

# **Healthy Learning Academy**



## **Handbook for School Year 2024-2025**

*The mission of Healthy Learning Academy is to provide excellence in education with a focus on lifelong health, nutrition, and fitness for the creative mind and healthy body.*

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The Healthy Learning Academy's board and staff have compiled this handbook to explain the expectations, responsibilities, and rights of students, parents, guardians and the school staff.

**General Information**

- Healthy Learning Academy is a tuition-free, elementary charter school serving children in kindergarten through fifth grade.
- Healthy Learning Academy follows the same school calendar as Alachua County School District.
- The school day begins promptly at 7:45 a.m. Parents should make every attempt to ensure that their children are at school by 7:40 a.m. to ensure adequate time for children to check in and unpack before Morning Meeting begins. Dismissal is 1:45 p.m., except on Wednesday when dismissal is 12:45 p.m. Doors open at 7:00 a.m. and close at 2:00 p.m. Any student remaining after 2:00 p.m., 1:00 p.m. on Wednesday, will be sent to aftercare at the parent’s expense. Morning Mile begins at 7:00am. Students enter through the side gate out to the track.
- Administrative Hours of Operation are daily Monday through Friday from 7:00am-3:30pm.
- Conference Periods: Conferences are scheduled during teaching planning periods or at other times mutually convenient for both parents and teachers.
- After School Hours M,T,Th,F are from 1:45-6:00 pm. Wednesday hours are from 12:45pm-6:00pm.

**Staff Information**

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<p>Katje Janisch, ESE,ESOL, Art/Music Teacher, Threat Management Team</p>	

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The Healthy Learning Academy (HLA) staff is dedicated to providing your children with the most comprehensive and excellent education possible. We accomplish this with the continued support of HLA families.

Please feel free to contact us with any questions, comments, and concerns you might have. We will address them as quickly and effectively as possible. If you have a question about something that is not covered in this handbook, please contact the school principal in writing so that it can be presented to the BOD for a decision as to whether it will be added to the Handbook.

### **Principal Welcome**

As Principal of Healthy Learning Academy, it is my pleasure to welcome everyone to the 2024-2025 school year!. I am looking forward to working with you and your child this school year. We recognize that in order to be successful in school, our children need support from both the home and their school. We know that a strong partnership with our HLA families will make a big difference in your child's education. We are committed to providing the best education for your child. We can not do it all without the commitment from our school community. Please sign up for an hour or two or a day or two to volunteer at HLA! I am looking forward to seeing so many of our parent volunteers back at HLA making a difference! Thank you for all that you do to make HLA a great place to learn and grow! I am looking forward to a great new school year!

Mrs. Borganelli

### **School Board Members**

The Healthy Learning Academy School Board meets on the fourth Tuesday of the month from August through June from 4:00 PM to 6:00 PM, unless otherwise posted. Board Meetings are open to the public and subject to the Florida Sunshine Law. Parents or the public may bring issues to the attention of the Board of Directors through contact with any elected representative to the Board or through contact with the Principal. Items to be placed on the Board Meeting agenda shall be submitted to any Board member at least ten days prior to a scheduled meeting date.

Bettianne Ford, Chair  
[baford@hlacharter.com](mailto:baford@hlacharter.com)

Bernd Liesenfeld  
[bliesenfeld@hlacharter.com](mailto:bliesenfeld@hlacharter.com)

Sharon Sperling, Treasurer  
[ssperling@hlacharter.com](mailto:ssperling@hlacharter.com)

Sheila Crapo  
[scrapo@hlacharter.com](mailto:scrapo@hlacharter.com)

### **Board Communication and Feedback**

Feedback is an integral part of growth and development for Healthy Learning Academy. HLA encourages parents to share positive experiences as well as any concerns they may have with teachers, staff and administration. Each year, HLA conducts a parent survey, and the board reviews the results and comments. HLA has also added a comment box on the website for general feedback.

HLA is committed to hearing and incorporating feedback from families, students, teachers and the community. In order to facilitate communication and feedback from families, parent representative(s) serve on the board, and a Board Representative will be appointed each year.

### **Board Representative**

The Board Representative is responsible for:

1. Facilitating family involvement
2. Providing access to information
3. Assisting families and others with questions and concerns
4. Resolving disputes through the school's Issue Resolution Process (below)

The Board Representative can be reached at school (352)372-2279 or via email [boardrep@hlacharter.com](mailto:boardrep@hlacharter.com)

### **Issue Resolution Process**

HLA has an established Issue Resolution Process to ensure that concerns are addressed. These steps are intended to enable anyone in the school community, which includes families, staff members, board members, and anyone with a connection to the school, to find expedient resolution to any school problem. The Board Representative can help in this process (see Board Representative above).

#### **Issue Resolution Steps**

Step 1: Request conference or meeting with the staff member involved to clarify issue

Step 2: If unresolved, contact the Principal to facilitate resolution

Step 3: If still unresolved, contact the Board Representative, who will assist in helping resolve the issue

Step 4: If still unresolved, contact the Board Representative, who will ask that you be allowed to present the issue at the next monthly Board of Directors meeting

HLA is aware that there are personal differences in opinions regarding experiences, and therefore cannot act on specific issues unless the protocol has been followed and efforts to make direct communication have been made. (For example, reporting "some people are talking about 'X,' or some people feel 'Y,'" is not really something HLA can act on. "I experienced x, y, and z." – this we can address.) No issue is too small, and we are here to help. You may be hesitant to be "one voice," but one voice can often make a big difference! If you have a concern, please follow the steps in our Issue Resolution Process. If for some reason you feel that you cannot go directly to the person with whom you need something addressed, please do not hesitate to contact the Board Representative.

#### **Policy against Retaliation**

HLA pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, HLA will not tolerate any form of retaliation against anyone who is making a good faith report or complaint about a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

### **Non Discrimination Policy**

Healthy Learning Academy does not discriminate on the basis of race (including anti-Semitism), ethnicity, color, national origin, sex (including sexual orientation, transgender status, or gender identity), physical and mental disability (including but not limited to: HIV, AIDS, or sickle cell trait), (Section 504/ADA), pregnancy, marital status, or age, religion, military status, ancestry, use of language other than English by Limited English Proficiency (LEP) students, or genetic information, or other legally-protected characteristics in its educational programs and activities.

### **School Safety**

All exterior and classroom doors will remain locked at all times. (H.B. 1473 Rule 6A-1.0018)

All visitors and volunteers must enter through the main entrance and sign in. All visitors and volunteers must wear a badge at all times while on campus.

Active Assailant and fire drills are held once every 45 school days-with the first one being presented within the first ten days of school.

