



Building Your Success

STUDENT AND PARENT POLICY HANDBOOK



2020-2021 SCHOOL YEAR

Sunrise Academy of Excellence

3212 Oleander Ave
Ft. Pierce, FL 34982
(772) 489-9748

Student and Parent Policy Handbook

2020-2021

Grades K-5

Mrs. Oveda Taylor- Principal/ Owner

Mrs. Carol Kenyon- Asst. Principal

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Vision Statement

Our vision is to ensure every child has adequate resources and positive influential guidance to become exceptional future leaders.

Mission Statement

Our mission is to help all children and families with any and all aspects of having a safe, healthy, and happy learning environment, regardless of race, religion, or national origin. We hope to bridge the gap between home and school so that all children have the necessary resources and mentorship needed to be successful.



Message from your Principal

It is my great pleasure to welcome you to SUNRISE ACADEMY OF EXCELLENCE!

I am pleased to welcome you back to the 2019-20 school year! I would like to extend a special welcome to all our families at **Sunrise Academy of Excellence** this year. I am honored to be your principal. Our goal at **Sunrise Academy** is to work together to provide our students with a rich learning environment. My vision, as the principal, is to always put kids first! My belief is that all students can learn. As educators, we need to discover how each child learns in order to differentiate our instruction to support diverse learning styles. In a collaborative effort, we want children to thrive in all ways possible. My hope is that all children will **LOVE** school and nurture a learning environment that is positive, safe, caring, as well as a fun place to learn and grow. Student success is attributed to the partnership and relationships we build within community, it truly does take a village.

Our teachers are highly dedicated, well-trained professionals. As a team, we constantly seek better ways to teach young minds. We develop and personalize the curriculum, so it is relevant, engaging and challenging for each student. We extend areas of strengths, support areas of weakness and attend to the emotional, social and physical wellbeing of every learner.

This handbook is just the beginning of our communication. Herein, you will find important information about the school's policies and practices. You will not, however, find the essence of **Sunrise Academy**. To truly understand and appreciate our school, I invite you to get involved! Visit classrooms, talk to teachers and attend or assemblies. That is where the magic happens!

Parental involvement is a significant factor in student success. At **Sunrise Academy**, our community is strengthened by diverse languages, cultures and experiences of our parents. We value your input and look forward to a strong partnership. There will be many opportunities to meet teachers, contribute to class inquiries, learn through workshops and discuss your child's progress.

A new school year is filled with possibility. This year we intend to equip your child with the knowledge, skills and motivation to pursue their passions and achieve the potential.

Welcome to Sunrise Academy of Excellence.

Mrs. Oveda Taylor Richard
Principal

Student Rights and Responsibilities

While it is important that students understand that they have rights and responsibilities, it is equally important they understand that their individual rights are balanced against the rights of other students, teachers, and administrators within the school. The Code outlines the student's rights and responsibilities and provides a guide for the Principal to balance those rights against the Principal's responsibility to provide a safe and caring school environment. In support of this effort, the School District promotes the following Universal Guidelines and Behavioral Expectations:

Be Safe

Be Respectful

Be Responsible

Be Ready to Learn

Parent Agreement Form

2020-2021

As a parent/guardian of Sunrise Academy of Excellence, I have read, agree to, and understand the policies outlined in this handbook.

Parent's Printed Name _____

Parent's Signature _____

Child's Name: _____

Teacher's Name: _____

Date: _____

(Please return this page to your child's teacher or administration)

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Dressing for Success

At Sunrise Academy of Excellence, we want to see all students dressed for success. Students should enter the build properly groomed and prepared for each day. No clothing/accessories are permitted that promote drugs, tobacco, alcohol, or violence. School spirit shirts may be worn on designated days.

