

Escambia Charter School



*Home of the Fighting
Bulldogs*

2016-2017

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Greetings from the Principal

Escambia Charter School is created to help students who come from the traditional school setting. Escambia Charter is a school that was founded as a component of the Escambia County School system's commitment to student retention and overall academic success.

ECS was established with a vision that all students have academic potential and when provided a nurturing and challenging academic environment, each can achieve success. ECS' differentiated curriculum allows students a multitude of pathways to accomplish their ultimate high school and post high school goals. Embraced by highly qualified teachers and support staff, students are challenged to maximize their academic, social, emotional, and community awareness potential. ECS maintains high expectations for student achievement.

The pages of the handbook are filled with important information regarding school policies and procedures. I highly recommend that parents/guardians and students review the contents together. If you have questions after reading the handbook, please call the school office. We believe that open and clear communication between school and home is important to the success of our educational program.

We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward, with your assistance, to improving our students' achievements.

Sincerely,

Jerome K. Chisolm
Principal

STUDENT JOB DESCRIPTION/CODE OF CONDUCT

Position: Escambia Charter School Students

Qualifications: Willingness and desire to prepare for a successful and productive school year.

Performance Responsibilities:

Attend class regularly and uphold school expectations

Be courteous and use appropriate language

Keep hands, feet, and objects to yourself

Bring appropriate learning materials to class (paper, pencils, assignments, books, and notebooks)

Participate in the learning activities as directed by the teacher (ask questions, respond, read, and think)

Treat other people with respect and dignity

Obey requests of teachers and staff

Dress appropriately (no under garments displayed)

Do your best and be academically honest

Terms of Position: Nine (9) months, 180 days, six and one half (6 ½) hours per day.

Evaluations: Student achievement is monitored continuously and reported every nine weeks. Evaluation of each student is measured through use of teacher-made tests, teacher observations, end-of-course assessments, surveys, classroom and homework assignments, and standardized achievement tests.

Escambia Charter School

Daily Class Schedule

2016 - 2017

8:20	First Bell
8:25	Warning Bell
8:27 – 9:17 A	First Period
9:17– 9:20	Class Change
9:20 – 10:10 B	Second Period
10:10 – 10:13	Class Change
10:13– 11:03 C	Third Period
11:03 – 11:05	Class Change
11:05- 11:55 D	Fourth Period
11:55 – 12:20	Lunch
12:25 – 1:15 E	Fifth Period
1:15 – 1:17	Class Change
1:17 – 2:07 F	Sixth Period
2:07 – 2:10	Class Change
2:10 – 3:00 G	Seventh Period
3:00	Classes End

***Escambia Charter School, Inc
Grading Criteria***

COURSE GRADING SCALE:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

First Semester Grade:

Averaging the 1st and 2nd 9 week period grades plus the semester examination.

Second Semester Grade:

Averaging the 3rd and 4th 9 week period grades plus the semester examination.

Note: Algebra I students are required to pass their end of course (EOC) exams at achievement level 3 to satisfy their graduation requirement. End of course exams in Biology, History, and Geometry will account for 30 percent of final grades.

Escambia Charter School, Inc.
Quality Education through Quality Instruction

GENERAL DESCRIPTION

The Escambia Charter School's (ECS) goal is to develop a range of educational options for students. Escambia Charter School provides the direction, purpose, and support that many students need to become productive and responsible citizens in today's society.

Escambia Charter School offers a curriculum that challenges each student to excel, reflects a commitment to equity, and demonstrates an appreciation of diversity.

ECS engages stakeholders in the decision-making process that promotes a culture of participation, responsibility, and ownership.

BELIEFS

We, the faculty of Escambia Charter School, believe:

- Student learning is the chief priority of the school.
- Curriculum and instructional practices will incorporate a variety of learning activities to accommodate differences in learning styles.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- A safe and physically comfortable environment promotes student learning.
- A clearly-defined curriculum enhances student learning.
- Interventions are implemented to ensure that students' expectations for learning are met.
- A student's self-esteem is enhanced by positive relationships.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- Diversity increases students' understanding of others.
- The commitment to continuous improvement is imperative to enable students to become confident, self-directed, lifelong learners.

Academic and behavioral assessments are scheduled at regular intervals throughout the school year. Student intake procedures are designed to clarify the student's purpose in the program and to establish agreement and commitment among the student, parents, and school staff for the responsibilities of each. Data is collected to measure improvement in attendance, standardized testing, and behavior.

VISION STATEMENT

We will assist the Florida public schools in setting the standard for educational quality. The core values of honesty, respect, tolerance, fairness, self-discipline, integrity, responsibility, citizenship, work ethic, and trust will be the foundation upon which our schools will be built.

Students will take pride in their school and will respect the dedicated teachers and staff who commit their lives to education. Students will hold themselves to high standards of achievement and academic excellence. They will strive, to the best of their ability, to accomplish their educational goals. All students will have an equal opportunity to receive a quality education.

Parents will have the right to participate and are expected to get involved in their child's education, including governance of the school. Parents will support the teachers and the administration of the school by ensuring their children live up to their school commitments and obligations. Our school will respect the diverse cultures and faiths of parents and students. Our school will be a place of tolerance and understanding.

Academic standards will be high and all students will have a progression plan for graduation. All students will be proficient in the core essentials of learning and will be prepared to be successful in their continuing education, in their chosen careers, and as productive citizens.

The faculty and staff of our school will be competent and caring professionals who will work as teams to teach, coach and motivate students to learn. They will continuously strive for professional development and be outstanding role models for students. They will live up to the high expectations of their profession and will take an active role in their communities.

The future of our country and our American way of life depends on the education of our children. In Florida, we must rise to the challenge and rebuild our public education system into a responsive institution that serves our students, our State and our Country with pride and distinction.

The Escambia Charter School serves students in Ninth through Twelfth grade.

Parents will complete an application and sign a contract with the school. This contract specifies that the student will attend school regularly, obey school rules, respect school staff members, and work towards obtaining a high school diploma.

Our intent is to concentrate on teaching the students responsibility, ethics, morals, respect, good manners, citizenship, and work ethic. They will learn to listen effectively, comprehend subject matter, and communicate verbally or in writing. Effective communication is the foundation for a successful and productive life.

The Escambia Charter School is a non-profit corporation dedicated to creating better public schools for Florida residents. We have a vision for Florida, based on our belief that we all want the same thing: outstanding schools. By empowering parents and teachers and by working together, we can make our schools into what we know they can be.

VOLUNTEER SECTION

Thank you for your commitment to your child's education at Escambia Charter School! This section is designed to help you participate with us as a volunteer.

You may contact the Principal to discuss creative options for volunteering. Please let us know if you have a particular talent or skill that you would like to utilize. Volunteer opportunities will also be included on Edline our automated website. Once an event is announced, there may be a limited number of volunteers required. Please be sure to sign up ahead of time in the front office to volunteer for an event. Please do not show up to volunteer for an event if you have not previously signed up and been called to confirm. We are always willing to work with you to make your volunteer hours as enjoyable and beneficial as possible.

The entire Escambia Charter School Staff looks forward to working with each and every one of you as we continue the journey through our student's education.

