligibility and the application process will be provided to families at the start of the school year.

Students bringing lunch from home should pack food in containers that are easy for them to open independently. While staff members are available to assist students as needed, choosing child-friendly containers helps ensure students have adequate time to enjoy their lunch. For safety reasons, glass containers are not permitted.

To promote consistency and minimize disruptions during the school day, fast food meals may not be brought to students or dropped off at the school during the day. Exceptions may be made for approved classroom celebrations or other special school-approved occasions.

Students may bring a snack to school for designated snack times. Snacks should be healthy, easy to eat, and not interfere with classroom instruction. Candy, soda, energy drinks, and other sugary treats are not permitted. Please send snacks that students can quickly and independently consume while continuing to participate in classroom activities.

Home Visits

Research has shown that home visits help with both academic and behavioral performance. The overall goal of home visiting is to help strengthen relationships between parents, teachers, and students. Home visiting programs are an effective way for teachers to get parents involved in their child's education and to let parents and children know how much they care. Therefore, SSCS encourages teachers to visit their students at their homes. Please contact your child's teacher directly or notify the front office to arrange a home visit.

Multi-tiered Systems of Support (MTSS)

The purpose of the student support team (MTSS) is to identify and plan alternative instructional strategies for students who are experiencing academic, social, or behavioral problems. The student support team is a committee consisting of the referring teacher, the chairperson, and at least one other participant. Parents are invited to attend the 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 an administrator.

Exceptional Student Education (ESE)

Seminole Science Charter School employs an ESE Staffing Specialist to provide consultation services to classroom teachers who serve special education students, as needed. SSCS 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 will photograph students in the school during the fall semester. Families will have the opportunity to purchase pictures through the contracted company.

TRANSPORATION

Car Riders

Students who are transported by car must be dropped off and picked up in the designated arrival and dismissal areas. The earliest drop-off time is **7:15 a.m.** SSCS is not responsible for students who arrive before this time.

To help ensure the safety and efficiency of arrival and dismissal, SSCS staff members and law enforcement personnel may be present to direct traffic and supervise carline procedures. Parents and guardians are expected to follow all instructions and directions provided by school personnel and law enforcement at all times. Your cooperation helps maintain a safe, orderly, and efficient environment for all students, families, and staff.

Walkers

SSCS takes no responsibility for student walkers. Due to limited sidewalks and high-volume traffic in the immediate area, walking is strongly discouraged. Parents/Guardians who desire for their child to walk to or from school, must sign a liability release at the beginning of each school year. This only applies to families that live within an acceptable radius of campus. This will be determined in collaboration with Administration.

Bicycles, Skateboards, Roller Blades, and Scooters

Bicycles, skateboards, rollerblades, and/or scooters are not permitted on school property without prior approval from Administration.

School Sponsored Activities

From time to time, SSCS 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.

HEALTH AND SAFETY

Illness and Injury

SSCS will have full-time clinic personnel or clinic trained staff on-site to provide basic first aid and administer medications as necessary. Any student who has been sent home from school with a temperature of 100.4 or greater OR stays home from school due to fever or vomiting, must remain home until they are fever and symptom free without the use of fever reducing medicine for 24 hours. NO EXCEPTIONS.

Medication Policy

The SSCS County Nurse must review any medication forms (157 form, 1552 form, 160 form,) **and** sign it before any medication is administered to the student **and/or** before the student can self-carry their medication.

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

Over-the-counter Medication Policy:

Any over the counter medication, including Tylenol, Aspirin, Motrin, Lactaid, Ibuprofen, etc. is not available through school. If you wish for your child to have access to these types of medications, SSCS must have the proper documentation in order to do so. For inquiries or questions, please contact the front office staff for assistance.

Self-Administration of Medication:

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

- It is warranted by a potentially life-threatening condition and advised by their physician **AND**
- A **Student Medication Authorization Form** (SCPS 157 form) is on file in the office signed by the student's parent, the physician, and the county nurse.

Elementary students are allowed to carry and self-administer the following items with a completed SCPS 160 form signed by a parent or guardian:

- Non-aerosolized sunscreen
- Non-medicated lip balm
- Non-aerosolized insect repellent

Middle and High School students are allowed to carry and self-administer over the counter medications with a completed SCPS 160 form signed by a parent or guardian with the following restrictions:

- Each OTC medication requires a separate authorization form to be completed
- All medication must be in it's original container and clearly labeled with student's name
- The amount of medication carried by the student should not exceed the daily dosage as recommended on the container label
- Medication must be administered in accordance with the instructions on the container label
- NO medications may be shared with any other student other than the authorized child

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

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

For self-carry, over the counter medications, students must only have the amount of medication that is needed for a school day. For self-carry, prescription medications, only inhalers, epinephrine auto-injectors, and pancreatic enzymes may be carried with approval from a physician marked on the SCPS 157 form.