- Any Blue, White, Golden Yellow, or Red collared polo shirt
- Solid color pants, shorts, skirts, jumpers (must be past fingertip length). (also, no athletic shorts, spandex, tight fitting apparel).
- Shirts must be tucked in at the waist.
- Belts must be worn if there are belt loops.
- Shoes must be closed toe with back straps (no open toe shoes, slippers, flip-flops, sandals)
- Dress lengths must be no shorter than just above the knee and must have sleeves.
- Sunrise Academy T-shirts and jeans may be worn on Fridays

The following items are not permitted on campus:

- Clothing or accessories that promote drugs, tobacco, alcohol, violence, skulls, or other inappropriate symbols/graphics
- Combs, curlers, or other hair grooming items in hair
- Bandanas, sweatbands, or hats
- Spiked jewelry or heavy/dog chains (Including on clothing)
- Facial piercings
- Items made of spandex, excessively tight, see-through, or fishnet material
- Sweatpants, pajamas, leggings (unless under skirts or dresses), yoga pants, athletic apparel, or house slippers
- Clothes that have inappropriate holes, rips, or tears
- Belt buckles larger than 2"

Arrival and Dismissal for Students

6:00- 8:15 am- Student drop off and breakfast

8:00 am- Students report to class

8:15 am- Students gather for morning meeting

8:20 am- Students are considered tardy

2:15 pm- Wave 1 van riders are dismissed

3:00 pm- Parent pick up begins

3:15 pm- Wave 2 van riders are dismissed

We must have a written note from the parent/guardian if anyone other than the parent/guardian picks up the child. The person designated to pick up your child must be listed on the emergency contact list. Should the situation arise that they are not listed, the parent/guardian must contact the front office stating who is picking up the child. The pick up person must present government issued identification, **even if they are known by staff.**

Attendance Policy

School attendance is a prerequisite for student achievement.

Florida law requires that all children who have attained the age of six (6) years or will have attained the age of six (6) years by February 1 of any school year or who are older than 6 years of age, but who have not yet attained the age of sixteen (16) years are required to attend school regularly during the entire school term. (F.S. 1003.21) Regular attendance as required by statute may be fulfilled by:

- attendance in a public school supported by public funds.
- a parochial, religious, or denominational school.
- a private school supported in whole or in part by tuition charges, endowments, or gifts; or
- a home education program that meets the requirements of state statute. (F.S. 1003.01)

Children who have attained the age of five (5) years on or before September 1 of the school year shall be eligible for admission to public kindergarten under the rules prescribed herein. Children who have attained the age of four (4) years on or before September 1 of a school year are eligible for admission to prekindergarten early intervention programs during that school year subject to availability and the rules prescribed by the St. Lucie County School Board.

Official Attendance

Official daily attendance is recorded at the beginning of the day.

Enforcement of Attendance (F.S. 1003.26)

Parent is required to be contacted after each unexcused absence or absence which the reason is unknown.

Required Documentation

- Phone log noting date and time of call, official making call, family member contacted, and outcome of conversation.
- Mail - copy of dated notice or postal service return-receipt.
- Personal Contact - parent's signature on form(s)/letter.

Parent/Guardian Responsibility

Each parent and guardian of a child within compulsory attendance age is responsible for the child's attendance as required by law (F.S. 1003.24). The only conditions under which the parent or guardian is not responsible are:

- The student missed school with the permission of the principal.
- The student cannot attend due to the financial inability of the parent to provide necessary clothes for the child and this inability is reported in writing to the Department of Student Services or as soon as the inability is determined. Not reporting the financial inability to the Department of Student Services does enable the school district to pursue all interventions, including filing a truancy petition in the Circuit Court. The inability to provide clothes must be substantiated by the Department of Student Services.
- The student does not attend due to sickness, injury, or other insurmountable condition, which makes attendance inadvisable, and the student is not eligible for Hospital/Homebound services.

Attendance Codes, Excused Absences, Unexcused Absences (F.S.1003.26)

Attendance Codes

E - Excused

O - Out of School Suspension

S - School Activity/Field Trip (not an absence) In cases where there is a question about the validity of the activity, the Principal shall make the determination.

