

EAGLE ARTS ACADEMY  
CHARTER SCHOOL  
FOR THE ARTS

# Family Handbook 2015-2016



1000 Wellington Trace, Wellington, FL 33414  
[www.eagleartsacademy.com](http://www.eagleartsacademy.com)

*"If you can dream it, you can do it" --  
Walt Disney*

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## **INTRODUCTION TO EAGLE ARTS ACADEMY**

### **Purpose of this Handbook**

This handbook was developed to answer many of the common questions that students and parents ask during the school year. The handbook contains information about student privileges and responsibilities. Therefore, parents and students are responsible for knowing its contents. Please take the time to become familiar with this handbook. It is a valuable and ready reference during the school year when questions arise.

The school reserves the right to interpret the content of the handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract and is not intended to be construed as a contract. Eagle Arts Academy reserves the right to modify and/or amend the content of this handbook at any time during the year. If you have questions about the handbook, please contact the school office.

### **The Eagle Arts Story – from the Founder**

Over three years ago this vision to build a charter school for the arts came to me in great detail. Not knowing much about charter schools, I ended up spending time learning about them and taking a class offered by the Palm Beach School District. I learned it was a complicated process and that you could only apply on one day a year (August 1st). In addition I learned that you either passed all 19 sections, including the budget, or your charter application would be denied. Having said this, I knew I had to put together a team of experts that could assist me in the vision. To do this, we needed some financial support. On Memorial Day 2012, I gave a speech at Universal Studios expressing my desire to build a school for the arts (both performing and production arts) and shared that our educational system as we know it, isn't preparing our children for the future. I shared that instead of taking arts out of our schools, we should be putting them back in and not only as electives, but also by infusing them into the common core: Reading, Math, Science and Language Arts. With the use of technology, we could educate our kids in a new way that makes learning fun and inspire them to dream and develop real skills that could lead to real opportunities. I am excited to share that on October 2, 2013, the Palm Beach School District approved our charter school application to educate 1,488 students from kindergarten through 8th grade.

*Gregory James Blount*

## **Mission Statement**

Our commitment is to educate the whole child using a challenging 21st century curriculum that focuses on the arts. An arts-infused curriculum provides opportunity for intellectual, emotional, aesthetic, and social growth while cultivating essential skills and while enhancing a child's creativity and imagination. Our innovative facilities will provide practical knowledge and hands on experience in the performing and production arts in a caring and supportive academic environment. A broader, integrated curriculum will provide students with multiple experiences so that they can grow into accomplished, successful young adults.

## **Guiding Principles**

Eagle Arts Academy Charter School will provide a first class core education to students, utilizing all the tools and supports created by the state and district to implement and sustain the Florida Standards. We will provide for each and every child all of the facets of differentiated instruction. With a focus on cognitive skill training, each child will have a solid base for all learning. We will work with community partners to offer an innovative educational opportunity with a focus on the production and performance arts.

## *Arrival and Dismissal*

### **ARRIVAL**

Eagle Arts Academy Charter School for the Arts offers before school care beginning at 7:00 a.m. To ensure our students safety, all children arriving on campus prior to 7:30 a.m. must enroll in this program. The cost per day is \$4.00. Breakfast is free for all students and will be served in the cafeteria at 7:30 a.m.

Students in grades K-5 should arrive at school between 7:45 and 8:00 A.M. Students in middle school (grade 6 and 7) should arrive at school between 7:45 and 8:15 in time for classes that begin at 8:20 a.m.

Parents or guardians should go through the drop off line to let children out of their vehicles. Kindergarten parents may park and walk their student in to the classroom for the first three days only. After that they must follow the car loop and drop off location.

### **DISMISSAL**

All students should be picked up through the car loop at 3:00 p.m. unless enrolled in extended day or enrichment programs. Any child picked up after 3:20 p.m. will be available for dismissal with an ID at the extended day program office.

Your child's homeroom teacher will dismiss your child, however, all siblings will dismiss from the youngest student's homeroom class.

All cars must have a placard for dismissal. If they do not, the driver must go to the office with a photo ID. No child will be dismissed to anyone not listed on your alternative transportation form. Calling in an alternative driver is not acceptable. It must be submitted in writing. All alternative pick up persons must show picture ID at the school office prior to the student being released.

### **EARLY RELEASE**

Any parent or guardian picking up a student prior to dismissal should send a note indicating the reason. Students will be sent to the front office until the parent or guardian arrives and signs the student out of school.

Please do not request that your child be dismissed early unless it is an unavoidable emergency. Each request for early dismissal disrupts your child's education and the education of their classmates. Any early dismissal that cannot be avoided must be before 2:00 p.m. We will not be dismissing between 2:00 and 3:00. Please be aware of this policy as we will refer you to your handbook if you arrive for early dismissal.

### **LATE PICKUP PROCEDURES**

This policy is to prevent students from being left alone for long periods of time after school and/or unattended. Students must wait with a staff member and be supervised at all times. They are not permitted to wait alone in front of the school, unsupervised.

We follow the Palm Beach County School District calendar, which includes early release days throughout the year. A calendar is sent home at the beginning of the year to make parents aware of the early release days.

1. Students are given a grace period from 3:00 PM – 3:20 PM to be picked up.
2. At 3:20 PM students will go to our extended day program.
3. Parents or guardians are called in an attempt to make travel arrangements for the student.
4. The charge is \$1.00 every minute per each individual student with the first \$1.00 being charged at 3:21 p.m. If, for example, there were three siblings left between 3:20 p.m. and 3:30 p.m. the cost would be \$30.00.
5. For late pick-up only, parents are required to park in the parking lot and come into the school to sign out the student. This person must be on the approved list and show a photo ID.
6. A letter is given to the parent upon arrival, the student is signed out, and payment is made at that time. If payment isn't available, the school will send a reminder of charges due, and the administration will be notified.
7. The schools' extended day program is only permitted to be open until 6:00 PM. After 6:01, the school will charge \$1.00 a minute for each student.
  - Exceptions are made for parents calling in advance to let us know of an emergency and late fees will be charged accordingly.
  - Every parent is given a verbal warning the first time.
  - Every attempt will be made to contact someone on the registration form.
  - Continuous offenders will be asked to speak with Administration to see if alternative arrangements, such as enrollment in the extended day program, can be made.

**This policy will be strictly enforced. We do not have the staff to provide baby-sitting services. Please make arrangements accordingly.**

**Any students going to offsite daycare centers must be picked up on time or late fees will apply beginning at 3:20 PM. Parents will be responsible for paying these late fees.**

## **EXTENDED DAY PROGRAMS**

Eagle Arts Academy offers Extended Day Programs to all families.

The AM Early Care Program begins at 7:00 a.m. Students may not arrive earlier than 7:00 a.m. No student may be on campus unsupervised! Parents must escort their child into the front lobby and a parent/guardian must sign them in. Breakfast will be available.

The PM Extended Day program operates from 3:00-6:00 p.m. on full class days. Registered Extended Day students are automatically enrolled for our "Camp Days." Extended Day students will meet in the cafeteria at the end of the school day and an afternoon snack will be provided. From there, students will be assigned a staff member and will follow an afternoon schedule of activities. Activities scheduled for each class may include: arts & crafts, computers, general sport activity games, organized outside games, playground games, board games, etc. Activities will be scheduled based on grade, interest, and availability.

The scheduled Early Release "Camp Days" operate on specific days during the school year. Students will meet in the cafeteria after the 11:30 dismissal, have lunch and then proceed to their assigned areas.

Dismissals will take place from the front lobby. All parents/guardians picking up must show proper ID and be listed on the child's authorized pick-up list. Authorized parents/guardians will sign their child out each day. For the safety of all the children, no one will be permitted to walk the campus and pick up a child from the activity areas.

### **CAMP FOR EARLY RELEASE DAYS**

Camp Days are for the student who is not enrolled in extended day.

- Registration fee is \$30.00 per child. This is non-refundable.
- Camp Days operate on scheduled early release days from 11:30-6:00 PM.
- Tuition is not refundable. Missed days due to absences are not refunded or discounted. Missed days due to emergency school closures are not refunded or discounted.
- All programs have limited space and availability. Registration is first come, first served.
- Late Pick-up fees will be applied at \$1.00 per minute.

### ***School Control and Direction over Students***

Under Florida law, a **student is under the control and direction of the School** during the following times: (a) while being **transported to or from school at public expense**; (b) while **attending school**; (c) while physically present at a school activity, or physically on the property or in a facility which is owned or operated under the jurisdiction of the School and: (d) during a **reasonable time before and after the student is on the premises** for attendance at the school or **for authorized participation** in a school-sponsored activity, **and only when on the premises**. The term **“reasonable time” may mean 30 minutes** before the activity is scheduled or actually begins or ends whichever period is longer.

Note that the School's duty of supervision is limited as “casual or incidental contact between school personnel and students on school property shall not result in a legal duty to supervise” at other times parents should not rely on additional supervision from the school. The duty of supervision applies only to students attending school and students authorized to participate in school sponsored-activities.

**Parents, guardians and students have the following responsibility in relation to transportation** “To ensure the safe travel of their student during the portions of each trip to and from school and home when the students are not under the custody and control of the school, including during each trip to and from home.”

### ***Attendance***

All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Students are required to be present every school day unless a situation exists which makes their absence absolutely necessary. Each parent and legal guardian of a child within compulsory attendance age is responsible for the child's school attendance as required by law. Section 1003.24.

## A. Excused Absences

A written note is required for each absence. Absences of three (3) consecutive days or more requires a physician's note or they will not be considered as excused.

An “**excused**” absence is:

- Student illness – if a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excused absence.
- Medical appointment
- Death in the family
- Observation of a religious holiday or service that is recognized as such by all members of the faith.
- Subpoena by law-enforcement agency or mandatory court appearance.
- Other individual student absences beyond the control of the parent or student, as determined and approved by Administration. (P-5.09)

An “**unexcused**” absence is any absence that does not fall under any of the above excused absences or is an “**out of school suspension.**” A vacation or trip is considered an unexcused absence.

A grade of “**0**” is given for any test missed because of an unexcused absence. A student's absence due to suspension from school for a disciplinary problem will be considered unexcused absences (P-5.09).

Students who are absent more than nine (9) days per semester must provide documentation from a physician to receive additional excused absences.