Prescription Medication Policy:

Students are not allowed to administer prescription medications or store prescription medications on campus without the proper documentation on file. A SCPS 157 form, Student Prescribed Medication Authorization form must be completed by your child's physician AND have a parent or guardian signature and be signed by the county nurse before it can be administer to your student. In addition to the completed form, a parent or guardian must bring the medication in a sealed and labeled medication box with the script sticker attached. We are unable to accept any medication if the prescription expires before the end of the school year. Please make sure of the following when checking in a prescription medication:

- SCPS 157 form is completed in its entirety
- A parent or guardian must deliver and check the medication into the school
- The prescription must have script sticker on medication and up to date with the following: Name of student, full name of medication, directions concerning dosage, time of day to be taken and licensed healthcare provider's name
- The medication must be unopened
- Inhalers, Epinephrine auto injectors, or pancreatic enzymes are the only prescription medications that your child's physician may authorize your child to carry on their person in the specified area on the SCPS 157 form

Wellness Policy

In accordance with federal guidelines for schools providing the Federal Free and Reduced Lunch Program, SSCS 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 SSCS website www.SeminoleScience.org

GENERAL INFORMATION

Announcements

Official announcements are provided on our website – www.seminolescience.org - 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. SSCS encourages parent(s)/guardian(s) to check our website on a regular (daily) basis. The Governing Board, Administration, Teachers, and Staff at SSCS are dedicated to keeping our community informed.

Book bags and Backpacks

Students may use a Book bag/Backpack to transport school materials necessary for their learning experience to and from school. During the school day, however, SSCS requires that all book bags remain in the student locker, cubby, on the book bag wall hook, or in the designated classroom location.

Cellular Telephones/Electronic Devices

Pursuant to House Bill 1105, elementary and middle school students are prohibited from using cell phones and smart watches from “bell to bell.” High school students are disallowed from using their cell phones during school hours unless expressly directed by a teacher solely for educational purposes. Students caught using their cell phones or smart watches during the instructional day will be subject to disciplinary actions in accordance with the State of Florida and Seminole Science Charter School.

Although students are permitted to bring cell phones and wear smart watches to school, it is not encouraged. If a student brings a cell phone to school, it may not be used inside the school building without permission from SSCS staff. Students may not carry the phone with them during school hours (i.e. in their pocket). Students shall not use them, display them openly, or leave them in the “on” position during regular school hours. Cell phones must be turned off and must be in lockers/book bag during school hours. Additionally, smart watches must be on “do not disturb” or airplane mode during school hours. If a student is scheduled for an after-school activity, including but not limited to clubs and tutoring, the cell phone shall be kept off until such activity is over. This policy applies to any type of use, not just texts or voice calls. **Cell phones and smart devices such as watches or glasses may not be used during the school day to take photographs or videos, to send or receive text messages, or to make phone calls.** Students who are found in possession of a cell phone or engage in improper use of a smart device shall have the item confiscated by school administration and will only be returned directly to the parent/guardian.

Wireless earbuds/headphones may NOT be used during the school day. They may only be used at dismissal and Aftercare. Only wired earbuds and wired headphones are allowed to be used in the classrooms for educational purposes only. Students are not allowed to wear wireless earbuds while walking through the hallways. Wireless earbuds will be confiscated by school administration and only returned directly to the parent/guardian.

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

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

Metal Detectors & Scans

In accordance with Seminole 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

SSCS 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.seminolescience.org.

Definitions and/or Interpretations Used in This Handbook

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

Emergency Drills

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

Parent Participation

There are a number of opportunities at SSCS which a parent/guardian can volunteer. Among these are jobs as library assistants, cafeteria aides, clinic volunteers, room representatives, club coverage, and instructional partners. Contact the office for more information

Desks/Cubbies/Lockers

Each student will be assigned a desk, cubby, or locker for his/her individual use at SSCS. All desks, cubbies, and lockers are for storing books, coats, and personal items necessary for school. Students should not bring valuable items from home. SSCS 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/cubby/locker is school property and remains at all times under the control of the school. You, however, have full responsibility for the neatness and security of your desk/cubby/locker and what is in it. School officials may make inspections. No item considered dangerous by the administration may be kept in the desk/cubby/locker and will be removed if found there. This includes glass or any other objects that may be potentially dangerous. **Students attending SSCS should not expect privacy in regard to the contents of their desks, cubbies, lockers, or other school property.**

Lost and Found

Personal items that are found should be turned in the designated Lost and Found area in the cafeteria. Students should check the cafeteria for lost articles. Unclaimed items will be donated to charity at the end of each quarter after students are informed about the deadlines to check lost and found items. SSCS is not responsible for items in Lost and Found. Some lost and found items of higher value may be turned into the front desk.

Missing Items

When an item is missing, students should report the missing item to the front desk. Should the owner find the item themselves or it be returned directly to them, they should notify the front desk as soon as the item has been located.

Financial Obligations

Parents may take care of monetary obligations with a credit card or through SchoolPay.