T - Excused Tardy

U- Unexcused Tardy

1- Absence due to excessive tardiness

Excused Absences - Absences are excused when an appropriate explanation is provided by the parent within **3-days** of the student's return or by the parent's physician, when the physician authorization threshold has been reached. The written explanation must include the dates of the absences which are sought to be excused and the reason for the absence. (F.S. 1003.26)

- Illness of the student
- Major illness in the student's immediate family
- Medical appointment of the student
- Death of family member or friend
- Required Court Appearance
- Religious holiday of the student or student's family 's faith
- Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- Major disaster that justifies the absence that has been approved by the principal
- Head lice: **maximum of 2 days** per incident and a maximum of **2 incidents per semester**
- Other planned absences approved in advance by the principal.
- Vacation travel or family outing/activity where the student has accumulated fewer than **10 excused or 5 unexcused absences**. The principal can excuse vacation travel that exceeds the threshold after considering the student 's attendance history, academic performance, mastery of the curriculum, and reason for the travel. Absences for this reason **cannot exceed 5-days annually**. Schools have the authority

to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein

- **Physician Referral for Hospital/Homebound Services** absences should be excused from the date the physician's referral for Hospital/Homebound is received. Should the student not be found eligible for Hospital/Homebound services, absences occurring after the determination will be excused or unexcused based on the above policies.
- A student of an active duty military member may be excused from absences related to deployment activities as approved by the Principal.

Unexcused Absences - Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees. (F.S. 1003.26)

- Truancy
- Vacation travel where the student has accumulated more **than 10 excused or 5 unexcused** absences within a semester and the travel has not been approved in advance by the principal. Absences for this reason **cannot exceed 5-days annually** and cannot be excused without advance written approval of the principal. Schools have the authority to withdraw students whose absences for this reason exceed this provision using withdrawal for non-attendance procedures described herein.
- Take Your Son or Daughter to Workday
- Failure to provide an explanation of the absence to the school within 3 days of the student's return to school. Student Services staff can, after investigation advise the school to excuse absence documentation received after the expiration of the 3-day period. Physician explanations received after **the 3-day period** will also authorize the school to excuse the absence(s).
- Immunization non-compliance
- Non-Attendance due to head lice that exceeds two days per incident and/or exceeds **2-days per semester**; students who return to school with lice or nits and who are sent home the same day or who remain in the office /clinic will not be counted as in-attendance and will have the absence unexcused.
- Out of school suspensions

Reporting Attendance Cases to Problem Solving Team (PST) /Attendance Committee (F.S. 1003.26)

When: Student has accumulated at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences or absences for which the reasons are unknown, within 90 calendar days

By Whom: Teacher or any school staff with knowledge of the student's attendance
Required Participants: School Social Worker or contracted caseworker; school attendance officer; parent shall be invited and encouraged to attend

Purpose of Meeting: To determine if a pattern of non-attendance is developing or exists and to develop interventions that shall be implemented
Interventions:

Interventions may include, but are not limited to:

- frequent communication between school and family
- mentoring
- counseling
- evaluation for alternative education program
- attendance contracts
- agency referral(s)
- other interventions, including but not limited to a referral for CINS/FINS services

Non-Compliant Students: When students subject to compulsory attendance will not comply with attempts to enforce school attendance, the parent/guardian, superintendent or designee may refer the case to the case staffing committee pursuant to F.S. 984.12 and the Principal may file a truancy petition pursuant to F.S. 984.151.