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. <https://getfortifyfl.com/> Students will receive appropriate instruction on the use of FortifyFL within the first 5 days of the school year (H.B. 1473 Section 943.082).

Per F.S 1006.12 a campus school guardian is employed by Healthy Learning Academy.

### **School Counselor**

School counselors support students in a variety of ways, including teaching SEL lessons, running small groups, meeting one-on-one with students, and collaborating with teachers. Students can be referred by parents, teachers, the BRT, or administrators. Students also have the opportunity to fill out "Talk Tickets" when they want to speak with the counselor.

During school hours, students may visit with a counselor prior to parent/guardian notification. The counselor will conduct needs assessments, collaborate with teachers, and be a member of EPT, IEP, and PBP teams. Please feel free to reach out to the counselor or administrators with any questions.

To support the social and emotional well-being of our students, the school counselor will administer social emotional screeners to all students throughout the academic year. These screeners may include tools such as the DESSA-mini and SAEBRS, which are designed to identify students who may benefit from additional support in areas such as emotional regulation, social skills, and overall mental health. Teachers may be asked to contribute by providing data on their students, which will help create a comprehensive understanding of each child's needs. The information gathered from these screeners will be used to tailor interventions and resources, ensuring that every student has the opportunity to thrive in a supportive school environment. Parents are encouraged to contact the school counselor with any concerns or questions regarding the screening process or their child's well-being.

The school counselor will deliver Social Emotional Learning(SEL) lessons to all students using the Character Counts curriculum, which emphasizes the development of core ethical values such as trustworthiness, respect, responsibility, fairness, caring, and citizenship. These lessons aim to foster a positive school climate and equip students with essential skills for personal and social success. Additionally, the school counselor will be involved in teaching Human Growth and Development to fifth graders, providing them with age-appropriate information and guidance to help them understand and navigate the changes they will experience during puberty.

### **Enrollment Policy**

Choosing an elementary school is a very important decision that requires considerable thought and research. Healthy Learning Academy has established a reputation for excellence and our program is in high demand. The following procedures have been put in place to ensure a fair and impartial selection process.

Families interested in enrolling a student are encouraged to tour the school. Tours are scheduled on a monthly basis and the Principal will be available to answer general questions about the school and curriculum. Enrollment applications are available from the school or on our website at <http://www.healthylearningacademy.com>. Students enrolling mid-year will be admitted on a first-come, first-serve basis upon completion of the enrollment process provided there is an opening in the student's grade level.

Since the number of new students applying for admission at the beginning of the academic year may exceed the positions available in a particular grade level, a random selection process (lottery) will be used to determine enrollment. Students who are not initially selected will be given the opportunity to be placed on a waiting list and notified if a position becomes available. Siblings of students **currently** in attendance receive enrollment priority status for all grade levels; provided a position is available, and all parent compact requirements have been fulfilled.

The lottery will be held in March of 2025. To participate in the lottery, prospective students must submit a completed application packet prior to **March 1<sup>st</sup>**. Applications submitted on or after March 1<sup>st</sup> will be added to the secondary waiting list.

### **New Student Enrollment Process**

Students will be eligible to enroll or to enter the lottery once the following steps have been completed:

- \*A tour of the school has been taken and a completed application has been returned.
- \*Parents and child have attended a meeting with a faculty team, which may include a student skills assessment.
- \*A completed and signed school/parent/student compact has been returned.
- \*Parents of transferring students will be required to provide copies of most recent report card, assessment data, Individual Educational Plan (IEP) or 504 Plan, and student's conduct records with application.
- \*Grade placement of students previously enrolled in home-schooled, virtual school or private school will be based on a School Board of Alachua County approved assessment model.

### **Returning Students**

Currently enrolled students who intend to return for the following academic year must submit an intent-to-return form prior to March 1<sup>st</sup>. Currently enrolled students who have not submitted the form by March 1<sup>st</sup> will not be automatically enrolled for the following academic year and may be required to re-apply for admission. Re-applying students may be denied admission or placed on the waiting list if there are no positions available in the student's grade.

*Parent compliance with **all** Parent Compact requirements (including volunteer hours, student attendance, and communication) may have bearing on continued student enrollment.*

### **Attendance Policy**

Parents are responsible for student attendance as defined by the state's Compulsory School Attendance laws (F.S.1003.24).

1. Students who are present at any time during the attendance period will be considered present. Doors open at 7:00 A.M. Please make sure to drop your child off at the school entrance where he/she will be greeted by a staff member. The school day begins promptly at 7:45 A.M. Please have your student at school by 7:40 am to ensure they have time to check in and put their things away. **Students arriving after the beginning of classes at 7:45 A.M. must be accompanied to the front door of the building and signed in by a parent/guardian.**
2. To receive an excused absence, a written note must be presented within **three** days of the absence. Only six parent excused absences are allowed per semester.



3. Excused absences or tardies include sickness, medical appointments, injury, death in family, or some other insurmountable condition. **If a student is ill, he/she must be non-contagious, fever free and must not have vomited or had diarrhea for 24 hours before returning to school.**
4. Students with five or more unexcused absences during any grading period may receive a grade of "F" or "U" for all subjects during that grading period. Grades of "F" or "U" for more than one grading period may result in the student failing the grade level for the year.
5. Excessive tardies/absences may affect a student's ability to participate in school field trips and may be cause for dismissal from school. Only six parent excused tardies are allowed per semester. Students who miss class time for any reason may make up missed work at playground time or at home, at the teacher's discretion. Students with 5 or more unexcused absences will not be permitted to take part in non-classroom activities, such as field trips, as they have already missed too much in-class instruction.
6. If a student is excessively tardy (defined as more than an hour late), three such events will equate to a single unexcused absence. Six occurrences of tardiness less than an hour late will equate to a single unexcused absence.
7. If a student has five or more unexcused absences within a calendar month, or fifteen days in a 90 day period, the principal shall schedule a conference with the parent/guardian to determine the cause of the absences. Per the attendance compact, unexcused absences may affect the student's placement for the upcoming school year and/or a truancy report being filed. (F.S.1003.27)
8. The school day ends at 1:45 P.M every day but Wednesday. Wednesday is early dismissal at 12:45 P.M. Our staff is on duty from 7:00 A.M. to 2:00 P.M. Parents are required to pick-up students by the designated time.

**Late pick-up fee schedule is as follows:**

\*Parents are requested to call if they know that they will be late. Two grace late pick-ups will be allowed each year.

\*The late fee assessment shall be the same fee charged for after school care, if parents are more than 15 minutes late. Please respect the need to be on time.