## B. Parent Responsibilities

1. Parents or guardians are to report and explain the cause of any absence to the school office personnel on or prior to the day your child will not be in attendance. Please notify the office before 10:00 AM. **Written explanation must accompany your child when they return.**
2. Parents and Guardians are fully responsible for submitting explanation of all absences and for verifying the number of absences during each grading period. Any discrepancies are to be reported immediately to the administration for review. **School administration will not be responsible for reviewing or changing attendance after two weeks into the next grading period.**
3. If parents or guardians of a student within compulsory school attendance age are found to be responsible for the non-attendance of that student, criminal prosecution against the student's parents/guardians may be instituted as provided in Section 232.19 F.S.
4. If a student is confined to home or a hospital, but is able to participate in and benefit from an instructional program, the student may be eligible for a hospital/homebound program. Complete information regarding the criteria for this program is available in the Specifically Designed Instructions for Students Who Are Housebound or Hospitalized [State Board Rule 6A-6.03020] and in the Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students [State Board Rule 6A- 6.03411].

### C. Excessive Absences

1. Upon three unexcused absences within 90 calendar days, one or more meetings must be held, either in person or by phone, between a designated school representative, the student's parent or guardian and the student, if necessary, to report and to attempt to solve the truancy problem.
2. After three and prior to six unexcused absences within 90 calendar days, a designated school representative shall give written notice, in person or by return receipt mail, to the parent or guardian of the student. The student will be referred to school based team for truancy.
3. Students who are habitually truant from school, more than nine absences in 90 calendar days, will be reported to the School District for further action.
4. If a student has prior knowledge of an absence, classroom assignments must be obtained by the student prior to the student's absence.
5. Following an absence, the student has the full responsibility to contact his/her teacher on the day he/she returns to school to obtain assignments given during his/her absence. Work assigned prior to the absence is due the day the student returns. Work assigned during the student's absence is due within a period of time at least equal to the length (number of days) of the student's absence, or longer at the discretion of the teacher. The time extended for makeup should not exceed two (2) weeks.

### *Tardiness*

Students are expected to arrive at school on time. Eagle Arts Academy K-5 students begin the school day at 8:00 AM. Middle School (grades 6 and 7 begins at 8:20 a.m. Students are to be in their class on time and any student who arrives late to school and is not in class on time is considered tardy and MUST check in at the front office to obtain a tardy slip, which must then be presented to the teacher. Any student arriving in class after 8:00 a.m. (K-5) or 8:20 AM (middle school) will be marked tardy, without exception.

#### A. Excused Tardiness

Tardiness may be excused by the Administration for the following reasons:

- late due to sickness, injury or other insurmountable condition;
- late due to participation in an academic class, program, or school board activity;
- late due to subpoena or forced late by law enforcement agency;
- late due to physician or dentist appointment.

#### B. Unexcused Tardiness

Habitual tardiness is unexcused. It is important for any student to arrive to school on time. Habitual tardiness could affect your child's progress and possibly their promotion status.

### *Dress Code*

- Uniforms will be required school attire.
- Socks must be worn and should be visible. Socks should be white, gray, black, or navy. Footie socks are allowed as long as they are socks and not nylon pantyhose type.

- Shoes must be enclosed front and back, preferably sneakers. Sneakers/athletic shoes are required for PE. No high heels, platforms, boots, flip flops, sandals, lighted or wheeled shoes. Be sure you will be able to wear socks with any shoe you purchase.
- No hats, head gear, bandanas or jacket hoods are allowed to be worn on the head.
- Hair cannot be cut in Mohawks or other distracting styles, and nothing can be shaved in. No unnatural or distracting hair color.
- Distracting make-up is not permitted.
- Body piercing, other than ears, and other distracting jewelry are NOT permitted. Hoops larger than the diameter of pinky finger are not allowed.
- No jeans except for special days as indicated by school administration.
- Consequences will be enforced if your child arrives at school out of dress code. The school administration reserves the right to interpret the dress code and make changes during the school year. Interpretation of “distracting” is up to the school administration.

### *Miscellaneous Items*

#### Parties

Parties must be held in the classrooms. The homeroom teacher will schedule the date and time. No siblings and only two parents invited, the homeroom teacher will advise of any classmates that have food allergies. Candles are not allowed.

#### Dropping off Forgotten Items

Any forgotten items must be dropped off at the front office. Those items will be delivered by an Eagle Arts Academy staff member.

#### Recycling

Eagle Arts Academy will have a recycling program. There will be bins for paper in each classroom. There will be larger receptacles for plastic containers and cans in many areas of the school. The Environmental Club will assist with this project

#### Water

Eagle Arts Academy highly values the integration of cognitive development into the curriculum. We take into consideration all aspects of a brain-friendly environment for our students. This includes the importance of hydration especially in a climate such as ours. Students will be encouraged to have water (ONLY) available. Water bottles with the school logo will be available to be purchased in the school store to refill at home. Let's be Earth Friendly and limit the use of disposable water bottles.

#### Other Items

**Gum chewing** is NOT allowed anywhere on campus.

Food consumption is not permitted outside of the cafeteria unless it is a teacher approved event, or a school fundraiser.

No spraying of aerosol deodorants, perfume, cologne, body sprays or hair spray is allowed. These items will be confiscated if used.

## *Field Trips*

Since Eagle Arts Academy is focusing on technology and the arts, we will be taking virtual field trips to visit places and learn things that would not be feasible on a regular field trip to a local resource.

Virtual field trips will be tailored to every grade level and can range from a visit to a far off land, to outer space, to a famous art museum, to Broadway, to hear a famous musician, or to experience a great achievement in science.

Now, with the availability of virtual field trips, students do not have to leave their classrooms to explore places around the world.

## *School Food Services*

The School Food Service in Palm Beach County offers students the opportunity to select nutritious meals every day for breakfast and lunch. We ensure that the meals offered and served meet or exceed the criteria established by the United States Department of Agriculture (USDA) and are designed to provide students with proper nutrition specific to their age.

The Healthy, Hunger-Free Kids Act requires school districts to meet the following requirements:

- Calories from total fat will not exceed 30%
- Calories from saturated fat will not exceed 10%
- Items will not contain trans fat
- Offer a variety of vegetables and fruit
- Offer a variety of low-fat and fat-free milk
- 100% of all grains offered are whole grain rich
- Implement sodium reductions

In addition to the federal requirements, Palm Beach County provides the following services:

- All menus are designed and analyzed by registered dietitians
- Offer a variety of locally grown produce through our Farm to School Program
- Offer 100% fruit juice with no artificial coloring, with added vitamin D, and calcium fortification
- Every effort is made to eliminate products containing high fructose corn syrup (HFCS), food dyes, and monosodium glutamate (MSG)

### **Free Breakfast!**

For breakfast, students have the opportunity to create a meal from a variety of food groups:

- Grains
- Proteins
- Fruits
- Milk

Students may select a minimum of three or all four of the above food groups to complete their meal. At least one of the selections must be from the fruit group.

### **It's Lunch Time!**

For lunch, students have the opportunity to create a meal from a variety of food groups. The fruit groups include:

- Grains
- Protein
- Fruits
- Vegetables
- Milk

Students may select a minimum of three or four or all five of the food groups above to complete their meal. At least one of these selections must be from the fruit or vegetable group.

### **Farm to School**

The Farm to School Program in Palm Beach County continues to flourish. We have been purchasing locally grown produce since 2006 and offer a wide variety of fruits and vegetables to include corn cobbettes, squash, zucchini, green beans, carrots, oranges, strawberries, grape tomatoes, and mini sweet peppers.

### **Nutrislice**

The School Food Service Department utilizes Nutrislice, an innovative web-based program, to provide users the ability to receive menu information. Specific information about each item that is being offered including photos, descriptions, and nutritional and allergen information is available as well. Parents and students have the opportunity to view the menu specific to their school. Users can view the district member menus by visiting the school food service website or by downloading the free school lunch iPhone and Android app.

### **School Meal Prices:**

- breakfast is free for all students
- K-5 school lunch is \$2.05
- Middle school (6<sup>th</sup> and 7<sup>th</sup> grade) school lunch is \$2.30
- reduced price meal is \$.40
- meal prices subject to change

### **Special Dietary Needs**

Each year, School Food Service reviews the ingredients of each food item offered in the cafeterias to identify potential allergens and/or intolerances. Allergy and other special dietary needs information such as carbohydrate counts and meal preferences, is available on the School Food Service website Special Dietary Needs page.

Contact the School Food Service Department:  
561-383-2000 or [www.palmbeachschools.org/sfs](http://www.palmbeachschools.org/sfs)

### **Free and Reduced Price Meals**

All schools participate in the National School Lunch and School Breakfast Programs and serve student meals according to meal patterns as required by the United States Department of Agriculture and the Florida Department of Agriculture and Consumer Services. The School Board provides free or reduced-priced meals to eligible students as provided by federal and state laws. (P-6.185)

You may be eligible for free or reduced priced lunch meals. Parents/Guardians are encouraged to apply online at [www.palmbeachschools.org/sfs](http://www.palmbeachschools.org/sfs). Applications are also available from your child's school in English, Spanish and Creole. If you have any questions regarding the application process, please contact the School Food Service Office at 1-888-383-2025.

## ***Communication/Electronic Devices***

### **SCHOOL TELEPHONE**

In the event of an emergency, students will be called from class to the phone. Students will **NOT** be allowed to use the phone to ask permission to ride the bus, play or to go home with other children after school, or to have articles brought to school.

When you call and wish to speak to a teacher, it is possible the teacher may be involved in a conference or be in class and not able to take your call. Office personnel will take a message and the teacher will return your call as soon as it is convenient.

### **EMERGENCY TELEPHONE NUMBER**

Your current telephone number, work number, and cell phone number as well as an emergency contact are very important to us. Please notify the school immediately if your number or emergency number has changed. This will help us reach you as quickly as possible in case of emergency

### **CELLULAR TELEPHONE AND OTHER WIRELESS COMMUNICATION DEVICES**

#### ***Purpose***

Eagle Arts Academy is committed to providing a safe, positive and productive learning environment for its students. The School recognizes that, depending on how they are used, cellular phones and other wireless communication devices can be either a valuable learning tool or a source of disruption in the learning environment. This policy is to implement the provisions of Section 1006.07(2) (f), Florida Statutes, which permits students to possess cellular phones and other wireless communication devices on school property and authorizes the School to regulate the possession and use of such devices. In order to maintain a secure and orderly learning environment, student use and possession of cellular phones and other wireless communication devices shall be subject to the limitations as set forth in this policy.

#### ***Definitions***

As used herein, the terms below are defined as follows:

- a. *"Wireless communication device"* means a handheld electronic device having the ability to receive and/or transmit voice, text, or data messages without a cable connection. Such may include, but is not limited to, cellular telephones, digital wireless phones, radio-phones/walkie-talkies, telephone pagers, PDA phones (personal digital assistants with wireless communications capabilities), iPhones, iPads, iPods, or RIM ("research in motion") wireless devices. This definition also includes any current or emerging wireless handheld technologies or portable information technology systems developed for similar purposes.
- b. *"School property"* means any school center or bus, facility, including grounds

owned or occupied by the School. The definition includes the location of a School sponsored activity as well as transportation provided by the School to attend a School sponsored activity.