Truancy Petition

The principal may file a truancy petition pursuant to procedures in F.S. 984.151 when:

- A student has 5 unexcused absences in a calendar month or 10 unexcused absences in a 90-calendar day period
- The PST/SST has met and efforts to correct the attendance have been unsuccessful
- The parent has been notified as to the unexcused absences or absences for which reasons are unknown and that a Truancy Petition is being filed

School's Responsibility:

- Partner with Student Services to prepare the Petition
- Provide Student Services with all verifications of notification to and conferences with the parent to inform and discuss attendance
- Copies of all parent and physician excuses and phone logs
- Verification that the recorded attendance is true and correct according to School Officials

Filing of the Truancy Petition:

- Filed in Circuit Court in the 19th Judicial Court
- All supportive documentation becomes part of the Court file
- Parent(s) named in the Petition will receive a copy of the Petition when the Petition is served

Referral to CINS/FINS (F.S. 984.12)

When students subject to compulsory attendance do not comply with attempts to enforce school attendance, the parent, guardian, superintendent, or designee may refer the case to the case staffing committee pursuant to F.S. 984.12. A Child In Need Of Services (CINS) is a child who has been found by the court to be a runaway, habitually truant, or ungovernable. School Staff will work with CINS/FINS staff and provide accurate attendance information according to the school's policy.

Habitual Truants (F.S. 1003.27)

Each designee of the governing body of each private school, and each parent whose child is enrolled in a home education program, may provide the Department of Highway Safety and Motor Vehicles with the legal name, sex, date of birth, and social security number of each minor student under his or her jurisdiction who fails to satisfy relevant attendance requirements and who fails to otherwise satisfy the requirements of s. 322.091. The Department of Highway Safety and Motor Vehicles may not issue a driver's license or learner's driver's license to, and shall suspend any previously issued driver's license or learner's driver's license of, any such minor student, pursuant to the provisions of s. 322.091.

Physician Authorization Requirement (F.S. 1003.24)

SICKNESS, INJURY, OR OTHER INSURMOUNTABLE CONDITION.

Attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a licensed practicing physician, or was impracticable because of some other stated insurmountable condition as defined by rules of the State Board of Education. 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 excuse from attendance. Such excuse provides that a student's condition justifies absence for more than the number of days permitted by the school. The school shall establish an attendance policy that includes, but is not limited to, the required number of days each school year that a student must be in attendance and the number of absences and tardiness's after which a statement explaining such absences and tardiness must be on file at the school. Each school in the district must determine if an absence or tardiness is excused or unexcused according to criteria established. When Required Student has accumulated a total of **10 excused or 5 unexcused absences within a semester**, subsequent absences of 3 or more consecutive days may not be excused unless documentation is received demonstrating that attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a physician. Student has accumulated a total of **15 excused absences or 8 unexcused absences** within the school year, subsequent absences of **2 or more consecutive days** will not be excused unless: (a) the parent has on file with the school a statement from a licensed physician documenting the student's chronic medical condition and a valid release allowing the school to communicate with the physician, and/or (b) documentation is received demonstrating that attendance was impracticable or inadvisable on account of sickness or injury, attested to by a written statement of a physician.

Must Contain

- Dates of the absences for which excuse is sought
- Reason for the absence

Tardy and Early Pick Up

Students are expected to attend school daily and to be on time. Poor attendance, persistent tardiness, or leaving early will hinder their school progress. Students in grades K-5 who are picked up from school prior to the end of the school day will be marked tardy. The absence/tardy will be excused if the parent provides written documentation that the need to leave school was for the same reason(s) that an absence from school would be excused. Students tardy or picked up early five or

more times during the school year will not receive recognition for Perfect Attendance. Students with five unexcused tardies and/or leaving early will convert to an unexcused absence and can be used to meet the criteria to file a truancy petition in circuit court.

Tardies and/or leaving early will be either excused or unexcused. To have a tardy or early departure excused, you must provide a doctor's note that day or within **Three** days to have it excused. Every effort should be made to schedule medical and dental appointments after school hours, student "no school" days or during summer vacation. Every effort should be made to take vacations only during scheduled school breaks.