Guidelines for Volunteers

1. The safety and education of students must be the main concern of volunteers while engaged in school activities. Volunteers must have successful background screening.
2. Individual student's grades, records and abilities are personal and confidential information. Students have a right to confidentiality under Florida Statute 228.093 that covers:
 - a. academic work
 - b. completed family background information
 - c. standardized test scores
 - d. attendance records
 - e. health data
 - f. grades
 - g. interest inventory reports
 - h. teacher or counselor ratings and
 - i. reports of serious or recurrent observations
3. Behavior patterns
4. Students may not be given medication by volunteers.
5. Volunteers will not contact parents regarding student performance or behavior.
6. Classroom supervision and student discipline are the responsibilities of the teacher and school.
7. Permission for a student to leave the classroom must always be given by the teacher.
8. Volunteers are required to sign in and out.

9. For identification, volunteers are required to wear a name badge when helping with school activities.
10. Volunteers will be assigned only to staff members requesting assistance.
11. Punctuality and reliability are expected since teachers plan for volunteer assistance.
12. Comparing and criticizing teachers and students is not acceptable volunteer behavior.
13. Volunteers should be in good physical and mental health.
14. Volunteers are expected to be well-groomed and dressed appropriately.
15. Volunteers should set a good example for students by their manner, appearance, and behavior.
16. Volunteers should receive a receipt reflecting the amount of hours as well as a description of the work performed prior to leaving the office.

NOTICE OF NON-DISCRIMINATION

The School Board and the Board of Directors do not unlawfully discriminate on the basis of sex, age, race, creed, color, marital status, national origin, sexual orientation, or disability in the educational programs or extracurricular activities, which it operates in the employment of personnel, nor do these Boards tolerate any such discrimination. Grievances alleging violation of this policy shall be made to Escambia Charter School Board of Directors or the Office of Human Resource Services (School Board) located at 75 N. Pace Blvd., Pensacola, FL 32505

The District has developed written policies and procedures implementing Section 504 of the Rehabilitation Act of 1973, Subpart "D". For information regarding these policies, contact the Director of Exceptional Services Student Education at 30 East Texar Drive, Pensacola, FL 32503.

"PARENTS RIGHT TO KNOW" SECTION 1111(h) (6) (A&B) OF NO CHILD LEFT BEHIND ACT

You may request and ECS will provide information regarding the professional qualifications of your child's classroom teacher and the services provided paraprofessionals, as well as their qualifications.

PARENTAL ACCESS

In the case of divorce or separation, both parents shall have full rights to participate in the child's school activities. Parents and guardians of students who have court orders that limit or prevent access to school records or to the child shall provide a certified copy of the court order to school officials. The primary residential parent has sole authority to determine who may remove the student from the school unless otherwise determined by court order.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

1. **Right:**

Students have a right to utilize all educational opportunities available at Escambia Charter School.

Responsibility:

Students have the responsibility to be prepared for class, to take part in classroom activities, and to complete assignments given by the teacher(s).

2. **Right:**

Students have the right to competent teachers, as determined by the proper administrative authorities, in a learning atmosphere free from turmoil, bias, prejudice, ridicule, and/or harassment.

3. **Right:**

Students have the right to expect classes to have reasonable continuity. Interruptions shall be kept to a minimum.

Responsibility:

Students have the responsibility to make efficient use of class time to enhance the educational process and to adjust appropriately to any necessary interruptions of regularly scheduled classes.

4. **Right:**

Students have the right to take part in school or extracurricular activities and to seek office in an organization, provided their academic and disciplinary records are satisfactory and they are qualified on the bases of the activity or the organization's criteria.

Responsibility:

Students have the responsibility to follow guidelines set up for participation and to conduct election campaigns in a positive, mature manner.

5. **Right:**

Students have the right to gather in groups for conversation in areas authorized for that purpose when not assigned to a class or organized activity. Each school will designate areas to be used for that purpose.

Responsibility:

Students have the responsibility when assembled to conduct them in an orderly manner.

6. **Right:**

Students have the right to submit material to school-sponsored publications that meet acceptable journalistic standards.

Responsibility:

Students have the responsibility to comply with accepted democratic values and to respect the individual's rights either in print or in pictures.

7. Right:

Students may expect school facilities to be clean and in reasonable order.

Responsibility:

Students shall show respect for personal and public property. Students will be expected to help keep their school campus free of all litter. Compensation for damages to school property is the student's and parent's/guardian's responsibility as specified in Florida Statutes.

8. Right:

Students may expect to attend school in a safe environment conducive to their intellectual, social, emotional, and physical development.

Responsibility:

Students that witness or have knowledge of criminal or other unlawful acts shall report such acts to school personnel and the appropriate law enforcement agency (CRIME STOPPERS 433-STOP)

STUDENT ORIENTATION

CONTRACT WITH ESCAMBIA CHARTER SCHOOL

1. Term - Annually
2. Re-evaluation at the end of each grading period based on:
 - a. Behavior (i.e., discipline, referrals, teacher reports)
 - b. **Attendance (Unexcused absence-make up work will be at the discretion of the teacher). Makeup work will only be given after three or more day's absence.**
 - c. Academic Performance (must progress towards a 2.0 GPA).
 - i. At the end of the 1st semester, students with less than a 1.0 GPA will be placed on academic probation and reviewed at the 3rd week of the third 9 weeks grading period for progress.
 - ii. Any student not showing improvement and considered a disruption to the discipline and educational process will have along with their parents a conference with the administration to discuss their continued enrollment.
3. **All Students will have ID cards prominently displayed to gain access to any property associated with the school. Failure to do so will result in denied access. Replacement ID will cost \$5.00.**

ASSESSMENT

Your child is assessed in a variety of ways as he/she progresses through Escambia Charter School. One form of assessment is standardized tests. We test twice a year. The first time is in the fall to get a baseline score. Then we test in the spring so that we can assess your child's growth and progress. All students in our school are tested. We also administer all county and state standardized tests.

Another form of assessment is reading inventories. We give each child in our school a reading inventory to see what level he/she is reading at. This helps us assign them to the correct level of reading group as well as to tailor the curriculum to meet their needs.

RETENTION

At the end of the school year, the decision may be made for a child to be retained for the following year. This decision is made by the Principal, Teacher and any other relevant parties. The parents are always informed of the decision in the form of a formal conference or letter.

SCHOOL SUPPLIES

Each student is required to have in their possession when they board the bus for school all pertinent school supplies. **At a minimum student will have a book bag/folder with paper, pencils, and pens. Students without these items will be considered not prepared for school.**

TEACHER CONFERENCES

All parents should meet with their student's teacher 3 times during the school year, September, November and April. We encourage you to have conferences more often as effective communication is one of the cornerstones of education.

REPORT CARDS

Report cards will be available every quarter. Report cards will not be mailed they will be handed out at the quarterly parent/teacher meeting that will be held in the evenings at a scheduled time. The chief purposes of this report are:

- * to help parents understand the child's progress in relation to the school's objectives;
- * to help parents share in planning for future progress; and
- * to help the child grow through an evaluation of his habits, attitudes, and achievements.

DRESS CODE

The following is intended to simplify and create a sensible dress code, which is fair and amicable, to all. All clothing shall be **size appropriate** with midriff and undergarments covered at all times. The following items are specifically listed and are to be considered when dressing for school each day and will be strictly enforced.