- c. *"Instructional school day"* means the moment a student enters the school center until the final dismissal bell. The "instructional school day" includes, but is not limited to, study halls, lunch break, class changes and any other structured or non-structured instructional activity that occurs during the normal school day, including the administration of examinations, and regardless of whether a student is on campus or at an off-campus school-sponsored activity.
- d. *"Kept in the "off" position"* means powered completely off and is not simply set on vibrate, silent, standby, hibernation or airplane mode.

### ***Policy Statement***

In accordance with state law, students may possess cellular phones and other wireless communication devices on school property and school-sponsored transportation, as long as the students adhere to the restrictions provided herein. Any unauthorized use of cellular phones and other wireless communication devices during the instructional school day, while on school-sponsored transportation, or at such times as not authorized by the school principal or designee, is prohibited as it disrupts the instructional program or distracts from the educational environment.

- e. K-7 School Students. K-7 school students may possess cellular phones and other wireless communication devices on school property and school-sponsored transportation, provided such devices are not visible, used, or activated, and are kept in the "off" position throughout the instructional school day and while on school-sponsored transportation. Students must keep their cellular phones and other wireless communication devices stored in a purse or backpack, or other non-visible secure location during the instructional school day and while on school-sponsored transportation.
- i. Times of Authorized Use (before 7:30 a.m. or after 3:00 p.m.) - While waiting for the beginning of the instructional school day or waiting at the end of the instructional school day, students may use their cellular phones and other wireless communication devices.

### ***Unauthorized Use of Devices***

A student's possession, display or use of a cellular phone and other wireless communication devices on school property contrary to the provisions of this policy shall be viewed as the unauthorized use of the cellular phone or other wireless communication devices when such possession, display or use of such devices results in conduct which includes, but is not limited to:

- f. Interference with or disruption of the instructional or educational environment.
- g. Use which violates academic integrity, as the reproduction of images of tests, communication of test or examination contents or answers, to provide access to unauthorized school information, or assistance to students in any aspect of their instructional program in a manner that violates school policy or the Student

Code of Conduct.

- h. The communication of the marks or grades assigned to students resulting from evaluation or the actual contents, or parts thereof, of any evaluation activity being completed by an individual(s).
- i. Use to commit a crime, under federal or state law.
- j. Violation of a student's or other person's reasonable expectation of privacy, by using such devices with photographic capabilities in student locker-rooms, restrooms, any other student changing areas, or the classroom, whether such use occurs during the instructional school day or on school property. Cellular phones and other wireless communication devices may not be utilized to take "photographs" or "videos" while on school property, while on school-sponsored transportation or while a student is engaged in school-sponsored activities.
- k. Use in a manner that is profane, indecent, obscene, threatening, discriminatory, bullying or harassing language, pictures or gestures. Cellular phones and other wireless communication devices which have the capability to take "photographs" or "moving pictures" shall not be used for such purposes while on school property, while on school-sponsored transportation or while a student is engaged in school-sponsored activities.

***Other Acceptable Uses***

Cellular phones and other wireless communication devices are permissible in the following circumstances:

- l. *Instructional or Educational Purposes.* Cellular phones or wireless communication devices may be used during a class period or school activity when specifically approved by the principal in conjunction with educationally appropriate objectives.
- m. *IEP, 504, or Health Care/Medical Plan.* Students may use cellular phones, wireless communication devices and other electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care/Medical Plan with supportive documentation from the student's physician.
- n. *Health, Safety or Emergency Reasons.* Exceptions to the restrictions in this policy, in part or in its entirety, may be made for health, safety and emergency reasons by the principal.
- o. *School Trips or School Sponsored Activities.* The use, display or activation of cellular phones or other wireless communication devices during school trips or school sponsored activities shall be at the discretion of the Principal or designee, but shall not be disruptive to the activity.
- p. *Other Reasons.* Other reasons determined appropriate by the Principal.

### ***Consequences***

- q. An offense shall occur each time this policy is violated regardless of the specific device or devices involved. However, the possession of multiple devices at one time shall be regarded as one offense.
  - i. Any cellular phone or wireless communication device possessed or used in violation of this policy shall be confiscated by school personnel, absent compelling and unusual circumstances, and only returned to the student's parent or guardian or another adult designated by the parent or guardian.

If a cellular phone or wireless communication device is confiscated, the device shall be taken to the school's main office to be identified and placed in a secure area.
  - ii. Students will be disciplined as provided for in Board Policies [5.1812](#) and [5.1813](#), as now or hereafter amended.
- r. The application of discipline for violations under this policy will be progressive except for those instances where there are additional aggravating factors as outlined in the non-exclusive listing. Any additional aggravating factors may subject the student to more stringent discipline consequences and/or reports to law enforcement agencies.

### ***Responsibility/Liability***

Any student who chooses to bring a cellular phone or other wireless communication device to school shall do so at his or her own risk and shall be personally responsible for the security of his or her cellular phone or wireless communication device. Either the school personnel or Board will assume any responsibility or liability for loss, theft, damage or vandalism to a cellular phone or other wireless communication device brought onto school property, or for the unauthorized use of any such device.

## ***Health and Safety***

It is the responsibility of the parent(s) or guardians to notify the school of any health condition of their student(s) which may require medication, treatment, or monitoring at school or on school-sponsored trips or activities.

### **CLINIC**

Eagle Arts Academy provides a registered nurse and a clinic.

### **ALLERGIES**

Please notify your teacher and school office of any allergies your child(ren) may have.

### **MEDICATIONS**

It is against the school's rules and regulations for a student to transport any type of prescription or over the counter medication to or from the school. These medications include cough drops, aspirins, any topical applications and prescription drugs. If for any reason your child is in need of any type of medication during school hours, it is required that the medication be transported to school by an adult, accompanied by a **PHYSICIAN'S AUTHORIZATION FORM**. This form **MUST have** the physician's signature and your

signature. The medication must be in the original container and will be kept locked up in the clinic at all times. These forms can only be obtained from your physician. Once the child has stopped taking such medication at school, and there is medication left in the container, an adult must transport the medication from school.

Any student found with prescription or non-prescription medication in their possession will be brought to the office and the parent/guardian will be called. All medication will be confiscated. Any student caught sharing any medication will be given disciplinary actions which may include suspension from school.

Noncompliance with this policy can be cause for disciplinary actions and require further police actions.

### **Communicable Diseases**

Students identified as having or suspected of having a communicable disease that presents a significant risk of transmission will be informed by the school administrator of appropriate actions required, as decided by the Florida Department of Health Palm Beach County after considering the Communicable Diseases/Conditions Report (PBSD 1634), in order to prevent the spread of disease within the school.

### **Parent Responsibilities with Student Health**

It is the responsibility of the parent(s) to notify the school of any health condition of their child which may require medication, treatment, or monitoring at school or on school-sponsored trips or activities. Pursuant to School Board Policy 5.321, it is the responsibility of the parent(s) to submit a properly executed Authorization for Medication/Treatment form (available from physician) to school administration if their child requires medication (including over-the-counter) or treatment to be given during the school day.

It is the responsibility of the parent(s) to notify the school administration pursuant to School Board Policy 5.321 that their child requires a health-related monitoring device, including blood glucose monitoring, under Policy 5.3212. All monitoring devices must be properly labeled consistent with Policy 5.3212.

## ***Public Display of Affection***

Public display of affection is defined by District policy as engaging in overtly amorous contact or language not appropriate in a school setting. These actions are considered unacceptable behavior and are against Eagle Arts Academy policy as well. There will be consequences for engaging in public displays of affections.

Students are to refrain from any public display of affection that would offend others. Examples include, but are not limited to:

- Kissing
- Sitting on another's lap
- Hugging/holding from behind (front to back)
- Arms around shoulders or waist
- Hand holding

This policy will be strictly enforced. Please speak with your child about this matter.

## **SAFE AND SECURE ENVIRONMENT**

While on School property, all students will be supervised by staff and/or parents who have had appropriate background checks. No students or visitors will be permitted into the School unescorted or without proper authorization and identification. The School will work with the district to comply with the requirements of the Jessica Lunsford Act, which will include following the district's protocol with respect to conducting pre-employment FBI fingerprinting and background checks for all employees, vendors, and volunteers who may come into contact with children at the School.

Pursuant to the "Jeffrey Johnston Stand Up for All Students Act," and in alignment with state statutes and district policies, Eagle Arts Academy will take every reasonable precaution to protect students and employees from the irreparable physiological, physical, emotional, mental, and social harm of bullying and harassment. The School's policy will be constructed to align with the practices and procedures of the district's Safe Schools Department and conform to the FLDOE's model policy. A copy of the draft anti-bullying policy is included in the draft policy manual included as Appendix E.

Additionally, the School will:

- require all visitors to sign in and out (log to be maintained by School administration)
- conduct adult-supervised activities
- ensure student files contain current emergency information and release authorization forms
- ensure staff are trained and certified in basic first aid, including child/infant CPR
- adopt policies establishing standards of ethical conduct for instructional personnel and school administrators, including the requirement of training on the standards, responsibilities and procedures for reporting misconduct affecting the health, safety, and welfare of students by instructional personnel and school administrators, and on liability protections
- ban confidentiality agreements with terminated or dismissed instructional personnel and administrators (or those that resign in lieu of termination) based on misconduct and require that employment recommendations for future educational settings disclose the misconduct
- disqualify instructional personnel and administrators from employment in any position that requires direct contact with students if they have been convicted of offenses listed in s. 1012.315, Florida statutes
- conduct employment history checks for instructional personnel and administrator candidates for positions requiring direct student contact, screen with DOE tools and document findings

The School's student and staff safety procedures will be aligned with the district's safety and protection policies which will include, but not be limited to: School Emergency, School Security Plan, Crisis Management Checklist, and Intruder on Campus – Lockdown Procedures, Student Violent Behavior and Debriefing Procedures. Appropriate staff training will be conducted prior to the start of each year.

## *Discipline*

The school agrees to maintain a safe learning environment at all times. The school shall be guided by “Florida State Law and the Sponsor” (School District of Palm Beach County) policies in the development of the School’s disciplinary policies.