- When students are absent from school, **they must bring a written excuse from home and/ or provide written doctor verification. These are the only forms accepted. No phone calls.**
- Any student absent without notification of the absence will be recorded as a non-excused absence.
- Kindergarten through fifth grade students will be recognized for perfect attendance.
- Excessive absences will result in phone calls home, letters from school, and/or visits from the school's social worker. For all students in grades K -5, once the student has accumulated **3 excused tardies or absences** due to leaving school early for medical/dental reasons within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent class absences or tardies to be excused. The school principal or designee can approve an early pick-up or release beyond these limits after taking into consideration the reason as well as the student's attendance history.

Attendance and Behavior Requirements for Extracurricular Activities

Attendance and participation at sporting events, assemblies, performances, extracurricular activities, social functions, and any school event are privileges that require attendance at school for at least half of the school day of the event. If your child is home due to illness, he/she will not be permitted to attend any school-based function during or after school. Regular and timely attendance to class is necessary for good academic performance and to meet state statutory 11 requirements for attendance. Repeated misbehavior and/or referrals may prevent your child from participating in extracurricular activities (e.g. school dances, field trips, etc.).

Teachers will notify parents when there is a concern. Final decisions will be made by administration.

Perfect Attendance

Students who have achieved Perfect Attendance will receive a certificate for the nine-week period in which it was earned. Students with excessive tardies or early pickups (more than 5 during a nine-week period) will not be recognized for Perfect Attendance.

Net Instructional Hours

Florida State Law requires 720 net instructional hours per a 180 day school year for Kindergarten through 3rd grade. 900 hours are required for 4th through 12th grade.

Kindergarten- 3rd Grade: 6.5 hrs/day

½ hr lunch

2- ½ hr outside breaks

4th-5th Grade: 7 hrs/day

½ hr lunch

½ hr outside break

Level 1 offenses are acts of misconduct which interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation. The misconduct should be handled first by the individual staff member involved. When additional action becomes necessary because of continued violation or other serious concerns, the student will then be referred to the school administrator for disciplinary action.

The Principal, after review of the student's explanation, consultation with staff members, investigation, and appropriate interventions, will determine the appropriate disciplinary action.

A. Cheating

Willful or deliberate unauthorized use of the work of another person for academic purposes, or other material in the completion of an academic assignment or test. In addition to disciplinary responses, the granting of credit for this assignment may be considered null and void.

B. Disruptive Conduct

Conduct or behavior which interferes with or disrupts the teaching/learning process, the orderly process of the school environment, a school function, or extracurricular/co-curricular activity including amorous physical contact and inappropriate displays of affection.

C. Dress Code

Nonconformity to school dress code.

D. Misconduct on School Bus or Other School Approved Transportation

Conduct or behavior which interferes with the safe and orderly transportation of students or other authorized riders. Can include but is not limited to loud noises,

unnecessary conversation with driver, out of assigned seat, eating, drinking, body parts out of bus, improper boarding and departing, and intentional riding of wrong bus or getting off at wrong stop.

E. Tardiness

Repeated late arrival to school or class

F. Unauthorized Absence from School/Class (Skipping)

Violation of the attendance policies/nonattendance of school/class.

Level 1 Responses:

- Parental contact
- Attendance referral
- Student/Teacher conference
- Student/Administrator conference
- Changing student's seat
- Loss of privileges which may include riding the bus
- Behavior Contract
- Return of property, payment for same, or restitution for damages
- Special work assignment
- Confiscation of electronic devices

Level 2 offenses may include minor acts of misconduct previously identified. It may also include repeated acts of misconduct and acts directed against persons or property, but which do not seriously endanger the health or safety of others. These offenses may occur in a classroom, during a school function, extracurricular/co-curricular program or on approved transportation. This misconduct must be reported to the school administrator for disciplinary action.

The Principal, after review of the student's explanation, investigation, and appropriate intervention, will determine the appropriate disciplinary action.

G. Attempting to Fight

Threat by word or act to fight with another student(s), or inciting others to fight, either of which may include minor physical contact.