1. **Under no circumstances will sleepwear (loungewear/pajamas) be worn for primary clothing.**
2. Shorts, Skirts and Dresses should not be shorter than two inches above the knee.
3. The straps on tank tops should be no less than 2” in width (**Students will not wear athletic under shirt or spaghetti strap tops as main outer shirt in class or at school assemblies).**
4. No crop tops (bare midriff) or see through blouses without a tank top or camisole.
5. Clothing, including head coverings, depicting drugs, gang affiliations, alcohol, tobacco, sex or items considered racially insensitive are inappropriate and will not be allowed.
6. No hair sculptures containing obscene or offensive language or pictures. **There will absolutely be no braiding, fixing of hair, or application of make-up during class periods.**
7. No sunglasses worn in class or in buildings.
8. No pillows, blankets, or other items associated with sleeping i.e., stuffed animals are authorized during school hours. **These items will be confiscated and placed in the Dean’s office.**
9. **No hats, do-rags, bandanas, hoodies or other head coverings (including ladies hair salon wraps, scarves, and bonnets) will be permitted inside any school building. These items are subject to be confiscated. Chronic violators will be prohibited from wearing such item of clothing to school.**
10. No trousers will be worn below the waist or **without a belt. Students having to hold up their pants at any time will be deemed in violation of the dress code. Habitual offenders and students refusing to use “zip ties” can be sent home.**
11. Metal picks, hair combs and brushes will not be worn in the hair.
12. **Form fitting Spandex type pants must be worn with the appropriate covering.**
13. **No jeans with rips/tears/holes displaying the buttocks/cheeks or genitalia are allowed.**

CONSEQUENCES FOR DRESS CODE VIOLATIONS

1. **First Offense** - Students will be required to wear school provided cover-ups, or Parent/Guardian will be called and requested to bring a change of clothing for the student.
2. **Second Offense** –The parents/guardian will be notified and the students will be issued a written warning for dress code violations.
3. **Third Offense** – Student will be assigned after school work detail for a minimum of three days (To begin the following school day). If the student refuses detail they will be suspended.
4. **Habitual offenders** who exceed 3 dress code violations will be suspended.

Note: The principal and his designees have the final authority in determining what is appropriate at Escambia Charter School.

ABSENCES

Parent or guardian will call the school the day of a student's absence to state the cause for the absence. All calls received after student returns to school will not be considered as grounds for excuse. Notes are not an acceptable form of excuse. If a pattern of excessive calls is established, they will not be accepted in the future as an excuse for an absence. Make-up work will be sent home only after three (3) days of absence and continued absence is anticipated. Absences longer than 3 days will require an excuse from a doctor or a medical facility. No new assignments will be sent home until the first assignments are sent back. All absences in excess of 5 days will be sent a letter for further action. Absences of more than 15 days in a 90-day school period are reported to the DMV.

Absences are classified as excused or unexcused.

Excused absences include:

- (1) Religious services or holidays
- (2) Court orders (documentation required)
- (3) Personal illness (more than 3 days requires a doctor's note)
- (4) Serious illness or death in the immediate family (father, mother, sister, brother, grandparents, aunt, uncle, or parental guardian)
- (5) Emergencies (substantiated)
- (6) That which the principal deems excusable because of unusual circumstances.

Students must make up all work missed for excused absences, including tests for grading purposes. A parent or guardian **must** call when the student is absent. Notes are not accepted as they can be forged. Make up work will be given at the convenience of the teacher.

Unexcused absences include:

- (1) Suspensions
- (2) Any absence without documentation
- (3) Inappropriate dress requiring student to go home
- (4) Absences related to school functions (i.e. field trips, etc.)
- (5) Absences related to vacation

When a student has an unexcused absence, it may have a negative impact on their grade. Students who are suspended will be given make-up work for the suspension period if requested.

TARDINESS:

ALL DOORS TO CLASSROOMS WILL BE LOCKED AFTER THE BELL RINGS TO BEGIN CLASS.

Students who are tardy for class must have a note from a teacher or staff member explaining the tardiness.

Students who are tardy three times in any grading period without extenuating circumstances will be given a referral. Subsequent violations may escalate to work detail. **Students refusing work detail will be suspended.**

Students who report to school late must report to the Main Office and sign in. **A student must be physically present on campus by 9:00 AM in order to purchase a hot lunch.**

Students who repeatedly report to school late will be required to have their parents accompany them to school for a conference.

Students who drive and are habitually late will lose driving privileges for 5 days.

Students who arrive after school begins should not, under any circumstances bring food onto campus and expect to eat it while classes are being conducted. Those food items will be consumed prior to entering the campus. **FOOD ITEMS AND DRINKS ARE NOT ALLOWED IN CLASS.**

Miscellaneous Attendance Policies:

All students must remain on the school grounds from the time they arrive at school in the morning until school is dismissed in the afternoon, unless they are excused by the administration. If a student wishes to be dismissed early from school, he/she must have his/her parent/guardian call the main office for approval. The request must include the following information:

- Student's full name
- Reason for leaving
- Date
- Time to be dismissed
- Phone number of parent/guardian for verification

After being dismissed from class the student must sign out through the main office before leaving school. A parent or guardian must sign the student out. **Students will not be allowed to call parents for excuses unless in cases of emergency.** In case of illness, the student will request that his/her teacher call the office to have staff contact a parent/guardian. The student will be notified once the parent/guardian has been contacted. **Once a student signs out and leaves campus they are not permitted back on campus without authorization from the administration.**

Parents should make every effort to schedule dental and medical appointments so as not to conflict with the school day. No student will be permitted to be on school campus later than fifteen (15) minutes after the end of the school day unless engaged in a teacher supervised/authorized activity or waiting for transportation. In the event of severe inclement weather we will follow the Escambia School District closure policy as well as announce school status over Call EM All notification.

STUDENT DRIVERS

1. Students are allowed to drive to school if they provide the following:
 - a. Valid driver's license
 - b. Proper vehicle registration
 - c. Proof of insurance
 - d. Safe/Secure vehicle
2. Students must obey the following rules while driving on campus:
 - **Drive safely on school grounds**
 - **No excessive or loud music** on campus (habitual offenders will lose driving privileges)
 - **Obey the campus speed limit of 5 miles per hour**
 - Obey the established traffic signs

- Park in next available parking space in the area provided for student parking
- **Exit parked cars immediately and lock all doors.**
- Once vehicles are parked, **students are prohibited from reentering the vehicle**, except with permission from a staff member. Violators will lose driving privileges.

Note 1: Any student who leaves the campus without permission will lose his/her driving privilege.

Note 2: Any student transporting others without proper authorization may lose his/her driving privileges.

Note 3: Upon entering the campus of the Escambia Charter School, all vehicles are subject to search and seizure.

Note 4: Once a driver signs out and departs the campus, he/she is not authorized to return on campus during school hours, except to return from bona fide appointments.

Note 5: If student is already late for school and decides to stop at McDonalds on the way to school, **Stay at McDonalds and eat your food, you are already late!**

GRIEVANCE PROCEDURES FOR PARENTS

If parents disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.

If a situation occurs when parents believe that a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The parent may discontinue the procedure at any step.

- * Parent presents problem to the Principal, in writing, within 5 school days after incident occurs. If the Principal is unavailable or the parent believes it would be inappropriate to contact the Principal, parent may present problem to the Chairman of the Board of Directors, or any other member of the Board.
- * Principal responds to problem during discussion or within 5 school days, after consulting with appropriate management when necessary. Principal documents decision.
- * Parent presents problem to the Chairman of the Board or designee of Escambia Charter School, in writing, within 5 school days, if problem is unresolved.
- * The Chairman or designee reviews and considers problem. The Chairman or designee and Principal decide whether the problem can be resolved at the school level or requires a Board decision. The Chairman or designee informs parent of decision within 5 school days.

Parents may also, at any time, request to have an item placed on the Board agenda. This is done by putting the request in writing to the Chair at least 24 hours before a Board meeting.

Not every problem can be resolved to everyone's total satisfaction, but only through discussion and understanding of mutual problems can parents and educators develop confidence in each other. This confidence is important to keep the home-school partnership strong.