**Student Drop Off and Pick Up Policy**

- Any student who is late for school (7:45 or after) must be escorted to the front door of school and signed in with a staff member.
- Any student who is picked up from school before dismissal time must be signed out by a staff member.
- Students will **NOT** be allowed to be picked up between 1:30-1:45pm on Mondays, Tuesdays, Thursdays and Fridays, and 12:30pm on Wednesdays. If your child needs to be picked up for an appointment before school dismissal please arrive to pick them up before 1:30pm on M,T,TH,F and before 12:30pm on Wednesdays.

- For the safety of all students, only those identified on the student's authorized Pick-Up List will be allowed to pick students up from school. Identifications will be verified against the list.
- Parents must notify the school in advance if their child is going home with another parent/student.  
This communication must be in writing and either emailed or given to the front desk person, for documentation purposes.
- Students will not be released to other parents without prior authorization, even in emergency situations, until the parent has been contacted by phone.

### **On Campus Daily Procedures**

- Students can be dropped off starting at 7:00 am
- All students must stay in their car and go through the car drop off line. Students and parents will not be admitted into the building unless previously arranged. (student will be allowed into their classrooms only to put away their belongings or use the restroom prior to class starting)
- Students will proceed directly through the gate to the backyard area
  - Students will place their belongings in their designated area before going to Morning Mile
  - Parents are allowed to participate in Morning Mile; please drop your child off in the drop off line and then park your vehicle and proceed to the front desk to sign in and proceed to the backyard.
- Students can participate in Morning Mile until 7:40 am
- Students will enter the Great Room for Morning Meeting.
- Students will be dismissed directly from their classroom at the end of the day. All students must be picked up through car pick up or go to afterschool.

### **Dress Code**

The dress code shall contribute to the health and safety of the individual, promote a positive education environment, and shall not disrupt the educational activities of the school.

Uniforms are not required. Please adhere to the following guidelines:

- HLA has a strict non-violence policy, so our students are required to wear comfortable clothing that does not contain any: violent, gruesome, provocative or graphic images.
- Students may not carry backpacks, lunchboxes and binders with violent, gruesome, provocative or graphic images. School staff will be happy to assist you in determining whether any particular article violates this policy. If you are unsure whether an item meets the criteria, please check with the school.
- Shorts, skirts and dresses must be **fingertip in length**.
- All tops/shirts must have straps or sleeves. Not off the shoulder.
- Shorts, leggings or tights should be worn under skirts or dresses to accommodate yoga poses and physical activity.
- No exposed midriffs, all shirts must extend past your waist band.
- Pajama type clothing is not allowed (except on designated days). Appropriate undergarments should be worn, but not exposed.
- Due to the physical nature of our curriculum, students must wear appropriate shoes. Closed toe flat shoes must be worn everyday. (No boots, strappy

sandals, flip flops, crocs, wedges, or heeled shoes are allowed) Students who do not wear appropriate shoes will sit out of physical activities for the day (including recess and PE.) Students who cannot tie their own shoes must wear shoes with Velcro closures, as shoes must be removed for Yoga each day.

- Hats are permitted given they follow the dress code guidelines and not cause a distraction to the classroom.
- Please be sure to put sunscreen and or bug spray on your child before school. (Please see medication information)

Parents of any student deemed in violation of dress code will be contacted. Inappropriate backpacks, lunchboxes and binders will be kept in the office until the end of the school day.

### **School-Wide Rules and Policies**

A – Always act responsibly.

B – Be safe.

C - Care for self, others and the environment.

The following school-wide rules are in place in order to maintain a safe and productive environment for all students. Healthy Learning Academy promotes and supports all positive behavior support strategies (behavior support plans, positive phrasing, student movement breaks, brain breaks, respectful redirection, and providing an inclusive environment).

All students will:

- Treat themselves, other students, school personnel, and campus visitors with respect.
- Respect all property by not damaging or taking it.
- Behave in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.
- Keep hands and feet to themselves.
- Healthy Learning Academy has a zero tolerance violence/no touch policy.
- Practice the Golden Rule: Treat others as you would like to be treated. Bullying will not be tolerated.
- Stay on school property and not wander away from the rest of the class.
- Comply with all staff's directions.
- Comply with the teacher's classroom rules.

### **Bullying and Prevention Policy**

Healthy Learning Academy strictly prohibits bullying of any kind. Healthy Learning Academy will not tolerate bullying or any type of harassment. If anyone believes that they are being bullied at school, it should be immediately reported to the principal or Behavior Resource Teacher.

Bullying is unwanted, aggressive behavior among students that involves a real or perceived power imbalance. **The behavior is repeated, or has the potential to be repeated, over time.** Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Students

will participate in a bullying prevention and intervention program while in attendance at HLA. (H.B. 1473 6A-1.0018919).

### **Classroom Discipline Policy**

Each teacher has a specific classroom management plan. Classroom rules and procedures are displayed in each classroom. First and second offenses may be handled by the teacher or other staff members. Students are referred to the administration at the teacher's discretion when misconduct is of a serious nature. When discipline documentation is sent home for a parent/guardian to sign, the school expects the note to be signed and returned the next day.

On occasion, a student's behavior may require that he or she be removed from the classroom due to disruption. Should the situation arise where a student requires removal, the student will be directed to the counselor's or behavior resource teacher's office for a cooling-off period to reflect and regroup, until the student regains both self-control and a cooperative attitude.

### **Code of Conduct**

All behavior issues will be documented in the student's cumulative file. Suspensions will be reported through the School Board of Alachua County and will be on the student's permanent record.

### **Consequences for Student Misconduct:**

#### Step 1\*

A first offense or minor act of misconduct which interferes with orderly classroom or school function, or learning. These offenses may be handled first by the teacher or other staff members. The incident may also be referred to the administration or BRT (Behavior Resource Teacher). Documentation of behavior and consequences will be filed.

#### Step 2

Repeated offense of misconduct which requires administrative action. The student will be referred to the administration or BRT. Student(s) may be scheduled for follow up with the school counselor. The parent(s) will be notified and a behavior plan conference will be held. The teacher, parents, counselor, and administration will agree to a PBP (Positive Behavior Plan). A follow up meeting will be scheduled in 1-4 weeks after implementation of the PBP to discuss progress of behavior.

#### Step 3\*\*

After 1-4 weeks, the teacher, parents, and administration will reconvene to discuss progress made by the student and adjust the PBP as necessary. If progress is sufficient the teacher, parents, and administration will agree to end the plan or continue to monitor for progress.

If during Step 3 it is determined that there is no progress or the behavior has worsened the conference will act as a final warning.

#### Step 4

After a final warning is communicated between the parents, student, teacher, and administration terms of suspension/dismissal will be discussed. A major offense will place a student directly to Step 4 as determined by administration.