H. Serious Misconduct on School Bus or Other School Approved Transportation

Serious misconduct which interferes with the safe and expeditious transportation of students or other authorized riders. Can include, but not limited to throwing objects from or on the bus not likely to cause bodily harm or property damage, intentional spitting on bus floor or out window, possession of reptiles, insects and animals (alive/dead), and/or distracting bus driver.

I. Vandalism

Damage or defilement of school property or the property of others. The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This category of misconduct includes graffiti.

J. Open Defiance of School Policy/Authority

Refusal or failure by word or act to comply with school/classroom rules or directions from staff.

K. Unauthorized nonprescription medication/Alcohol & Drug Use

Possession, and/or use, of any nonprescription (over the counter) medication or supplement not specifically authorized by a current health plan or parent's or physician's note on file with the school.

L. Profane, Obscene, Abusive Language/Materials

The use of either oral or written language (including racial slurs) or gestures, and/or objects or pictures which are disrespectful, and which tend to disrupt the orderly school environment, a school function or extracurricular/co-curricular activity.

M. Inappropriate Dress

Each student is responsible for displaying respect for self and others through appropriate dress that maintains an orderly learning environment. Each student is prohibited from, while on school grounds during the regular school day, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment. A student who violates this dress policy will be subject to the following progressive disciplinary actions:

First Offense: the student shall receive a verbal warning, and the principal shall call the student's parent or guardian.

Second Offense: the student is ineligible to participate in any extracurricular activity for a period of up to 5 days, and the principal shall meet with the student's parent or guardian.

Third/Subsequent Offense: a student shall receive an in school suspension for a period not to exceed 3 days, is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the principal shall call the student's parent or guardian and send a written letter regarding the student's in school suspension and ineligibility to participate in extracurricular activities to the parent or guardian.

Level 2 Responses:

- Parental contact/conference by Principal
- Student/Teacher conference
- Loss of privileges, which may include riding the bus
- Alternate classroom assignment
- Behavior Intervention Plan
- Return of property, payment for same, or restitution for damages
- Behavior Contract
- Special work assignment
- Temporary or permanent removal from participation in extracurricular/cocurricular program or activity
- In school suspension
- Out of School Suspension
- Confiscation of electronic devices

Level 3 offenses include but are not limited to: repeated acts of misconduct, serious disruptions of the orderly conduct of school, threats to the health, safety and property of self or others, and other acts of serious misconduct. Such offenses may occur in a classroom, during a school function, extracurricular/cocurricular program or on approved transportation. Acts of misconduct must be reported immediately to the school administrator and may result in immediate removal of the student from the school or extracurricular/co-curricular activity and in the case of criminal act, notification of Law Enforcement.

The Principal, after review of the student's explanation, investigation, and appropriate intervention(s), will determine the appropriate disciplinary action.

N. Assault Intimidation/Threat of Student

An intentional threat by word or act to do physical harm to another student, coupled with an apparent ability to do so, or an intentional threat by word or act to use deadly force against another student, whether or not the student has the apparent ability to use such force.

O. Battery of Student

The actual and/or intentional touching or striking of other student(s) against his/her will. In cases of significant injury, such misconduct may be the basis for expulsion.

P. Fighting (Mutual Altercation)

Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. Does not include verbal confrontations, tussles, or other minor confrontations.

Q. Bullying/ Harassment

Creating a hostile environment where another student feels unsafe or refuses to attend class/school. Can include but not limited to physical, emotional, and/or verbal abuse.