DRUGS ON CAMPUS:

NO DRUGS are permitted on campus, except prescription drugs accompanied by an authorization for medicine form completed and signed by a physician. Over the counter drugs (i.e., all forms of aspirin and non-prescription medications) are not permitted and can result in disciplinary action by ECS. Medications should be administered at home whenever possible. If it is necessary to schedule medications during the school day, the school's policy will be followed.

SCHOOL POLICY: Prescription drugs are to be turned into the main office and must be in a proper container with the name of the student, type of drug to be taken, and time/dosage. The prescription container must also contain the name of the doctor prescribing the drug. Prescription drugs may be dispensed only by trained personnel at ECS. Prescription drugs will be dispensed only at the times they are prescribed. Under no circumstances will staff administer any drugs to students without proper authorization. Only under unusual circumstances will parents be authorized to dispense prescription drugs on campus. Non-prescription drugs will not be dispensed by a parent; if a student needs to take this type of medication; they need to go home for the day.

- Note 1:** **The Escambia Charter School is a ZERO tolerance school. Possession of drugs could result in an automatic out-of-school suspension and possible expulsion. (i.e.: marijuana, alcohol, tobacco including e-cigarettes, or unauthorized prescribed medication)**
- Note 2:** **Students shall not dispense, deliver or share any type of prescription or non-prescription medications with any other student.**
- Note 3:** **These incidents will be reviewed on a case-by-case basis to determine if there are any issues of extenuating or mitigating circumstances. Law enforcement will be notified when elicit contraband is involved.**

INAPPROPRIATE STUDENT CONDUCT

Students will not embarrass or harass staff or other students during or after school hours by improper remarks or language in public, telephone calls, damaging or defacing property, or any such violations of personal property rights. Students found committing such acts will be subject to appropriate disciplinary actions, including expulsion. Specific examples are:

1. Disrespect toward staff and fellow students. This includes profane and/or vulgar language, racial slurs, insubordination, disorderly conduct, or any acts of violence. **All students will address staff as Mr. or Ms., not by first or last names. Under no circumstances will this rule be negotiated. Violators will be suspended and/or dismissed from Escambia Charter School.**
2. Any parent/guardian, student, or other person who commits an act of battery or assault upon any person employed in any capacity with Escambia Charter School, will be arrested and dealt with in the criminal justice system. Such students will be immediately submitted for expulsion.
3. Defacing/stealing school or private property will not be tolerated. This includes

writing on desks, punching holes in walls, throwing paper in the commodes, etc; Violators will be suspended, or subject to dismissal and parent/guardian will be held responsible for damages.

4. Students will not engage in over-familiarity in public display of affection (NO: kissing, sitting on laps, body locking, inappropriate touching, etc.).
5. The possession, display, and use of any object that could be used to injure another person is prohibited.
6. It is prohibited to be on any school property without the permission of the administration of the school, including being on campus while under out-of school suspension.
7. Pushing, shoving, fighting or threatening bodily harm towards a student, member of the school staff, school chaperone, or school visitor will not be tolerated.
8. Florida Statue 784.048 prohibits the invasion of privacy of any student or staff member through actions which was not consented by that person. This includes behavior, which constitutes stalking.
9. Students are prohibited from the selling of candy, snacks, or any other items such as electronics to other students on campus.

Students enrolled at ECS are under the immediate control of ECS Staff. To include:

- At designated bus stops
- During transport to and from school
- During school hours or on school premises
- At school sponsored events

At these times, students are subject to all ECS discipline procedures or policies.

The principal or his designee has the authority to have a student removed from the premises or school property when such action is necessary to maintain a safe and orderly environment. A student who is repeatedly disruptive or who poses a threat to the health, safety, or welfare of others may be dismissed from this school.

*****CELL PHONE/ ELECTRONIC DEVICE POLICY*****

Students are not permitted to have cell phones or other electronic devices on their person during school hours. Each student will turn in all electronic devices (i.e. cell phones, ear buds, headphones, chargers, tablets, iPads, laptops, iPods, and mp3 players) when they get off the bus. These items will be placed in a numbered zip lock bag with their names on them and locked away by a staff member during school hours. Prior to leaving school, students will sign for receipt of the items they placed in the bag and will return the numbered tag they were given.

Students who fail to follow these procedures and are caught with a cell phone or electronic device will have these items confiscated. They will also not be allowed to have any of these items in their possession on school property. All confiscated devices will only be returned to a parent or guardian.

Students who refuse to adhere to these rules will be subject to suspension, dismissal, or both depending on the severity of the infraction.

INAPPROPRIATE USE OF TECHNOLOGY

The uses and behaviors listed below, as well as related behaviors not listed shall constitute misconduct resulting in disciplinary procedures consistent with other conduct violations of equal seriousness:

- Accessing inappropriate materials including any section labeled adult or restricted to individuals eighteen or older.
- Using the internet for illegal or obscene, or non-educational purposes
- Sending, displaying, downloading, or using obscene language or pictures
- Violating copyright laws
- Damaging computers, systems, or networks
- Accessing unauthorized computers, systems, files, or networks
- Intentionally wasting network or computing resources
- Employing the network for commercial purposes
- Downloading programs or content without teacher permission
- Bullying, harassing, insulting, threatening, or attacking others
- Using another person's password or accessing another person's documents
- Using the internet for unmoderated chat or e-mail
- No charging of electronic equipment in classrooms or computers

ECS students are permitted to used the following educational websites: Study Island, A-Plus, Achieve 3000, March 2 Success, Florida Virtual School, and FOCUS Gradebook, Students are not allowed access to non-educational internet sites without direct supervision from their instructor.

DUE PROCESS PROCEDURES

All students will be given the right of due process, the course of legal proceedings established by the legal system of a nation or a state to protect individual rights and liberties. **Due process is a student right and not to be confused with a parent right. (Parental notification is not required prior to questioning of a student). Certainly there is an obligation to the parents, but this obligation is limited to the evidence and the charges against the student. The school will make a reasonable attempt to notify a parent/guardian at the conclusion of the due process procedure and document that such an attempt was made.**

Prior to disciplinary action, the student will be informed of charges against him/her orally and in writing.

1. The student will be asked whether he/she is guilty/not guilty.
2. If student claims innocence, evidence against him/her will be explained.
3. The student will be allowed to present his/her side of the case.
4. The principal or designee will consider all evidence.
5. The penalty invoked will be in direct proportion to the severity of the infraction and the student's past disciplinary record as determined by the administrator.

NOTE: A student is not entitled to legal counsel, to cross-examine witnesses, or to call his/her own witnesses unless a suspension exceeds ten days.

DISCIPLINARY PROCEDURES FOR DEFACING/DAMAGING SCHOOL PROPERTY

The student will clean all items defaced. If the property is damaged or destroyed, the parent/guardian will be invoiced for repair or replacement of the item, the labor cost to repair, and any cost attributed to lack of use or down time. Payment will be due within 30 days unless specifically approved by Principal. Under no circumstances will a student be allowed to withdraw from ECS nor will documents, including transcripts, be sent on student's behalf until all retributions are paid. Repeat offenders may be suspended and/or dismissed.