In order to provide a safe, caring and orderly environment, Eagle Arts Academy expects civility from all who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

### **Code of Conduct**

The basis for the climate at the Eagle Arts Academy will be its governing core values, which are to be modeled by every member of the school community. This will start with the Governing Board and extend through the administration to the faculty, and then to the students – even to parents and volunteers. The School believes that in order to prepare children for a 21st-century society; it must develop and nurture the following learning environment:

- warm, caring climate built on trust and communication
- safe, drug- and violence-free learning community
- atmosphere of courtesy and respect
- sense of community and a place to belong (every classroom)
- creativity, curiosity and innovation encouraged
- adequate time for reflection
- engaging new, positive thought patterns
- students, staff and parents working as a team to promote high academic standards
- teachers and staff demonstrating a genuine concern for student well-being
- teachers and students trained in conflict resolution/peer mediation techniques
- student leaders and mediators developed
- positive peer pressure (encouragement)

The framework for ensuring the School climate is maintained will be articulated by the Principal (in cooperation with the Governing Board) through the rules and policies for operation set out clearly in the School’s Parent Student Handbook and in the Faculty Handbook. As a component of the Parent Student Handbook, the School’s Student Code of Conduct (Code), issued each year, will align with the district’s code of student conduct also issued in its annual handbook. The School’s Faculty Handbook will be developed and updated using best practices and models in use at other successful model schools.

Under the leadership and through the example set by the Principal, School employees will work collegially to develop a learning environment as outlined previously. The Principal will encourage and enlist all staff in the school leadership process to create a dynamic, effective, and democratic school environment. This will be reinforced through the team-teaching model that is envisioned in the School’s rotational instructional model.

Linking the School’s emphasis on the arts, community, citizenship, and environmental stewardship with the School environment, we will seek to promote an attitude at the School geared towards instilling a positive and ever improving environment.

### ***Character Education through Literature for All Grade Levels***

Scattered throughout the educational program to be offered at the Eagle Arts Academy will be a theme of character education and life skills that will help students. Resources will be used to provide resources to teachers for implementing this character education focus. Book clubs and literature circles will be regularly used within classrooms. The book clubs will encourage discussion around books by not asking literal questions, but instead encouraging students to think about their responses through open-ended questions. The groups will use a variety of tools to focus on the vocabulary used in the reading, and a variety of comprehension checks outside of the discussions to determine if the students are reading and comprehending what is being read. The values that will be focused on through this character education focus include: empathy, respect, courage, humor, responsibility, perseverance, loyalty, honesty, cooperation, tolerance, citizenship, and forgiveness. Follow up activities to each lesson will identify related virtues to the reading, will look at quotes to support the virtues, and look at characters from the reading or people in real life who have demonstrated these virtues.

## ***RULES***

Students are expected to honor their responsibilities and behave in ways that respect the rights of all. The rules of behavior include, but are not limited to:

### **Respect for Persons, Property and Privacy**

Public and private safety and personal privacy is a constitutional right. These rights must sometimes be balanced against each other for everyone's benefit. Students, parents, and school staff need to work together to see that these rights are preserved in our school.

### **Rights**

**Students have the right** to be treated with respect.

**Students have the right** to attend a safe and orderly school.

**Students have the right** to personal privacy.

**Students have the right** to expect that the school will keep their records safe, secure and private.

**Students have the right** to expect that personal belongings will be respected by others.

### **Responsibilities**

**Students have the responsibility** to respect the rights of others.

**Students have the responsibility** to treat others with respect.

**Students have the responsibility** to treat school property of others with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.

Students are **NOT** allowed to be in groups which threaten, frighten or harm other students. These groups usually have common names; wear certain common colors, jewelry, signs or buttons. Students are not allowed to ask other students to join such a group. If someone asks you to join a group such as this, tell your teacher or another adult.

### **Complaints and the Right to Appeal Action**

EAGLE ARTS ACADEMY believes in just treatment of ALL students and providing a learning environment which is free from unfair or discriminatory practices. Procedures for disciplinary complaints and resolution of discriminatory practices are as follows:

- Fill out the designated complaint form at the school office. This form must be signed by a parent or guardian.
- Appropriate action will be taken by the Administration with parent notification of actions taken.

### **Rights**

**Students have a right** to complain about unfair treatment, discriminatory practices or harassment.

### **UNACCEPTABLE BEHAVIORS**

- Behaviors that interfere with or threaten to interfere with school activities
- Using loud, offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive or obscene telephone conversations, written conversation, electronic mail or voice mail
- Possession or use of alcohol or tobacco products, lighter, matches, or associated paraphernalia
- Possession or use of any drug or narcotic paraphernalia

### **Student Recourse**

Any student subject to unacceptable behavior is encouraged to bring his/her concerns to the teacher, then administration and finally, the parent liaison on the Governing Board, via the designated complaint form, to follow established procedures for review and resolution of the reported incident.

### **Parent and Members of the Public Recourse**

Any individual subjected to unacceptable behavior may bring his/her concerns to the attention of the Administration, and next to the parent liaison on the Governing Board, C. Ron Allen via a designated complaint form, to follow established procedures for review and resolution of the reported incident.

### **CONSEQUENCES**

#### **Possibilities per incident**

1. Interventions by school personnel
2. Behavioral contracts
3. Parent contract
4. Loss of privileges (either in school or extracurricular)
5. Conferences with students, parents, teachers, or administrative staff
6. Filing of in-house incident report and removal of student from class
7. School service work or student work detail
8. In-school alternative assignments or intervention programs (in-school suspension)
9. Suspension – removal of student from school for up to 10 days and Student Discipline Referral placed in student record
10. Expulsion – removal of student from school for remainder of one year plus one additional year as determined by the Palm Beach County School District
11. Restitution – paying for or replacing any damaged property or fines imposed.

## **Considerations**

**In selecting consequences** to use for unacceptable behavior, it is not necessary to use each consequence or to use the in the order listed.

**Suspension and expulsions** of IDEA eligible students shall follow the provisions of their Individual Educational Plan (IEP) and applicable laws.

**Suspension and expulsions** of students determined as disabled under Section 504 of The Rehabilitation Act of 1973 shall follow the Section 504 modifications and applicable laws.

**Normally, suspension shall** occur after corrective measures, such as parent contract or other interventions have been tried without success. The school shall provide the student's parent(s) with a written explanation of the reason for suspension. A student charged with a major offense may be suspended immediately without the necessity for prior consideration of alternative disciplinary measures. The student will be given a written explanation of the reason for the suspension.

Before students return from suspension, parents are required to meet with the teacher and administrator. Students returning from expulsion should contact the Area Superintendent for a reentry hearing. In the event of a referral for disciplinary reasons, school staff should make reasonable efforts to contact parents.

## **Consequences of Serious Misbehavior**

The handbook includes provisions for actions that **MUST** be taken if there are problems involving weapons, alcohol or other drugs, and criminal acts. Specific actions will be taken as a result of these violations as stated in the Eagle Arts Academy Board Policy. All violations may involve the following steps:

- Principal involvement
- Immediate attempt to contact parent
- Suspension from school grounds, all classes, and all school activities
- Referral to local jurisdiction for possible criminal prosecution

**In addition to these steps, it may be necessary to recommend the student to the Governing Board for expulsion.**

Students found to have committed the following offenses on school property, school sponsored transportation, or during a school-sponsored activity may receive the most severe consequences provided by Governing Board Policy.

Expulsion may occur for:

- Attempted homicide (murder, manslaughter)
- Attempted sexual battery
- Attempted armed robbery
- Battery on a teacher or other school personnel
- Aggregated battery
- Kidnapping, abduction or false imprisonment
- Realistic threat of violence, criminal
- Attempted arson
- Possession, use or sale of any weapon
- Possession, use or sale of any explosive device
- Endangering the lives of students and staff
- Possession, sale and distribution of drugs or alcohol

**Suspension is MANDATORY with a MANDATORY recommendation for expulsion for the following actions:**

- Homicide (includes murder and manslaughter)
- Sexual battery (rape)
- Aggregated battery on teacher or other school personnel
- Possession, use, storage, distribution or sale of any explosive device
- Kidnapping or abduction
- Arson
- Sale, distribution or conveyance of any illegal drug or alcohol
- Second possession offense of an illegal drug or alcohol

Making a threat or false report as defined in Florida Statutes 790.162 and 790.163 involving any school, school personnel's property, school-sponsored transportation or school-sponsored activity.

**What is FELONY SUSPENSION and how does it affect a student?**

- Florida Statute 1006.09(2) gives a Principal the authority to felony suspend a student.
- The student must have been formally charged (not just arrested) by a proper prosecuting attorney.
- The charge must be for a felony or delinquent act which would be a felony if committed by an adult.
- The incident must have occurred off school property.
- The Principal shall conduct a hearing to determine if the incident would have an adverse impact on the discipline, welfare, or educational program of the school.
- The Principal should consider the possibility of harm to the accused student.
- The Principal must notify the custodial parent/guardian by certified mail.
- The hearing must be held within two days and not more than five days of the date of the notice.
- The student is temporarily suspended pending the hearing.
- If the Principal determines that the felony suspension is to be imposed, the Governing Board will be immediately contacted for further action.
- The student may be felony suspended for a time extending to the date of adjudication.
- If the student is adjudicated not guilty by the court, the student needs to notify the Principal.
- If the student is adjudicated guilty by the court, the Principal may recommend that the student be expelled.
- Students who are eligible for services under the IDEA and 504 are subject to those procedural requirements.

**Student Search and Seizure**

**An Administrator or Administrator Designee** may search students reasonably suspected of being in possession of contraband or other prohibited items while on school property or wherever students are under the official supervision of Eagle Arts Academy employees, such as field trips, at extracurricular activities, or while being transported to and from such places either by school bus, by approved drivers or by other means of conveyance.

**An Administrator or Administrator Designee may conduct** a search of a student, a student's possessions or any other storage area on school property without a warrant which school personnel have reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be concealed on a student's person or in a storage area.

**School personnel are encouraged** to attempt to obtain consent from a student to search for illegal, prohibited, harmful items or substances or stolen property, but may proceed with a search without a student's consent, upon reasonable suspicion of a prohibited or illegally-possessed substance or object.

**School personnel have the authority** to search a student's backpack, purse, or wallet, upon reasonable suspension, if the student refused to reveal the contents inside.

**Any search carried out by the Administrator or Administrative designee shall be done, if possible, in the presence of at least one adult witness.**

## ***Bullying and Harassment***

Eagle Arts Academy takes bullying and harassment seriously and in accordance with state guidelines follows The School Board of Palm Beach County policy relating to the prohibition of bullying and harassment as stated below:

### **Purpose**

The paramount goal of Eagle Arts Academy is to ensure a safe, secure, civil and respectful learning environment for all students and school employees. Bullying or harassment, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. It is important to change the social climate of schools and the social norms with regard to bullying and harassment. This requires the efforts of everyone in the school environment - teachers, administrators, counselors, other non-teaching staff, parents or legal guardians, and students. The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying or harassment and its compliance with the Jeffrey Johnston Stand Up for All Students Acts, Section 1006.147, and Florida Statutes.