Level 3 Responses:

- Mandatory Parental contact/conference by Principal
- Notify appropriate law enforcement agency
- Confiscation of unauthorized materials/objects/contraband
- Student/Teacher conference
- Loss of privileges which may include suspension or expulsion from riding the bus
- Referral for Counseling (i.e. guidance, peer mediation, Mental Health Collaborative)
- Behavior Contract
- Social Skills Training
- Temporary or permanent removal from participation in extracurricular/cocurricular program or activity
- Restitution for loss or damage resulting from the misconduct
- Referral to alternative school / programs
- Confiscation of electronic devices
- In school suspension
- Out-of-school suspension
- Possible recommendation of expulsion

Zero Tolerance for Level 4 Offenses

The Discipline Response Code for Level 4 offenses implements Sunrise Academy of Excellence's Zero Tolerance policy on the most serious forms of misconduct, including but not limited to, violence or other criminal offenses, and the use or possession of weapons, alcohol, or drugs. This policy of zero tolerance extends to ALL Level 4 infractions. The academy may invoke the most serious consequences in dealing with students who engage in misbehavior that is described in Level 4 of this Code.

Level 4 offenses are those of the most serious category. Any of these acts committed shall be sufficient grounds for recommendation for expulsion and may result in a

suspension of up to ten days with recommendation for expulsion. These offenses may occur in a classroom, during a school function, extracurricular/co-curricular program or on approved transportation. Level 4 offenses must be reported immediately to the Principal and may result in immediate removal of the student from the school and referral to appropriate law enforcement agency. Level 4 offenses may result in the loss of bus riding privileges for the remainder of the semester. If less than 10 days remain, the suspension will carry over to the next semester. A parental conference with the bus driver and the Principal is mandatory.

The Principal, after review of the student's explanation, investigation, and appropriate intervention(s), will determine the appropriate disciplinary action.

R. Tampering with School Safety and Security Equipment

Willful or malicious tampering with school safety and/or security equipment

S. Assault/Intimidation/Threat of Employee or Other Adult

An intentional threat by word or act to do physical harm to a school employee or other adult, coupled with an apparent ability to do so; an intentional threat by word or act to use deadly force against a school employee or other adult, whether or not the student has the apparent ability to use such force.

T. Battery of Employee or Other Adult

The physical use of force or violence by a student against an employee or other adult. The attack must be serious enough to warrant consulting law enforcement or result in serious bodily harm. (To distinguish from fighting, report an incident as battery only when the force or violence is carried out against a person who is not fighting back.)

U. False Fire Alarm

The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.

V. False Accusation Against Employees

The intentional making of a false accusation that jeopardizes the professional reputation, employment, or professional certification of a teacher or other employee

W. Robbery

The act or attempted act of taking money, property, or possessions from another, against his/her will using force, violence, or fear.

X. Sexual Harassment/Battery

Any sexual act or attempt directed against another person, forcibly and/or against the person's will or where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.

Y. Weapons Possession

The possession, use, or control of any instrument that could be used to (1) cause harm, injury, or death to or subdue or (2) incapacitate another person, regardless in either case whether such instrument is designed, used or intended for offensive or defensive purposes. Weapons include but are not limited to any firearm, knives, box cutters, razors, clubs, brass knuckles, explosive, tear gas guns, chemical weapons or devices, pepper spray, air or gas operated guns and electrical weapons or devices. Weapons shall be confiscated and will not be returned to the student but will be turned over to Law Enforcement.

Z. Inciting, Leading or Participating in a Major Disorder

The willful act of inciting, leading, or participating in a major student disorder; major disruption or disturbance which interferes with the educational process, or which can result in damage or destruction to public or private property or cause personal injury to participants and others.

Level 4 Responses:

Mandatory parental contact/conference by Principal

- Notify appropriate law enforcement agency
- Confiscation of unauthorized materials/objects/contraband

- Loss of privileges which may include suspension or expulsion from riding the bus
- Referral for counseling (i.e. guidance, peer mediation, Mental Health

Collaborative)

- Behavior Intervention Plan
- Temporary or permanent removal from participation in extracurricular/cocurricular program or activity
- Restitution for loss or damage resulting from the misconduct.
- Confiscation of electronic devices
- Referral to Alternative School/Program
- Suspension from school for up to 10 days with recommendation for expulsion