SEARCH AND SEIZURE:

Students suspected of possessing contraband, to include drugs, weapons, alcohol, etc., will be searched by a staff member with a witness present. All illegal items found will be confiscated to protect the good order, welfare, and safety of the school. The incident will be reported to law enforcement authorities as deemed necessary. **STUDENTS WILL BE SUBJECTED TO PERIODIC HEALTH, WELFARE, AND SAFETY SEARCHES TO ENSURE A SAFE LEARNING ENVIRONMENT.**

1. The school will routinely conduct searches (with or without trained law enforcement personnel, including drug dogs) of all facilities located on the grounds, including all vehicles.
2. Any student suspected in the theft of other students' property will be subject to a search. All seized items will be used as evidence.

SEXUAL HARASSMENT

In compliance with the Escambia Charter School's policy governing sexual harassment involving employees and students, Escambia Charter School prohibits the following actions:

- Spreading sexual gossip
- Making unwanted sexual comments (serious or joking)
- Pressing others for sexual favors
- Making any physical contact of a sexual nature
- Making sexually suggestive phone calls, "sexting," or writing suggestive letters
- Creating a hostile, offensive or intimidating environment related to gender or sexual preference.

Students at Escambia Charter School who are subject to any of the above situations must report the incident to any staff or administration of ECS. Punishment for the perpetrator of the above actions could include dismissal from ECS and reported to law enforcement officials.

BULLYING

Bullying or Harassment is prohibited under the 2008 Florida Statutes section 1006.147.

Bullying or Harassment of any student or school employee is prohibited:

- During any education program or activity conducted by ECS
- During any school-related or school-sponsored program or on a school bus
- Through the use of data or computer software that is accessed through a computer, computer system, network, or social media

Bullying - means systematically and chronically inflicting physical hurt or psychological distress on others that may involve:

- Teasing
- Social exclusion
- Threats
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, Gender, Religious or Racial harassment
- Public humiliation
- Destruction of property

Harassment - means any threatening, insulting or dehumanizing gesture, use data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits

3. Has the effect of substantially disrupting the orderly operation of the school

The law further specifies that bullying and harassment include:

- Retaliating against a student or school employee for reporting bullying or harassment;
- Reporting bullying or harassment, which reporting is not made in good faith;
- Perpetuating bullying or harassment with the intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by incitement or coercion; use of (or providing access to) a school district's computer, computer system, or computer network; or conduct substantially similar to bullying or harassment

Cyber Bullying is defined in the law as bullying through technology or electronic communication use of the internet (creating a webpage or otherwise imitating a student, or distributing something that qualifies as bullying through electronic means (internet, cell phones, and related technologies) to hurt, harass, humiliate, or embarrass another person in a deliberate, repeated, and hostile manner.

Cyber Bullying includes such behaviors as:

- Creating a false online identity to trick another person into revealing personal information
- Impersonating another person through creation of a false social networking page
- Spreading lies and rumors about another person by text message or over the internet
- Sending threatening or hurtful text messages
- Posting online embarrassing pictures of another person without their consent
- The use of technology or any electronic communication, which includes, without limitation the transmission of signs, signals, writing, images, sounds, data, or intelligence of any nature by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, electronic mail, internet communications, instant messages, or facsimile communications
- The creation of a webpage or web log in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages
- The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that is accessible to others

OFFENSES THAT WILL RESULT IN IMMEDIATE SUSPENSION

1. Fighting
2. Weapon(s) possession
3. Prescription or non-prescription drugs (including tobacco, E-cigarettes, and alcohol)
4. Verbal/Physical threats directed to a staff member, or other students
5. Bullying or contributing to a conflict that leads to an altercation
6. Misrepresenting the truth about a staff member
- 7. Leaving class to watch or participate in a fight**
- 8. Refusal to relinquish electronic devices to staff member**
9. Leaving school without permission

VIOLATIONS THAT CAN RESULT IN DISCIPLINARY ACTION/SUSPENSION

- Profanity
- Classroom Disruption (excessive talking/laughing, horse play, out of seat without permission during class time)
- Eating/Drinking will not be allowed in the classrooms
- Leaving classrooms without permission
- Use of electronic devices (i.e. Cell Phones, iPads, iPods, Tablets) during the hours of 8:20 and 3:05.

DISCIPLINARY PROCEDURES:

The majority of work detail will be after school (3:05pm – 4:30pm), and the student will have to provide his/her own transportation home. **Failure to report for assigned work detail will result in a suspension.** If a pattern of negative behavior is established, it will result in a suspension and/or expulsion. Students who create a hostile environment in the classroom will be immediately removed and placed under the supervision of the Dean of Students for further disposition. **Students should expect to perform work detail for the remainder of the class period.** Under no circumstances will this student return to that classroom. If this action continues they will be removed from the campus.

Smoking

- | | |
|------------------|---|
| First Offense - | Referral and work detail after school (3 days) |
| Second Offense - | Referral, suspension, and conference with parents |
| Third Offense - | Referral, suspension, and possible expulsion |
- (Note: Each of these offenses could adversely affect a student’s daily grade)**

Profanity in Class

- | | |
|------------------|---|
| First Offense - | Verbal warning |
| Second Offense - | Referral, conference with parents / teacher directed work detail |
| Third Offense - | Referral, after school work detail, subject to behavior contract, this can escalate to suspension |

(Note: Profanity directed towards any staff member is subject to suspension)

Class Room Disruption

First Offense -	Warning, removal from class if behavior continues and automatic work detail
Second Offense -	Referral, removal from class, conference with parents, after school work detail (3-5 days)
Third Offense -	Referral, behavior contract, removal from class, after school work detail subject to discretion of the Dean

(Note: habitual offenders will be subject to suspension)

Leaving Class Without Permission

First Offense -	Referral, teacher directed work detail
Second Offense -	Referral, after school work detail (3-5 days)
Third Offense -	Referral, suspension

Technology Violation

First Offense -	Verbal warning
Second Offense -	Referral, removal from equipment, teacher directed work detail
Third Offense -	Referral, denied use, and suspension

Eating/drinking in Class

First Offense -	Verbal warning
Second Offense -	Verbal warning, teacher directed work detail
Third Offense -	Referral, removal from class, automatic work detail

(Note: habitual offenders are subject to after school work detail.)

*****Any student who receives 6 referrals will automatically be placed on a behavior contract. The next referral will result in 7 days after school work detail or suspension.*****

CLASS PASSES

ANY STUDENT WHO HAS TO LEAVE THE CLASSROOM MUST HAVE A PASS.

Only one student will be excused from any class on a PASS at any given time. All passes will have the student's name, the time of departure from the classroom, destination, and the issuing instructor's signature in ink.

BUS TRANSPORTATION

Bus transportation will be provided to all students attending the Escambia Charter School who live outside the two-mile radius. Students will lose their bus privileges as a result of inappropriate bus behavior. **The following are ECS bus rules:**

- 1. Follow directions the first time they are given by bus driver.**
- 2. Keep all parts of your body and all objects inside the bus.**

3. Keep your hands, feet, and objects to yourself.
4. Stay in your seat with your feet on the floor while the bus is in motion.
5. Sit in your assigned seat. **Keep seatbelts fastened.**
6. Keep all harmful objects (drugs, tobacco, alcohol, and weapons) off the bus.
7. No loud or demonstrative noise. Absolute quiet at all railroad crossings.
8. Do not have any sharp cutting instrument of any kind on the bus.
9. **Do not throw anything out of the windows.**
10. **Throw your trash into the trash receptacle, or you may lose your bus privilege.**
11. **Any acts considered unsafe could result in immediate removal from the bus.**

BUS TRANSPORTATION AUTHORIZATION

It has become increasingly disruptive to keep up with the numerous requests to allow students to ride and disembark the bus when it is not their normal stop. **Under the guise of safety the bus will only transport students to their authorized stop. Students will only be allowed to get off the bus at unauthorized stops if it is a bona fide job site or an educational facility.**

Note: Students getting off at any stop other than their authorized stop WILL lose his/her privilege to ride the bus. The school will be held harmless for students that get off at any stop other than their designated stop, unless the school fails to notify parents in a reasonable amount of time.