### **General Applicability of Policy**

This policy applies not only to students or school employees who directly engage in an act of bullying or harassment, but also to students or school employees who, by their indirect behavior, condone or support another student's or employee's act of bullying and harassment. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying or harassment regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. This policy applies to any students or school employees whose conduct at any time or in any place constitutes bullying or harassment that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees.

## **Statement of Policy**

The school prohibits bullying and harassment of any type of students or school employees, by either a student or a group of students, a school volunteer or visitor, or a school employee. Bullying and harassment are expressly prohibited on school district property or at school-related functions.

- a. No teacher, administrator, volunteer or other school employee shall permit, condone or tolerate bullying and harassment.
- b. The apparent permission or consent by a student being bullied or harassed does not lessen the prohibitions contained in this policy.
- c. Reprisal or retaliation against a victim, good faith reporter, or a witness of bullying or harassment is prohibited.
- d. False accusations or reports of bullying or harassment against another student are prohibited.
- e. A person who engages in an act of bullying, reprisal, or false reporting of bullying and harassment, or permits, condones or tolerates bullying and harassment shall be subject to discipline for that act in accordance with school board policies.
- f. The school will act to investigate all complaints of bullying or harassment and will discipline or take appropriate action against any student, teacher, administrator, volunteer, or other employee of the school who is found to have violated this policy.
- g. The submission of good faith complaints or reports of bullying or harassment will not affect the reporter's future employment, grades or work assignments, or educational or work environment.

## *Definitions*

- a. *Bullying* means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:
  - i. Teasing
  - ii. Social exclusion
  - iii. Threat
  - iv. Intimidation
  - v. Stalking
  - vi. Physical violence
  - vii. Theft
  - viii. Sexual, religious, or racial/ethnic harassment
  - ix. Public humiliation
  - x. Damaging or destruction of property
  - xi. Placing a student in reasonable fear of harm to his or her person or property
  - xii. Cyber bullying, as defined herein.
  - xiii. Cyber-stalking as defined herein.
- b. *Cyberbullying* means the use of electronic communication or technology devices to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social websites (e. g. Twitter, Facebook, etc.), internet chat rooms, internet postings, digital pictures or images,

and defamatory websites to engage in acts of bullying or harassment regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. For off-campus conduct, the School District shall be responsive in cases where the off-campus conduct causes, or threatens to cause, a substantial disruption at school or interference with the rights of students to be safe and secure.

The school recognizes that cyber bullying can be particularly devastating to young people because:

- i. Cyber bullying is often engaged in off-campus, but the harmful impact is felt at school.
  - ii. Cyber bullying permits an individual to easily hide behind the anonymity that the Internet and other technology devices provide;
  - iii. Cyber bullying provides a means for perpetrators to spread their harmful and hurtful messages to a wide audience with remarkable speed;
  - iv. Cyber bullying does not require individuals to own their own action, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions; and
  - v. The reflection time that once existed between the planning of a prank - or a serious stunt - and its commission is all but erased when it comes to cyber bullying activity.
- c. *Cyber stalking* means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose, as defined in Sec. 784.048(1)(d), F. S., as now or hereafter amended.
- d. *Harassment* means any threatening, insulting or dehumanizing gesture, use of data or computer software, written or verbal or physical conduct directed against a student or school employee that
- e.
- i. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
  - ii. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;
  - iii. Has the effect of substantially disrupting the orderly operation of the school; or
  - iv. Amounts to cyber bullying as defined herein.
- f. *Bullying and Harassment also encompass*
- i. Any act of retaliation by a student or school employee against another student or school employee who alleges, asserts or reports a violation of this policy or participates in the investigation of a bullying or harassment complaint. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
  - ii. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
    - A. Incitement or coercion;
    - B. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the School District system;

- C. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment;
  - D. Cyber stalking as defined herein; or
  - E. Hazing as defined by Section 1006.135, Florida Statutes, as now or hereafter amended.
- iii. Unwanted harm towards a student in regard to his/her actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender expression and/or identity, physical attributes, physical, mental or educational ability or disability, ancestry, socio-economic background, political beliefs, linguistic preferences, or familial status.
- g. *Immediately* means as soon as reasonably possible but within 24 hours or the next school day.
- h. *On school property or at school-related functions* means all school district buildings, school grounds, and school property and property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicle approved for school district purposes, the area of entrance or departure from school grounds, premises or events, and all school related functions, school-sponsored activities, events or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities or events. While prohibiting bullying and harassment at these locations and events, the school district does not represent that it will provide supervision or assume liability for incidences at these locations and events.

***Expected Behaviors On School Property or At School Related Functions***

The school expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. In addition to conducting themselves in a professional manner with supervisors, colleagues, and students, school administrators, teachers, staff, and volunteers will treat others with civility and respect, and will refuse to tolerate bullying or harassment. The school finds that bullying and harassment, in an active or passive form, of any student or school employee is prohibited:

- a. During any school related education program, function or activity conducted by the School
- b. During any school-related or school-sponsored program, function or activity;
- c. While on school district property as defined by this policy; or
- d. Through the use of any electronic device, computer, or computer software that is accessed through a computer, computer system, or computer network of the School. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary actions.

The school believes that standards for student behavior must be set cooperatively through interaction among the students, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school property on the part of students, school staff and community members. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive

reinforcement for good conduct, conforming to reasonable standards of socially acceptable behavior, respecting the person, property, and rights of others, obeying constituted authority, responding to those who hold that authority, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior. Students are encouraged to support other students who walk away from acts of bullying and harassment when they see them, constructively attempt to stop them, and report such acts to the School Principal or his/her designee. Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to the educational, support and administrative staff.

***Consequences for Prohibited Conduct, False Reporting and Reprisal or Retaliation***

- a. *Act of Bullying or Harassment.* Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. For the commission of an act of bullying or harassment, the following consequences shall be applicable:
  - i. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Student Codes of Conduct*, as provided in School Board Policies 5.18 through 5.1899.
  - ii. Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment shall be determined in accordance with the District's policies and applicable collective bargaining agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate as provided in *The Principles of Professional Conduct of the Education Profession in Florida*, Rule 6B- 1006, F. A.C.
  - iii. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the School Principal after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.
- b. *False Reporting.* The consequences for a student or employee found to have wrongfully and intentionally accused another of an act of bullying or harassment shall be as follows:
  - i. Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Student Code of Conduct*.
  - ii. Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another of bullying or harassment shall be determined in accordance with District policies, procedures and agreements.
  - iii. Consequences and appropriate remedial action for a visitor or volunteer found to have wrongfully and intentionally accused another of bullying or harassment shall be determined by the School Principal after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.
- c. *Reprisal or Retaliation.* The School will discipline and take appropriate action

against any student, teacher, administrator, volunteer, or other employee of the school who retaliates against any person who makes a good faith report of alleged bullying and harassment or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or harassment.

- i. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal or his or her designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State laws, School Board policies and any applicable agreements.
- ii. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
- iii. Any school teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, termination of employment.
- iv. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **Reporting of Prohibited Acts**

At each school, the Principal or designee shall be responsible for receiving complaints alleging violations of this policy.

- a. Any person who believes he or she has been the victim of bullying or harassment, or any person with knowledge or belief of conduct that may constitute bullying or harassment shall report the alleged acts immediately to the School Principal or designee.
- b. All school employees who receive a report of, observe, or have other knowledge or belief of conduct that may constitute bullying or harassment shall inform the Principal or designee immediately.
- c. The Principal shall establish and prominently publicize to students, staff, volunteers, visitors, and parents, how a report of bullying may be filed and how this report will be acted upon.
- d. A student, parent or guardian, volunteers or visitors may report bullying or harassment incidents anonymously, on a designated complaint form, or in- person to the Principal or designee. However, the student may make a report of bullying or harassment to any school employee. The school employee will assist the student in reporting to the Principal or designee.
  - i. The School Principal or designee will devise anonymous methods of filing a report of bullying or harassment by a student, parent, volunteer or visitor. Such formats may include electronic, drop-box, or telephone techniques for reporting, but the chosen format must promote safety and privacy. Although reports may be made anonymously by students, parents, volunteers or visitors, formal disciplinary action may not be based solely on the basis of an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
- e. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such acts.

### **Investigation of Complaints**

- a. The investigation of a reported act of bullying or harassment is deemed to be a school-

- related activity and begins with a report of such an act.
- b. The Principal or designee will begin a prompt investigation of the reported incident, but such investigation shall be commenced no later than the next school day. The person initiating the investigation may not be the accused perpetrator or victim. The maximum of ten school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
  - c. Documented interviews of the victim, alleged perpetrator and witnesses shall be conducted privately, separately and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
  - d. The investigating party shall collect and evaluate the following facts including, but not limited to:
    - i. Description of incident(s) including the nature of the behavior;
    - ii. Context in which the alleged incident(s) occurred;
    - iii. How often the conduct occurred;
    - iv. Whether there were past incidents or past continuing patterns of behavior;
    - v. The relationship between the parties involved;
    - vi. The characteristics of parties involved, i. e. grade, age, etc.
    - vii. The identity and number of individuals who participated in bullying or harassing behavior;
    - viii. Where the alleged incident(s) occurred;
    - ix. Whether the conduct adversely affected the student's education or educational environment;
    - x. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
    - xi. The date, time and method in which parents or legal guardians of all parties involved were contacted.
  - e. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include:
    - i. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
    - ii. A written final report to the School Principal.
  - f. The principal or designee will make a determination whether or not the reported act of bullying or harassment falls within the scope of the School District. If the situation could possibly fall outside the domain of the School District, the principal or designee will consult with School Police to determine if the alleged act should be managed as a criminal act.
    - i. If it falls within the jurisdiction of School Police, school discipline and reporting procedures will be followed.
    - ii. If the alleged act is outside the jurisdiction of the School, the School Police or School Principal will contact and refer the incident to the appropriate local law enforcement agency.
    - iii. If the incident is outside the scope of the school and determined not a criminal act, the School Principal shall inform the parents or legal guardians of all students involved.
  - g. If the School Principal or designee is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Governing Board shall be asked to conduct the investigation.

### ***Notification to Parents or Guardians***

- a. The Principal or designee shall promptly report to the parents or legal guardians of a student who has been reported as a victim of bullying and/or harassment, and the custodial parent(s) or legal guardians of the perpetrator of the alleged acts of bullying and/or harassment. Such notification shall occur on the same day an investigation has been initiated, and may be made by telephone, writing, or personal conference. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- b. If the incident results in the perpetrator(s) being charged with a crime, the School Principal or designee shall by telephone or writing, inform the parents or legal guardians of the victims involved about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Section 9532) that states ". . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public K-6 school or secondary school within the local educational agency, including a public charter school."
- c. The frequency of notification will be dependent on the seriousness of the bullying or harassment incident.