\*End here if behavior is not recurring

\*\* This step can be repeated as necessary.

**A minor offense** is an act of misconduct which interferes with the orderly classroom or school function, and/or acts directed against property or persons. The offenses may be handled first by the teacher or other staff members. These offenses do not endanger the health or safety of others.

Examples are, but not limited to: classroom disruptions, dress code violations, unsafe acts, defiance and offensive language, bullying, acts directed against a person or property without danger to health or safety.

Additional actions may be taken in response to minor offenses : verbal reprimand, time out, withdrawal of privileges, parent notification, counseling, teacher/student conference, teacher/parent/student conferences, restitution and restorative practices, behavior contract, behavior referral, school based intervention program, administrator/parent conference, in-school suspensions for a partial day

**A major offense** is the most serious breach of conduct; it must be reported immediately to the administration. Such breach of conduct includes, but is not limited to: willful disobedience, open defiance of authority to school staff, violence against persons or property, and any other act which substantially disrupts the orderly conduct of the school.

Examples are, but not limited to: possession of weapons or drugs, damage to property, threats to health and/or safety, physical altercation, abusive language (\*\*see definition), etc.

Parent/guardian will be notified and the additional actions may be taken in response to major offenses: administrator/student/parent conference, behavior contract, after school detention, in-school suspension, suspensions from extracurricular activities, out-of-school suspension (no more than 5 days), restitution and restorative practices, recommend alternative placement, recommend expulsion, report to law enforcement

\*\*Abusive Language: Using insulting/offensive language, swearing, cursing, or uttering vulgar words; profane, indecent, obscene gestures, or propositions.

Any threat reported by any person as defined by the Florida Department of Education (FLDOE) will be reported to the Threat Management Team. A threat is defined by the FLDOE as an incident where the victim reasonably believes they could have been physically harmed by the offender's verbal or nonverbal actions regardless of physical contact. A threat is considered an expression of intent to harm someone regardless of whether the intended target is aware.

The Threat Management Team meets monthly to review all cases of concern in accordance with the FLDOE guidelines.

SESIR (School Environmental Safety Incident Reporting): H.B. 1473 6A-1.0018 This refers to specific offenses that are against the law or represent serious breaches of the

Code of Student Conduct. These include incidents considered severe enough to require the involvement of or required to be reported to law enforcement.

**See appendix 1 for terms**

#### Student Detention, Search and Seizure

The principal or designee may temporarily detain and question students about possible violations of school rules. The principal or designee may search students, locker, backpack, or other storage areas under reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. [F.S.1006.09] The principal or designee may search a wireless communication device if there is a reasonable suspicion that it has been used to violate school policy.

Note: Healthy Learning Academy has a Zero-Tolerance Violence Policy(6A-1.0018(12)

Healthy Learning Academy's zero-tolerance policy includes possession or use of weapons.

- Possession of pocket knives, razor blades and other sharp or pointed items will result in permanent dismissal.
- If any item or article not usually considered a weapon (pens, pencils, sticks, rocks, etc.) is used as a weapon, the student will be suspended from school with the possibility of permanent dismissal.
- Possession of firearms or explosives, operable or inoperable, will result in permanent dismissal from school.

As agreed upon in the School/Parent/Student Compact, parents may be required to attend class with their child for disciplinary reasons, if deemed necessary by the principal. Parents may be required to pick up the student from school immediately if deemed necessary by the Behavior Resource Teacher for disciplinary reasons or student safety.

Healthy Learning Academy believes field trips and other extracurricular activities are valuable learning opportunities for students. However, if a student repeatedly demonstrates a lack of self-control in school, the student may not be eligible to participate in such events.

#### **Student Instruction and Progress**

**Grading Scale** - Healthy Learning Academy follows the School Board of Alachua County grading scale.

##### Kindergarten through Second Grades

90 - 100 % Excellent (E)  
80 - 89% Satisfactory (S+)  
70 - 79 % Satisfactory (S)  
60 - 69 % Needs Improvement (N)  
0 - 59% Unsatisfactory (U)

##### Third through Fifth Grades

90% - 100%-A  
80% - 89%-B  
70% - 79%-C  
60 - 69%\_D  
Less than 60%-F  
Incomplete-I

Notes:

- Teachers will teach the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards as well as the Florida State Standards as established by the State of Florida.
- Grades will consist of tests and quiz grades, homework, classwork, and class participation.
- Progress reports or report cards will be available to view in the Family Access Portal. Please sign up to see all progress reports and report cards.

### **Homework**

Students will be given grade level appropriate homework. These assignments will count toward each student's overall grade. Homework schedules will be given out at the beginning of the school year. Students with an excused absence will have three days to make-up work upon return.

The purpose of homework includes improvement of the learning process, aid in skills mastery, and stimulation of student interest.

To achieve these purposes, homework shall be assigned in all academic courses as appropriate. Homework assignments shall be of reasonable length with clear directions.

There are several things you can do to help your child successfully complete his or her homework.

- Encourage your child to use a calendar or planner to write down assignments every day.
- Have a routine for starting and completing homework. Some children need a snack and playtime immediately after school. Others prefer to get homework done right away.
- Set aside a homework place with enough work space, lighting and materials.
- Turn off the television during study time. Avoid other distractions, such as cell phones and video games.
- Check your child's homework for completeness and accuracy.
- Set up a routine for your child to follow to get homework back to the teacher, such as keeping it in a special folder or in particular part of his/her backpack.

Most children will need help with homework from time to time. Your child's teacher can provide you with advice on how to help your child with homework.

### **Honor Roll**

Each nine weeks, students who earn all A's or E's on their report cards will receive an Honor Roll certificate or ribbon. Their names will also be called during the Morning Meeting in order to recognize their achievements.

### **Computer Responsibility**

The use of the school's computers and computer networks, software, files, and internet access is a privilege. As part of the curriculum, students have the opportunity to work on the computer. In order for students to have access to the internet we require parents to sign the Computer Responsibility Contract. A computer responsibility information session is held with the students yearly.

### **STUDENT USE OF PERSONALLY-OWNED WIRELESS COMMUNICATION DEVICES**

The use of personal wireless communication devices (WCDs) on school grounds by students is **prohibited**. WCDs shall be confiscated and held until the parent attends a conference to discuss the infraction of this rule. If a student has possession of a WCD while on school grounds it must be powered completely off and stored in the student's backpack. Violation of the WCD rules at school constitutes a Step 1 code of conduct infraction.