SCHOOL INSURANCE

School insurance is available to all students and other personnel who desire it at a nominal fee, covering accidents to and from school or at school sponsored activities. See your latest school insurance forms for details on costs and exemptions. Students who participate in interscholastic sports must be covered by insurance.

LUNCH PROGRAM

The Escambia Charter School makes lunches available to all its students. The lunch menu throughout the week is varied. The prices of school lunches are as follows:

\$3.25 - Full Price

\$.40 - Reduced Price

Free and reduced priced lunches are available to students who meet the criteria and fill out the appropriate form, or go online and fill out application. Students will be expected to purchase their lunches on a daily basis during homeroom, and student will order their lunch in 1st period class. Students will not be allowed to leave class for the express purpose to order lunch. A student must be physically present on campus by 9:00 A.M., in order to purchase a hot lunch. The lunch coordinator will accept no charges or IOU's. Advance pay for lunches is accepted for only one (1) week in advance by check only. All advance paychecks must be made out to Escambia Charter School.

VISITORS

All persons other than students and staff of the school are regarded as visitors and must report to the Main Office before visiting on campus.

Students from other schools are not permitted to visit the campus or individual classes. Any person not a student or parent/guardian is not authorized on campus during school hours without the proper documentation.

Persons on campus for the purpose of providing transportation for students are to remain in their vehicles and are not to interfere with the school program in any way. When picking up students after school, drivers should line up immediately behind the school buses.

TEXTBOOKS

All textbooks are the property of the Escambia Charter School and are furnished to you on a loan basis. You are responsible for the upkeep and return of all textbooks that you use. If you damage or destroy any textbook you will be fined for the damages. The schedule for textbook fines is as follows:

<u>DAMAGE</u>	<u>AMOUNT OF FINE</u>
Missing Page	Full Price of Book
Broken Backs	25% of Cost
Dirty Binding	\$ 1.00
Dog Ears	\$.10 Per Page (to 50% of cost)
Writing	\$.10 Per Page (to 50% of cost)
Profane Notes	Full Price of Book
Defacing or writing false names inside cover	\$5.00 (to full cost of book)
Book Unusable	Full Price

A student who loses a textbook will be required to pay the replacement cost. Students must take care of all financial obligations for lost and damaged textbooks before graduation or withdrawal from ECS.

Emergency Plan

We ask that you please take a moment to review the seriousness of these drills with your child.

Fire Drill

During a fire drill, all classes will take the primary route indicated on the room Evacuation Chart. Students will walk silently in a single file line out of the room and at least sixty feet (30 steps) away from the building.

Under ordinary circumstances, all doors and windows should be closed by the last one to leave the room. Do not lock your doors so that the fire crews have access. The lights and **air conditioning should be turned off**. In case of an emergency, the teacher may use his/her discretion as to whether the lights may be turned off.

Fire drills are required by State Law at least once each quarter. We feel that the students and staff need to be prepared, so our drills are practiced monthly. Students and staff **MUST** exit the building upon a fire alarm signal, with the exception of the Administrative staff. No student or staff member should return to the building until the all clear signal is given. All students and staff should re-enter the building without talking in case of verbal directions are needed to exit the building again. During drills, the assembly area will be the far west wood lines. Teacher will take accurate count of their respective students to ensure they are all accounted for.

Bomb Threat/Serious Threat or Endangerment

Turn off radios and cell phones! No exceptions. **Radio/cell phone transmissions can activate devices**. Upon receipt of a bomb threat or other threatening situation requiring evacuation of the school building, an evacuation signal will be issued. The signal will be the fire alarm signal. All students and staff members, with the exception of the Administrative staff, **MUST** evacuate the building immediately using the Fire Drill Plan unless otherwise specified over the intercom system. Upon leaving the classroom, please scan the room for any objects that are out of the ordinary. Do not touch or rearrange anything in the classroom, especially suspicious items such as bags or packages. 911 will be called by the Administrative staff and the Bomb Squad will be sent to investigate. The Principal or site designee will meet in the office to begin the search pattern. A staff member may volunteer to assist with the search, but is not required to do so. If no foreign object is found, students and staff will remain outside the building until the Bomb Squad permits access back into the building. No student or staff member should re-enter the building until the all clear signal is given. All staff and students will assemble at the far west wood lines in classroom groups. Teachers will take accurate count of their students in this area for accountability purpose.

Tornado (Hurricane) Drill

A tornado warning will be given verbally over the walkie-talkie system or by a message carrier. All students and teachers are to enter the south entrance of the cafeteria and crouch on the floor with their arms covering their heads. If there is imminent danger, the teacher should instruct the pupils to lie face down, draw their knees up under their body and cover the back of their heads

with their hands or a book. The pupils should take protective cover under a desk and away from windows or glass if at all possible. Those who cannot get under their desk will crouch at an interior wall with their heads covered.

Serious Incident

Should a situation occur where student/staff safety is concerned, an announcement will be made over the intercom. Make sure your walkie talkies are on. The announcement will say, “We are in Lock Down Mode, remain inside until further notice.”

At that time, all staff should remain in the rooms where they are located and the teacher should immediately lock all classroom doors. All students and personnel should crouch on the floor away from all windows. When there is no longer an emergency, the following announcement will be made over the intercom system, “Teachers and Students, the emergency situation at our school has been taken care of and you may resume your normal routine.”

Bio-hazardous Threat

In the event that there is danger concerning our school where bio-hazardous material is concerned, all students are to evacuate their classrooms and go to a designated area determine by the staff. All air conditioning units are to be turned off immediately. In the event that the danger is imminent, remain in classrooms, ensuring that all doors are sealed shut as well as all windows.

Emergency Evacuation

In the event that we are faced with a dangerous situation that requires students and personnel to be removed from campus, an evacuation route is in place. An intercom announcement will be made by Administration stating that there is an incident threatening our school, and to immediately follow emergency evacuation procedures. ALL students and faculty will leave their classrooms, and proceed in an orderly fashion toward the parking lot of Gonzalez Utilities. Teachers will take an accurate account of their students for accountability. This event is not practiced, so it’s imperative that all students are aware of procedures.

Responsibilities for ALL Staff Members During Emergency Drills/Situations

All staff members, It is imperative that all personnel is prepared should an emergency situation occur. Be aware of all drill and evacuation procedures! Know contingency plan! Please review the attached addendum to our handbook.

Security

Ensure that ALL gates are unlocked and unobstructed. Make sure that there are no cars or service vehicles parked so that walking traffic cannot get by. Go around to all classrooms, turn off air conditioning systems, lock all doors, and turn off lights. Make sure that the fire alarm is activated and working properly. During this time, no students will be picked up without proper identification from parent/guardian. Students will be signed out by the administrative personnel.