### ***Referrals for Counseling Intervention***

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services will be made available to the victim(s), perpetrator(s) and parents/guardians, as appropriate. In addition to disciplinary actions, the Principal will offer assistance to students who bully or harass others, including, as appropriate, behavior intervention plans or referrals to counseling services.

The teacher or parent/legal guardian may request informal consultation with school staff, e. g., school counselor or school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardians are included.

### ***Publication, Training and Education***

- a. At the beginning of each school year, the Principal or designee shall inform school staff, parents/guardians, and students of the School policy prohibiting bullying or harassment, the effects of bullying and other applicable initiatives to prevent such conduct.
- b. This policy shall be referenced in the Student Code of Conduct and in the School employee and student handbooks.
- c. The School may implement programs and other initiatives to prevent bullying or harassment, to respond to bullying and harassment in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying and harassment.
- d. The Governing Board shall make vendors or contractors aware of this policy.
- e. The Department of Safe Schools shall devise posters or other signage to provide reminders of this policy for display on school grounds and school buses.

### ***Immunity for Good Faith Reporting***

Any school employee, school visitor, volunteer, student, parent or legal guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in the policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

### ***Reporting of Bullying and Harassment***

Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline required under Section 1006.09(6), Florida Statutes. The principal or designee will report each incident of bullying and harassment, and the resulting consequences, including discipline and referrals, in the Safety Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data. The report shall also include bullying/harassment as an incident code, as well as the "bullying- related" element code to situations that meet the definition of bullying along with an accompanying behavior, i.e. "Battery, Bullying-related," as required by state laws.

### ***On-going Reporting to Target's Parents/Guardians***

Following an appropriate investigation, Principals or designees will report to the target's parents what steps have been taken to protect the student. Follow-up reports will be designed based on the success of the interventions and will continue in a fashion that is deemed necessary by the Principal. Notification will be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

### ***Privacy and Confidentiality***

- a. To the greatest extent possible, all complaints will be treated as confidential and in accordance with Fla. Stat. § 1002.22(3) (d); the Family Educational Rights and Privacy Act ("FERPA"); and any other applicable laws.
- b. Limited disclosure may be necessary to complete a thorough investigation as described above. The School's obligation to investigate and take corrective action may supersede an individual's right to privacy.
- c. The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed.

### ***Constitutional Safeguard***

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e. to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by federal and state laws).

## ***Lost and Found***

All items found left at school, or turned in by another student, will be placed in lost and found in the front office. At the end of every month items still left in lost and found will be donated to a local charity.

## ***School Supplies***

From time to time your child may bring home a list of supplies needed for an upcoming project or for their classroom. Please support your school program by providing the additional materials needed.

## ***Books***

Textbooks and workbooks will be provided to your child, as they are needed. Parents are responsible for all books loaned to students. Lost or damaged books or workbooks must be replaced and will be paid for by the parent at the cost to the school for replacement.

Student progress reports and/or report cards will be withheld until all books (hard bound or electronic versions) have either been returned or replaced.

Students are allowed to check-out library books. Please use care when handling. Students may be charged for damages to the library books at the discretion of Administration.

## ***Electronic Gradebooks***

Eagle Arts Academy will utilize a system to help keep parents and students informed. Parents can login anytime to check their child's current grades, missing assignments, test scores, and to contact teachers. This is a secure grade system, so no one else can access your personal information. Please be aware that grades in this system are **NOT** entered daily. The information could be 5 to 7 days behind the actual student's progress.

## ***Internet Policy***

### **I. INTRODUCTION**

The way schools relate to the world is dramatically changing. The information superhighway is a reality. From your school or your home, you can travel all over the world to gather information. As more people travel this electronic highway, maps to find information and rules to keep traveling safely become vital to successfully completing the journey. The first and most important rule is that all student activity on the Internet must be supervised by a teacher, administration, or other designated Eagle Arts Academy employee.

Internet access through the Eagle Arts Academy area network is a powerful educational resource which will allow you to find information in this world-wide electronic network. You will be able to connect to and correspond with businesses, major universities, national libraries, other schools, and other students around the world. Just as you learn social codes and behaviors which are acceptable at your school, you must learn the correct procedures and rules for using this network of information services.

We require all students to adhere to these guidelines. If you break any of these rules, depending upon the nature of the infraction or the cumulative number of infractions, you may not be allowed to continue to use the system. At the beginning of each school year, students, parents, legal guardians will be required to sign the Eagle Arts Academy Student/Parent/Guardian Net Consent and Waiver form to be kept on file in school administration. Signing the form indicates that you are aware of the school rules and proper procedures for using the Internet. You are also signing to say that you understand the consequences which will result if these rules are broken. By signing this form you are agreeing to comply with the rules of Eagle Arts Academy. This signed statement becomes your permission slip to take trips on the information highway.

## **II. THE INTERNET**

The Internet is a global technology network made up of many smaller contributing networks to support the open exchange of information among many different kinds of institutions all over the world. This system gives immediate access to information. It's like being able to open any book in any library from your computer. You can view and/or print articles, documents, and pictures to review current facts about news, weather, sports, and any other appropriate educational resource available on the Internet that you may use in your classes.

## **III. EAGLE ARTS ACADEMY NETWORK**

Eagle Arts Academy has as a connection to the Internet through secure, direct, high-speed connections using our internal network. Access to the Internet will occur in the school computer lab and directly in the classrooms. This network supports activities which have educational value for administrators, teachers, students, and parents. *An intelligent filtering system is used to prevent access to sites that are inappropriate for our educational environment.* A request process will be available for sites that may be unjustly blocked by this process.

## **IV. EAGLE ARTS ACADEMY'S ACCEPTABLE USE GUIDELINES (SECTIONS IV - IX)**

### **A. Purpose and Scope**

The purpose of this policy is to outline the acceptable use of computer equipment at Eagle Arts Academy. These rules are in place to protect the students, teachers, administration and Eagle Arts Academy. Inappropriate use exposes Eagle Arts Academy to risks including virus attacks, compromise of network systems and services, and legal issues.

This policy applies to all students, consultants, temporary or volunteer workers, and other users at Eagle Arts Academy. This policy applies to all equipment that is owned or leased by Eagle Arts Academy.

### **B. Network Resources**

The Internet serves as an electronic highway connecting thousands of computers and millions of individual subscribers all over the world, providing access to:

- worldwide electronic mail services;
- global information and news;
- the opportunity to correspond with other institutions;
- public domain and shareware computer software of all types;
- discussion groups on a wide range of topics ranging from cultures and the environment to music and politics;
- many Florida university and community college library catalogs, as well as others from around the world.

### **C. Network Warning**

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts, or communications which are not suitable for school-aged children. Eagle Arts Academy views information retrieval from the network in the same capacity as information retrieval from reference materials identified and utilized by the Academy. While the Internet provides an exciting opportunity to expand learning for students and educators by providing access to a vast collection of online

resources, our goal is to also protect our user community from objectionable and inappropriate materials that also proliferate the Internet.

Access to web sites or a web site on a shared server which hosts content identified as inappropriate in nature will, to the best of our abilities, not be available through the Eagle Arts Academy network.

Eagle Arts Academy supports that which will enhance the research and inquiry of the learner with directed guidance from faculty and staff. However, on a global network it is impossible to control all materials. An industrious user may discover inappropriate information that has yet to be identified and blocked. Therefore, each student's access to and the use of the network shall be under a teacher or administration's direction and monitored as a regular instructional activity.

#### **D. General Policy and Guidelines**

As a general policy, Eagle Arts Academy's network facilities (referred to below as "the network"), should be used in a responsible, efficient, ethical, and legal manner in accordance with the educational responsibilities and mission of Eagle Arts Academy. *Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving an account with Eagle Arts Academy's network.*

#### **GUIDELINE I: Acceptable Uses**

Acceptable uses of the network are activities which support the educational responsibilities and mission of Eagle Arts Academy. Students, employees and administration are responsible for exercising good judgment regarding the internet. Users need to be aware that the data they access or create on the network system remains the property of Eagle Arts Academy. For security and network maintenance purposes, authorized individuals within Eagle Arts Academy may monitor equipment, systems and network traffic at any time. Eagle Arts Academy reserves the right to audit the network and systems on a periodic basis to ensure compliance with this policy.

#### **GUIDELINE II: Unacceptable Uses**

Unacceptable uses of the network include:

- Violating the conditions of the Florida State Education Code dealing with students' rights to privacy;
- Posting or otherwise transmitting any content that is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, pornographic, libelous, invasive of another's privacy, hateful, of malicious intent, or racially, ethnically or otherwise objectionable;
- Impersonating any person or entity, or falsely stating or otherwise misrepresenting your affiliation with a person or entity;
- Use of inappropriate language in any form of communication
- Downloading unauthorized or inappropriate material, content or images to the school computers;
- Accessing any type of e-mail messaging, instant messaging, internet blogs, social websites (e.g. Twitter, Facebook, etc.) internet chat rooms or internet postings
- Entering discussion rooms that have not been pre-approved by the teacher or are not being used for academic purposes;
- Reposting communications without the author's prior consent;

- Forging headers or otherwise manipulating identifiers in order to disguise the origin of any content transmitted through the network;
- Intentionally transmitting any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
- Transmitting any unsolicited or unauthorized advertising, promotional materials, "junk mail," "bulk mail", "spam," "chain letters," "pyramid schemes," or any other form of solicitation;
- Attempting to access through the Eagle Arts Academy network any domain, network, service, port, system, host, computer, or device without the specific prior permission, authorization, or approval of the controlling entity or to impair or damage the operations of computers, networks, terminals or peripheral devices;
- Copying or otherwise transmitting any content in violation of patent, trademark, trade secret, copyright law or other protected material; and
- Using the network for financial gain or for any commercial or illegal activity. This includes, but is not limited to:
  - offering for sale any products or services; or
  - soliciting for advertisers or sponsors.
- *Cyber bullying* means the use of electronic communication or technology devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social websites (e. g. Twitter, Facebook, Instagram, etc.), internet chat rooms, internet postings, digital pictures or images, and defamatory websites to engage in acts of bullying or harassment regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. For off- campus conduct, the School District shall be responsive in cases where the off-campus conduct causes, or threatens to cause, a substantial disruption at school or interference with the rights of students to be safe and secure.
- *Cyber stalking* means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose, as defined in Sec. 784.048(1)(d), F. S., as now or hereafter amended.

### **GUIDELINE III: Network Access**

Since each student's access to the network must be under a teacher's direction and monitored as a regular instructional activity, network access is only available on-site in the classroom or computer labs.