**A WCD is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, smartwatches, pagers/beepers, personal digital assistants (PDAs), Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, electronic readers "e-readers" (e.g., Kindles or similar devices), and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.**

Students shall use the school phone to contact parents/guardians during the school day. Parents/guardians may get in touch with their child or child's teacher during the school day by calling the school office.

### **Student Promotion and Retention**

Student promotion is based on evaluation of each student's achievement in regard to the Florida Standards. Each student's progression from one grade to another is based, in part, upon proficiency in reading, writing, science, and mathematics. All students must participate in school, district and/or statewide assessments.

The basis for making promotion decisions includes objective data and teacher judgment based on classroom performance, daily observation, formal and informal assessment, mastery of Grade Level Expectations and parent input. The primary responsibility for recommending grade placement for the next year is that of professional staff members, subject to review and approval of the principal.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.



Promotion/retention decisions are made at the end of the regular 180-day school year. Parents or guardians may appeal a promotion or retention decision made by the school at the end of the current school year. Appeals must be presented in writing to the Healthy Learning Academy Board of Directors.

As required by the State of Florida, all students in grades K-5 must take the Florida Assessment of Student Thinking (F.A.S.T.) progress monitoring assessments 3 times a year. Florida is the first state to implement education progress monitoring. Testing will take place 3 times a year (within a student's first 30 days, midyear, and within the last 30 days of the school year).

### **Multi-tiered System of Supports (MTSS)**

Healthy Learning Academy is committed to providing high quality instruction and support to promote the highest achievement of all students. MTSS is a framework for integrating levels (or tiers) of academic and behavior support to promote the success of all students. Sometimes referred to as RTI, or response to intervention, in Florida MTSS refers to a system of supports while RTI refers to how a student responds to instruction and intervention support. The unlimited goal of a MTSS is to provide high-quality instruction and the degree of support each student needs to be successful. MTSS is not a special program, class, or intervention, but rather a way of organizing instruction and intervention to help all students and promote early identification of students needing additional academic or behavioral support to be successful. MTSS is also used to help identify students who may need additional academic support.

Any student considered academically below state set criteria on F.A.S.T will be placed on a Progress Monitoring Plan and monitored by the school's staff throughout the school year.

### **Gifted Education**

In order to meet eligibility criteria for gifted education services, students must demonstrate superior intellectual development and are capable of high performance, including those with demonstrated achievement and/or potential ability.

To be eligible for gifted program services, a student must demonstrate:

- A need for a program
- A majority of characteristics of gifted students according to a standard scale or checklist
- Superior intellectual development as measured by an intelligence quotient of two standard deviations or more above the mean on an individually administered standardized test of intelligence.

Each year teachers will complete a basic screening process for the entire class. Those students who meet the specified criteria will be screened using the SAGES 3 instrument. Students may also meet pre-referral criteria based on superior state standardized test scores (3<sup>rd</sup> and 4<sup>th</sup> grade). The school will then forward the results of these screenings to the district. The remaining testing and eligibility will be determined by the district.

If an outside psychoeducational evaluation is submitted to the school, pre referral criteria must still be met. Parents should contact the special education teacher or the principal if they have further questions.

A gifted student may also be a member of an under-represented group and meet the criteria specified in the approved school district plan for increasing participation of under-represented groups in gifted programs.

### Gifted Program Goals

1. To develop higher levels of thinking
2. To develop self-directed learning skills
3. To develop a positive self-concept
4. To develop positive interpersonal relationships
5. To develop creative thinking and expression

### **Physical Education/Yoga**

A planned physical education program is provided to all students. Students will participate in a regularly scheduled yoga class. Students are required to bring a yoga mat with their name clearly printed on both sides. These mats are kept at the school.

A pupil may be excused from PE for up to three days with a **written** note from a parent/guardian directed to the PE teacher. For extended periods of exemption, a doctor's note is required. Students are required to wear appropriate shoes and appropriate clothing. Students who have been excused from PE or Yoga will be expected to rest at recess. Students who do not participate in PE will be required to complete an inactive student activity in order to earn a grade for the day.

### **Morning Mile**

Each morning we offer the students the opportunity to participate in the 5 Points of Life/Morning Mile program. After the student has checked in with a staff member, those students with a signed permission slip may walk or run. The purpose of this activity is to involve our students in a worthy service project and offer them the opportunity for additional exercise. Students who run/walk 10 miles or more will earn one charm for every 10 miles.

### **Family Involvement Policies**

At Healthy Learning Academy, parent involvement is a vital part of the partnership between school and home to ensure your children receive the highest quality education possible. Parents are required to support students by signing and returning planners, newsletters, and all other school correspondence in a timely manner. Parents will assist, review homework and listen to students read on a regular basis.

**Healthy Learning Academy is a school of choice.** Parents who choose to have their child(ren) attend HLA shall support the mission and academic philosophy set forth by the school.

### **Home-School Communication**

At the beginning of the school year you will receive information from HLA, including the Code of Student Conduct, calendars, etc. You will also be asked to return your child's

emergency form with a list of contact names, phone numbers and other important information. Please be sure to review these materials carefully and provide the information requested. Additional information will be sent home with your child in their purple folder throughout the school year, newsletters and fliers about upcoming school activities. Be sure to talk with your child and check his or her backpack regularly for such material. You may also occasionally receive emails from the school with important information. Parents also have the option to sign up for schoolwide text alerts.

Each classroom teacher will send home a weekly newsletter, both hard copy and electronically. The school will also send home a monthly newsletter, both hard copy and electronically, to keep parents informed of important school-wide dates and activities.

### **Parent Teacher Conferences**

Two mandatory parent/teacher conferences will be scheduled each school year, the first during the first quarter and another at the midpoint of the year. Teachers and/or parents may request additional conferences as needed.

Morning time is extremely busy for teachers and administration, so parents cannot expect to discuss major concerns at that time. Parents are required to make appointments for a conference to discuss such concerns.

### **Parent Volunteer Commitment**

Per the school compact each family will be required to perform 20 hours of volunteer time. **Five of the 20 hours must be completed by parent/guardian.** There are many volunteer opportunities available. At the beginning of each year all volunteers are required to fill out a volunteer application and background check. Volunteer opportunities will be on the school website and sign up via Sign-Up Genius.

Parents/guardians will have the opportunity to chaperone on select field trips during the school year. Your student's teacher will notify you if chaperones will be needed for a specific field trip. Please note that chaperoning does **NOT** count as volunteer hours.

### **Volunteer Policy**

A school volunteer is any non-paid individual who gives his/her time to a school or school staff member while performing assigned duties. Duties assigned to school volunteers shall be consistent with Florida statutes and State Board of Education rules.