GLOSSARY/DEFINITIONS (To help you with parent-teacher conferences)

1. **Discipline** - A set of rules that develops self control and orderliness in students by providing logical consequences for both appropriate and inappropriate behavior; the goal being a safe and orderly education for **ALL STUDENTS**.
2. **Dialog** - (a noun used as a verb) Talk.
3. **ESE** - Exceptional Student Education. ESE has its own large sub-dialect of terms, including EBD (emotional or behavioral disabilities), LD (learning disabled) and gifted.
4. **ESOL** – English Speakers of Other Languages
5. **FTE** - Full-time equivalence (one student, or several parts of students that add up to one whole student, used to determine how much money the state gives a school district.)
6. **Funded** - Paid for
7. **IEP** - Individualized Education Plan. Under federal law, all ESE students are entitled to an IEP.
8. **INPUT RICH PROCESS** - Many stakeholders gave their opinions on something.
9. **OUTCOME BASED EDUCATION** - Teaching to the test.
10. **RELOCATABLES** - Portable classrooms.
11. **RESPECT** - To be courteous to those around you, to show consideration.*
12. **SCHOOL CENTER** - School.
13. **STAKEHOLDER** - A person who has a vital interest in something; one of the people who provides input to the input-rich process.
14. **UNFUNDED MANDATE** - The state or federal government orders the school district to do something, but does not give them any money to do it.
15. **ZERO BUDGET IMPACT** - It doesn't cost anything
16. **ATTENTIVENESS** - Showing the worth of a person by giving full concentration to his or her words.*
17. **OBEDIENCE** - Cheerfully carrying out the directions and wishes of those who are responsible for me.*
18. **TRUTHFULNESS** - Earning future trust by accurately reporting past facts.*

19. **DISRESPECT** - To be rude or discourteous to another person, talking back or arguing with another.
20. **CONSEQUENCES** - A result of one's actions.
21. **TEACHER DETENTION** - Being detained with teacher (time to be determined by teacher).
22. **OSS - OUT-OF-SCHOOL SUSPENSION** - To take away the privilege of attending school for a certain number of days, outside the school. Class work missed during OSS may not be made up for credit.
23. **ISS - In-School-Suspension** - To take away the privilege of attending classes; remains in school however will perform work detail during ISS.
24. **POSSESSION** - Ownership, to carry on you as if you owned it, to have in your control.
25. **SEVERE CLAUSE** - Extremely disruptive behavior results in immediate removal from class to the principal's office.

*Definitions taken from *Character First!* (Character Education Series)

General Curriculum Requirements for High School Graduation

4.7.1 Florida public education is based upon the Next Generation Sunshine State Standards and the Florida Standards that have been adopted by the State Board of Education. Standards for graduation from high schools shall be based upon the requirements of the K-20 Education Code that include as a minimum:

A. achievement of acceptable levels of performance in reading/English Language Arts (ELA), and math as measured by the statewide standardized assessments to include EOC assessments. Students may use concordant and comparative scores on the ACT, SAT, or P.E.R.T. to satisfy graduation requirements in reading/ELA and math (see chart below).

Reading/ELA Assessment Requirement and Passing Score by School Year

School Year When Assessment Requirements Began for Students Entering Grade 9	Assessment that Students Must Pass in Order to Graduate	Passing Score for the Required Assessment
2010-11 to 2012-13	Grade 10 FCAT 2.0 Reading	245
2013-14	Grade 10 FSA ELA	349
2014-15 and beyond	Grade 10 FSA ELA	350

Algebra 1 Assessment Requirement and Passing Score by School Year

Implementation Year	Assessment that Students Must Pass in Order to Graduate	Passing Score for the Required Assessment
2011-12	NGSSS Algebra 1 EOC	399
2014-15	FSA Algebra 1 EOC Assessment	489
2014-15 and beyond	FSA Algebra 1 EOC Assessment	497

Concordant and Comparative Scores

Concordant Test	Grade 10 FCAT 2.0 Reading or FSA ELA	Algebra 1
ACT	19	N/A
SAT	430	N/A
P.E.R.T.	N/A	97

B. Completion of the prescribed number of academic credits which reflect a minimum grade point average of 2.0.

C. Completion of an intensive remedial course or content area course that includes remediation skills for a student who scores Level 1 or 2 on the FSA ELA assessment for reading.

D. Completion of an intensive remedial course or content area course that includes remediation skills for a student who scores Level 1 or 2 on the Algebra 1 EOC assessment.

Graduation Options

Students may select one (1) of two graduation options (1003.4282, 1002.3105, F.S.)

- The traditional twenty-four (24)- credit option
- A three-year eighteen (18)-credit option (ACCEL option)

The two (2) graduation options include rigorous academic courses designed to prepare students for the future. All students must earn a specific grade point average and pass the Reading FCAT 2.0 or ELA assessment and Algebra 1 End-of-Course assessment to earn a standard diploma. Students who choose the traditional option must complete a minimum of twenty-four (24) academic credits to earn a standard diploma. Students who choose the ACCEL option must complete a minimum of eighteen (18) credits.

Accelerated High School Graduation Option

Students may earn a standard diploma in three (3) years by bypassing the physical education requirement and five (5) of the eight (8) elective credits. Students must earn a minimum of a 2.0 GPA and pass the tenth grade FCAT 2.0 reading assessment or ELA assessment and the Algebra 1 EOC assessment. An online course is not required.

Students who meet all requirements needed to satisfy the eighteen (18) credit option will be awarded a standard high school diploma. A student who does not complete all requirements for the three (3)-year graduation option, including earning passing scores on the Reading FCAT 2.0 or ELA assessment, Algebra 1 EOC assessment and achieving the required grade point average, must attend high school a fourth year and meet graduation requirements. 1003.4282, F.S.

Mid-Year Promotion

A. Promotion at the high school level will be based exclusively on the number of credits earned by the student in accordance with 4.22.

B. Mid-year promotions will be considered and will occur at the conclusion of each semester and at the end of summer break.

The grading system and interpretation of letter grades used with all students except ESE students enrolled in Access Courses in grades 9-12 shall be as follows:

Grade “A” equals 90% through 100% has a grade-point average value of four (4), and is defined as outstanding progress.

Grade “B” equals 80% through 89% has a grade-point average value of three (3) and is defined as above average progress.

Grade “C” equals 70% through 79% has a grade-point average value of two (2) and is defined as average progress.

Grade “D” equals 60% through 69% has a grade-point average value of one (1) and is defined as lowest acceptable progress.

Grade “F” equals 0% through 59% has a grade-point average value of zero (0) and is defined as failure.

Grade “I” equals 0%, has a grade-point average value of zero (0), and is defined as incomplete.

Grade “P” equals pass.

Grade Forgiveness

Forgiveness policies for required courses shall be limited to replacing a grade of “D” or “F,” or the equivalent of a grade of “D” or “F,” with a grade of “C” or higher, earned subsequently in the same or comparable course. Forgiveness policies for elective courses shall be limited to replacing a grade of “D” or “F,” or the equivalent of a grade “D” or “F,” with a grade of “C” or higher or the equivalent of a grade of “C” or higher, earned subsequently in another course.

A grade of “D” or “F” in any course that culminates in an EOC assessment may be replaced by one (1) of the following:

- Retaking a semester of the course
- Retaking the entire course
- Retaking the EOC assessment for that course
- Retaking both the course and the EOC assessment to improve the student’s final course grade

If retaking the course, including the EOC assessment as 30 percent, or retaking the EOC assessment results in a final course average of “C” or above, then this grade replaces the “D” or “F.” If it does not result in a “C” or above, then the original course average stands and is not replaced. Only one (1) credit is allowed per course, so only one (1) grade per course should be included as part of the student’s GPA (s. 1003.4282, F.S.): In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student’s GPA.

Any course grade not replaced according to the District forgiveness policy shall be included in the calculation of the cumulative GPA required for graduation.