### **GUIDELINE IV: Appropriate Use**

Use of the Internet in the classroom requires teaching proper techniques and standards for participation guiding student access to appropriate sections of the network, and for assuring that students understand that if they misuse the network they will lose their privilege to use the network. Any student who wishes assistance in proper internet use and network access should ask their teacher or school administration for guidance.

### **GUIDELINE V: Network Security**

Eagle Arts Academy employs various measures to protect the security of its network resources and its user's accounts. Users should be aware, however, that Eagle Arts

Academy cannot guarantee security and confidentiality. The network management accepts no responsibility for harm caused directly or indirectly by its use.

#### **GUIDELINE VI: Monitoring of Activity**

Users should also be aware that their use of the network is not completely private. Normal operation and maintenance of network resources requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the rendition of service. Eagle Arts Academy may also specifically monitor the activity and account of individual users, without notice, when:

- I. It reasonably appears necessary to do so to protect the integrity, security, or functionality of Eagle Arts Academy network or other computing resources or to protect Eagle Arts Academy from liability;
- II. There is reasonable cause to believe that the user has violated or is violating this policy;
- III. An account appears to be engaged in unusual or unusually excessive activity;
- IV. It is otherwise required or permitted by law.

#### **GUIDELINE VII: Disclosure of Activity**

Any such monitoring of communications, other than what is made accessible by the user, required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by Eagle Arts Academy Administration. Eagle Arts Academy, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate personnel or law enforcement agencies and may use those results in appropriate disciplinary proceedings. Communications made by means of Eagle Arts Academy's computing resources may also be generally subject to the Florida Public Records Law to the same extent as they would be if made on paper.

### **V. EXPECTED BEHAVIOR**

You are expected to use the network to pursue intellectual activities, seek resources, access libraries, and find international friends. We want you to explore this new space and discover what is available there. This resource is new to all of us. We want you to learn new things and share that new found knowledge with your friends, parents, and teachers. When you are using the computer network and communicating with others in remote or even close locations, think carefully about what you say and how you say it.

Keep the following in mind:

1. You cannot see them.
2. You cannot tell how old they are or what sex they are.
3. They can tell you anything, and you cannot always be sure that what they are telling you is true.
4. Absolute privacy cannot be guaranteed in a network environment.

For your own safety and for the safety of others, remember to exercise extreme caution when you are communicating with people in the outside world over the Internet. Do not give out your phone number or your address to anyone. They do not need to have that information. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher, or school administration immediately.

By the same token, you may not harass other users. You do not want to run the risk of breaking the law by bothering other people. If a user on the network asks that you no longer send him/her mail or in any other way contact him/her, you are obliged to stop all contact immediately.

### **A. Plagiarism**

The dictionary defines plagiarism as “taking ideas or writings from another person and offering them as your own.” The student who leads readers to believe that what they are reading is the student’s original work when it is not is guilty of plagiarism. Credit should always be given to the person who created the article or idea. **Students caught plagiarizing on an assignment will receive a zero for the grade. No exceptions.**

Be careful when you are using the Internet. Cutting and pasting ideas into your own document is very easy to do, but a violation of school policy, so be sure to give credit to the author. If you do this, your teacher will know which ideas are yours, and you won’t be guilty of plagiarism.

### **B. Copyright**

Copyright is another issue altogether. According to the Federal Copyright Act of 1976, “Fair Use” means that you may freely use any information that you legally find on the Internet as long as you do so only for scholarly purposes. You may not plagiarize or sell what you find. Suppose, for example, that you find a copy of Microsoft Works on the Internet. Can you legally copy it? The answer is NO. It is copyrighted software. You have to purchase software packages before you can use them legally. Suppose you find an article about the use of Microsoft Works on the Internet. Can you legally copy it? The answer is yes, as long as you give credit to the author and do not sell the article for profit.

## **VI. GETTING STARTED**

Before you begin to use these exciting new research tools, it is important to your parents, teachers, and school administration that you understand the many consequences of the new computer connections that you wish to make. It is important that you understand that your use of this powerful educational tool is a privilege. It can provide you with countless hours of exploration and use, but like a driver’s license, it is a privilege that can be taken from you for breaking the rules. The Internet does include some material that is not suitable for students.

The intent of Eagle Arts Academy in providing Internet access is that it be used only for purposes which are consistent with its curriculum, educational responsibilities and mission. Also, Eagle Arts Academy network has limited resources due to the associated costs, and classrooms have limited time available for network-supported teaching and learning activities. Therefore, anyone who uses the network illegally or improperly will lose the privilege of using it.

Additionally, you cannot use the Eagle Arts Academy network for commercial or for-profit services. This document will detail the proper way to use this communication tool.

## **VII. WHO IS WATCHING?**

The Internet and Eagle Arts Academy network are public places. You must always remember that you are sharing this space with many other users. Potentially, millions of individuals may be interacting across the network at the same time. Your actions can be

monitored by others on the network. If you use a particular service on the network, chances are that someone knows the connections that you are making, knows about the computer shareware that you have borrowed, and knows what you looked at while you were in the system.

Because these connections are granted to you as part of the larger scope of the curriculum, Eagle Arts Academy reserves the right to monitor all traffic on the network. We do this to make sure that the network continues to function properly for all of its users.

Audits may be conducted to:

- Ensure integrity, confidentiality and availability of information and resources;
- Investigate possible security incidents and ensure conformance to Eagle Arts Academy security policies;
- Monitor user or system activity where appropriate.

## **VIII. SCHOOL CONDUCT CODES**

Eagle Arts Academy has behavior codes and a student handbook for all students that detail appropriate school behavior, outline rights, and set expectations for students. Because the network is used as part of a school activity, the school's code of conduct applies to network activities as well. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, and tampering with hardware or software. Other types of damage and information loss to a computer system may be caused by viruses. If you are responsible for a computer becoming infected with a virus, you could be held liable. These rules further apply to the electronic use of harassing and abusive or obscene language. You may not use the network to annoy, harass, or offend other people.

## **IX. MORAL AND ETHICAL ISSUES**

The moral and ethical issues involving the use of world-wide information systems deal with the appropriate access to information, the type of information accessed, and the behavior of the user. Eagle Arts Academy wants to provide you with a stimulating educational environment, but at the same time we want to protect you from information that is not appropriate for student use.

Eagle Arts Academy wants you to use this valuable educational tool, but at the same time we cannot condone the use of inappropriate information on the Internet. We acknowledge the fact that these materials exist and do everything we can to actively avoid them, including using filtering software. However, we cannot weed out all of the materials that are unacceptable for academic purposes, and it should be clearly understood by all students that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals, and any information that does not support classroom learning is to be avoided. The actual percentage of unacceptable or inaccurate materials is small but unfortunately growing, and is a cause for concern among students, parents and teachers. If you, or a fellow student, stumble onto such information while doing legitimate research, you should contact your teacher or administration at your school for appropriate action.

## **X. ELECTRONIC LIBRARIES**

Guidelines for access to information have already been established in the Federal Library Bill of Rights of 1980. These principles can be applied to the Internet. School libraries are required to build collections of resources which support the curriculum and which are consistent with the philosophy, goals, and objectives of the school and school district. This

means that students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum. It is not farfetched to consider the Internet as a vast digital library. After all, the electronic-database and information-search tools it uses are rapidly becoming part of school media centers and libraries, and many public libraries are beginning to offer some type of network access as part of their services. Eagle Arts Academy may choose to provide just such a connection to establish direct access to the appropriate materials that support curricular concerns.

## **XI. USING RESOURCES EFFECTIVELY**

It may seem that there is no limit to the resources on the Internet, but Eagle Arts Academy network has a limited capacity to handle traffic. This means the more users there are on the network, the more congested the network becomes. If there are too many users at any given time, the traffic on the network grinds to a crawl, just like a traffic jam on a freeway. Some users may be cut off altogether. Although the network may slow down, normally it will continue to function. The following list contains suggestions to help avoid gridlock on the Internet and network, and provides guidelines for the proper creation of documents:

1. Do not tie up the network with idle activities.
2. Accessing any type of e-mail messaging, instant messaging, internet blogs, social websites (e.g. Twitter, Facebook, etc.) internet chat rooms or internet postings is **STRICTLY PROHIBITED.**
3. **Do not play games with others on the network or on the Internet. Networks are not designed for computer games. It is NOT Nintendo. Play games on your own time and on your own equipment.**
4. Do not download huge files from places half a globe away. Take only the information you want and need. The best thing to do is get into the Internet, get what you need, and get out. Remember, there are many students who need to use this system.
5. Do not use vague or inaccurate titles or descriptions for your documents.
6. Do not fail to cite references for any facts you represent.

Failure to follow these rules may subject you to disciplinary action and/or revocation of your access privileges.

## **XII. ELECTRONIC FIELD TRIPS**

The Internet offers many opportunities for electronic field trips to distant locations. Eagle Arts Academy considers all connections to remote locations as field trips. Therefore, the rules that apply to student conduct on field trips apply to these electronic field trips as well. It is important that you realize you are acting as an ambassador for your school. Just as parental/guardian permission slips are required before you may take field trips, your parents or legal guardians have to give you permission for electronic field trips by signing the *Eagle Arts Academy Student/Parent/Guardian Net Consent and Waiver form*.

## **XIII. DISCIPLINARY ACTION**

Eagle Arts Academy declares unethical and unacceptable behavior as just cause for disciplinary action, the revocation of network access privileges, and/or the initiation of legal action for any activity through which an individual:

1. uses the network for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of

- generally accepted social standards for use of a publicly-owned and operated communication vehicle;
2. uses the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third-party copyright, license agreements, and/or other contracts;
  3. intentionally disrupts network traffic or crashes the network and connected systems;
  4. degrades or disrupts equipment or system performance;
  5. uses the network, Internet or equipment for commercial or financial gain or fraud;
  6. steals data, equipment, or intellectual property;
  7. gains or seeks to gain unauthorized access to resources or entities;
  8. forges electronic mail messages, or uses an account owned by another user;
  9. invades the privacy of individuals;
  10. posts anonymous messages;
  11. creates, distributes, or purposely activates a computer virus;
  12. uses the Internet or network to send or request racist, inflammatory, or sexist messages;
  13. sends or requests messages or documents that are inconsistent with Eagle Arts Academy policies, guidelines, or codes of conduct;
  14. possesses any data which might be considered a violation of these rules in print, magnetic (disk), or any other form.

#### **A. Consequences of Violations**

Possible consequences of violations include, but are not limited to:

1. suspension and/or revocation of Internet/network access;
2. suspension and/or revocation of computer access;
3. school suspension and/or recommendation for expulsion;
4. legal action and prosecution by the proper authorities.

#### **B. Remedies and Recourses**

If you are accused of any of the violations listed above, you have all of the rights and privileges that you would have if you were subject to any other type of disciplinary action.