The school shall maintain a volunteer services record which will record the volunteer's name, date, hours of service, and the nature of the volunteer activity. All volunteers must sign in at the volunteer computer. Once a volunteer application has been completed, background check completed then approved parents can begin to volunteer. This is how volunteer hours shall be entered. If hours are completed outside of regular school hours, please enter these hours using the offsite button. **Families are required to contribute 20 volunteer hours per school year. At least five hours must be**

**completed by the parent/guardian. Dual households should make every effort to share in fulfilling this commitment. All volunteer hours must be completed at least two weeks before the last day of school.**

The school principal and each staff member who supervises a school volunteer shall be responsible for supervising volunteers serving in the school, and for assigning duties to school volunteers. **Volunteers shall work under the direction and supervision of the principal, teachers and other staff members.**

Volunteers shall maintain strict confidentiality of all school or classroom information to which they have access while performing their volunteer activities. Volunteers shall be allowed access to identifiable student information only with approval of the principal or designee, to the extent necessary to fulfill an assigned activity. Working with any student is always confidential. Never use a student's full name when talking with others outside of the school. A misplaced comment can be devastating to a student, a family, a teacher, and to the volunteer program. If you have any concerns, please speak to the supervising staff member or the principal. Please check the Sign-Up Genius for all posted volunteer opportunities. If a volunteer shows up at Healthy Learning Academy to volunteer and has not previously signed up they will not be permitted to volunteer.

### **Conduct and Dress Code**

As a volunteer, you are considered to be a paraprofessional. You are a role model for students and should dress and act appropriately. Cell phone use is prohibited on school grounds. In case of an emergency the school's phone number may be given. **Never take pictures of students or interact with students on any social media sites, or through text or email during school hours or on a field trip.**

### **Attendance**

It is imperative that you be prompt and dependable. **If you are not able to complete your scheduled volunteer task please notify the school.** Volunteer hours and opportunities must be coordinated through our Sign Up Genesis tab on our website. If a volunteer shows up at Healthy Learning Academy to volunteer and has not previously signed up to volunteer they will **NOT** be permitted to volunteer.

### **Application and Approval**

Prior to approval, prospective volunteers must complete an application. Volunteers are subject to a background check against the Florida Department of Law Enforcement's sexual predator/sex offender registry. The volunteer application shall require that the applicant disclose if she/he has ever been convicted or had adjudication withheld in a criminal offense other than a minor traffic violation or if any criminal charges are pending. The application process can be found on our HLA website.

Any applicant who has been convicted of a crime that would disqualify him/her for employment in the District, under the criteria of Policy **4121.01**, Criminal Background and Employment, shall not be accepted as a volunteer.

For purposes of this policy, "convicted" means there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld. (F.S. 943.0435)

**Duties**

**If there is a designated room parent, all mass school/classroom communications to classroom parents/guardians must be blind copied (for privacy reasons) and must include a copy to the teacher and/or principal.** Room parents will be provided with an HLA email account and will be required to send all communications from this address (ie. roomK@hlacharter.com).

School volunteers **shall not**:

A.	Supervise a class in the absence of a certified teacher;
B.	Directly teach students;
C.	Assume direct responsibility for the health, safety, and welfare of students;
D.	Discipline students;
E.	Establish instructional objectives;
F.	Make decisions about instructional objectives;
G.	Make decisions about the appropriateness of teaching materials for accomplishing instructional objectives;
H.	Make judgments regarding the attainment of instructional objectives unless these judgments are based upon clear and objective criteria (such as specific achievement standards on a true-false test).

**\*Younger siblings are not permitted to accompany parents while volunteering, during any school activities. It is important for parents to be engaged with students while volunteering.**

**Volunteer Opportunities:**

Examples are:

- \* Reading with students
- \* Doing an art project
- \* Cooking with students
- \* Assisting with an academic lesson
- \* Giving a presentation
- \* Helping students in the library
- \* Any other academic based activity
- \* Fundraising
- \* Gardening
- \* Media
- \* Morning Mile
- \* Maintenance
- \* At home projects

**Non-Volunteer Activities:**

- \*Eating lunch at the school with your child
- \*Attending Morning Meeting

- \*Walking Morning Mile with your child
- \*Other activities where the school is not benefitting from your service
- \*Observing or visiting with your child in class
- \*Field trips

If there is an activity you want to participate in and are not sure it will qualify, please contact a staff member to verify. Thanks for all your efforts!!

### **Parent Involvement Nights/Family Focus Hours**

Healthy Learning Academy holds Parent Involvement Nights throughout the school year. **The August Parent Nights for New Families and Established Families are Mandatory.**

Themed parent nights(not mandatory) will be announced throughout the year, families will be notified via the monthly newsletters, teacher newsletters and email.

### **Medications**

At the beginning of the year a First Aid Medication form is sent home. This form allows Healthy Learning Academy staff members to administer listed over the counter medications for basic comfort measures should the need arise. The parent is required to initial each over the counter medication which may be administered to the student. If there is no signed form in the student's file, HLA staff cannot dispense any over the counter medications.

Parents must complete a separate medication authorization form for any medications provided by the parent which must be given to the student during the school day. Please see a staff member for this form. All medications must be in the original container. The medication will be kept in the office. If a staff member suspects any possible infectious, contagious, or transmittable condition, the parent/guardian will be contacted.

### **Media Release**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Healthy Learning Academy obtain your written consent prior to the disclosure of personally identifiable information. Parents are requested to sign the Media Release allowing HLA to use the student's photos on the school's website and in other media outlets. Other uses of information include school yearbook, recognition lists, and school programs.

### **Snacks/Lunch**

Students are encouraged to bring a **healthy** snack and lunch each day. Healthy Learning Academy is premised on the principle that healthy eating contributes to good health and the optimal ability to learn. HLA recommends minimizing processed foods and added sugars in foods.

Healthy Learning Academy encourages parents to send healthy lunches that their children will enjoy eating. This is the best way to ensure that students receive necessary nourishment. **Please also be sure to send an insulated, labeled water bottle daily!**

Parents/Guardians are welcome to spend lunch time with their child. These visits do not count towards volunteer hours. There are two designated picnic tables in front of school for students to have lunch with you.

Lunch is provided daily by Hidden Oak Elementary School. Monthly menus are posted on our website. Students are always welcome to bring their own lunch.

We have two times each day designated for school lunch. K-2nd grade eat from 11:30-12:00, and 3rd-5th eat lunch from 12:00-12:30.

### **Chewing Gum**

**Healthy Learning Academy is a chewing gum free school.**

### **School-wide/classroom celebrations**

Birthday celebrations and treats will be limited to snacks during snack time or after lunch. It is understood that refined sugars, artificial colors, and preservatives lead to behavioral and health issues for some students. The mission of HLA is to promote learning through good health, so we have developed food policies that allow birthday/celebration snacks without causing disruption to the classroom experience for students and teachers.