Course Credit

4.21.1 Definition of Course Credit

For the purposes of requirements for high school graduation, one (1) full credit means a minimum of one hundred thirty-five (135) hours of bona fide instruction (one hundred twenty [120] hours on block schedule) in a designated course of study that contains student performance standards. Six (6) semester credit hours (three [3] in some upper level courses) of instruction which are earned through dual enrollment and which satisfy the requirements of the District’s inter-institutional articulation agreement also equals one (1) full credit. 1003.436, F.S.

4.21.4 Awarding of Credit

Full Credit: A student enrolled in a full-year course shall receive one (1) full credit if the student successfully completes one (1) semester (either first or second) and fails the other semester if the average of the final grade for both semesters is a passing grade.

A student enrolled in a full-year course shall receive one-half (.5) credit if the student successfully completes one (1) semester but fails the other semester and the average of the two (2) final semester grades is less than a passing grade.

The exception to this rule is any course which requires a state EOC assessment. For those courses, credit is not awarded until the end of the year, based on the EOC assessment and the average of the two (2) semesters. One (1) full credit will be awarded at that time if the average is a sixty percent (60%) or higher.

Semester Credit: A student who successfully completes a semester of any course will be awarded one-half (.5) credit in that course. This credit will count toward grade promotion and graduation. Some dual enrollment courses in the area of mathematics, science, English, and foreign language earn one (1) full credit in one (1) semester per State Department of Education Guidelines.

4.21.6 Attendance Requirement for Awarded Credit

A student who misses more than five (5) days during a semester must demonstrate mastery in one (1) of the following methods to be eligible to earn credit:

- earn a passing grade on the semester exam that when averaged with the two (2) grading periods is sixty percent (60%) or higher for the course; or
- earn a course average of seventy percent (70%) or higher

For courses that require a state EOC assessment, a student who misses more than ten (10) days of school for the entire year must demonstrate mastery in one (1) of the following methods to be eligible to earn a grade higher than fifty-nine percent (59%):

- earn a score (sixty-five percent (65%) or higher) on the EOC assessment that when averaged with the two (2) semesters is sixty percent (60%) or higher for the course; or
- earn a course average of seventy percent (70%) or higher

A student who has not been in attendance for the required number of days and does not demonstrate mastery by one (1) of the two (2) methods listed above will have a maximum of a fifty-nine percent (59%) recorded in academic history for that course. 1003.436, F.S.

4.21.7 Semester Grade Calculation

Semester grades will be determined by averaging the two (2) nine-week grading periods at two-fifths (2/5) each and the District subject area exam and/or teacher made semester exam grade at one-fifth (1/5).

For courses that require the completion of a Florida EOC assessment, the year average will be calculated using the criteria below:

- $YR\ AVG = (\text{thirty-five percent [35\%] of the first semester average}) + \text{thirty-five percent [35\%] of the second semester average}) + (\text{thirty percent [30\%] of the EOC})$
- The second semester average will be determined by averaging the two (2) nine (9) week grading periods at one-half (1/2) each.

Based on the year's average of these courses that require an EOC, a full credit is awarded. The grade level at which courses are offered will be determined by the principal consistent with the Florida Department of Education Course Code Directory and Instructional Personnel Assignments. All high school students will be classified as follows:

- First Year- Freshman
- 5 credits- Sophomore

- 11 credits- Junior
- 17 credits- Senior

4.23 Compulsory Attendance

A student who attains the age of sixteen (16) years during the school year is not subject to compulsory school attendance if the student files a formal declaration of intent to terminate school enrollment with the District. Until the declaration is filed, the student is subject to compulsory school attendance if the student has not met graduation requirements. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential. The declaration must be signed by both the student and the student's parent/guardian. An exit interview must include the reason the student is terminating enrollment. 1003.21, F.S.

5.2.2 General Education Development Preparatory Program (GED)

Adult learners, eighteen (18) years of age or older, take the General Education Development (GED) Test and earn a GED. The GED Preparatory Program provides instruction in the four (4) areas assessed by the official GED Test. Students enrolling in the program must have a minimum score of Grade 9 on the TABE. In extraordinary circumstances determined jointly by District and school-based officials, the candidate who is at least sixteen (16) years of age may enroll in GED classes. A minimum of thirty (30) class days is required before the candidate is eligible to take the GED Test. However, if a candidate's TABE scores are high enough, he/she may be eligible to be Fast Tracked. Eligibility to test students under the age of eighteen (18) is based upon the official score of 150 or more on the Official GED Practice Test™. 1003.435, F.S.

Performance-Based Exit Option Model

The purpose of this program is to provide at-risk students an opportunity to complete their high school education and enter employment or higher education. The Performance-Based Exit Option Model is not an early exit option for students and may be used only when a student is at risk of not graduating with his/her cohort group. In Florida, the Performance-Based Exit Option Model provides an opportunity both for students enrolled in Dropout Prevention Programs and for overage-for-grade students. Students passing both the GED Test and required Florida Comprehensive Assessment Test (FCAT 2.0) or Florida Standards assessments are eligible to receive a State of Florida High School Performance-Based Diploma. A student who passes only the GED Test may be awarded a State of Florida High School Diploma (GED).

If a student is to be successful on the GED Test, he/she must possess high school level skills. Students who wish to participate in graduation exercises in May or June of each year should take the GED Test no later than March. However, students are not permitted to take the GED Test until such time as they pass the FCAT 2.0 or required Florida Standards assessments. Students who meet all requirements for the Performance-Based Exit Option Model are considered graduates and may not return to school the following semester.

1. Student eligibility for the Performance-Based Exit Option Model includes the following:

- students who are at least sixteen (16) years of age,

- students who are currently enrolled in high school, and
- students who are not eligible to graduate with the peer group with whom they entered kindergarten

2. Requirements for participation in the program

- Signed parental approval form;
- Current participation in courses that meet high school graduation requirements;
- Deficiency in credits or GPA;
- Minimum reading level of Grade 7 at the time of selection (Grade 9 or higher at the time of the GED testing) as documented on the Test of Adult Basic Education (TABE) or other DOE approved test to determine grade level proficiency; and
- Acceptable scores, 150 or higher, on the official GED practice tests administered under required testing conditions.

Credit Recovery

Students in grades nine (9) through twelve (12) may participate in a credit recovery course. Credit recovery courses are offered through Adult General Education at various school locations. Enrollment is limited to core curricula courses for credit recovery as defined by the Department of Education or dropout prevention. Those courses include courses offered in grades nine (9) through twelve (12) that are measured by state assessment at any grade level and courses that are specifically identified by name in statute as required for high school graduation and that are not measured by state assessment, excluding any extracurricular courses.

All students must have approval from the high school principal or designee to enroll in a credit recovery course. To earn credit, students must pass one hundred (100) percent of the standards in which they are deficient at a minimum of seventy (70) percent mastery level and may not exceed three (3) absences during the course. Students who wish to participate in co-enrolled/credit recovery courses must not have a pattern of excessive absenteeism (fifteen [15] unexcused absences within ninety [90] calendar days), a record of habitual truancy, and/or a history of disruptive behavior in school. Credit recovery courses should only be used for credit recovery, grade forgiveness, or remediation for students who need to prepare for an EOC assessment retake. 1011.80, F.S.

4.14 Assessment

4.14.1 State Assessment Test for General Education Students

Each student must participate in all statewide standardized assessments required by 1008.22, F.S. The Florida Standards Assessments are administered annually in ELA (grades 3-11) and mathematics (Grades 3-8). Mathematics, social studies, and science standards are tested through EOC assessments in Algebra 1 and Algebra 2, geometry, United States history, and biology.