Eagle Arts Academy has the right to restrict or terminate network and Internet access at any time for any reason. Further, Eagle Arts Academy has the right to monitor network activity, in any form that they see fit, in order to maintain the integrity of the network.

### ***Pledge of Allegiance – State Policy***

Florida Statutes Section 1003.44 requires that the Pledge of Allegiance to the flag be recited at the beginning of the day in every Florida public K-6, middle and high school.

1. A student under the age of 18 who is not emancipated must stand and recite the Pledge of Allegiance, unless excused in writing by the parent. A year old or older or emancipated high school student has personal authority and cannot be required to stand and recite the Pledge of Allegiance.
2. A student excused from reciting the Pledge of Allegiance is also excused from standing.
3. In the event of a non-participating student without an opt-out, the school personnel:
  - cannot single out in front of the class
  - must counsel with the student (who is not 18 years or older, or an emancipated high

- school student) privately and notify the parent for parental resolution, and any conflict between the parent and child should be resolved by the parent,
- cannot discipline a student for failing to stand and/or pledge, and
  - may issue disciplinary action, if a student materially disrupts the Pledge.

## *Collection, Use or Release of Social Security Numbers Of Students and Parents*

The School District of Palm Beach County and Eagle Arts Academy is authorized to collect, use or release social security numbers (SSN) of students and/or parents for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law [Fla. Stat. §119.071(5) (a) 2 & 3].

1. **Student registration and student identification numbers.** [Required to request by Fla. Stat. §1008.386 and Fla. Stat. § 119.071(5) (a) 6. 1008.386 notes as an exception: “However, a student is not required to provide his or her social security number as a condition for enrollment or graduation.”]
2. **Registration in an adult education program** [Required by Fla. Admin. Code 6A-10.0381, if available and/or student identifier, as required by Fla. Stat. § 119.071(5) (a) 6.]
3. **Tracking of adult students enrolled in a postsecondary program.** [Required by Fla. Admin. Code 6A-1.0955(3) (e), and by Fla. Stat. § 119.071(5) (a) 6.]
4. **Tort claims and tort notices of claim against the School Board** [Required by Fla. Stat. § 768.28 (6), and Fla. Stat. § 119.071(5) (a) 6]
5. **Use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify the accuracy of information submitted by agent or employee to District, including to prevent fraud, in connection with insurance investigations, and to verify a commercial driver's license.** [Authorized by federal law 18 U.S.C. 2721 et seq. and Fla. Stat. § 119.071(5) (a) 6]
6. **Information received from DOE to locate missing Florida School Children.** {Required by Fla. Admin. Code 6A-6.083 and Fla. Stat. § 119.071(5) (a) 6]
7. **Reports from Department of Motor Vehicles of each student whose driver's license is suspended for excessive unexcused absences and reports to Department of non-enrollment or non-attendance upon the part of a student who is required to attend some school.** [Required by Fla. Stat. §322.091(5) and §1003.27 and Fla. Stat. § 119.071(5)(a)6]
8. **Written verification from employer for vocational education, student follow up.** [Required by Fla. Admin. Code 6A-10.0341 and Fla. Stat. § 119.071(5) (a) 6]
9. **Child abuse report to DCF, of student victim and subjects of report.** [Required by Fla. Admin. Code 65C-29.002 and Fla. Stat. § 119.071(5) (a) 6]
10. **Reports from Department of Motor Vehicles of each student whose driver's license is suspended for excessive unexcused absences and reports to Department of non-enrollment or non-attendance upon the part of a student who is required to attend some school.** [Required by Fla. Stat. §322.091(5) and §1003.27 and Fla. Stat. § 119.071(5)(a)6]

11. **Written verification from employer for vocational education, student follow up.** [Required by Fla. Admin. Code 6A-10.0341 and Fla. Stat. § 119.071(5) (a) 6]
12. **Child abuse report to DCF, of student victim and subjects of report.** [Required by Fla. Admin. Code 65C-29.002 and Fla. Stat. § 119.071(5) (a) 6]
13. **Identification of blood donors** [Authorized by 42 U.S.C. 405 (c) (2) (D) (i)]
14. **The disclosure of the social security number is expressly required by federal or state law or a court order.** [Required by Fla. Stat. § 119.071(5) (a) 6.]
15. **Collection and/ or disclosure are imperative or necessary for the performance of the District's duties and responsibilities as prescribed by law, including but not limited for password identification to the District's network.** [Authorized by Fla. Stat. § 119.071(5) (a) 6 and required by Fla. Stat. § 119.071(5) (a) 2]
16. **The individual expressly consents in writing to the disclosure of his or her social security number.** [Authorized by Fla. Stat. § 119.071(5) (a) 6]
17. **The disclosure of the social security number is made to prevent and combat terrorism to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224.** [Required by Fla. Stat. § 119.071(5) (a) 6]
18. **The disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of this paragraph 5 in Fla. Stat. § 119.071.** [Authorized by Fla. Stat. § 119.071(5)(a)6.]
19. **Income for Medicaid eligibility, determine the amount of medical assistance payments, process Medicaid billing, and provide program follow-up** [Required by federal regulation 42 C.F.R. § 435.910, unless student applicant for Medicaid refuses to obtain a social security number, based on well- established religious objections.

Note, this statement provides the reasons for collecting, using or releasing the social security numbers **only of students and/or parents**. A separate form (PBSD 2272) sets forth the reasons for collecting, using or releasing the social security numbers of employees and individuals other than students and parents, and a separate written statement exists for collecting, using or releasing the social security numbers of volunteers as part of the volunteer (VIPS) application.

## *Volunteer Guidelines*

Eagle Arts Academy requires that parents complete 20 hours of volunteering at the school for each child. All parents who volunteer must get clearance from the Palm Beach County School Board. The volunteer coordinator is Lisa Powell. Security clearance should be done by scanning your driver's license each time you come onto campus. She will share the types of volunteering available during the school year and sign you up to help out. Here are some examples:

- School Events
- Barnes and Noble Book Fair
- Twice but Nice
- Playground
- Lunch/Cafeteria
- Art Room

- School Store
- Community Outreach

### *Visitor Policy*

FOR THE SAFETY OF ALL OF OUR STUDENTS, **ALL VISITORS** must report to the main office to obtain a visitor's pass. Only persons with pertinent business are permitted on school grounds. Children and family members who are not currently enrolled at Eagle Arts Academy will not be permitted on school grounds during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions.

# Eagle Arts Academy Student(s) Contract

Date: \_\_\_\_\_

Name: \_\_\_\_\_

(print)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

- I will abide by the policies in the Family Handbook.
- I will be responsible for completing and turning in class work assignments on time.
- I will care for textbooks, furniture, equipment, and facilities, leaving them unmarked and in as good condition as they were found.
- I will be respectful of others' rights and property.
- I will speak courteously to any adult or child and will display good manners at all times.
- I will refrain from fighting and hurting others.
- I will exhibit the principles of good sportsmanship.
- I will abide by the school dress code.
- I will not bring toys to school.
- I will not chew gum on campus.
- I will be responsible for bringing any notice from my teacher, parents or guardian to or from school.
- As a student of Eagle Arts Academy, my behavior will reflect my commitment in all locations (after school child-care, bathrooms, recess, encore classes, cafeteria, and after-school activities).
- **I understand that I may be returned to my district school if this contract is not fulfilled.**

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
ADMINISTRATOR, EAGLE ARTS ACADEMY

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
STUDENT

# **Eagle Arts Academy Parent Contract**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

(please print)

- I will support the total Eagle Arts Academy program, philosophy, staff, policy and procedures and Administration.
- I will express any concerns for the school with administration or the parent liaison.
- I will not express my concerns in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening or hostile with any members of the school or community.
- I will conduct myself in a professional, courteous manner when dealing with the school and its employees and will not disrupt the functioning of the school.
- I will be punctual and have my child at school at prior to the start time and have them picked up promptly at the end of the day. I understand my child will be marked tardy if he/she is not in class on time.
- I will support the school's codes of behavior, dress, and discipline.
- I will help in the education process by encouraging my child to read each night and I will be a role model and read at the same time or along with my child.
- I am responsible for helping to provide a safe, stimulating and nurturing environment in which my children will explore, achieve and grow.
- I will be available for conferences by request.
- I will attend the required Parent-Teacher meetings in person.
- I will immediately notify the school office, in writing, of any change of address and/or phone number where I can be reached during the school day. I will also notify the school in writing of any changes of student pick up.
- I will provide a written explanation of my child's absence upon his/her return to school. I will also verify the accuracy of attendance records each marking period via my child's report card and will report any inaccuracies immediately.
- I will make arrangements to have my child taken home from school during the day if I am asked for illness or for disciplinary reasons. This includes making advance standing arrangements with a third party in the event I cannot provide immediate pick up myself.
- I will help the school in as many ways as I can to make our school a leader in parent involvement and to participate in fundraising and promotional events to the best of my abilities to help ensure the success of the school.
- I agree to teach my children to show respect for individuals as well as for their peers and for themselves.

- I agree that children learn through positive role models and therefore will strive to model appropriate behavior and attitudes.
- I agree to commit to a minimum of 20 hours per child. I understand that failure to perform these volunteer hours may result in my child not being invited to re-enroll.
- I will abide by the policies in the Family Handbook.
- I understand that my child may be returned to his/her district school should this contract not be fulfilled.

\_\_\_\_\_  
PARENT/GUARDIAN

\_\_\_\_\_  
ADMINISTRATOR, EAGLE ARTS ACADEMY

\_\_\_\_\_  
Name of Student(s) (please print)

Your signature means that you have received the 2015-2016 Family Handbook and you know what the rules are.

Student Name:

\_\_\_\_\_  
(please print)

Teacher Name:

\_\_\_\_\_

Grade:

Students, parents\*, teachers, counselors, administrators and office staff all have important roles to play in our schools. With so many people working together, problems may occur from time to time. Rules have been made to address the problems. Like laws, rules apply to everyone, and they work only when everyone knows what they are.

The Family Handbook lists our rules and regulations. The rules apply to all activities occurring on school grounds, or other sites being used for school activities and for any vehicles authorized for transporting students. Please read them. Parents, students, school faculty and school need to know the rules.

Since parents can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken.

Parents need to be involved in the education of their children and have the responsibility to provide the school with the current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.

The school must have proof that every student and every parent has had a chance to review the Family Handbook. Signed forms must be part of every student's record. Your signature means that you have received the Family Handbook and know the rules. (It does not mean that you agree or disagree with them).

\*Wherever the word "parent(s)" appears, it shall also refer to "guardians." Further, wherever student responsibilities are described, it is understood that parents jointly share responsibility with their children.

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Signature of parent/guardian

Date

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Signature of parent/guardian

Date

---

Signature of student

Date