**Approved Celebration Snacks**(snack to be distributed to the entire class/school)

**\*\*Snacks must come from this list-unapproved snacks will not be distributed to the class**

**\*Snacks must be prepared prior to arrival at school (i.e fruit sliced, smoothies blended, warmed/baked goods cooked, etc.)\***

- |  |   |
|--|---|
| *raw fruit or vegetables with or without low fat/low sugar dip | *Healthy juice/fruit popsicles (Outshine/Whole Fruit) |
| *whole grain cracker w/cheese or peanut butter                 | *cheese sticks  |
| *raisins   | *whole grain muffins/baked goods (low sugar)          |
| *trail mix   | *whole grain pretzels                                 |
| *nuts  | *brown rice cakes                                     |
| *dried fruit   | *pre-popped popcorn                                   |
| *yogurt/parfaits (plain yogurt)                                | *kale chips   |
| *smoothies   | *homemade granola bars                                |
| *applesauce  |   |

Non-food items such as stickers, bookmarks, bubbles, pencils, etc. are always welcome.

**All celebration snacks that are brought to be shared with the class must be announced to the teacher at least two days ahead in order to ensure that parents of students with food allergies and/or restrictions have the opportunity to plan to send an alternative treat with their child. Parents of students with allergies or specific dietary restrictions are encouraged to send a supply of special snacks to school for their child to consume for these special occasions.**

### **After School Program Policies**

After School care is offered on every student attendance day and may be offered during breaks and teacher work days. Students enrolled in the HLA after school program will take part in a variety of different games, activities, and crafts in accordance with the Florida Standards. Our program will

provide a daily snack, daily homework time, and scheduled indoor and outdoor enrichment activities. The program runs until 6:00 p.m. A late fee of \$10 per 15 minutes will apply after 6:00 p.m.

All participants must fill out a new registration card each year.

Full time fees (4-5 or more days a week) are \$60.00 for first child, \$50 for each additional sibling.

Part time fees (2-3 days per week) are \$40.00 and \$30.00 for each additional sibling.

One day fee(1 day only per week) are \$20.00 and \$10.00 for each additional sibling.

**All program fees are attendance based. Payments are due the Monday following the week of attendance.** Attendance and payments will be taken through Procure Connect.

### **Parent Self-Assessment Checklist**

Florida law 1002.23 F.S. calls for the distribution of a parent self-assessment checklist to all families. The checklist offers a recommended list of the steps parents can take to help boost their child's success in school, including:

- ✓ I talk to my child regularly about school and the importance of doing one's best.
- ✓ I know that my child has the ability to succeed.
- ✓ I help my child learn to set long-term and short-term goals.
- ✓ I praise my child for both effort and achievement.
- ✓ I encourage my child to read every day and provide opportunities for the family to read together.
- ✓ I provide lots of age-appropriate reading material in the home.
- ✓ I set aside a special study time and a study area with the tools needed to complete assignments.
- ✓ I ask to see the work my child is doing in school.
- ✓ I make it easy for my child to go to the library.
- ✓ I attend workshops and training on how to help my child at home.
- ✓ I am aware of what my child watches on TV and what electronic or computer games my child plays.
- ✓ I have read the Student Code of Conduct and returned the parent signature form.
- ✓ I model positive behaviors such as respect for my child, others and myself.
- ✓ I make sure my child attends school daily and promptly.
- ✓ I encourage my child to accept responsibility for his/her actions.
- ✓ I monitor my child's participation in extra-curricular and after-school activities.
- ✓ I maintain regular communication with the school and teacher(s).
- ✓ I find out how my child is progressing by attending parent-teacher conferences when needed.



- ✓ I attend Open House and other school events.
- ✓ I volunteer in and for the school.
- ✓ I talk to my child in a patient, understanding and caring manner

# Appendix #1

## Glossary of Terms

Abusive Language: Using insulting/offensive language, swearing, cursing, or uttering vulgar words; profane, indecent, obscene, or seriously offensive language, gestures, or propositions.

\*# Aggravated Battery: (Intentional great bodily harm) A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known that the victim was pregnant.

\*# Alcohol: (Possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

\*# Arson: (Intentionally setting a fire on school property.) To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Assault/Threat: See Threat/Intimidation below.

\* Bullying: (Intimidating behaviors) Systematically and chronically inflicting physical hurt or psychological distress on one or more student-e//e-s or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment or unreasonably interferes with the individual's school performance or participation.

Bullying includes instances of cyberbullying. May involve teasing; threats; intimidation; stalking; cyberstalking; cyberbullying; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or damage to or destruction of property. #

Burglary: (Illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

Cheating: Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test.

Classroom Disruptions: Any act which disrupts the orderly learning environment.

Computer Misuse: Inappropriate use, including but not limited to: breaking into restricted accounts or networks, modifying files without permission, illegally copying software, and entering or distributing unauthorized files.

Cyber-Bullying: Includes tormenting, threatening, taunting, ranking, degrading, harassing, humiliating or otherwise targeting a student or staff member using the Internet, interactive and digital technologies or cell phones or inviting others to join in these acts.

Cyber-Stalking: Engaging 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.

Defiance: Boldly resisting or openly challenging school authority.

Detention: Remaining after school as an alternative to suspension for certain misconduct.

\*# Disruption on Campus: (Major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.

\*# Drug Sale/Distribution Excluding Alcohol (DRD): (illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

\*# Drug Use/Possession Excluding Alcohol (DRU): (illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

Electronic Devices: A device powered by electricity that provides audible or visible communication signals such as, but not limited to, hand-held video games, MP3 players, radios, CD/Cassette players/recorders, and laser pointers. It does not include electronic calculators or thumb drives. (See also Wireless Communication Devices below.)

Expulsion: The removal of the right and obligation of a student to attend a public school for a period of time not to exceed the remainder of the term or school year and one additional year of attendance.

\* Fighting-Major (Mutual combat, mutual altercation): When two or more persons mutually participating in the use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.

Fighting-Minor (lower level, mutual combat/altercation): When two or more persons mutually participate in use of force or physical violence, such as pushing, shoving, or other altercations that stop upon verbal command.

Forgery: The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

Gambling: Any participation in games (or activities) of chance for money and/or other things of value.

Gang Identification: Grooming, accessories or clothing which local law enforcement or other community agencies currently consider to be gang related are prohibited. These may include but are not limited to items with gang names, initials or monikers, gang related tattoos or scars, and any manner of grooming or dress which by its color, arrangement, trademark or other attribute is gang related.