Recording Devices – Audio or Video

SSCS prohibits the use of audio or video recording equipment by anyone other than SSCS staff or personnel on the SSCS campus, within the school building, or at school sponsored events (on or off campus) without express written permission from the SSCS Administration. Students found in violation will have their recording device confiscated and be given a **Disciplinary Referral** for unauthorized recording. Parents or non-SSCS 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.

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 and cell phones are prohibited from use by students at any time.** The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after-school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must be directed to the principal or assistant principal for approval. **Students must have written permission from an administrator stating a reason in order to use the office phones during school hours.** We ask that all students please come to school in the morning clearly knowing their dismissal plan of the day. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.

Video or Audio Surveillance

SSCS may use video or audio surveillance to monitor hallways, classrooms, common areas, school entrances, parking areas, and other school property to promote the safety and security of students, staff, and visitors. Recordings may also be used as evidence in disciplinary, safety, or investigative matters.

Because surveillance recordings frequently contain images and personally identifiable information of multiple students and staff members, SSCS does not provide copies of surveillance recordings to parents, guardians, or third parties. Requests to view or obtain recordings, including recordings that may be referenced in disciplinary matters, may be denied when disclosure would compromise the privacy or safety of others or otherwise be prohibited by law. Any request that would require the redaction, editing, or blurring of other individuals to protect privacy rights will be subject to all associated costs, including staff time and technical processing expenses, which must be paid by the requesting party in advance. Due to the substantial time, resources, and expense involved, such requests may be denied at the school's discretion.

Visitors to The Building

All visitors **must** first report to, and sign in at, the main office and wear a visitor's badge before going to other parts of the building.

Classroom Observations

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

Materials Distribution

SSCS 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.

Dress Code Do's

Shirts

- SSCS approved polo purchased from Risse Brothers in the correct grade level color:
 - Elementary: Maroon or navy
 - Middle School: Red or navy
 - High School: Gray or light blue
- Fleece jacket, sweater, or sweatshirt purchased from Risse Brothers
- SSCS approved sweatshirt or hoodie
- May wear **solid** colored long sleeve/turtleneck shirt UNDER uniform shirt in cooler weather in the colors of white, black, navy, gray, or maroon.

Pants

- Khaki or navy-blue pants
- Jeans without rips, tears, holes, patches, cargo pockets
- Khaki or navy-blue shorts or skirts/skorts

Shoes

- Closed-toed dress shoes or athletic shoes secured with laces, elastic, or Velcro.
- Acceptable colors: white, black, brown, navy, gray.
 - Other colors pre-approved by administration
- Shoelaces must also be white, black, brown, navy, gray.

Accessories

- Belt – leather, braided leather, or fabric in a solid color of black, brown, or khaki.
- Socks, stockings, tights, or hose in school solid colors.

Dress Code Don'ts

Shirts

- Plain polo shirts or shirts made of different material, not purchased from Risse Brothers (unless medically necessary or pre-approved by administration.)
- Other grade level-colored polos
- Unapproved outerwear like oversized hoodies, winter coats, fall jackets, other SSCS clubwear
- Spirit shirts may only be worn on Fridays in lieu of the polo shirt

Pants

- Cargo pants or shorts
- Jeans with any patches, designs, rips, tears, holes, or with extra pockets
- Leggings or jeggings
- Jean shorts or skirts
- Saggy pants or overly tight pants
- Athletic shorts, biker shorts, yoga pants, etc.

Shoes

- Overly patterned or of a bright or neon color
- Boots, Uggs, combat boots
- Sandals, shoes with high heels, roller shoes, light up shoes
- Crocs or slippers
- Slip on shoes that are not secured with laces, elastic, or Velcro
- Shoes with no backs on the heel
- Shoes with large holes in the design

Accessories

- Brightly colored or heavily designed socks, tights, or leggings
- Belts that are overly designed
- Leg warmers
- Hats or any unapproved headwear

Dress Down Days

Dress Code Do's

Shirts

- Your favorite school appropriate t-shirt or sweatshirt
- SSCS Club or Spirit shirt
- Dress shirts or blouses

Pants

- Jeans free of rips, tears, or holes
- Leggings that are not see-through
- Shorts of an appropriate length
 - Rule: *shorts and skirts must align with the tip of your middle finger when your arms are at your side while standing.*

Shoes

- Closed-toed dress shoes or athletic shoes

Accessories

- Depending on the dress down theme, certain items like hats or festive wear may be acceptable

Dress Down Days

Dress Code Don'ts

Shirts

- Shirts with suggestive wording or illustrations
- Tank tops or shirts with spaghetti straps
- Crop tops or midriff revealing shirts

Pants

- Tight or see-through pants
- Jeans with any rips, tears, or holes
- Short shorts or miniskirts
- Saggy pants or overly tight pants
- Biker shorts

Shoes

- Sandals, shoes with high heels, roller shoes, light up shoes
- Crocs or slippers

Accessories

- Unapproved items like bandanas, doo-rags, sunglasses, gloves, etc.