\* Harassment: (Insulting behaviors) Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities or benefits; or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

# Hazing: Any action or situation that endangers the mental or physical health or safety of a student at school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to: pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior; or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

\*# Homicide (Murder, manslaughter): The unjustified killing of one human being by another.

In-School Detention (ISD): The temporary removal (from 5 minutes up to 3 periods/hours) of a student from the classroom in order for the student to deescalate their behavior, then process and problem-solve the situation in order to positively reintegrate back into the classroom setting.

In-School Suspension (ISS): The temporary removal of a student from the student's regular school classes/program and placement in an alternative class/program, under the supervision of a school district personnel, for a period not to exceed ten (10) school days. The student remains in attendance for the school day(s) assigned and is allowed to continue appropriate curriculum standards without academic penalty. \*# Kidnapping: (Abduction of an individual) Forcibly or by threat, confining, abducting or imprisoning another person against his/her will and without lawful authority.

\*# Larceny/Theft (Taking of property from a person, building, or a vehicle): The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to District policies. # Motor Vehicle Theft: The theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles, and mopeds.

\*# Other Major: (major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. Examples include: Student producing or knowingly using

counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia. 31 **Out-of-School Suspension (OSS):** The temporary removal of a student from all classes of instruction on public school grounds and all other school sponsored activities, except as authorized by the principal/designee, for a period not to exceed ten (10) school days, beginning at the end of the school day, and remanding of the student to the custody of the parent with specific homework assignments to complete. [F.S. 1003.01(5)]

**\*# Physical Attack:** An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. Progressive Discipline: Consequences become more severe for repeated same or similar misbehaviors.

**Public Display of Affection (PDA):** Inappropriate public display of affection on a school campus or at a school-related activity is not allowed. Any such display may be subject to disciplinary action. PDA may include, but is not limited to, kissing, fondling, "dirty dancing," sitting on laps, inappropriate touching, etc.

**Restorative Practices/Discipline:** Restorative practice focuses on responsibility, accountability, and a goal of restoration for all impacted by the offense. Restorative practices ask a different set of questions: Who was harmed? What are the needs of the harmed? How can things be made as right as possible? How can things be changed to create a better future? A restorative system prefers that the decisions are made in a cooperative process by all of the impacted parties rather than just the authorities. (Taken from Discipline that Restores by Claassen & Claassen). **Restitution:** Restoring or paying for damaged or stolen property.

**\*# Robbery (Using force to take something from another):** The taking, or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. **Saturday School:** An alternative to out-of-school suspension where students attend school on Saturday under supervised conditions.

**SESIR (School Environmental Safety Incident Reporting):** This refers to specific offenses that are against the law or represent serious breaches of the Code of Student Conduct. These include incidents considered severe enough to require the involvement of an SRO or incidents required to be reported to law enforcement. SESIR incidents can involve students, non-students, and/or unknown perpetrators. SESIR acts are indicated with an asterisk in this glossary and will be included on a student's permanent transcripts.

**\*# Sex Offenses:** (Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)

**\*# Sexual Assault:** An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both male and female students can be victims of sexual assault.

**\*# Sexual Battery:** (Attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object. Both males and females can be victims of sexual battery.

**\* Sexual Harassment:** (Undesired sexual behavior) Unwanted verbal, nonverbal, or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive 32 educational

environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation as defined in Rule 6A-19.008, F.A.C. Sexual Cyber-Harassment: Publishing a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. May be a form of sexual harassment.

\* Smoking/Tobacco: (Cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

Stealing: See Larceny/Theft (\$750 or more) above; or Theft/Petit (less than \$750) below.

Tardy: Unexcused lateness to school or class. Theft/Petit Larceny (less than \$750): The unlawful taking, carrying, concealing or riding away with property of another person. \*#

Threat/Intimidation: (Instilling fear in others) An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.

\* Tobacco Products: (Cigarettes or other forms of tobacco/nicotine) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Includes, but is not limited to, cigars, cigarettes, pipe tobacco, smokeless tobacco, chewing tobacco, snuff or any matter or substances that contain tobacco, papers used to roll cigarettes, and other tobacco paraphernalia.

\*# Trespassing: (Illegal entry onto campus) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.

Unsafe Act/Action: Any behavior which compromises the safety of any individual, including, but not limited to, hitting, kicking, slapping, or the use of laser pointers.

Unsubstantiated Bullying: After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying.

Unsubstantiated Harassment: After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment.

\*# Vandalism (more than/less than \$1,000): (Destruction, damage, or defacement of school or personal property) The intentional destruction, damage, or defacement of public or private personal property without consent of the owner or the person having custody or control of it. (Damage must be \$1000 or more to report in SESIR.)

Vandalism is also defined as any deliberate or malicious attempt to harm or destroy computer hardware or peripherals, data of another user, the Internet, the District's network, or any other networks that are connected to the District. This includes, but is not limited to, the uploading or creation of computer viruses.

Vaping: The inhaling of a vapor created by an electronic cigarette (e-cigarette) or other vaping device. E-cigarettes are battery-powered smoking devices. They have cartridges filled with a liquid that usually contains nicotine, other drugs, flavorings, and/or chemicals. The liquid is heated into a vapor which the person inhales.

\*# Weapons: (Possession of firearms and other instruments which can cause harm) Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether operable, inoperable, loaded or unloaded), sword, sword cane, knives (except common pocket knives, plastic knives and blunt-bladed table knives), box cutters, razors, clubs, electric weapons or devices, metallic knuckles, martial arts weapons, ammunition, destructive devices, and explosives and look-alike items that closely resemble weapons or operate similarly. The term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm, as well as endangering the health and safety of persons.

Wireless Communication Devices (WCDs): A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, Smartwatches, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, electronic readers "e-readers" (e.g., Kindles or similar devices) and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. (See also Electronic Devices above)

\* SESIR Incident Report required (Note: SESIR definitions are subject to change, please see the FLDOE website for the most current definition, <http://www.fldoe.org/safe-schools/sesir-discipline-data/>)

# Law Enforcement contact expected

# Signature Page

\*\*\*\*Please return only this page of the 2024-2025 student handbook. Retain the body of the handbook at home for future reference.

**\*\*\*\*\*There have been significant changes made to the handbook and Healthy Learning Academy policies. Please read the entire handbook carefully before signing.\*\*\*\*\***

\*By my/our signature(s) below, I/we signify that I/we have received and read this student handbook.

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Parent/Guardian Name

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Parent/Guardian Signature

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Parent/Guardian Signature

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Parent/Guardian Name

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(Print) Date

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Student(s) name